

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/>

Burlington Water District Board of Commissioners Meeting

Wednesday, August 17, 2022

6:15 PM - 8:45 PM (PDT)

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AGENDA

Call Meeting to Order

Announce Board members present to establish quorum for meeting:

ACTION: Board to consider Christopher (Tiff) Woods as new board member to replace Lauren Golar for remainder of term.

If approved and appointed board to welcome and swear Christopher into position.

Public Comment:

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

- a. Monthly overview
- b. Update on leak detection/repair
- c. Possible meter replacement
- d. Chlorine residual monitoring
- e. Customer issues?
- f. Billing adjustments?

Bookkeeper/Office Manager's Report:

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

Consent Agenda:

- a. Board approval to pay bills as presented
- b. Board approval of July Board Meeting minutes as submitted

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Administrative Reports:

- a. Update – Newberry Road petition for variance to join District
- b. Update – Riverview Project
- c. Update – BWD Master Plan

New Business:

Announcements:

Adjournment:

Next Board Meeting: Wednesday, September 21, 2022, at 6:15pm.

Location: Meeting to be held by GoToMeeting videoconference.

8/1/2022

6:00:12PM

Reprinted for: 7/31/2022

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,084,740 Gallons
Water Sold This Month	883,340 Gallons
Water Loss	201,400 Gallons
Water Loss (%)	18.57 %

	Amount (\$)	# Of Accounts
Total Water	26,750.86	115
Total Late Charge	15.81	1
Total Adjustments	-11.80	21
Total Road Surcharge	254.13	1
Total Credit Card Charge	66.50	18
Total Current Charges	27,075.50	115
<hr/>		
Amount Past Due 1-30 Days	1,188.78	16
Amount Past Due 31-60 Days	272.12	3
Amount Past Due Over 60 Days	1,054.13	1
Amount Of Overpayments/Prepayments	-232.21	18
Total Receivables	29,358.32	114

Total Receipts On Account	21,259.38	96
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	
Turned Off Accounts (Amount Owed)	0.00	4
Collection Accounts (Amount Owed)	0.00	4
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	7,423	119
Average Water Charge For Active Meters	232.62	115

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		4	360,310	40.79	35.77
40,001-50,000		1	49,070	5.56	6.09
30,001-40,000		0	0	0.00	0.00
20,001-30,000		3	73,230	8.29	7.94
10,001-20,000		7	81,970	9.28	7.61
8,001-10,000		3	25,430	2.88	2.89
6,001-8,000		9	60,590	6.86	4.88
4,001-6,000		15	73,380	8.31	6.93
2,001-4,000		41	123,690	14.00	16.50
1-2,000		30	35,670	4.04	9.90
Zero Usage		6	0	0.00	1.48
<hr/>					
Total Meters		119	883,340	100.00	100.00

8/1/2022

6:01:18PM

Reprinted for: 7/31/2022

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	28,650 Gallons
Water Sold This Month	20,110 Gallons
Water Loss	8,540 Gallons
Water Loss (%)	29.81 %

	Amount (\$)	# Of Accounts
Total Water	950.13	8
Total Adjustments	10.16	8
Total Credit Card Charge	7.00	2
Total Current Charges	967.29	8

Amount Past Due 1-30 Days	120.99	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-7.00	2
Total Receivables	1,081.28	8

Total Receipts On Account	779.25	7
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	2,514	8
Average Water Charge For Active Meters	118.77	8

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		0		0	0.00	0.00
8,001-10,000		0		0	0.00	0.00
6,001-8,000		0		0	0.00	0.00
4,001-6,000		0		0	0.00	0.00
2,001-4,000		5		16,300	81.05	67.82
1-2,000		3		3,810	18.95	32.18
Zero Usage		0		0	0.00	0.00
Total Meters		8		20,110	100.00	100.00

8/1/2022

6:01:40PM

Reprinted for: 7/31/2022

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	51,530 Gallons
Water Sold This Month	45,470 Gallons
Water Loss	6,060 Gallons
Water Loss (%)	11.76 %

	Amount (\$)	# Of Accounts
Total Water	1,652.56	12
Total Adjustments	1.68	12
Total Credit Card Charge	7.00	2
Total Current Charges	1,661.24	12

Amount Past Due 1-30 Days	0.00	
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-7.00	2
Total Receivables	1,654.24	12

Total Receipts On Account	1,210.33	9
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00
Collection Accounts (Amount Owed)	0.00
Number Of Unread (Turned On) Meters	

Average Usage For Active Meters	3,789	12
Average Water Charge For Active Meters	137.71	12

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		1		11,440	25.16	16.34
8,001-10,000		0		0	0.00	0.00
6,001-8,000		1		6,960	15.31	11.30
4,001-6,000		1		5,090	11.19	8.20
2,001-4,000		5		16,220	35.67	38.94
1-2,000		4		5,760	12.67	25.22
Zero Usage		0		0	0.00	0.00
Total Meters		12		45,470	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
7/31/22	3453

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 in July 2022. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
7/31/22	Burlington Water District Base Fee	1	2,660.00	2,660.00
7/31/22	Credit card transaction fees	18	3.50	63.00
7/31/22	Receipts this month	-1	21,259.38	-21,259.38
	Subtotal for monthly base fee & pass-through customer charges			-18,536.38
	T&M Charges			
7/20/22	Aaron Olson - Prepared notes and information about leak detection, correspondence with staff, attended Board Meeting	1.5	80.00	120.00
7/22/22	Devin Geiger - Loss factor adjustment	0.25	80.00	20.00
	Labor, Equipment, and Mileage Subtotal			140.00
	Reimbursable Expenses			
7/31/22	Dan Zimmerman	1	900.00	900.00
7/31/22	Dan Zimmerman - Postage reimbursement	1	4.81	4.81
	Total Reimbursable Expenses			904.81
			10.00%	90.48

Thank you for your business.	Total	- \$17,401.09
	Invoices	\$0.00
	Balance Credit	- \$17,401.09

12:22 PM
 08/14/22
 Cash Basis

Burlington Water District
Balance Sheet
 As of July 31, 2022

	<u>Jul 31, 22</u>	<u>Jul 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	65,455.74	116,689.73	-51,233.99
1004 · OR STATE TREATX POOL-FIRE 4563	84,535.83	9,212.49	75,323.34
1006 · STATE POOL -GEN Savings 3564	195,575.85	104,447.49	91,128.36
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>345,597.42</u>	<u>230,379.71</u>	<u>115,217.71</u>
Total Current Assets	<u>345,597.42</u>	<u>230,379.71</u>	<u>115,217.71</u>
TOTAL ASSETS	<u>345,597.42</u>	<u>230,379.71</u>	<u>115,217.71</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · Accounts Payable	-30.00	-30.00	0.00
Total Accounts Payable	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Total Current Liabilities	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Total Liabilities	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
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	12,993.12	13,437.62	-444.50
Total Equity	<u>345,627.42</u>	<u>230,409.71</u>	<u>115,217.71</u>
TOTAL LIABILITIES & EQUITY	<u>345,597.42</u>	<u>230,379.71</u>	<u>115,217.71</u>

12:25 PM
 08/14/22
 Cash Basis

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

	Jul 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4013 · Grant Proceeds	0.00	0.00	0.00	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	21,259.38	25,000.00	-3,740.62	85.0%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	491.94	500.00	-8.06	98.4%
4011 · INTEREST INCOME	296.08	100.00	196.08	296.1%
Total 4000 · INCOME	22,047.40	200,600.00	-178,552.60	11.0%
Total Income	22,047.40	200,600.00	-178,552.60	11.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	500.00	-500.00	0.0%
5151 · PROCESSING FEES	63.00	125.00	-62.00	50.4%
5150 · ACCOUNTING	900.00	1,500.00	-600.00	60.0%
5147 · OPERATIONS MANAGEMENT FEE	2,890.48	2,920.00	-29.52	99.0%
5109 · GENERAL OPERATING EXPENSES	0.00	83.36	-83.36	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.74	-41.74	0.0%
5103 · BANK FEES	0.00	16.74	-16.74	0.0%
5111 · ELECTRIC	101.01	145.00	-43.99	69.7%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	1,575.00	1,250.00	325.00	126.0%
5127 · OFFICE EXPENSE & POSTAGE	1,204.81	208.37	996.44	578.2%
5141 · MAINTENANCE	0.00	2,916.70	-2,916.70	0.0%
5142 · WATER PURCHASES	2,319.98	3,400.00	-1,080.02	68.2%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	416.74	-416.74	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	9,054.28	13,523.65	-4,469.37	67.0%
Total Expense	9,054.28	13,523.65	-4,469.37	67.0%
Net Ordinary Income	12,993.12	187,076.35	-174,083.23	6.9%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	17,852.12	-17,852.12	0.0%
5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	0.00	0.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	0.00	0.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	0.00	0.00	0.0%
Total 5300 · DEBT SERVICE	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	17,852.12	-17,852.12	0.0%
Net Other Income	0.00	-17,852.12	17,852.12	0.0%
Net Income	12,993.12	169,224.23	-156,231.11	7.7%

12:26 PM
 08/14/22
 Cash Basis

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	21,259.38	286,000.00	-264,740.62	7.4%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	491.94	145,000.00	-144,508.06	0.3%
4011 · INTEREST INCOME	296.08	1,200.00	-903.92	24.7%
Total 4000 · INCOME	22,047.40	921,850.00	-899,802.60	2.4%
Total Income	22,047.40	921,850.00	-899,802.60	2.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	145,000.00	-145,000.00	0.0%
5152 · CONSULTANTS	0.00	5,000.00	-5,000.00	0.0%
5151 · PROCESSING FEES	63.00	1,500.00	-1,437.00	4.2%
5150 · ACCOUNTING	900.00	22,000.00	-21,100.00	4.1%
5147 · OPERATIONS MANAGEMENT FEE	2,890.48	35,000.00	-32,109.52	8.3%
5109 · GENERAL OPERATING EXPENSES	0.00	1,000.00	-1,000.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.00	200.00	-200.00	0.0%
5111 · ELECTRIC	227.70	1,700.00	-1,472.30	13.4%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	229.00	8,000.00	-7,771.00	2.9%
5123 · LEGAL	3,233.00	15,000.00	-11,767.00	21.6%
5127 · OFFICE EXPENSE & POSTAGE	1,204.81	2,500.00	-1,295.19	48.2%
5141 · MAINTENANCE	0.00	35,000.00	-35,000.00	0.0%
5142 · WATER PURCHASES	4,323.74	35,000.00	-30,676.26	12.4%
5143 · LEASE FEES	0.00	1,750.00	-1,750.00	0.0%
5145 · ENGINEER	0.00	5,000.00	-5,000.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	13,071.73	314,550.00	-301,478.27	4.2%
Total Expense	13,071.73	314,550.00	-301,478.27	4.2%
Net Ordinary Income	8,975.67	607,300.00	-598,324.33	1.5%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	214,225.00	-214,225.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	314,650.00	-314,650.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	314,650.00	-314,650.00	0.0%
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	0.00	31,775.00	-31,775.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	37,150.00	-37,150.00	0.0%
Total 5300 · DEBT SERVICE	0.00	78,425.00	-78,425.00	0.0%
Total Other Expense	0.00	607,300.00	-607,300.00	0.0%
Net Other Income	0.00	-607,300.00	607,300.00	0.0%
Net Income	8,975.67	0.00	8,975.67	100.0%

Burlington Water District

8/14/2022 12:27 PM

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

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/16/2022	AUTOP...	PGE	5100 · GENERAL OP...	electricity	126.69		65,329.05
08/17/2022	3543	SDIS	5100 · GENERAL OP...	LIABILITY IN...	229.00		65,100.05
08/17/2022	3544	SCHROEDER LAW ...	-split-	Invoice 61 AC...	1,658.00		63,442.05
08/24/2022	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	July 2022 Wate...	2,003.76		61,438.29

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Board of Commissioners Meeting

Wednesday, July 20, 2022

6:15 pm

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Minutes

Call Meeting to Order by Ron Yann at 6:17.

Announce Board members present to establish quorum for meeting: Ron Yann, chair; Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Public Comment: None

Water Operator's Report from Hiland:

- a. Monthly overview: several locates, no coliform, no issues this month.
- b. Update on leak detection/repair: Water loss at 4gpm's over 30 day period. Pumping at half of max agreement with Portland.
- c. Possible meter replacement: N/A
- d. Chlorine residual monitoring: Portland corrected flushing issue June 10th, BWD low chlorine readings greatly reduced since then.
- e. Customer issues? No report
- f. Billing adjustments? No report
- g. Leak prevention presentation: Aaron presented a map of Burlington Water district and described the method used for systematic leak detection.
ACTION: Dan J. moved to provide Hiland with \$2000.00 maximum to perform leak detection over the next month as presented. Susie Hasty seconded, motion passed unanimously.
- h. Brian Candido's new service will be completed in a couple weeks.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.

BURLINGTON WATER DISTRICT

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- b. Monthly budget statements: Fiscal year ends June 31st. Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss. Water sales at 83.6% for the year. Grant proceeds will be recorded in next year's budget cycle.
- c. Monthly budget expenditure review: Expenses under budget for the year.

Consent Agenda:

- d. Board approval to pay bills as presented:
ACTION: Dan J. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously
- e. Approval of June Board Meeting minutes as submitted:
ACTION: Gail C. moved that June minutes be approved as submitted, Dan J. seconded, motion passed unanimously.

Administrative Reports:

- a. Update – Newberry Road petition for variance to join District. Ron reported that there has been no response from the Newberry representative thus far. Last correspondence was that the Newberry residents would need to hire an engineer of their choosing and place a 4" line.
- b. Update – Riverview Project. Atty Schroeder confirmed that the board should request a mini RFP for engineering services from 3 qualified vendors. Plan is to review RFP's at August meeting. Construction work will be a separate RFP at a later date.

New Business:

- a. Gail Curtis brought up proposal/offer to lead a process to research and create a 20 year Master Plan for the Burlington Water District. More to come at next meeting.

Announcements:

- a. Lauren Golar Board Membership: Lauren is stepping down from the board immediately due to family issues. Board members will search for a replacement for the second year of her term. County does not need to be notified. Board will choose a replacement for remainder of 2 year term and then the position will be opened during next election.

Adjournment:

Susie H. moved that the meeting be adjourned, Gail C. seconded, motion passed unanimously.
Meeting Adjourned at 7:04pm.

Next Board Meeting: Wednesday, August 17, 2022, at 6:15pm.

Location: Due to the current health emergency resulting from the COVID-19 pandemic, meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary