

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 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

AGENDA

Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

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

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 on Meter shutoff valve replacement:

Bookkeeper/Office Manager's Report:

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

BURLINGTON WATER DISTRICT

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Consent Agenda:

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

Administrative Reports:

Old Business:

New Business:

- a. Review and approval of new Hiland contract

Announcements:

Adjourn:

Next Board Meeting: Wednesday, May 17, 2023 at 6:15pm

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty, Recording Secretary



Hiland Water Operator's Report

March 2023

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

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

<u>Ticket #</u>	<u>Type</u>	<u>Call Date</u>	<u>Excavator Company</u>	<u>Addr Street</u>	<u>City</u>
<u>23069075</u>	XML	03/17/23 08:32:41	NW REALTY SIGN	12623 CRESTON	PORTLAND
<u>23070886</u>	UI/UX	03/20/23 11:25:45	ODOT	US30, NW ST HELENS	PORTLAND
<u>23081798</u>	Phone	03/29/23 14:55:14	HENCO PLUMBING SERVICES	12835 ALDERVIEW	PORTLAND

- Compliance/Testing
 - The coliform sample taken in March showed no presence of coliform or e coli.
- Other notes from the field
 - Notifications were distributed and work was completed to replace non-functioning angle stops at 13610 and 13838 Riverview.
 - Aaron Olson provided review and feedback for Riverview plans.
 - A flow test was performed on a hydrant at Harborton Dr.
- Notes from Office
 - Account 2478: Meter is scheduled to be shut off.
 - Account 2491: Customer was on autopay under old system.
 - Account 2504: Paid in full.
 - Account 2517: Meter is scheduled to be shut off.
 - Account 2519: Meter is scheduled to be shut off.
 - Account 2525: Customer was on autopay under old system.
 - Account 2531: House burnt down.

- Account 2544: Meter is scheduled to be shut off.
- Account 2550: Paid in full.
- Account 2551: Meter is scheduled to be shut off.
- Account 2569: 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 2593: Customer was on autopay under old system.
- Account 2594: Customer was on autopay under old system.
- 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: March 2023

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,034,484	Gallons
Water Sold This Month	813,630	Gallons
Water Loss	220,854	Gallons
Water Loss %	21.35%	

	Amount (\$)
Total Water	\$ 27,468.26
Total Late Charge	\$ 89.69
Total Adjustments	\$ 120.40
Total Activation/Disconnect	
Total Current Charges	\$ 27,678.35
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Aged 1 Balance	\$ 2,401.04
Aged 2 Balance	\$ 1,661.31
Aged 3 Balance	\$ 152.75
Aged 4+ Balance	\$ 201.13
Overpayments/Undeposited payments	\$ (7,388.46)
Total Receivables	\$ 24,706.12
<hr/>	
Total Receipts on Account	\$ 36,030.14
Average Usage For Active Meters	6,780
Average Water Charge For Active Meters	\$ 228.90

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	5	503,037	61.83%
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	4	46,870	5.76%
8,001-10,000	1	8,782	1.08%
6,001-8,000	4	26,816	3.30%
4,001-6,000	15	67,051	8.24%
2,001-4,000	42	112,103	13.78%
1-2,000	42	48,972	6.02%
Zero Usage	7	-	0.00%
<hr/>			
Total Meters	120	813,630	100.00%

Date: March 2023

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	25,110 Gallons
Water Sold This Month	21,489 Gallons
Water Loss	3,621 Gallons
Water Loss %	14.42%

	Amount (\$)
Total Water	\$ 977.00
Total Late Charge	\$ 7.98
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 984.98
<hr/>	
Aged 1 Balance	\$ 230.67
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (138.05)
Total Receivables	\$ 1,077.60
<hr/>	
Total Receipts on Account	\$ 877.78
Average Usage For Active Meters	2,686
Average Water Charge For Active Meters	\$ 122.13

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	6,380	29.69%
4,001-6,000	1	4,533	21.09%
2,001-4,000	2	5,311	24.71%
1-2,000	4	5,266	24.50%
Zero Usage	0	-	0.00%
<hr/>			
Total Meters	8	21,490	100.00%

Date: March 2023

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	43,347	Gallons
Water Sold This Month	42,225	Gallons
Water Loss	1,122	Gallons
Water Loss %	2.59%	

	Amount (\$)
Total Water	\$ 1,598.81
Total Late Charge	\$ -
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 1,598.81
<hr/>	
Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (232.21)
Total Receivables	\$ 1,366.60
<hr/>	
Total Receipts on Account	\$ 1,687.37
Average Usage For Active Meters	3,519
Average Water Charge For Active Meters	\$ 133.23

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	10,113	23.95%
8,001-10,000	0	-	0.00%
6,001-8,000	1	6,725	15.93%
4,001-6,000	2	8,415	19.93%
2,001-4,000	4	11,437	27.09%
1-2,000	4	5,535	13.11%
Zero Usage	0	-	0.00%
<hr/>			
Total Meters	12	42,225	100.00%



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
3/31/23	3783

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 March 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
3/31/23	Burlington Water District March 2023 Base Fee	1	2,660.00	2,660.00
3/31/23	Disconnect Fee	2	60.00	120.00
3/31/23	Collection Fee	1	35.00	35.00
3/31/23	Receipts this month	-1	36,030.14	-36,030.14
	Subtotal for monthly base fee & pass-through customer charges			-33,215.14
	T&M Charges			
3/3/23	Robert Trotter - Delivered door hangers for work to be done.	2	65.00	130.00
3/6/23	Curtis Olson - Wired pulse and analog expansion into booster pump Mission and connected flow meter, programmed in pulse counting feature.	5	65.00	325.00
3/6/23	Service Truck	5	20.00	100.00
3/8/23	Curtis Olson - Replaced angle stop at 13610 and 13838 Riverview.	3.5	65.00	227.50
3/8/23	Kylah Cook - Replaced angle stop at 13610 and 13838 Riverview.	3.5	47.00	164.50
3/8/23	Service Truck	3.5	20.00	70.00
3/14/23	Aaron Olson - Looked over Riverview plans and sent corrections and suggestions to engineers.	2	80.00	160.00
3/15/23	Aaron Olson - Attended board meeting.	0.75	80.00	60.00
3/20/23	Aaron Olson - Reviewed engineered plans.	2	80.00	160.00
3/28/23	Chris Pomeroy - Hydrant flow test.	2	51.00	102.00
3/28/23	Kylah Cook - Hydrant flow test.	2	47.00	94.00
3/28/23	Service Truck	2	20.00	40.00
3/31/23	Chris Pomeroy - Checked for leaks at 14426 NW Larson Rd (2 meters). Labor, Equipment, and Mileage Subtotal	2	51.00	102.00
	Reimbursable Expenses:			1,735.00

Total
Invoices
Balance Credit



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
3/31/23	3783

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
3/6/23	Ace Hardware - wiring materials	1	9.90	9.90
3/8/23	3/4" 110 CTS Angle Stop	2	89.50	179.00
3/31/23	Dan Zimmerman - GoToMeeting Fee	1	14.00	14.00
3/31/23	Dan Zimmerman	1	1,050.00	1,050.00
3/31/23	Dan Zimmerman - Postage	1	3.51	3.51
	Total Reimbursable Expenses			1,256.41
3/31/23	Markup - 10%	1	125.64	125.64

Total		- \$30,098.09
Invoices		\$0.00
Balance Credit		- \$30,098.09

Burlington Water District
Balance Sheet
 As of March 31, 2023

	<u>Mar 31, 23</u>	<u>Mar 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	119,152.47	66,539.92	52,612.55
1004 · OR STATE TREATX POOL-FIRE 4563	154,604.51	79,717.08	74,887.43
1006 · STATE POOL -GEN Savings 3564	199,193.30	194,994.77	4,198.53
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>472,980.28</u>	<u>341,281.77</u>	<u>131,698.51</u>
Total Current Assets	<u>472,980.28</u>	<u>341,281.77</u>	<u>131,698.51</u>
TOTAL ASSETS	<u>472,980.28</u>	<u>341,281.77</u>	<u>131,698.51</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	<u>140,375.98</u>	<u>124,339.68</u>	<u>16,036.30</u>
Total Equity	<u>473,010.28</u>	<u>341,311.77</u>	<u>131,698.51</u>
TOTAL LIABILITIES & EQUITY	<u>472,980.28</u>	<u>341,281.77</u>	<u>131,698.51</u>

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

	Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · INCOME				
4002 · WATER SALES	36,030.14	23,000.00	13,030.14	156.7%
4004 · CURRENT LEVIED TAXES	3,842.63	2,000.00	1,842.63	192.1%
4011 · INTEREST INCOME	1,118.13	100.00	1,018.13	1,118.1%
Total 4000 · INCOME	40,990.90	25,100.00	15,890.90	163.3%
Total Income	40,990.90	25,100.00	15,890.90	163.3%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	13,000.00	-13,000.00	0.0%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	155.00	125.00	30.00	124.0%
5150 · ACCOUNTING	1,050.00	1,300.00	-250.00	80.8%
5147 · OPERATIONS MANAGEMENT FEE	2,785.64	2,916.00	-130.36	95.5%
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	121.58	145.00	-23.42	83.8%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	401.50	1,250.00	-848.50	32.1%
5127 · OFFICE EXPENSE & POSTAGE	17.51	208.33	-190.82	8.4%
5141 · MAINTENANCE	1,923.90	2,916.66	-992.76	66.0%
5142 · WATER PURCHASES	2,261.98	2,916.66	-634.68	78.2%
5145 · ENGINEER	155.00	416.66	-261.66	37.2%
Total 5100 · GENERAL OPERATING EXPENSES	8,892.11	25,735.96	-16,843.85	34.6%
Total Expense	8,892.11	25,735.96	-16,843.85	34.6%
Net Ordinary Income	32,098.79	-635.96	32,734.75	-5,047.3%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	4,852.08	-4,852.08	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	11,070.00	75,000.00	-63,930.00	14.6%
Total 5200 · CAPITAL OUTLAY	11,070.00	75,000.00	-63,930.00	14.6%
Total Other Expense	11,070.00	79,852.08	-68,782.08	13.9%
Net Other Income	-11,070.00	-79,852.08	68,782.08	13.9%
Net Income	21,028.79	-80,488.04	101,516.83	-26.1%

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

	Jul '22 - Mar 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	241,579.50	205,000.00	36,579.50	117.8%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	148,768.68	142,000.00	6,768.68	104.8%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	6,546.17	900.00	5,646.17	727.4%
Total 4000 · INCOME	401,352.22	837,550.00	-436,197.78	47.9%
Total Income	401,352.22	837,550.00	-436,197.78	47.9%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	80,840.65	85,500.00	-4,659.35	94.6%
5152 · CONSULTANTS	302.19	3,800.00	-3,497.81	8.0%
5151 · PROCESSING FEES	662.00	1,125.00	-463.00	58.8%
5150 · ACCOUNTING	12,320.00	17,900.00	-5,580.00	68.8%
5147 · OPERATIONS MANAGEMENT FEE	27,307.44	26,252.00	1,055.44	104.0%
5109 · GENERAL OPERATING EXPENSES	263.70	750.01	-486.31	35.2%
5102 · ADVERTISING/COLLECTIONS	0.00	375.02	-375.02	0.0%
5103 · BANK FEES	0.05	150.02	-149.97	0.0%
5111 · ELECTRIC	1,089.81	1,265.00	-175.19	86.2%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	8,012.00	8,000.00	12.00	100.2%
5123 · LEGAL	3,538.29	11,250.00	-7,711.71	31.5%
5127 · OFFICE EXPENSE & POSTAGE	2,249.38	1,875.01	374.37	120.0%
5141 · MAINTENANCE	17,608.02	26,250.02	-8,642.00	67.1%
5142 · WATER PURCHASES	20,114.46	26,083.34	-5,968.88	77.1%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	4,823.75	3,750.02	1,073.73	128.6%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	180,985.27	216,475.44	-35,490.17	83.6%
Total Expense	180,985.27	216,475.44	-35,490.17	83.6%
Net Ordinary Income	220,366.95	621,074.56	-400,707.61	35.5%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	147,668.76	-147,668.76	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	11,070.00	255,000.00	-243,930.00	4.3%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	11,070.00	255,000.00	-243,930.00	4.3%
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	79,990.97	481,093.76	-401,102.79	16.6%
Net Other Income	-79,990.97	-481,093.76	401,102.79	16.6%
Net Income	140,375.98	139,980.80	395.18	100.3%

4:31 PM
 04/16/23
 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	241,579.50	286,000.00	-44,420.50	84.5%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	148,768.68	145,000.00	3,768.68	102.6%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	6,546.17	1,200.00	5,346.17	545.5%
Total 4000 · INCOME	401,352.22	921,850.00	-520,497.78	43.5%
Total Income	401,352.22	921,850.00	-520,497.78	43.5%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	80,840.65	158,000.00	-77,159.35	51.2%
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	12,320.00	22,000.00	-9,680.00	56.0%
5147 · OPERATIONS MANAGEMENT FEE	27,307.44	35,000.00	-7,692.56	78.0%
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	1,201.00	1,700.00	-499.00	70.6%
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	2,269.37	2,500.00	-230.63	90.8%
5141 · MAINTENANCE	17,608.02	35,000.00	-17,391.98	50.3%
5142 · WATER PURCHASES	22,729.22	35,000.00	-12,270.78	64.9%
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	184,975.71	327,550.00	-142,574.29	56.5%
Total Expense	184,975.71	327,550.00	-142,574.29	56.5%
Net Ordinary Income	216,376.51	594,300.00	-377,923.49	36.4%
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	16,430.00	314,650.00	-298,220.00	5.2%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	16,430.00	314,650.00	-298,220.00	5.2%
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	85,350.97	594,300.00	-508,949.03	14.4%
Net Other Income	-85,350.97	-594,300.00	508,949.03	14.4%
Net Income	131,025.54	0.00	131,025.54	100.0%

Burlington Water District

4/16/2023 4:36 PM

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

From 04/01/2023 through 04/30/2023

Sorted by: Date, Type, Number, Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/17/2023	AUTOP...	PGE	5100 - GENERAL OP...	electricity	111.19			119,041.28
04/19/2023	3570	RON YANN	5100 - GENERAL OP...	EXPENSE REL...	19.99			119,021.29
04/19/2023	3571	SCHROEDER LAW ...	-split-	Invoice 70 AC...	779.50			118,241.79
04/19/2023	3572	CURRAN-McLEOD...	-split-	INV: 23.02-1772	5,825.00			112,416.79
04/25/2023	AUTOP...	CITY OF PORTLAND	5100 - GENERAL OP...	March 2023 W...	2,614.76			109,802.03

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, Mar 15, 2023, 6:15 PM

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

<https://meet.goto.com/310760925>

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Minutes

Meeting called to Order by Ron Yann at 6:30

Announce Board members present to establish quorum for meeting:

Present: Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Gail Curtis, vice chair; Tiff Wood; quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator; Ed Hodges, engineer of record; Anne Squier, potential board member.

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

Guest: 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.

1) Reviewed Riverview Watermain project: Plans sent to board for review. Also sent to Mult. Co., ODOT, IFA for categorical exclusion, Hiland, and Drinking Water for review. Scheduled to go out to bid in early April. Cost est. \$332K. Plan to complete bulk of project next fiscal year. Ed will review timeline and send to board.

2) Master Plan: Application to SIPP fund (\$20K) for Master Plan creation has been submitted by Ed on behalf of the BWD. If <300 connections/district Technical Assistance Grant is not available. The TAG grant covers the seismic vulnerability study. Ed will continue to look for other funding sources to cover a seismic vulnerability study at a cost estimate of \$5K.

3) Water Meter project has been approved. Ed and Ron discussed the potential benefits/cost reduction that would result from the additional expense of radio meters vs. non-radio meters with Silas at Hiland.

Discussion ensued regarding AMR (remote radio meters) vs. hand held meters: advantages are that AMR meters save time for reading and improves data entry for Hiland. Hiland agreed to lower management cost \$200/month if we switch to radio meters. If this project begins as

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early as May (and this will be a short project) it's possible it could be completed this fiscal year. Ed will review timeline and send to board.

ACTION: Susie H. moved to allow Ed to procure AMR (automatic meter reads) meters for water meter project, Tiff W. seconded, motion passed unanimously.

ACTION: Ron Y. moved that Ed send email to Laura Schroeder requesting her to review the plan to open the bid as a Mueller AMR meter installation knowing that Hiland currently has the equipment to read these meters but allowing anyone to bid on the job. If Laura approves Ed will proceed with posting the bid notice as described. Dan J. seconded, motion passed unanimously.

Water Operator's Report from Hiland:

- a. Locates: Hiland Water responded to several locate requests. Water lines were marked as needed
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection: Kylah Cook and Robert Trotter provided emergency response services on February 3.
- d. Chlorine residual: N/A
- e. Billing adjustments: There are 15 homes with meters scheduled to be shut off. Some of these may be customers who are still on the old auto pay system and have not yet moved to the new Hiland billing system.
ACTION: Dan J. moved to delay meter shut offs for the month of March for those still on the old auto pay billing system until Hiland can reach out to these customers and directly request that they switch to new Hiland billing system. Ron Y. seconded, motion passed unanimously.
- f. Meter Replacement project: Discussion regarding replacement of 6-8 failing valves estimate at approx. \$1500.00/valve. To date 2 have been replaced, 6 more to go.
- g. Mission pulse board installed. Software being incorporated now to include 3 day peaking factor if possible. If not, there will be a maxim limit per day set.
- h. Seasonal peak demand estimates have been requested by PWB and Silas with Hiland Water has just prepared this for us. Ron will ask Silas to send these on to PWB on behalf of BWD.
- i.

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 113% YTD; Water sales YTD at 72% July-June.
- d. **ACTION:** Dan J. motioned to move \$13K from contingency to material services, Tiff W. seconded, motion passed unanimously. This will cover a potential shortfall due to the second half of the Fire Protection expense increase payment that comes due in June.

Consent Agenda:

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

Administrative Reports: N/A

Old Business: N/A

New Business: 23/24 Budget Discussion

- a. Board approval of February 15 BWD Budget meeting as submitted:
ACTION: Dan J. moved that February 15 Budget meeting minutes be approved as submitted, Ron Y. seconded, motion passed unanimously.
- b. Board approval March 1 BWD Budget meeting with Dan Z.'s edits as submitted:
ACTION: Dan J. moved that March 1 Budget meeting minutes be approved with Dan Z.'s proposed edits as described, Gail C. seconded, motion passed unanimously.
- c. First reading of Rate increase ordinance was shared and includes base rates increasing by \$8 per account and usage rates are increasing by .39/unit.
ACTION: Dan J. moved that in lieu of reading the entire rate increase ordinance it will be attached to the minutes/posted on line for review by the board and the public. Ron Y. seconded, motion passed unanimously.

Announcements:

- a. Gail C. reported that she is arranging to have the Portland Water Bureau attend at the May Board meeting to provide the Future Water Sales Agreement presentation.
- b. Susie Hasty reported that Tiff Wood, Anne Squire and Kris Hines are all running for BWD board positions during the upcoming election, VOTE FOR THEM!

Adjournment:

Gail C. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.

Meeting Adjourned at 8:00 pm.

Next Board Meeting:

Wednesday, April 19th, 2022.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary

CONTRACT FOR PROFESSIONAL SERVICES PROVIDED BY

Hiland Water Corp.
PO Box 699
Newberg, OR 97132

February 6, 2023

HILAND WATER CORP. (Hiland) will provide services to BURLINGTON WATER DISTRICT (BWD) according to the terms outlined below:

SERVICES & RESPONSIBILITIES

Hiland will provide full service operation of BWD, including all routine maintenance, testing services, repairs, management, billing, customer service, meter reading, communication, and projects as requested by the BWD Board of Directors.

Hiland will maintain regular office hours on business days Monday through Friday from 9:00 AM to 4:00 PM and Hiland on call personnel will be made available to respond to emergencies pertaining to Burlington Water District. In the event Hiland staff are called upon to address an emergency, time and materials will be charged in accordance with the emergency rate schedule provided in this agreement. For the purposes of this agreement an emergency is defined as an event that requires an immediate dispatch of Hiland staff or a dispatch of Hiland staff before 8:00 AM on the following business day.

Hiland will provide a qualified certified water operator to act as DRC for the Oregon Health Authority. Hiland will ensure compliance with regulatory agencies in all areas, including water testing and submitting reports.

Hiland will be available to provide consultation as requested. However, oversight, budgeting, and capital improvement planning will remain the responsibility of the BWD Board of Directors.

BILLING

Hiland Water will read customer water meters monthly and send water bills around the 25th of the same month on pre-printed Hiland billing cardstock. The due date will be on or near the 10th of the following month. Water rates and late fees will continue to be determined by the BWD Board of Directors.

Water users will be given the option to elect paperless billing and will have multiple payment options, including automatic payment, mailed payments, e-checks, and credit/debit cards. Customers can setup payments online through a customer portal or make one-time payments online without a login. They can also pay their bills over the phone. A third-party processor handles all credit/debit cards and charges additional fees. All other payment options are free of charge.

Customer collections due to non-payment will be handled in the same manner as all other Hiland customers. Disconnection notices are sent at least 15 calendar days in advance of disconnection if there are any charges that were overdue at the time of billing. For any payments not received 5 business days in advance of disconnection, another disconnection notice is sent. 48 hours prior to scheduled disconnection, the Hiland office attempts to contact any customers scheduled for disconnection to collect payment. If payment is not received before the disconnection visit, a Hiland staff person will go to the residence and attempt to collect payment in person. If successful, the customer will be assessed a \$35 fee, which will be retained by Hiland. If unsuccessful, the staff person will disconnect water service until payment is received. Upon reconnection, a \$60 fee will be assessed to the customer and retained by Hiland.

Checks remitted to Hiland with non-sufficient funds will generate customer fees ranging from \$4-\$25 depending on number of occurrences by that customer and the discretion of Hiland’s Accounting Manager. Hiland will retain these fees.

Whenever the account holder changes on a water account (new tenant or property sale), an activation fee of \$30 will be assessed to the account and will be retained by Hiland. If a landlord is the account holder between tenants, they will be exempt from the activation fee while holding the account during interim periods.

COMPENSATION

Compensation will be broken into three categories: a monthly base fee of \$3,025.00, pass-through customer charges, and charges for other services. When all customer meters are replaced with radio meters that no longer need to be manually read, the base fee will be reduced to \$2,825.00.

The base fee will include the following:

- Meter reading, billing, & payment receiving, accounting, customer service
- All required water testing (routine & less frequent tests), including labor, transport, and laboratory costs
- Marking for locates (accuracy cannot be guaranteed) and ground maintenance at BWD reservoir
- Office administration, overhead costs, and reporting to the BWD Board of Directors
- Office time required to reserve meeting room for Board Meetings and to place newspaper ads
- Completion, distribution, and submission of required regulatory reports, such as the annual ASR & CCR reports
- Accounting, handling accounts payable
- Provision of operator of record for OHA (DRC)
- 24/7 Emergency response availability (does not cover actual cost of emergencies)

Pass-through customer charges are as described above and include:

- Credit/debit card transaction fees (collected directly by third-party vendor)
- Collection & disconnection charges
- NSF Check fees
- Backflow prevention device testing
- Activation fees

Labor and non-labor for repairs, maintenance, or any other services not specified as base fee or pass-through tasks will be billed at the following rates and will be applicable to work time on site, drive time to and from site, and any preparation and clean up time at Hiland’s warehouse before and after work is completed. All rates are hourly unless otherwise indicated:

Individual/Equipment	Position	2023 Rates	2023 Emergency Rates
Monthly Base Fee		\$3,025.00/month*	N/A
Olson, Micah	Executive Director	\$120.00	\$144.00
Olson, Silas	General Manager	\$120.00	\$144.00
Olson, JJ	Compliance Manager	\$90.00	\$108.00
Olson, Aaron	Operations Manager	\$90.00	\$108.00
Olson, Melvin	Senior Field Operator	\$90.00	\$108.00
Geiger, Devin	Accounting Manager	\$90.00	\$108.00
Thompson, Matt	Distribution Manager	\$85.00	\$102.00
Olson, Curtis	Treatment Manager	\$85.00	\$102.00
Trotter, Robert	Project Manager	\$85.00	\$102.00
Howard, Paul	Utility Worker III	\$72.00	\$86.00
Oberacker, Tracey	Utility Worker III	\$72.00	\$86.00
Pomeroy, Chris	Utility Worker II	\$61.00	\$73.00
Jackson, Matt	Utility Worker II	\$61.00	\$73.00

Name	Area	2023 Rates	2023 Emergency Rates
Victor, Alex	Utility Worker I	\$52.00	\$62.00
Robitaille, Tiger	Utility Worker I	\$52.00	\$62.00
Adrian, Haidyn	Utility Worker I	\$52.00	\$62.00
Kylah Cook	Utility Worker I	\$52.00	\$62.00
Denney, Emily	Office	\$52.00	\$62.00
Hughes, Teresa	Office	\$52.00	\$62.00
Estrada, Jonathan	Office	\$52.00	\$62.00
Rider, Isaac	Office	\$52.00	\$62.00
Backflow test		\$40.00/test	N/A
Service Truck		\$20.00	\$20.00
Vac trailer		\$60.00	\$60.00
5-yard dump truck		\$70.00	\$70.00
9,200 lb excavator		\$450.00/day	\$450.00/day
Direct Expenses		Cost + 10%	Cost + 10%
Subcontractor		Cost + 10%	Cost + 10%

*Monthly base fee will be reduced to \$2,825.00 when all customers meters are replaced with radio meters that no longer need to be manually read.

For services outside of base services and pass-through services, Hiland will minimize cost by limiting staff use to only the extent necessary for the situation (most leaks can be fixed by one or two people). Hiland will also use the lowest paid available staff qualified to resolve whatever problems arise. Through this approach and the additional services provided through the base fee, we believe that the overall annual O&M cost to BWD (base & other charges combined) can be minimized.

Backflow Prevention Assembly Testing. Hiland has certified backflow testers on staff and can administer the testing program. Some districts provide this as a service to the water users while others leave the responsibility of testing with the individual property owners. If requested, Hiland will test backflow prevention devices for all the backflow prevention devices in BWD at a rate of \$40.00 per device.

Other BWD-specific items. The base fee does not include attendance of BWD Board Meetings, which would be billed on a T&M basis. The base fee does not include time required to manage the Portland Water Bureau contract, operate & monitor the telemetry system, or maintain and repair the booster pumps. Lastly, any requested analysis of water rates, preparation of budget recommendations, or other items not specifically shown in the base fee will be charged according to the T&M schedule shown above.

Hiland Water carries liability insurance and uses insured contractors, but BWD may elect to carry its own insurance as well.

After the close of each calendar month or as mutually agreed, Hiland will provide revenue reports mutually agreed upon by both parties and payment for all revenues collected during the month less the base fee, pass-through customer charges, and other T&M charges. Hiland will not provide any information related to the cost of providing base services, but charges for other services will be itemized in a monthly invoice, providing names of staff or category of reimbursement, dates of service, quantity of hours worked, and charges for each. Invoices will be provided to BWD for review and should be paid in a timely manner when a balance is due.

Hiland Water will not directly manage funds held by BWD or access BWD bank accounts for the purpose of deposit, withdrawal, or transfer unless authorized in writing by a member of the BWD Board of Directors. All bills paid on behalf of BWD by Hiland Water will be reimbursed to Hiland Water along with the applicable markup. Hiland Water will not pay BWD expenses using BWD funds or bank accounts.

TERM & SCHEDULE

This agreement will be in effect from May 1, 2023 until December 31, 2023 and will renew automatically each year on January 1 unless either party provides written notification of termination at least 45 days prior to the renewal date. If changes to the agreement will be required by either party, those changes must be communicated to the other party at least 90 days prior to renewal.

Agreed upon by the undersigned, representing HILAND WATER CORP. and BURLINGTON WATER DISTRICT:

HILAND WATER CORP.

BURLINGTON WATER DISTRICT

Name _____

Name _____

Signature _____

Signature _____

Title _____

Title _____

Date _____

Date _____