

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, April 17th, 2024

6:15 – 7:15 PM

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

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Agenda

Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

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

Guests:

Guest: Ed Hodges, engineer of record for BWD.

Project Update:

1. Update on Master Plan Project

Water Operator's Report from Hiland representative:

- a. Locates:
- b. Compliance Testing:
- c. Leak detection/repair:
- 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:

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Consent Agenda:

- a. Board approval to pay bills as presented:
- b. Board approval of March 2024 Board Meeting minutes as submitted:

23/24 Budget Presentation to the Board:

- a. Adopt the budget.
- b. Make appropriations
- c. Levy and categorize taxes

Administrative Reports:

Old Business:

New Business:

Announcements:

Adjourn:

Next meeting: May 15, 2024 at 6:15pm

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary



Hiland Water Operator's Report

March 2024

This report is furnished by Hiland Water and outlines the operations during March 2024.

- 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
24057559	NXT	03/06/24 09:58:50	PEX PLUMBING	17934	CHESTNUT	PORTLAND
24069708	Phone	03/18/24 10:19:31	HILAND WATER		US HWY 30	PORTLAND
24078219	NXT	03/25/24 17:06:56	MOORE EXCAVATION INC		SAINT HELENS	PORTLAND
24079731	Phone	03/26/24 16:12:19	HI LAND WATER	17934	CHESTNUT	PORTLAND

- Compliance/Testing
 - The Routine coliform sample taken in March showed no presence of coliform or E-Coli.
- Notes from Field
 - Staff worked on and completed the leak detection meter project.
 - Staff responded to a leak on Chestnut and reached out to the community.
- Notes from Office
 - Account 2489: Need to contact customer, large payments are over the limit.
 - Account 2510: Need to contact customer, large payments are over the limit.
 - Account 2515: Meter is scheduled to be shut off.
 - Account 2531: House burnt down.
 - Account 2532: Meter is scheduled to be shut off.
 - Account 2540: Meter is scheduled to be shut off.

- Account 2542: Meter is scheduled to be shut off.
- Account 2550: Meter is scheduled to be shut off.
- Account 2569: Meter is scheduled to be shut off.
- Account 2571: Meter is scheduled to be shut off.
- Account 2578.01: Created final bill and pro-rated for customer that is moving out.
- Account 2583: Meter is scheduled to be shut off.
- Account 2585: Meter is scheduled to be shut off.
- Account 2590: Meter is scheduled to be shut off.
- Account 2591: Made payment in April.
- Account 3293: Vacant Lot, Meter is shut off. Attempted to get in contact to set up new autopay.
- Account 3294: Vacant Lot, Meter is shut off. Attempted to get in contact to set up new autopay.
- Account 3343: Meter is shut off, unable to get ahold of customer.

Date: March 2024

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	2,536,468 Gallons
Water Sold This Month	727,277 Gallons
Water Loss	1,809,191 Gallons
Water Loss %	71.33%

	Amount (\$)
Total Water	\$ 32,376.77
Total Late Charge	\$ 237.97
Total Adjustments	\$ 14.55
Total Activation/Disconnect	
Total Current Charges	\$ 32,629.29

Aged 1 Balance	\$ 7,627.09
Aged 2 Balance	\$ 648.84
Aged 3 Balance	\$ 713.09
Aged 4+ Balance	\$ 3,914.36
Overpayments/Undeposited payments	\$ 6,108.08
Total Receivables	\$ 51,640.75

Total Receipts on Account \$ 22,303.77

Average Usage For Active Meters 6,036

Average Water Charge For Active Meters \$ 272.07

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	3	261,725	36.44%
40,001-50,000	2	94,024	13.09%
30,001-40,000	1	35,605	4.96%
20,001-30,000	1	26,255	3.66%
10,001-20,000	5	72,257	10.06%
8,001-10,000	0	-	0.00%
6,001-8,000	2	13,913	1.94%
4,001-6,000	11	52,210	7.27%
2,001-4,000	45	123,270	17.16%
1-2,000	36	39,046	5.44%
Zero Usage	13	-	0.00%
Total Meters	119	718,304	100.00%

Date: March 2024

Pump 461 (Logie) Totals Report

Hiland Water Corp.

Water Pumped This Month	64,440 Gallons
Water Sold This Month	16,755 Gallons
Water Loss	47,685 Gallons
Water Loss %	74.00%

	Amount (\$)
Total Water	\$ 1,294.16
Total Late Charge	\$ 14.36
Total Adjustments	\$ 31.97
Total Activation/Disconnect	
Total Current Charges	\$ 1,340.49

Aged 1 Balance	\$ 468.35
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (316.95)
Total Receivables	\$ 1,491.89

Total Receipts on Account \$ 653.01

Average Usage For Active Meters 2,094

Average Water Charge For Active Meters \$ 161.77

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	0	-	0.00%
2,001-4,000	6	15,334	91.52%
1-2,000	2	1,421	8.48%
Zero Usage	0	-	0.00%
Total Meters	8	16,755	100.00%

Date: March 2024

Pump 462 (Chestnut) Totals Report

Hiland Water Corp.

Water Pumped This Month	93,657 Gallons
Water Sold This Month	34,258 Gallons
Water Loss	59,399 Gallons
Water Loss %	63.42%

	Amount (\$)
Total Water	\$ 1,795.16
Total Late Charge	\$ 6.92
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 1,802.08

Aged 1 Balance	\$ 289.98
Aged 2 Balance	\$ 11.08
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (213.39)
Total Receivables	\$ 1,889.75

Total Receipts on Account \$ 1,796.51

Average Usage For Active Meters 2,855

Average Water Charge For Active Meters \$ 149.60

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	1	6,358	18.56%
4,001-6,000	1	5,086	14.85%
2,001-4,000	6	17,054	49.78%
1-2,000	4	5,760	16.81%
Zero Usage	0	-	0.00%
Total Meters	12	34,258	100.00%

NW Natural Water Services, LLC

PO Box 699
Newberg, OR 97132 US
(503) 554-8333
devin@hilandwater.com

Credit Memo

CREDIT TO

Burlington Water District
PO Box 1827
Fairview, OR 97024

CREDIT # 2698

DATE 03/31/2024

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Receipts this month	March 2024	1	22,303.77	22,303.77

TOTAL CREDIT

\$22,303.77

NW Natural Water Services, LLC
 PO Box 699
 Newberg, OR 97132 US
 (503) 554-8333
 devin@hilandwater.com

Invoice



BILL TO

Burlington Water District
 PO Box 1827
 Fairview, OR 97024

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2703	03/31/2024	\$2,430.67	04/30/2024	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
This invoice is for the leak repair on Chestnut in March 2024			
3/25/2024 Aaron Olson - Responded to Chestnut leak report, confirmed language in message sent out to the community.	2	94.00	188.00
3/25/2024 Isaac Rider - Created message and sent to customers on Chestnut.	0.50	58.00	29.00
3/26/2024 Aaron Olson - Scheduled leak repair on Chestnut, called in emergency locates.	2	94.00	188.00
3/27/2024 Aaron Olson - Coordinated and communicated with board members and customers regarding Chestnut repairs.	1	94.00	94.00
3/27/2024 Adam Thralls - Repaired leak on Chestnut.	4.50	80.00	360.00
3/27/2024 Michael Cordero - Repaired leak on Chestnut.	6	80.00	480.00
3/27/2024 Mileage (2 trucks)	124	0.67	83.08
3/27/2024 Service Truck	6	20.00	120.00
3/27/2024 Dump Truck	6	70.00	420.00
3/27/2024 Vac Trailer	6	60.00	360.00
			Subtotal: 2,322.08
Reimbursable Expenses:			
2" x 12" Repair Clamp	1	98.72	98.72
			Subtotal: 98.72
Markup - 10%	0.10	98.72	9.87

BALANCE DUE

\$2,430.67

NW Natural Water Services, LLC
 PO Box 699
 Newberg, OR 97132 US
 (503) 554-8333
 devin@hilandwater.com

Invoice



BILL TO

Burlington Water District
 PO Box 1827
 Fairview, OR 97024

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2699	03/31/2024	\$13,326.99	04/30/2024	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
This invoice is for service provided during March 2024. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.	1	2,900.00	2,900.00
			Subtotal: 2,900.00
T&M Charges			
3/1/2024 Bryce Cayton - Worked on submitting plans for leak detection meter install, ordered parts.	1.25	91.00	113.75
3/5/2024 Aaron Olson - Compiled flow report and sent to Ed for flow estimate calculations.	7.25	94.00	681.50
3/7/2024 Bryce Cayton - Verified permit was submitted, checked on status.	0.50	91.00	45.50
3/11/2024 Bryce Cayton - Checked on permit, reserved box shoring, reserved traffic control equipment.	0.50	91.00	45.50
3/12/2024 Bryce Cayton - Worked on ODOT permit and COI with ODOT.	1.50	91.00	136.50
3/13/2024 Aaron Olson - Worked with Mission to get pump data from beginning of 2022 and sent to Ed.	1	94.00	94.00
3/14/2024 Bryce Cayton - Worked on COI.	0.50	91.00	45.50
3/15/2024 Bryce Cayton - Finished COI for ODOT job, reserved all equipment needed.	0.50	91.00	45.50
3/15/2024 Robert Trotter - Marked locates and inspected customer meter for leak.	1	91.00	91.00
3/18/2024 Bryce Cayton - Submitted locates, printed permit, planned parts, researched gravel sub contractor.	1	91.00	91.00
3/18/2024 Isaac Rider - Emergency ticket issues for leak detection meter, confirmed locates called and sent to Bryce.	0.75	58.00	43.50
3/19/2024 Aaron Olson - Installed leak detection meter.	14.50	94.00	1,363.00
3/19/2024 Adam Thralls - Installed leak detection meter.	14.50	80.00	1,160.00
3/19/2024 Bryce Cayton - Installed leak detection meter.	14.50	91.00	1,319.50
3/19/2024 Mileage (2 trucks)	124	0.67	83.08
3/19/2024 Service Truck	14.50	25.00	362.50

DESCRIPTION	QTY	RATE	AMOUNT
3/19/2024 Dump Truck	8	70.00	560.00
3/19/2024 Vac Trailer	8	60.00	480.00
3/19/2024 Excavator	1	500.00	500.00
3/20/2024 Alex Victor - Returned shoring to United Rentals.	2	63.00	126.00
3/20/2024 Curtis Olson - Scheduled equipment and rental returns.	0.50	94.00	47.00
3/28/2024 Isaac Rider - Logie Trail mailer and phone message, went over info with Aaron and JJ.	0.75	58.00	43.50
			Subtotal: 7,477.83
Reimbursable Expenses:			
Consolidated - 1" CTS SS Stiffeners			25.03
3/19/2024 Scapoose Sand & Gravel - backfill material	1	168.11	168.11
3/19/2024 Ferguson - Pipe for leak detection	1	93.10	93.10
3/19/2024 Ace Hardware - sandbags for traffic signs	1	51.54	51.54
Dan Zimmerman - accounting fee			1,015.00
Dan Zimmerman - postage			4.67
Dan Zimmerman - GoTo Meeting Fee			14.00
Consolidated - parts for leak detection			1,309.60
			Subtotal: 2,681.05
Markup - 10%	0.10	2,681.05	268.11

BALANCE DUE

\$13,326.99

Burlington Water District
Balance Sheet
As of March 31, 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10.01 · Bank of the West-General acct.	63,483.41
1004 · OR STATE TREATX POOL-FIRE 4563	263,609.35
1006 · STATE POOL -GEN Savings 3564	261,871.65
1010 · PETTY CASH	30.00
Total Checking/Savings	<u>588,994.41</u>
Total Current Assets	<u>588,994.41</u>
TOTAL ASSETS	<u>588,994.41</u>
LIABILITIES & EQUITY	
Liabilities	-30.00
Equity	
3000 · Opening Bal Equity	-656,421.00
3900 · Retained Earnings	1,109,600.65
Net Income	<u>135,844.76</u>
Total Equity	<u>589,024.41</u>
TOTAL LIABILITIES & EQUITY	<u>588,994.41</u>

Burlington Water District
Profit & Loss Budget vs. Actual
March 2024

	Mar 24	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4002 · WATER SALES	22,303.77	24,500.00	-2,196.23	91.0%
4004 · CURRENT LEVIED TAXES	4,594.94	40,000.00	-35,405.06	11.5%
4011 · INTEREST INCOME	2,397.66	500.00	1,897.66	479.5%
Total 4000 · INCOME	<u>29,296.37</u>	<u>65,000.00</u>	<u>-35,703.63</u>	<u>45.1%</u>
Total Income	29,296.37	65,000.00	-35,703.63	45.1%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	88,195.41	0.00	88,195.41	100.0%
5152 · CONSULTANTS	0.00	416.67	-416.67	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	1,015.00	1,500.00	-485.00	67.7%
5147 · OPERATIONS MANAGEMENT FEE	3,177.98	3,354.17	-176.19	94.7%
5109 · GENERAL OPERATING EXPENSES	0.00	83.34	-83.34	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.67	-41.67	0.0%
5103 · BANK FEES	6.00	16.67	-10.67	36.0%
5111 · ELECTRIC	334.20	175.00	159.20	191.0%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,250.00	-1,250.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	18.72	291.67	-272.95	6.4%
5141 · MAINTENANCE	11,546.01	3,125.00	8,421.01	369.5%
5142 · WATER PURCHASES	3,385.14	3,000.00	385.14	112.8%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	310.00	500.00	-190.00	62.0%
Total 5100 · GENERAL OPERATING EXPENSES	<u>107,988.46</u>	<u>13,879.19</u>	<u>94,109.27</u>	<u>778.1%</u>
Total Expense	107,988.46	13,879.19	94,109.27	778.1%
Net Ordinary Income	-78,692.09	51,120.81	-129,812.90	-153.9%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	22,239.00	-22,239.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	-128.00	15,425.00	-15,553.00	-0.8%
Total 5200 · CAPITAL OUTLAY	<u>-128.00</u>	<u>15,425.00</u>	<u>-15,553.00</u>	<u>-0.8%</u>
Total Other Expense	-128.00	37,664.00	-37,792.00	-0.3%
Net Other Income	128.00	-37,664.00	37,792.00	-0.3%
Net Income	<u><u>-78,564.09</u></u>	<u><u>13,456.81</u></u>	<u><u>-92,020.90</u></u>	<u><u>-583.8%</u></u>

Burlington Water District
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	475,645.00	530,425.00	-54,780.00	89.7%
4013 · Grant Proceeds	30,756.00	72,000.00	-41,244.00	42.7%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	234,425.82	226,766.00	7,659.82	103.4%
4004 · CURRENT LEVIED TAXES	164,238.09	105,000.00	59,238.09	156.4%
4011 · INTEREST INCOME	17,415.60	4,500.00	12,915.60	387.0%
Total 4000 · INCOME	<u>922,480.51</u>	<u>1,338,691.00</u>	<u>-416,210.49</u>	<u>68.9%</u>
Total Income	922,480.51	1,338,691.00	-416,210.49	68.9%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	88,195.41	91,350.00	-3,154.59	96.5%
5152 · CONSULTANTS	467.40	3,749.99	-3,282.59	12.5%
5151 · PROCESSING FEES	80.00	1,125.00	-1,045.00	7.1%
5150 · ACCOUNTING	14,845.00	19,500.00	-4,655.00	76.1%
5147 · OPERATIONS MANAGEMENT FEE	28,365.85	30,187.49	-1,821.64	94.0%
5109 · GENERAL OPERATING EXPENSES	0.00	749.98	-749.98	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	374.99	-374.99	0.0%
5103 · BANK FEES	42.05	149.99	-107.94	28.0%
5111 · ELECTRIC	1,834.93	1,575.00	259.93	116.5%
5117 · ELECTIONS	106.36	200.00	-93.64	53.2%
5119 · INSURANCE	9,078.00	9,120.00	-42.00	99.5%
5123 · LEGAL	567.41	11,250.00	-10,682.59	5.0%
5127 · OFFICE EXPENSE & POSTAGE	2,079.40	2,624.99	-545.59	79.2%
5141 · MAINTENANCE	26,473.79	28,125.00	-1,651.21	94.1%
5142 · WATER PURCHASES	25,762.21	30,500.00	-4,737.79	84.5%
5143 · LEASE FEES	1,907.40	2,000.00	-92.60	95.4%
5145 · ENGINEER	620.00	43,500.00	-42,880.00	1.4%
Total 5100 · GENERAL OPERATING EXPENSES	<u>200,425.21</u>	<u>276,082.43</u>	<u>-75,657.22</u>	<u>72.6%</u>
Total Expense	200,425.21	276,082.43	-75,657.22	72.6%
Net Ordinary Income	722,055.30	1,062,608.57	-340,553.27	68.0%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	200,151.00	-200,151.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	517,289.36	682,425.00	-165,135.64	75.8%
Total 5200 · CAPITAL OUTLAY	<u>517,289.36</u>	<u>682,425.00</u>	<u>-165,135.64</u>	<u>75.8%</u>
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	19,000.00	-19,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.36	31,775.00	-1.64	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	<u>68,921.18</u>	<u>87,925.00</u>	<u>-19,003.82</u>	<u>78.4%</u>
Total Other Expense	586,210.54	970,501.00	-384,290.46	60.4%
Net Other Income	-586,210.54	-970,501.00	384,290.46	60.4%
Net Income	<u><u>135,844.76</u></u>	<u><u>92,107.57</u></u>	<u><u>43,737.19</u></u>	<u><u>147.5%</u></u>

**Burlington Water District
Profit & Loss Budget vs. Actual
July 2023 through June 2024**

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	475,645.00	530,425.00	-54,780.00	89.7%
4013 · Grant Proceeds	30,756.00	72,000.00	-41,244.00	42.7%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	234,425.82	309,563.00	-75,137.18	75.7%
4004 · CURRENT LEVIED TAXES	164,238.09	158,000.00	6,238.09	103.9%
4011 · INTEREST INCOME	17,415.60	6,000.00	11,415.60	290.3%
Total 4000 · INCOME	922,480.51	1,475,988.00	-553,507.49	62.5%
Total Income	922,480.51	1,475,988.00	-553,507.49	62.5%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	88,195.41	182,700.00	-94,504.59	48.3%
5152 · CONSULTANTS	467.40	5,000.00	-4,532.60	9.3%
5151 · PROCESSING FEES	80.00	1,500.00	-1,420.00	5.3%
5150 · ACCOUNTING	14,845.00	24,000.00	-9,155.00	61.9%
5147 · OPERATIONS MANAGEMENT FEE	28,365.85	40,250.00	-11,884.15	70.5%
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	42.05	200.00	-157.95	21.0%
5111 · ELECTRIC	2,166.79	2,100.00	66.79	103.2%
5117 · ELECTIONS	106.36	400.00	-293.64	26.6%
5119 · INSURANCE	9,078.00	9,120.00	-42.00	99.5%
5123 · LEGAL	567.41	15,000.00	-14,432.59	3.8%
5127 · OFFICE EXPENSE & POSTAGE	2,079.40	3,500.00	-1,420.60	59.4%
5141 · MAINTENANCE	26,473.79	37,500.00	-11,026.21	70.6%
5142 · WATER PURCHASES	29,046.11	43,000.00	-13,953.89	67.5%
5143 · LEASE FEES	1,907.40	2,000.00	-92.60	95.4%
5145 · ENGINEER	775.00	45,000.00	-44,225.00	1.7%
Total 5100 · GENERAL OPERATING EXPENS...	204,195.97	412,770.00	-208,574.03	49.5%
Total Expense	204,195.97	412,770.00	-208,574.03	49.5%
Net Ordinary Income	718,284.54	1,063,218.00	-344,933.46	67.6%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	266,868.00	-266,868.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	517,289.36	682,425.00	-165,135.64	75.8%
Total 5200 · CAPITAL OUTLAY	517,289.36	682,425.00	-165,135.64	75.8%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	19,000.00	-19,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.36	31,775.00	-1.64	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,921.18	87,925.00	-19,003.82	78.4%
Total Other Expense	586,210.54	1,037,218.00	-451,007.46	56.5%
Net Other Income	-586,210.54	-1,037,218.00	451,007.46	56.5%
Net Income	132,074.00	26,000.00	106,074.00	508.0%

Burlington Water District

4/13/2024 8:57 PM

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

From 04/01/2024 through 04/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/16/2024	AUTOP...	PGE	5100 · GENERAL OP...	electricity	331.86			63,151.55
04/17/2024	3599	CURRAN-McLEOD...	5100 · GENERAL OP...	INV: 24.03-1008	155.00			62,996.55
04/24/2024	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	March 2024 W...	3,283.90			59,712.65

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

Tuesday, Mar 19, 2024
6:15 – 8:15 PM

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

<https://meet.goto.com/229551229>

You can also dial in using your phone.

Access Code: 229-551-229 United States: [+1 \(224\) 501-3412](tel:+12245013412)

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Meeting called to Order by Gail Curtis at 6:27.

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, vice chair; Tiff Wood, treasurer; quorum present. Also, present Dan Zimmerman, bookkeeper; Curtis Olson, Hiland Water Operator and Ed Hodges, Engineer of record.

Absent: Susie Hasty, secretary; Kris Hines, board member

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

Guests:

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

a. Riverview Water-main Replacement project. Ed Hodges reported Multnomah County Road Department reviewed the finished project. The county said Riverview is a private road for which they have limited jurisdiction. The Co. said that in order to bring the new water line/hydrant into compliance, the 8" undersized pipe at one of the hydrant locations could either be replaced with a 12-inch pipe or the pipe removed to create an open ditch. Ed Hodges opted for the open ditch solution. The project is now complete and in one year there will be a re-inspection (per the contract) to ensure the project is properly holding up.

b. Master Plan Update. The contract with Curran-McLeod, Inc to update the Water Master Plan was before the Board for discussion and approval. Having no discussion, a motion passed unanimously where Gail Curtis moved, and Anne Squire seconded the motion to approve the contract with the following two clarifications:

- 1) Page 1 of 8, sec 2.a. change language: "engineer will convene a minimum of three meetings with BWD board" to "engineer will convene a minimum of four meetings with the board"; and
- 2) In Section E (2.), page 6, defines what would give BWD or Engineer grounds to request renegotiation of the compensation. Change language from: "if the work covered in this Agreement has not been completed on or after the expiration of an eight-month period from the date of

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execution..." to "if the Draft Management Plan is not completed in time for a presentation at the November 2025 Board meeting,".

Water Operator's Report from Curtis Olson:

- a. Locates: Hiland had no locate requests in February.
 - b. Compliance testing: No coliform/e. coli detected in February tests. Notes from the field: Hiland Water responded to two possible water leaks.
 - c. Leak detection: The three BWD pump systems continue to have unusually high loss (since Dec. 2023):
 - Route 46: 67.91% loss of total water pumped.
 - Logie Pump 461 (out of district): 56.17% loss of total water pumped.
 - Chestnut Pump 462 54.65% loss of total water pumped.
 - d. Notes from the field: Hiland performed day-time leak detection with American Leak Detection with no success. New monitoring equipment does not appear to be making a difference.
 - e. Billing adjustments: A billing adjustment request was submitted but returned to Hiland by Gail C. for an address and whether the location is in or out of the district.
- DISCUSSION: The Board is concerned about the continued water loss that has been occurring since Dec. 2023. Anne Squire asked Curtis Olson if there is a correlation between the new waterlines, hydrants or the City of Portland water source location and the leaks. Anne noted that from the fall of 2023 to present, all three water system lines (Route 46, Logi and Chestnut) have leaks that started at approximately the same time. Curtis O. noted the January 13th freeze that could have created problems or made them worse. He also said he would reverify the connection and leak data for a fourth time. NEXT STEPS: Per the Board's discussion, Gail C. will draft a letter for Hiland's, Ed Hodges, Anne S. and Tiff Wood's approval to be sent to the out of district account holders to inform the account holders of the water leaks and of their responsibility to cover the cost(s). The letter will encourage the account holders to determine if, and fix leaks located between the street water lines and their residences.

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 expenditures reviewed. Dan Z noted \$69,412 in loan reimbursement proceeds were received in February. He also noted that BWD contracted fire services (with the City of Portland) are costing the BWD more than is being collected. Dan Z. said that overall, the income and expenses are tracking well with the budget. BWD has \$15,000 remaining budget for "maintenance" which is the budget source for leak detection. If necessary, the remaining \$4,500 in the "consultant" budget could be used for additional leak detection if necessary. Dan Z. also noted a \$128.00 check to Multnomah County for a land use permit was determined to be unnecessary and returned to BWD.
- d. Dan Z. raised the issue that BMO (formerly the Bank of the West) does not allow him to view the BWD bank account status of deposits and withdrawals, making it impossible for him to

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know whether sufficient funds exist to write checks against. While Dan Z. was able to confirm with Hiland their (late) bank deposit, it would be more workable if Dan could the BWD bank account as needed. NEXT STEPS: Tiff W. will contact the bank to try to allow Dan Z. visual access to the BWD bank account. Gail C. will contact Hiland to remind them of the importance of timely deposits to the BWD bank account.

Consent Agenda: The Board unanimously approved payment of bills as presented and the February Board Meeting Minutes. Bills included the first of two payments to the City of Portland for fire services.

Administrative Reports:

Old Business: Water Sales Agreement: ACTION: Gail Curtis moved, and Anne Squire seconded a motion for Board approval of the City of Portland Water Sales Agreement. The motion passed unanimously.

New Business: None

Announcements: None

Adjournment: Gail C. Moved that the board meeting be adjourned at 7:51 and Tiff W. seconded, the motion passed unanimously.

Next Board Meeting: Wednesday April 17, at 6:15pm, 2024.

Location: Meeting to be held by GoToMeeting videoconference.

Gail Curtis,

Acting Recording Secretary

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RESOLUTION 24/25-01

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Burlington Water District hereby adopts the budget for fiscal year 2024-25 in the total amount of \$936,000. This budget is now on file at the Burlington Water District website (burlingtonwater.specialdistrict.org) and at NW Natural Water Services (aka Hiland Water Corporation), Manager for Burlington Water District.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024, for the following purposes:

GENERAL FUND	
Water Utility Program	\$ 289,900
Fire Protection Program	\$ 176,391
Not Allocated to a Program:	
Debt Service	\$ 113,925
Operating Contingency	\$ 355,784
Total – General Fund	<u>\$ 936,000</u>
Total APPROPRIATIONS, All Funds	\$ 936,000
Total Unappropriated and Reserve Amounts, All Funds	<u>\$ -</u>
TOTAL ADOPTED BUDGET	<u>\$ 936,000</u>

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2024-2025 at the rate of \$3.4269 per \$1,000 of assessed value for permanent rate tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and within the General Government limitation.

Dated this ____ Day of _____, 2024
BURLINGTON WATER DISTRICT

BY _____
Gail Curtis
Chairperson

BY _____
Susie Hasty
Secretary