

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

Tue, Nov 15, 2022
6:15 PM - 8:45 PM (PST)

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AGENDA

Call Meeting to Order

Announce Board members present to establish quorum for meeting:

Public Comment:

Guest speaker: Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

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

- a. Monthly overview
- b. Update on leak detection/repair
- c. Chlorine residual monitoring
- d. Customer issues?
- e. Billing adjustments?
- f. Recent district leak detection findings
- g. Aaron to present results of meeting with Brian Ray: Property owner looking for assurance water can be provided to his lots as part of the effort to sell the properties.

ACTION: Board discussion and decision whether or not to provide owner with documentation regarding service approval.

Bookkeeper/Office Manager's Report:

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

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- c. Monthly budget expenditure review

Consent Agenda:

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

Administrative Reports:

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

New Business:

Announcements:

Adjournment:

Next Board Meeting: Tuesday, December 20, 2022, at 6:15pm.

Location: Meeting to be held by GoToMeeting videoconference.



Hiland Water Operator's Report

October 2022

This report is furnished by Hiland Water and outlines the operations during October 2022.

- 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
22297864	Phone	10/10/22 12:06:41	ODOT		ST HELENS PORTLAND
22311967	UI/UX	10/24/22 11:01:06	BLACK AND MCDONALD LIMITED	12940 MARINA	PORTLAND

- Compliance/Testing
 - The coliform sample taken in October showed no presence of coliform or e coli.
- Other notes from the field
 - October leak detection was postponed and re-scheduled for early November during the night. A letter was mailed to inform the water users of the plan.
 - Paving on Wapato where the road was trenched to install a new meter in the summer was completed by Signature Paving. The funds received from Brian Candito covered the cost. Overall, the installation ended up \$159.75 under budget. A refund will be issued to Mr. Candito but he has not yet provided a mailing address for the refund or his new account.

- Notes from Office

- Surcharges were applied in October to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
- Account 2478: Darlene will be making a payment in full soon.
- Account 1596: Made payment in November
- Account 2531: Account has been shut off.
- Account 2577: Waiting on final payment from previous owner/tenant, new owner/tenant moved in during October.
- Account 2585: Was shut off but has since paid and been re-connected.
- Account 2592 Made payment in November.

11/7/2022

3:35:09PM

Reprinted for: 10/31/2022

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	819,660 Gallons
Water Sold This Month	781,160 Gallons
Water Loss	38,500 Gallons
Water Loss (%)	4.70 %

	Amount (\$)	# Of Accounts
Total Water	25,081.19	116
Total Late Charge	0.48	1
Total Adjustments	1.68	20
Total Road Surcharge	254.13	1
Total Credit Card Chrg	28.00	7
Total Backflow Testing	980.00	28
Total Current Charges	26,345.48	116

Amount Past Due 1-30 Days	6,940.38	42
Amount Past Due 31-60 Days	575.21	8
Amount Past Due Over 60 Days	1,164.18	1
Amount Of Overpayments/Prepayments	-4,494.65	12
Total Receivables	30,530.60	116

Total Receipts On Account	28,097.09	84
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	6,510	120
Average Water Charge For Active Meters	216.22	116

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		4	391,660	50.14	38.71
40,001-50,000		0	0	0.00	0.00
30,001-40,000		1	38,300	4.90	7.29
20,001-30,000		0	0	0.00	0.00
10,001-20,000		5	67,620	8.66	9.01
8,001-10,000		1	9,650	1.24	0.76
6,001-8,000		7	48,260	6.18	3.43
4,001-6,000		13	62,510	8.00	7.76
2,001-4,000		42	121,150	15.51	17.59
1-2,000		40	42,010	5.38	13.53
Zero Usage		7	0	0.00	1.92
Total Meters		120	781,160	100.00	100.00

11/7/2022

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Reprinted for: 10/31/2022

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	27,900 Gallons
Water Sold This Month	24,990 Gallons
Water Loss	2,910 Gallons
Water Loss (%)	10.43 %

	Amount (\$)	# Of Accounts
Total Water	1,027.53	8
Total Adjustments	0.24	8
Total Credit Card Chrg	7.00	2
Total Current Charges	1,034.77	8

Amount Past Due 1-30 Days	2.90	5
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-5.84	2
Total Receivables	1,031.83	8

Total Receipts On Account	1,223.23	8
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	3,124	8
Average Water Charge For Active Meters	128.44	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		1		6,960	27.85	18.17
4,001-6,000		1		5,310	21.25	15.61
2,001-4,000		3		9,200	36.81	36.86
1-2,000		3		3,520	14.09	29.36
Zero Usage		0		0	0.00	0.00
Total Meters		8		24,990	100.00	100.00

11/7/2022

3:40:55PM

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Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	31,040 Gallons
Water Sold This Month	27,140 Gallons
Water Loss	3,900 Gallons
Water Loss (%)	12.56 %

	Amount (\$)	# Of Accounts
Total Water	1,366.78	12
Total Adjustments	1.44	12
Total Backflow Testing	35.00	1
Total Current Charges	1,403.22	12

Amount Past Due 1-30 Days	623.28	12
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	0.00	
Total Receivables	2,026.50	12

Total Receipts On Account	549.37	4
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	2,262	12
Average Water Charge For Active Meters	113.90	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		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		1	4,860		17.91	11.21
2,001-4,000		6	17,420		64.19	52.98
1-2,000		4	4,860		17.91	29.61
Zero Usage		1	0		0.00	6.20
Total Meters		12	27,140		100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
10/31/22	3573

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 October 2022. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
10/31/22	Burlington Water District Base Fee	1	2,660.00	2,660.00
10/31/22	Credit card transaction fees	8	3.50	28.00
10/31/22	Receipts this month	-1	28,097.09	-28,097.09
	Subtotal for monthly base fee & pass-through customer charges			-25,409.09
	T&M Charges			
10/4/22	Curtis Olson - Leak check on Chestnut drive.	1.25	65.00	81.25
10/4/22	Service Truck	1.25	20.00	25.00
10/12/22	Aaron Olson - Attended Wholesaler Manager Advisory Board meeting, discussed 3-day peaking factor violation	1.5	80.00	120.00
10/19/22	Aaron Olson - Attended Burlington Board meeting.	1	80.00	80.00
10/19/22	Jonathan Estrada - Mailer for upcoming leak detection.	4.25	50.00	212.50
10/23/22	Devin Geiger - Loss factor adjustment	0.25	80.00	20.00
	Labor and Equipment Subtotal			538.75
	Reimbursable Expenses:			
10/3/22	Signature Paving - 16948 NW Wapato Ave	1	3,150.00	3,150.00
10/20/22	USPS - bulk mail rate	1	110.99	110.99
10/31/22	Dan Zimmerman	1	878.00	878.00
10/31/22	Dan Zimmerman - postage	1	3.41	3.41
	Total Reimbursable Expenses			4,142.40
10/31/22	Markup - 10%	1	414.24	414.24

Total		-20,313.70
Invoices		\$0.00
Balance Credit		-20,313.70

8:48 PM
 11/14/22
 Cash Basis

Burlington Water District
Balance Sheet
 As of October 31, 2022

	Oct 31, 22	Oct 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	119,134.32	115,474.33	3,659.99
1004 · OR STATE TREATX POOL-FIRE 4563	85,828.48	10,115.47	75,713.01
1006 · STATE POOL -GEN Savings 3564	196,484.63	164,652.47	31,832.16
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>401,477.43</u>	<u>290,272.27</u>	<u>111,205.16</u>
Total Current Assets	<u>401,477.43</u>	<u>290,272.27</u>	<u>111,205.16</u>
TOTAL ASSETS	<u><u>401,477.43</u></u>	<u><u>290,272.27</u></u>	<u><u>111,205.16</u></u>
LIABILITIES & EQUITY			
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	68,873.13	73,330.18	-4,457.05
Total Equity	<u>401,507.43</u>	<u>290,302.27</u>	<u>111,205.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>401,477.43</u></u>	<u><u>290,272.27</u></u>	<u><u>111,205.16</u></u>

8:50 PM
 11/14/22
 Cash Basis

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

	Oct 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	0.00	0.00	0.0%
4002 · WATER SALES	28,097.09	20,000.00	8,097.09	140.5%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	195.01	500.00	-304.99	39.0%
4005 · NEW WATER SERVICE/OTHER	64.60			
4011 · INTEREST INCOME	503.20	100.00	403.20	503.2%
Total 4000 · INCOME	28,859.90	20,600.00	8,259.90	140.1%
Total Income	28,859.90	20,600.00	8,259.90	140.1%
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	28.00	125.00	-97.00	22.4%
5150 · ACCOUNTING	4,528.00	1,500.00	3,028.00	301.9%
5147 · OPERATIONS MANAGEMENT FEE	3,612.99	2,916.00	696.99	123.9%
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	113.07	145.00	-31.93	78.0%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	329.29	1,250.00	-920.71	26.3%
5127 · OFFICE EXPENSE & POSTAGE	310.40	208.33	102.07	149.0%
5141 · MAINTENANCE	3,150.00	2,916.66	233.34	108.0%
5142 · WATER PURCHASES	1,604.84	2,916.66	-1,311.82	55.0%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	416.66	-416.66	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	13,676.59	12,935.96	740.63	105.7%
Total Expense	13,676.59	12,935.96	740.63	105.7%
Net Ordinary Income	15,183.31	7,664.04	7,519.27	198.1%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	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	17,852.08	-17,852.08	0.0%
Net Other Income	0.00	-17,852.08	17,852.08	0.0%
Net Income	15,183.31	-10,188.04	25,371.35	-149.0%

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 11/14/22
 Cash Basis

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

	Jul - Oct 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	102,927.52	95,000.00	7,927.52	108.3%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,389.23	2,000.00	-610.77	69.5%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	1,600.22	400.00	1,200.22	400.1%
Total 4000 · INCOME	110,374.84	272,400.00	-162,025.16	40.5%
Total Income	110,374.84	272,400.00	-162,025.16	40.5%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	1,800.00	-1,800.00	0.0%
5151 · PROCESSING FEES	234.50	500.00	-265.50	46.9%
5150 · ACCOUNTING	7,278.00	6,000.00	1,278.00	121.3%
5147 · OPERATIONS MANAGEMENT FEE	12,469.15	11,672.00	797.15	106.8%
5109 · GENERAL OPERATING EXPENSES	263.70	333.36	-69.66	79.1%
5102 · ADVERTISING/COLLECTIONS	0.00	166.72	-166.72	0.0%
5103 · BANK FEES	0.00	66.72	-66.72	0.0%
5111 · ELECTRIC	465.70	580.00	-114.30	80.3%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	229.00	0.00	229.00	100.0%
5123 · LEGAL	2,589.29	5,000.00	-2,410.71	51.8%
5127 · OFFICE EXPENSE & POSTAGE	1,523.18	833.36	689.82	182.8%
5141 · MAINTENANCE	8,678.86	11,666.72	-2,987.86	74.4%
5142 · WATER PURCHASES	7,764.34	13,316.66	-5,552.32	58.3%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	1,666.72	-1,666.72	0.0%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	41,501.71	53,602.26	-12,100.55	77.4%
Total Expense	41,501.71	53,602.26	-12,100.55	77.4%
Net Ordinary Income	68,873.13	218,797.74	-149,924.61	31.5%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	71,408.36	-71,408.36	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	71,408.36	-71,408.36	0.0%
Net Other Income	0.00	-71,408.36	71,408.36	0.0%
Net Income	68,873.13	147,389.38	-78,516.25	46.7%

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 11/14/22
 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	102,927.52	286,000.00	-183,072.48	36.0%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,389.23	145,000.00	-143,610.77	1.0%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	1,600.22	1,200.00	400.22	133.4%
Total 4000 · INCOME	110,374.84	921,850.00	-811,475.16	12.0%
Total Income	110,374.84	921,850.00	-811,475.16	12.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	145,000.00	-145,000.00	0.0%
5152 · CONSULTANTS	302.19	5,000.00	-4,697.81	6.0%
5151 · PROCESSING FEES	234.50	1,500.00	-1,265.50	15.6%
5150 · ACCOUNTING	7,278.00	22,000.00	-14,722.00	33.1%
5147 · OPERATIONS MANAGEMENT FEE	12,469.15	35,000.00	-22,530.85	35.6%
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	0.00	200.00	-200.00	0.0%
5111 · ELECTRIC	570.57	1,700.00	-1,129.43	33.6%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	229.00	8,000.00	-7,771.00	2.9%
5123 · LEGAL	3,724.29	15,000.00	-11,275.71	24.8%
5127 · OFFICE EXPENSE & POSTAGE	1,523.18	2,500.00	-976.82	60.9%
5141 · MAINTENANCE	9,925.66	35,000.00	-25,074.34	28.4%
5142 · WATER PURCHASES	10,547.10	35,000.00	-24,452.90	30.1%
5143 · LEASE FEES	0.00	1,750.00	-1,750.00	0.0%
5145 · ENGINEER	2,208.75	5,000.00	-2,791.25	44.2%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	49,282.08	314,550.00	-265,267.92	15.7%
Total Expense	49,282.08	314,550.00	-265,267.92	15.7%
Net Ordinary Income	61,092.76	607,300.00	-546,207.24	10.1%
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	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	68,920.97	78,425.00	-9,504.03	87.9%
Total Other Expense	68,920.97	607,300.00	-538,379.03	11.3%
Net Other Income	-68,920.97	-607,300.00	538,379.03	11.3%
Net Income	-7,828.21	0.00	-7,828.21	100.0%

Burlington Water District

11/14/2022 8:54 PM

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

From 11/01/2022 through 11/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/15/2022	AUTOP...	PGE	5100 · GENERAL OP...	electricity	104.87			119,029.45
11/15/2022	3553	CURRAN-McLEOD...	-split-	INV: 22.09-10...	2,208.75			116,820.70
11/15/2022	3554	Special District Asso...	5100 · GENERAL OP...	SDAO 2023 M...	302.19			116,518.51
11/15/2022	3555	MISSION COMMU...	5100 · GENERAL OP...	INV: 1070345	1,126.80			115,391.71
11/15/2022	3556	ONE CALL CONCE...	5100 · GENERAL OP...	INV: 2100259 ...	120.00			115,271.71
11/15/2022	3557	SCHROEDER LAW ...	-split-	Invoice 64 & 6...	1,135.00			114,136.71
11/15/2022	3558	BUSINESS OREGO...	5300 · DEBT SERVIC...	DUE 12/1 LO...	37,147.82			76,988.89
11/15/2022	3559	BUSINESS OREGO...	5300 · DEBT SERVIC...	DUE 12/1 LO...	31,773.15			45,215.74
11/23/2022	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	October 2022 ...	2,782.76			42,432.98

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 of Commissioners Meeting

Wednesday, October 19, 2022

Starting at 6:15pm

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

<https://meet.goto.com/575576085>

You can also dial in using your phone.

United States: +1 (872) 240-3412

Access Code: 575-576-085

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

Minutes

Meeting called to Order by Gail Curtis at 6:19.

Announce Board members present to establish quorum for meeting:

Present: Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Absent: Christopher Wood

Public Comment: None

Guest speaker: Teresa Hanford, CPA, CIA, CGAP, CFE ; Hanford & Associates LLC reviewed the BWD financial statements for 2022. 2022 Financial statement review has been completed. Everything looks accurate and all controls and required items in place. Net position (net assets to liability ratio) improved by \$90K, cash position increased by \$115,000. Teresa acknowledged Dan Zimmerman as thorough, accurate, efficient and a pleasure to work with.

Water Operator's Report from Hiland:

- a. Monthly overview: No coliform detected, no issues this month.
- b. Update on leak detection/repair: Letter notifying all BWD customers of water shut off from 10pm November 1st through morning of November 2nd going out from Hiland 5 days in advance of shut off. Notice has also posted on the Burlington Water District website.
- c. Water loss: Currently the loss is at 27.55%. Likely to be Mission radio related. Aaron will meet in person with Mission personnel next week to troubleshoot source of issue and implement possible solutions.
- d. Possible meter replacement: No update
- e. Chlorine residual monitoring: No issues
- f. Customer issues? Final payment for Cornelius pass project received, project now complete.
- g. Billing adjustments? No report

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- h. Gail and Aaron attended the Water Advisory Board on behalf of the BWD. After review the advisory board recommended that the Portland Water Bureau overage charge from last January for \$14,000 be forgiven. PWB agreed and the overage charge has been dropped.

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 tracking thus far this fiscal year, September at 106.9%, YTD 99.8%.

Consent Agenda:

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

Administrative Reports:

- a. Newberry Road petition for variance to join District: No update.
- b. Riverview Water Main Replacement Project: No update.
- c. Application for a grant for BWD meter replacement, amount requested \$70K. Awaiting approval. No update.
- d. BWD Master Plan: Gail has reviewed the 1992 (most recent) 8 page master plan. Gail will share 1992 plan with current board members for historical perspective.

New Business: November BWD Board of Commissioners meeting moved from Wednesday, November 16th to Tuesday, November 15th. The December meeting has been tentatively moved from Wednesday December 21st to Tuesday, December 20th. Final decision for December meeting date to be made at November meeting.

Announcements: N/A

Adjournment:

Dan J. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:02pm.

Next Board Meeting: Tuesday, November 15, 2022, at 6:15pm.

NOTE DATE CHANGE.

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/>

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary