

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)
Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Board Commissioners of Burlington Water District Meeting

Wednesday, May 17, 2023, 6:15 PM

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/378005157>

You can also dial in using your phone.

Access Code: 378-005-157

United States: +1 (312) 757-3121

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

AGENDA

Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

Public Comment (limited to 10 min./issue):

Guests: City of Portland Water Bureau staff, Mary Leung and Cecelia Huynh to present the draft water agreement.

Guest: Ed Hodges, engineer of record for BWD;

Project Update:

1. Update on Riverview Project
2. Update on Water Meter Project
3. Update on Master Plan Project

Water Operator's Report from Hiland (Aaron Olson):

- a. Locates:
- b. Compliance Testing:
- c. Leak detection/repair:
- d. Chlorine residual monitoring:
- e. Customer issues:
- f. Billing adjustments:
- g. Update Water Meter Shutoff Replacements

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports:
- b. Monthly budget statements:
- c. Monthly budget expenditure review:

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Consent Agenda:

- a. Board approval to pay bills as presented:
- b. Board approval of April Board Meeting minutes as submitted:
- c. Board approval of April Budget committee Meeting minutes as submitted:

Administrative Reports:

23/24 Budget Presentation to the Board:

- a. Adopt the budget.
- b. Make appropriations
- c. Levy and categorize taxes
- d. Deliver second reading of the Rate Increase Ordinance.

Old Business:

New Business:

- a. BWD Board Vote on Sole Source Documents

Announcements:

Adjourn:

Next Board Meeting: Wednesday, June 21, 2023 at 6:15pm

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary



Hiland Water Operator's Report

April 2023

This report is furnished by Hiland Water and outlines the operations during April 2023.

- Locates
 - Hiland Water responded to several locate requests. Water lines were marked as needed. As requested, the list of locates are shown below:

Ticket #	Type	Call Date	Excavator Company	Addr	Street	City
23096741	Phone	04/12/23 18:31:56	LIL STINKY ENVIRONMENTAL SRVC	12835	ALDERVIEW	PORTLAND
23098501	ITIC2.0	04/14/23 08:37:07	KATIE SCHNELL	14555	LARSON	PORTLAND
23098501	Phone	04/14/23 09:11:09	KATIE SCHNELL	14555	LARSON	PORTLAND

- Compliance/Testing
 - The coliform sample taken in April showed no presence of coliform or e coli.
- Other notes from the field
 - Water is surfacing next to Highway 30 and was evaluated in early May. ODOT has given approval for excavation, which is scheduled for May 12, 2023.
- Notes from Office
 - Account 2491: Meter is scheduled to be shut off.
 - Account 2517: Meter is scheduled to be shut off.
 - Account 2523: Meter is scheduled to be shut off.
 - Account 2525: Meter is scheduled to be shut off.
 - Account 2531: House burnt down.
 - Account 2532: Meter is scheduled to be shut off.
 - Account 2558: Meter is scheduled to be shut off.
 - Account 2559: Meter is scheduled to be shut off.

- Account 2563: Meter is scheduled to be shut off.
- Account 2577: Meter is scheduled to be shut off.
- Account 2582: Paid in full.
- Account 2586: Meter is scheduled to be shut off.
- Account 2590: Meter is scheduled to be shut off.
- Account 3293: Meter is scheduled to be shut off.
- Account 3294: Meter is scheduled to be shut off.
- Account 3343: There is no meter in the box and we have not been able to get in contact with Bryan to pay his bill.

Date: April 2023

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	891,616 Gallons
Water Sold This Month	759,109 Gallons
Water Loss	132,507 Gallons
Water Loss %	14.86%

	Amount (\$)
Total Water	\$ 25,419.60
Total Late Charge	\$ 64.22
Total Adjustments	\$ 247.76
Total Activation/Disconnect	
Total Current Charges	\$ 25,731.58

Aged 1 Balance	\$ 1,836.94
Aged 2 Balance	\$ 1,356.13
Aged 3 Balance	\$ 790.16
Aged 4+ Balance	\$ 353.88
Overpayments/Undeposited payments	\$ (5,029.85)
Total Receivables	\$ 25,038.84

Total Receipts on Account \$ 23,515.18

Average Usage For Active Meters 6,326

Average Water Charge For Active Meters \$ 211.83

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	5	383,111	50.47%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	1	20,196	2.66%
10,001-20,000	5	74,179	9.77%
8,001-10,000	2	16,576	2.18%
6,001-8,000	3	20,570	2.71%
4,001-6,000	19	90,725	11.95%
2,001-4,000	39	109,941	14.48%
1-2,000	37	43,810	5.77%
Zero Usage	9	-	0.00%
Total Meters	120	759,108	100.00%

Date: April 2023

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	23,779 Gallons
Water Sold This Month	19,246 Gallons
Water Loss	4,533 Gallons
Water Loss %	19.06%

	Amount (\$)
Total Water	\$ 940.28
Total Late Charge	\$ -
Total Adjustments	\$ 3.84
Total Activation/Disconnect	
Total Current Charges	\$ 944.12

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (0.09)
Total Receivables	\$ 944.03

Total Receipts on Account \$ 1,197.96

Average Usage For Active Meters 2,406

Average Water Charge For Active Meters \$ 117.54

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	0	-	0.00%
8,001-10,000	0	-	0.00%
6,001-8,000	0	-	0.00%
4,001-6,000	1	4,570	23.75%
2,001-4,000	4	10,719	55.69%
1-2,000	3	3,957	20.56%
Zero Usage	0	-	0.00%
Total Meters	8	19,246	100.00%

Date: April 2023

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	54,312 Gallons
Water Sold This Month	44,461 Gallons
Water Loss	9,851 Gallons
Water Loss %	18.14%

	Amount (\$)
Total Water	\$ 1,638.37
Total Late Charge	\$ 9.94
Total Adjustments	\$ 7.92
Total Activation/Disconnect	
Total Current Charges	\$ 1,656.23

Aged 1 Balance	\$ 144.43
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (269.43)
Total Receivables	\$ 1,531.23

Total Receipts on Account \$ 1,100.13

Average Usage For Active Meters 3,705

Average Water Charge For Active Meters \$ 136.53

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	1	10,966	24.66%
8,001-10,000	0	-	0.00%
6,001-8,000	1	7,839	17.63%
4,001-6,000	2	8,886	19.99%
2,001-4,000	3	10,008	22.51%
1-2,000	5	6,762	15.21%
Zero Usage	0	-	0.00%
Total Meters	12	44,461	100.00%



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
4/30/23	3820

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
	This credit memo is for service provided during April 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
4/30/23	Burlington Water District April 2023 Base Fee	1	2,660.00	2,660.00
4/30/23	Receipts this month	-1	23,515.18	-23,515.18
	Subtotal for monthly base fee & pass-through customer charges			-20,855.18
	T&M Charges			
4/19/23	Aaron Olson - Attended board meeting. Labor, Equipment, and Mileage Subtotal	0.75	80.00	60.00
				60.00
	Reimbursable Expenses:			
4/30/23	Dan Zimmerman - GoToMeeting Fee	1	14.00	14.00
4/30/23	Dan Zimmerman	1	1,050.00	1,050.00
4/30/23	Dan Zimmerman - Postage	1	148.95	148.95
	Total Reimbursable Expenses			1,212.95
4/30/23	Markup - 10%	1	121.30	121.30

Total - \$19,460.93

Invoices \$0.00

Balance Credit - \$19,460.93

Burlington Water District
Balance Sheet
 As of April 30, 2023

	<u>Apr 30, 23</u>	<u>Apr 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	129,262.96	86,300.07	42,962.89
1004 · OR STATE TREATX POOL-FIRE 4563	155,711.94	80,322.45	75,389.49
1006 · STATE POOL -GEN Savings 3564	199,807.12	195,095.74	4,711.38
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>484,812.02</u>	<u>361,748.26</u>	<u>123,063.76</u>
Total Current Assets	<u>484,812.02</u>	<u>361,748.26</u>	<u>123,063.76</u>
TOTAL ASSETS	<u>484,812.02</u>	<u>361,748.26</u>	<u>123,063.76</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities	-30.00	-30.00	0.00
Total Liabilities	-30.00	-30.00	0.00
Equity			
3000 · Opening Bal Equity	-656,421.00	-656,421.00	0.00
3900 · Retained Earnings	989,055.30	873,393.09	115,662.21
Net Income	152,207.72	144,806.17	7,401.55
Total Equity	<u>484,842.02</u>	<u>361,778.26</u>	<u>123,063.76</u>
TOTAL LIABILITIES & EQUITY	<u>484,812.02</u>	<u>361,748.26</u>	<u>123,063.76</u>

Burlington Water District
Profit & Loss Budget vs. Actual
 April 2023

	Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4002 · WATER SALES	23,515.18	25,000.00	-1,484.82	94.1%
4004 · CURRENT LEVIED TAXES	629.84	2,000.00	-1,370.16	31.5%
4011 · INTEREST INCOME	1,091.41	100.00	991.41	1,091.4%
Total 4000 · INCOME	<u>25,236.43</u>	<u>27,100.00</u>	<u>-1,863.57</u>	<u>93.1%</u>
Total Income	25,236.43	27,100.00	-1,863.57	93.1%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	1,050.00	1,300.00	-250.00	80.8%
5147 · OPERATIONS MANAGEMENT FEE	2,841.30	2,916.00	-74.70	97.4%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.66	-16.66	0.0%
5111 · ELECTRIC	111.19	145.00	-33.81	76.7%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	779.50	1,250.00	-470.50	62.4%
5127 · OFFICE EXPENSE & POSTAGE	182.94	208.33	-25.39	87.8%
5141 · MAINTENANCE	0.00	2,916.66	-2,916.66	0.0%
5142 · WATER PURCHASES	2,614.76	2,916.66	-301.90	89.6%
5145 · ENGINEER	465.00	416.66	48.34	111.6%
Total 5100 · GENERAL OPERATING EXPENS...	<u>8,044.69</u>	<u>12,735.96</u>	<u>-4,691.27</u>	<u>63.2%</u>
Total Expense	8,044.69	12,735.96	-4,691.27	63.2%
Net Ordinary Income	17,191.74	14,364.04	2,827.70	119.7%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	5,360.00	40,000.00	-34,640.00	13.4%
Total 5200 · CAPITAL OUTLAY	<u>5,360.00</u>	<u>40,000.00</u>	<u>-34,640.00</u>	<u>13.4%</u>
Total Other Expense	5,360.00	57,852.08	-52,492.08	9.3%
Net Other Income	-5,360.00	-57,852.08	52,492.08	9.3%
Net Income	<u><u>11,831.74</u></u>	<u><u>-43,488.04</u></u>	<u><u>55,319.78</u></u>	<u><u>-27.2%</u></u>

Burlington Water District
Profit & Loss Budget vs. Actual
July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	274,650.00	-274,650.00	0.0%
4013 · Grant Proceeds	0.00	40,000.00	-40,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	265,094.68	230,000.00	35,094.68	115.3%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	149,398.52	144,000.00	5,398.52	103.7%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	7,637.58	1,000.00	6,637.58	763.8%
Total 4000 · INCOME	<u>426,588.65</u>	<u>864,650.00</u>	<u>-438,061.35</u>	<u>49.3%</u>
Total Income	426,588.65	864,650.00	-438,061.35	49.3%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	80,840.65	85,500.00	-4,659.35	94.6%
5152 · CONSULTANTS	302.19	4,200.00	-3,897.81	7.2%
5151 · PROCESSING FEES	662.00	1,250.00	-588.00	53.0%
5150 · ACCOUNTING	13,370.00	19,200.00	-5,830.00	69.6%
5147 · OPERATIONS MANAGEMENT FEE	30,148.74	29,168.00	980.74	103.4%
5109 · GENERAL OPERATING EXPENSES	263.70	833.34	-569.64	31.6%
5102 · ADVERTISING/COLLECTIONS	0.00	416.68	-416.68	0.0%
5103 · BANK FEES	0.05	166.68	-166.63	0.0%
5111 · ELECTRIC	1,201.00	1,410.00	-209.00	85.2%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	4,317.79	12,500.00	-8,182.21	34.5%
5127 · OFFICE EXPENSE & POSTAGE	2,432.32	2,083.34	348.98	116.8%
5141 · MAINTENANCE	17,608.02	29,166.68	-11,558.66	60.4%
5142 · WATER PURCHASES	22,729.22	29,000.00	-6,270.78	78.4%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	5,288.75	4,166.68	1,122.07	126.9%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	<u>189,029.96</u>	<u>229,211.40</u>	<u>-40,181.44</u>	<u>82.5%</u>
Total Expense	189,029.96	229,211.40	-40,181.44	82.5%
Net Ordinary Income	237,558.69	635,438.60	-397,879.91	37.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	165,520.84	-165,520.84	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	16,430.00	295,000.00	-278,570.00	5.6%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	<u>16,430.00</u>	<u>295,000.00</u>	<u>-278,570.00</u>	<u>5.6%</u>
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	9,500.00	-9,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.15	31,775.00	-1.85	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	<u>68,920.97</u>	<u>78,425.00</u>	<u>-9,504.03</u>	<u>87.9%</u>
Total Other Expense	85,350.97	538,945.84	-453,594.87	15.8%
Net Other Income	-85,350.97	-538,945.84	453,594.87	15.8%
Net Income	<u><u>152,207.72</u></u>	<u><u>96,492.76</u></u>	<u><u>55,714.96</u></u>	<u><u>157.7%</u></u>

Burlington Water District
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	274,650.00	-274,650.00	0.0%
4013 · Grant Proceeds	0.00	40,000.00	-40,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	265,094.68	286,000.00	-20,905.32	92.7%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	149,398.52	145,000.00	4,398.52	103.0%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	7,637.58	1,200.00	6,437.58	636.5%
Total 4000 · INCOME	<u>426,588.65</u>	<u>921,850.00</u>	<u>-495,261.35</u>	<u>46.3%</u>
Total Income	426,588.65	921,850.00	-495,261.35	46.3%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	161,681.30	158,000.00	3,681.30	102.3%
5152 · CONSULTANTS	302.19	5,000.00	-4,697.81	6.0%
5151 · PROCESSING FEES	662.00	1,500.00	-838.00	44.1%
5150 · ACCOUNTING	13,370.00	22,000.00	-8,630.00	60.8%
5147 · OPERATIONS MANAGEMENT FEE	30,148.74	35,000.00	-4,851.26	86.1%
5109 · GENERAL OPERATING EXPENSES	263.70	1,000.00	-736.30	26.4%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.05	200.00	-199.95	0.0%
5111 · ELECTRIC	1,313.57	1,700.00	-386.43	77.3%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	4,317.79	15,000.00	-10,682.21	28.8%
5127 · OFFICE EXPENSE & POSTAGE	2,432.32	2,500.00	-67.68	97.3%
5141 · MAINTENANCE	17,748.02	35,000.00	-17,251.98	50.7%
5142 · WATER PURCHASES	25,243.20	35,000.00	-9,756.80	72.1%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	5,288.75	5,000.00	288.75	105.8%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	<u>272,637.16</u>	<u>327,550.00</u>	<u>-54,912.84</u>	<u>83.2%</u>
Total Expense	272,637.16	327,550.00	-54,912.84	83.2%
Net Ordinary Income	153,951.49	594,300.00	-440,348.51	25.9%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	201,225.00	-201,225.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	16,558.00	314,650.00	-298,092.00	5.3%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	<u>16,558.00</u>	<u>314,650.00</u>	<u>-298,092.00</u>	<u>5.3%</u>
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	9,500.00	-9,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.15	31,775.00	-1.85	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	<u>68,920.97</u>	<u>78,425.00</u>	<u>-9,504.03</u>	<u>87.9%</u>
Total Other Expense	85,478.97	594,300.00	-508,821.03	14.4%
Net Other Income	-85,478.97	-594,300.00	508,821.03	14.4%
Net Income	<u><u>68,472.52</u></u>	<u><u>0.00</u></u>	<u><u>68,472.52</u></u>	<u><u>100.0%</u></u>

Burlington Water District

5/14/2023 6:35 PM

Register: 10.01 · Bank of the West-General acct.

From 05/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
05/16/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	112.57		129,150.39
05/17/2023	3573	ALEXIN ANALYTI...	5100 · GENERAL OP...	INV: 44880	140.00		129,010.39
05/17/2023	3574	Multnomah County ...	5200 · CAPITAL OUT...	BP-2023-16863	128.00		128,882.39
05/17/2023	3575	City of Portland, Fire...	5100 · GENERAL OP...	CONTRACT: ...	80,840.65		48,041.74
05/24/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	April 2023 Wat...	2,513.98		45,527.76

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)
Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Board Commissioners of Burlington Water District Meeting

To follow Budget Meeting
Apr 19, 2023, 6:45 – 8:45 PM

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/958323757>

You can also dial in using your phone.

Access Code: 958-323-757
United States: +1 (408) 650-3123

Minutes

Meeting called to Order by Ron Yann at 6:45

Board members present to establish quorum for meeting:

Present: Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Tiff Wood; quorum present. Also present Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator; Ed Hodges, engineer of record.

Public Comment (limited to 10 min./issue): None

Guest: Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record.

- 1) Reviewed Riverview Watermain project: Project is out to bid per schedule. Bid date is May 2nd at 2pm. Est. cost \$332K. Plan to complete bulk of project next fiscal year.
- 2) Water Meter project: Sole source request reviewed by Laura Schroeder, BWD atty. Both sole source documents will be reviewed and voted on at next meeting. Ron requested meter be added to Newberry road.
- 3) Master Plan: SIP grant application for \$20K has been submitted. We are a couple months out before we will hear of decision. Ed has been unable to locate additional funds for seismic component. Consulted seismic engineer and there is not a lot of seismic concern with current reservoir and pump station. Would cost \$5-6K for seismic evaluation to be completed.

Water Operator's Report from Hiland:

- a. Locates: Hiland Water responded to three locate requests. Water lines were marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection: Couple of angle stops have been replaced.

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

- d. Chlorine residual: N/A
- e. Billing adjustments: There are 8 homes with meters scheduled to be shut off (not on auto pay before). Four customers with autopay on the old system have been notified.
- f. Loss factor: 21%, 220Kgal = 5 gal/min for past month.
- g. Continuing to work on valve replacement project.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Water sales trending at 118% budget to fiscal TYD; Water sales for fiscal year at 84.5% July-June. Taxes at 104%.
- d. May need to consider supplemental budget next year if expenses for capital projects do not line up with predictions.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Dan J. moved that bills be paid as presented, Tiff W. seconded, motion passed unanimously.
- b. Board approval of March Board Meeting minutes as submitted:
ACTION: Dan J. moved that March minutes be approved as submitted, Tiff W. seconded, motion passed unanimously.

Administrative Reports: N/A

Old Business: N/A

New Business:

- a. Review and approval of Annual Hiland contract. Same 15% increase in annual fee plus the addition of a credit for \$200/month management fee once automated meters are installed.
ACTION: Tiff W. moved that Ron Y. sign annual Hiland contract on behalf BWD, Dan J. seconded, motion passed unanimously.

Announcements: Although community candidates for upcoming BWD board of directors are not in voters pamphlet they will be on the ballot.

Adjournment:

Dan J. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.
Meeting Adjourned at 7:34 pm.

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Next Board Meeting:

Wednesday, May 17th at 6:15pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary

From Burlington Water District

NOTICE OF SOLE SOURCE PROCUREMENT

Notice is hereby given that the Burlington Water District (BWD) intends to enter into a sole source contract in accordance with OAR 137-047-0275 with Mueller in order to acquire Mueller automated meters pursuant to the BWD Board Resolution 2023/24-03 attached.

The Burlington Water District is in the process of updating water meters to a more efficient and cost-effective automated system, which includes replacing the existing water meters with more efficient automated meters. The Burlington Water District currently uses Mueller software and computer systems. Purchase of the necessary equipment would be compatible with the existing Mueller systems and services used by the operator and would avoid the unnecessary high cost of conversion to new automated meters, systems, and services.

The cost of the Mueller automated meters and associated accessories is approximately \$70,000.00.

Any person may submit a written protest specific to this sole-source notice within seven days of the date of this public notice. The protest shall provide a detailed statement of the legal and factual grounds for the protest, a description of the resulting harm to the Affected Person, and the relief requested. Protests shall be handled pursuant to OAR 137-047-0710.

Written protests must be delivered to the Budget Director of the Burlington Water District no later than 11:59pm on May 9th 2023. Written protests received after the closing date and time are late and will not be considered. Postmarks, facsimiles, and electronic protests will NOT be considered. Protests must be submitted in writing to the Burlington Water District, Attn: Budget Officer Daniel Johnson, P.O. Box 1827, Fairview, OR 97024.

This notice is given in accordance with the provisions of Oregon Revised Statutes, ORS 279B.075 and ORS 279A.065, and Oregon Administrative Rule, OAR 137-047-0275.

DATED THIS 2ND DAY OF MAY, 2023



Daniel Johnson
Budget Officer

PUBLISH: Burlington Water District Website on 5/1/2023
<https://burlingtonwater.specialdistrict.org/>

RESOLUTION NUMBER 2023/24-03

SOLE SOURCE RESOLUTION FOR MUELLER AUTOMATED METERS

WHEREAS, a Sole Source Procurement (“SSP”), according to both ORS 279B.075 and OAR 125-246-0170, is defined as any contract entered into without a competitive process and the contracting agency has procurement authority under ORS 279A.050;

WHEREAS, Burlington Water District (“BWD”) has procurement authority to enter into contracts to buy goods granted by ORS 279A.050 in accordance with the provisions of the Public Contracting Code; and

WHEREAS, the BWD Board of Directors (“Board”) must provide for the ongoing maintenance of the Burlington Water District which provides new or enhanced local services and infrastructure for the delivery of safe water for its community:

The BWD Board makes the following Findings:

1. The Board previously purchased Mueller equipment through bidding in accordance with the provisions of the Public Contracting Code;
2. Mueller is the sole source provider of automated meters and software that are compatible with the equipment already in place at BWD;
3. Mueller equipment requires specialized service, software, training, and parts to maintain and repair the equipment;
4. The Board previously purchased “operator” services of Mueller equipment through bidding in accordance with the provisions of the Public Contracting Code;
5. The Board desires to avoid the unnecessary high cost of conversion to new automated meters, systems, and the cost to obtain additional and/or different “operator” services.

NOW THEREFORE, BE IT HEREBY RESOLVED that pursuant to OAR 125-247-0275(2)(a) and (d) BWD will publish notice of its sole source procurement at least seven calendar days prior to the award of the contract to Mueller; and will following notice award the purchase of the automated meters and software to Mueller.

BE IT FURTHER RESOLVED that the Board hereby authorizes the BWD Clerk and BWD Treasurer to take all actions necessary to carry out the purpose of this resolution.

BE IT FURTHER RESOLVED that this action may be modified or rescinded at any time by subsequent resolution of the Board.

BE IT FURTHER RESOLVED that any conflicting prior resolutions are hereby superseded and such conflicting provisions repealed.

Upon a motion made by Chair Ron Yann, seconded by Treasurer/Budget Officer Daniel Johnson, that the foregoing be enacted as a Resolution of the Burlington Water District, the following roll call was recorded:

Chair Yann: _____

Treasurer/Budget Officer Johnson: _____

Board Member Curtis: _____

Board Member Wood: _____

Board Member Hasty _____

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of the Burling Water District, on the 31st day of March, 2023.

BURLINGTON WATER DISTRICT BOARD:

ATTEST:

Ron Yann, Chairman

(Susan Hasty), BWD Board Secretary

By: _____

BWD Board Secretary

Daniel Johnson, Treasurer/Budget Officer

Gail Curtis, Board Member

Christopher Wood, Board Member

Susan Hasty, Board Member