

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, July 21, 2021

6:15 pm

Due to the current health emergency resulting from the COVID-19 pandemic, this meeting being held by GoToMeeting videoconference.

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

<https://global.gotomeeting.com/join/249603725>

For audio only, you can also dial in using your phone: [\(571\) 317-3122](tel:5713173122);

Access Code: 249-603-725

AGENDA

Call Meeting to Order

Announce Board members present to establish quorum for meeting

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:

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports
- b. Monthly budget statements
- c. Monthly budget expenditure review
- d. Board approval to pay bills presented
- e. Approval of July Board Meeting minutes

Action Items:

- a. Update Riverview project
- b. Board discussion/decision regarding possible meter replacement (radio, manual, etc.)
- c. Location of chlorine testing equipment
- d. Confirm Bank of the West paperwork completed by new board members

Administrative Reports:

As necessary: Additional agenda items arising pursuant to bookkeeper's, manager's reports.

Adjourn

Next Board Meeting: Wednesday, September 15, 2021, at 6:15pm.

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

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

<https://global.gotomeeting.com/join/249603725>

You can also dial in using your phone.

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Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 249 603 725

Or dial directly: 249603725@67.217.95.2 or 67.217.95.2##249603725

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Hiland Water Operator's Report

July 2021

This report is furnished by Hiland Water and outlines the operations during July 2021.

- 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
21203048	ITIC2.007/09/21	17:06:14	DJS ELECTRICAL INC	17130	ST HELENS	BURLINGTON
21203051	ITIC2.007/09/21	17:08:58	DJS ELECTRICAL INC	17622	ST HELENS	BURLINGTON
21203055	ITIC2.007/09/21	17:13:07	DJS ELECTRICAL INC	16721	CORNELIUS PASS	BURLINGTON
21203059	ITIC2.007/09/21	17:21:13	DJS ELECTRICAL INC	16833	WAPATO	BURLINGTON
21203061	ITIC2.007/09/21	17:22:41	DJS ELECTRICAL INC	16718	WAPATO	BURLINGTON
21203078	ITIC2.007/09/21	17:55:16	DJS ELECTRICAL INC	13510	RIVERVIEW	LINNTON
21209870	ITIC2.007/15/21	22:30:00	HANGMEN		VISTA	PORTLAND

- Compliance/Testing
 - Coliform Sample this month showed no coliform. Bacteria samples have showed no presence of coliform since July 2018.
- Pending Leak Adjustments – N/A
- Notes from the Field –
 - The reservoir was depleted in early July due to the pump not filling for several days. Robert reset the pump and the amount of water pumped daily was monitored closely until the reservoir was full again to ensure the quantity allowed in the PWB wholesale agreement (3-day peaking factor) was not exceeded.
- Notes from Office –
 - Surcharges were applied in June to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
 - Account 2478 has been making payments to stay caught up. Paid \$253.50 on July 21st.
 - Marty Cohrs requested to haul water from a Burlington hydrant for construction purposes. He hauls using a truck that holds 5,000 gallons and is doing a project until the end of September. If Burlington elects to enter into an arrangement with Mr. Cohrs, Hiland water can rent its hydrant meter for use in order to track the amount of water taken.

8/2/2021

1:41:18PM

Reprinted for: 7/31/2021

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,319,240 Gallons
Water Sold This Month	1,098,930 Gallons
Water Loss	220,310 Gallons
Water Loss (%)	16.70 %

	Amount (\$)	# Of Accounts
Total Water	29,122.93	114
Total Late Charge	42.05	2
Total Adjustments	109.92	20
Total Road Surcharge	234.93	1
Total Credit Card Charg	31.50	9
Total Current Charges	29,541.33	114
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Amount Past Due 1-30 Days	1,705.96	17
Amount Past Due 31-60 Days	236.15	3
Amount Past Due Over 60 Days	2,549.59	2
Amount Of Overpayments/Prepayments	-214.40	20
Total Receivables	33,818.63	113

Total Receipts On Account	21,374.00	94
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	9,313	118
Average Water Charge For Active Meters	255.46	114

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		4	431,900	39.30	33.32
40,001-50,000		0	0	0.00	0.00
30,001-40,000		3	106,140	9.66	10.94
20,001-30,000		2	55,800	5.08	5.49
10,001-20,000		14	197,680	17.99	14.32
8,001-10,000		9	79,280	7.21	7.49
6,001-8,000		5	33,590	3.06	2.65
4,001-6,000		14	67,700	6.16	5.79
2,001-4,000		36	107,240	9.76	12.64
1-2,000		21	19,600	1.78	5.51
Zero Usage		10	0	0.00	1.85
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Total Meters		118	1,098,930	100.00	100.00

8/2/2021

1:42:14PM

Reprinted for: 7/31/2021

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	31,860 Gallons
Water Sold This Month	26,570 Gallons
Water Loss	5,290 Gallons
Water Loss (%)	16.60 %

	Amount (\$)	# Of Accounts
Total Water	1,003.30	8
Total Adjustments	31.68	8
Total Credit Card Charge	3.50	1
Total Current Charges	1,038.48	8
Amount Past Due 1-30 Days	0.53	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-12.78	3
Total Receivables	1,026.23	8
Total Receipts On Account	1,110.05	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	3,321	8
Average Water Charge For Active Meters	125.41	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		1	8,600		32.37	20.92
6,001-8,000		0	0		0.00	0.00
4,001-6,000		1	4,640		17.46	14.28
2,001-4,000		3	9,880		37.18	36.74
1-2,000		3	3,450		12.98	28.06
Zero Usage		0	0		0.00	0.00
Total Meters		8	26,570		100.00	100.00

8/2/2021

1:42:39PM

Reprinted for: 7/31/2021

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	80,110 Gallons
Water Sold This Month	50,630 Gallons
Water Loss	29,480 Gallons
Water Loss (%)	36.80 %

	Amount (\$)	# Of Accounts
Total Water	1,678.71	12
Total Adjustments	78.24	12
Total Credit Card Charge	3.50	1
Total Current Charges	1,760.45	12
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Amount Past Due 1-30 Days	241.59	2
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-10.31	3
Total Receivables	1,991.73	12
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Total Receipts On Account	951.12	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	4,219	12
Average Water Charge For Active Meters	139.89	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	14,890	29.41	19.58	
8,001-10,000		1	9,570	18.90	13.60	
6,001-8,000		0	0	0.00	0.00	
4,001-6,000		2	9,500	18.76	16.03	
2,001-4,000		5	13,680	27.02	34.38	
1-2,000		3	2,990	5.91	16.41	
Zero Usage		0	0	0.00	0.00	
<hr/>						
Total Meters		12	50,630	100.00	100.00	



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
7/31/21	2969

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Served	Description	Qty	Rate	Amount
	This invoice is for service provided in July 2021. Services included system operation, customer requests, locates, meter reading, and billing. T&M services are detailed below.			
7/31/21	Burlington Water District Base Fee	1	2,410.00	2,410.00
7/31/21	Credit card transaction fees	9	3.50	31.50
7/31/21	Receipts this month	-1	21,374.00	-21,374.00
	Subtotal for monthly base fee & pass-through customer charges			-18,932.50
	T&M Charges			
7/8/21	Robert Trotter - Emergency response, reset pump	2	68.00	136.00
7/14/21	Robert Trotter - Landscaping at the reservoir	2	57.00	114.00
7/21/21	Aaron Olson - Board meeting attendance.	0.75	68.00	51.00
7/26/21	Devin Geiger - Loss factor adjustment.	0.25	57.00	14.25
	Labor, Equipment, and Mileage Subtotal			315.25
	Reimbursable Expenses:			
7/31/21	Dan Zimmerman - postage	1	6.60	6.60
7/31/21	Dan Zimmerman	1	1,050.00	1,050.00
	Total Reimbursable Expenses			1,056.60
7/31/21	Markup - 10%	1	105.66	105.66

It is a pleasure working with you!	Total	- \$17,454.99
	Invoices	\$0.00
	Balance Credit	- \$17,454.99

Burlington Water District
Balance Sheet
 As of July 31, 2021

	<u>Jul 31, 21</u>	<u>Jul 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	116,689.73	53,791.16	62,898.57
1004 · OR STATE TREATX POOL-FIRE 4563	9,212.49	78,429.91	-69,217.42
1006 · STATE POOL -GEN Savings 3564	104,447.49	35,260.85	69,186.64
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>230,379.71</u>	<u>167,511.92</u>	<u>62,867.79</u>
Total Current Assets	<u>230,379.71</u>	<u>167,511.92</u>	<u>62,867.79</u>
TOTAL ASSETS	<u>230,379.71</u>	<u>167,511.92</u>	<u>62,867.79</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	873,393.09	817,619.47	55,773.62
Net Income	13,437.62	6,343.45	7,094.17
Total Equity	<u>230,409.71</u>	<u>167,541.92</u>	<u>62,867.79</u>
TOTAL LIABILITIES & EQUITY	<u>230,379.71</u>	<u>167,511.92</u>	<u>62,867.79</u>

Burlington Water District
Profit & Loss Budget vs. Actual
July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
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	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	21,374.00	30,453.32	-9,079.32	70.2%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	479.59	10,000.00	-9,520.41	4.8%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	57.57	100.00	-42.43	57.6%
Total 4000 · INCOME	<u>21,911.16</u>	<u>190,553.32</u>	<u>-168,642.16</u>	<u>11.5%</u>
Total Income	21,911.16	190,553.32	-168,642.16	11.5%
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	31.50	125.00	-93.50	25.2%
5150 · ACCOUNTING	1,050.00	1,666.66	-616.66	63.0%
5147 · OPERATIONS MANAGEMENT FEE	2,515.66	2,666.66	-151.00	94.3%
5109 · GENERAL OPERATING EXPENSES	0.00	83.34	-83.34	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.66	-16.66	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	111.67	125.00	-13.33	89.3%
5117 · ELECTIONS	0.00	200.00	-200.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	38.00	1,666.66	-1,628.66	2.3%
5127 · OFFICE EXPENSE & POSTAGE	1,206.60	208.34	998.26	579.1%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	725.25	2,500.00	-1,774.75	29.0%
5142 · WATER PURCHASES	2,794.86	4,166.66	-1,371.80	67.1%
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 EXPEN...	<u>8,473.54</u>	<u>14,383.30</u>	<u>-5,909.76</u>	<u>58.9%</u>
Total Expense	8,473.54	14,383.30	-5,909.76	58.9%
Net Ordinary Income	13,437.62	176,170.02	-162,732.40	7.6%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	9,166.66	-9,166.66	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>9,166.66</u>	<u>-9,166.66</u>	<u>0.0%</u>
Net Other Income	0.00	-9,166.66	9,166.66	0.0%
Net Income	<u><u>13,437.62</u></u>	<u><u>167,003.36</u></u>	<u><u>-153,565.74</u></u>	<u><u>8.0%</u></u>

Burlington Water District
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	150,000.00	-150,000.00	0.0%
4013 · Grant Proceeds	0.00	150,000.00	-150,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	21,374.00	333,680.00	-312,306.00	6.4%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	479.59	142,000.00	-141,520.41	0.3%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	57.57	1,200.00	-1,142.43	4.8%
Total 4000 · INCOME	21,911.16	926,880.00	-904,968.84	2.4%
Total Income	21,911.16	926,880.00	-904,968.84	2.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	142,000.00	-142,000.00	0.0%
5152 · CONSULTANTS	0.00	6,000.00	-6,000.00	0.0%
5151 · PROCESSING FEES	31.50	1,500.00	-1,468.50	2.1%
5150 · ACCOUNTING	1,050.00	20,000.00	-18,950.00	5.3%
5147 · OPERATIONS MANAGEMENT FEE	2,515.66	32,000.00	-29,484.34	7.9%
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%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	236.92	1,500.00	-1,263.08	15.8%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	0.00	6,450.00	-6,450.00	0.0%
5123 · LEGAL	38.00	20,000.00	-19,962.00	0.2%
5127 · OFFICE EXPENSE & POSTAGE	1,388.60	2,500.00	-1,111.40	55.5%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	725.25	30,000.00	-29,274.75	2.4%
5142 · WATER PURCHASES	5,589.72	50,000.00	-44,410.28	11.2%
5143 · LEASE FEES	0.00	1,600.00	-1,600.00	0.0%
5145 · ENGINEER	0.00	5,000.00	-5,000.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	11,807.69	320,650.00	-308,842.31	3.7%
Total Expense	11,807.69	320,650.00	-308,842.31	3.7%
Net Ordinary Income	10,103.47	606,230.00	-596,126.53	1.7%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	110,000.00	-110,000.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	300,000.00	-300,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	300,000.00	-300,000.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	7,500.00	-7,500.00	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	76,425.00	-76,425.00	0.0%
7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	486,425.00	-486,425.00	0.0%
Net Other Income	0.00	-486,425.00	486,425.00	0.0%
Net Income	10,103.47	119,805.00	-109,701.53	8.4%

Burlington Water District

8/15/2021 4:03 PM

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

From 08/01/2021 through 08/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/18/2021	3520	Multnomah County ...	5100 · GENERAL OP...	CINV: 000061...	232.04		116,457.69
08/18/2021	3521	AMANDA SCHEHR	5100 · GENERAL OP...	13 MONTHS - ...	182.00		116,275.69
08/25/2021	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	July 2021 Wate...	2,794.86		113,480.83
08/25/2021	AUTOP...	PGE	5100 · GENERAL OP...	electricity	125.25		113,355.58

Board of Commissioners Meeting

Wednesday, July 21, 2021

6:15 pm

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

MINUTES

Meeting called to order by Ron Yann, Chair, at 6:15 pm.

Present: Ron Yann, Dan Johnson, Christine Nelson, Amanda Schehr; board members (quorum)

Dan Zimmerman, bookkeeper

Aaron Olson, Hiland Water manager

Lauren Golar, incoming Board member

Susan Hasty, incoming Board member

Gail Curtis, incoming Board member

Craig Gibbons, TSCC Tax consultant

Tunie Betschart, TSCC Tax consultant

Swearing-In New Board Members:

Gail Curtis, Lauren Golar and Susan Hasty were sworn in as new BWD Board Members.

They each read the Oath of Office for Commissioner for the BWD and were witnessed by board members present. Christine Nelson and Amanda Schehr will transition off the Board at the end of this meeting.

Public Comment: There were no members of the public present.

TSCC Tax Consultants:

Craig Gibbons and Tunie Betschart were guest speakers from TSCC (Tax Supervising & Conservation Commission) They reviewed in detail the budget cycle and process. They requested that BWD share the budget calendar with them as well as the proposed budget for review prior to final adoption and submission. There was discussion as to the most accurate contact list for BWD customers and Craig is going to explore the possibility of getting the list of property tax payers in the district. Currently, BWD sends notices to residents listed as registered voters. New members were encouraged to attend a TSCC training session as well as the SDAO (Special Districts Association of Oregon) training session.

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

Aaron is our Hiland representative.

- a. Monthly overview: The water operator's report is in the board packet, nothing specific to report regarding general system operations. The water loss factor for

June was 32.8%. Although this is down from last month the concern is that it's inconsistent. This could be due to meters not reading correctly.

- b. Update on leak detection/repair: No firm date was identified for Hiland to isolate the leak due to drought and supply and demand of labor. Also, the board had requested that leak detection be delayed until the 2020-2021 budget year closed out.

ACTION: Ron will follow up on the board decision for possible meter replacement (radio, manual etc.)

- c. Chlorine residual monitoring: Chlorine handheld manual testing equipment has not been delivered to anyone on the board.

ACTION: Aaron will follow up to see where this equipment is.

- d. Billing adjustment? None requested
- e. Customer issues: None identified

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports. Reviewed receipts and expenses for month.
- b. Board was interested in transferring more funds from general checking to LGIP if upcoming expenses allowed for it.
- c. Dan took extra time walking through reports to familiarize new board members with the monthly financial reporting.
- d. Monthly budget statements. Dan Z. reviewed monthly budget statement.
- e. Water sales for FY19-20 were 98.3% of budget. Great improvement from prior years estimating annual revenues.
- f. 2.4% has been spent from our Materials and Services budget closing out the fiscal year under budget and in compliance with budget law.

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. No invoice from Kate Moore, atty. yet, Dan Z. will follow up.
- b. Monthly budget statements: Reviewed three budgets vs. actual statements (snapshots for month of June, fiscal year ended June 30, and annual budget as a whole).
- c. Monthly budget expenditure review: Budget projections remain on track.
ACTION: Susan Hasty moved that the board approve paying all bills as presented, including those that are still in process; Lauren Golar seconded, and the motion carried unanimously.
- d. Approval of May Board Meeting minutes:
ACTION: Gail Curtis moved, and Dan J. seconded that the minutes be approved as presented. Motion carried unanimously.

Action Items:

- a. Christine N. requested that all new board members be sure to submit paperwork to the Bank of the West for signatories.

- b. Christine and Dan Nelson have secured historical BWD paper documents in the shipping container at BIC moorage. She will pass the pad lock combination on to Lauren G.

Administrative Reports:

Transition of Board tasks/responsibilities with new Board:

1. Chair: Ron Yann
2. Vice chair and grant writer/reviewer: Gail Curtis
3. Webmaster: Lauren Golar and Dan Johnson
4. Secretary: Susan Hasty
5. Treasurer/Budget officer: Dan Johnson
6. Bookkeeper: Dan Zimmerman

As necessary: N/A

Adjournment: Lauren G. proposed, and Susan H. seconded a motion to adjourn the meeting. Motion carried unanimously, and the meeting ended at 8:00 pm.

Next Board Meeting: Wednesday, August 18, 2021, at 6:15pm.

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

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In the event that stay-at-home restrictions have been lifted, an in-person meeting may take place at the Scappoose Library, Scappoose, Oregon.

Susan Hasty

Recording Secretary