

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

Tuesday, November 16, 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 my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/921776789>

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United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 921-776-789

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:

- a. Transition of signers/privileges on accounts
 - i. LGIP
- b. Audit presentation

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 as presented

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- e. Board approval of October Board Meeting minutes as submitted

Action Items:

- a. Proposed 2022-23 Budget preparation schedule

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project
- b. Update – Newberry Road petition for variance to join District

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

Adjourn

Next Board Meeting: Wednesday, December 14, 2021, at 6:15pm.

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



Hiland Water Operator's Report

October 2021

This report is furnished by Hiland Water and outlines the operations during October 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
21296554	UI/UX	10/06/21 08:08:25	ODOT		SAINT HELENS	PORTLAND
21298319	UI/UX	10/07/21 09:24:15	ODOT		SAINT HELENS	PORTLAND
21298448	UI/UX	10/07/21 10:18:56	ODOT		SAINT HELENS	PORTLAND
21298466	UI/UX	10/07/21 10:26:49	ODOT		SAINT HELENS	PORTLAND
21298486	UI/UX	10/07/21 10:36:30	ODOT		SAINT HELENS	PORTLAND
21298503	UI/UX	10/07/21 10:43:59	ODOT		SAINT HELENS	PORTLAND
21298519	UI/UX	10/07/21 10:53:53	ODOT		SAINT HELENS	PORTLAND
21298652	UI/UX	10/07/21 12:16:24	ODOT		SAINT HELENS	PORTLAND
21298687	UI/UX	10/07/21 12:38:08	ODOT		SAINT HELENS	PORTLAND
21299695	Phone	10/08/21 10:43:11	HOMEOWNER	18830 VISTA		PORTLAND
21299707	Phone	10/08/21 10:48:22	HOMEOWNER	18830 VISTA		PORTLAND
21299718	Phone	10/08/21 10:50:46	HOMEOWNER	18830 VISTA		PORTLAND
21301878	ITIC2.0	10/11/21 14:31:00	INTERNATIONAL LINE BUILDERS	18225 LOGIE TRAIL		PORTLAND
21302867	Phone	10/12/21 10:32:24	HOMEOWNER	14426 LARSON		PORTLAND
21302885	Phone	10/12/21 10:34:37	HOMEOWNER	13400 MARINA		PORTLAND
21304881	UI/UX	10/13/21 14:43:50	ODOT		SAINT HELENS	PORTLAND
21304908	UI/UX	10/13/21 14:50:22	ODOT		SAINT HELENS	PORTLAND
21305962	Phone	10/14/21 12:14:39	PRAGMATIC SERVICES	17865 ST HELENS		SCAPOOSE

- 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

- Payment was received in early November for installation of a new service at the future cemetery site. The payment included SDC charges and estimated construction costs. Hiland will schedule this installation in the near future.
- Mission Communications: 3G radios are going down in February 2022 so the Mission units at Burlington need to be upgraded or replaced. The existing units can be upgraded with new radios to continue functioning at a cost of \$250.00. The units are legacy products, however, and are expected to become obsolete in the near future. If BWD elects to replace the existing products with newer Mission units (Mydro) instead of upgrading the radios, Mission

Communications will provide a 20% discount (\$1,831 each instead of \$2,280 each). Burlington has two units. Please let Hiland know which option we should select on your behalf.

- 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 has been making payments to catch up. They made a large payment at the end of October. They are still on our shut off list for November.
- Account 2495 made a payment on November 4th.
- Account 2539 made a payment on November 1st.
- Account 2552 had some issues with autopay being returned. They made a large payment via check at the end of the month and will make another soon.
- Account 2582 made a payment for a final bill on October 11th. Waiting for new customer to turn in an application.

11/3/2021

11:44:03AM

Reprinted for: 10/31/2021

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	959,010 Gallons
Water Sold This Month	701,570 Gallons
Water Loss	257,440 Gallons
Water Loss (%)	26.84 %

	Amount (\$)	# Of Accounts
Total Water	22,444.65	114
Total Late Charge	54.20	3
Total Adjustments	-200.84	12
Total Road Surcharge	234.93	1
Total Credit Card Chrg	49.00	14
Total Current Charges	22,581.94	114
<hr/>		
Amount Past Due 1-30 Days	3,760.71	17
Amount Past Due 31-60 Days	1,210.88	6
Amount Past Due Over 60 Days	3,222.32	2
Amount Of Overpayments/Prepayments	-208.85	19
Total Receivables	30,567.00	114

Total Receipts On Account	26,929.37	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	5,946	118
Average Water Charge For Active Meters	196.88	114

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		4	272,190		38.80	34.82
40,001-50,000		0	0		0.00	0.00
30,001-40,000		1	39,490		5.63	6.28
20,001-30,000		1	20,790		2.96	2.38
10,001-20,000		4	59,850		8.53	7.37
8,001-10,000		3	25,880		3.69	4.35
6,001-8,000		7	49,820		7.10	3.79
4,001-6,000		17	78,980		11.26	9.00
2,001-4,000		40	120,360		17.16	18.43
1-2,000		32	34,210		4.88	11.18
Zero Usage		9	0		0.00	2.40
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Total Meters		118	701,570		100.00	100.00

11/3/2021

11:44:43AM

Reprinted for:

10/31/2021

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	24,090 Gallons
Water Sold This Month	19,740 Gallons
Water Loss	4,350 Gallons
Water Loss (%)	18.06 %

	Amount (\$)	# Of Accounts
Total Water	900.55	8
Total Adjustments	3.44	8
Total Credit Card Charg	3.50	1
Total Current Charges	907.49	8
<hr/>		
Amount Past Due 1-30 Days	0.00	
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-9.05	3
Total Receivables	898.44	8

Total Receipts On Account	923.48	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	2,468
Average Water Charge For Active Meters	112.57

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		3	13,980		70.82	47.86
2,001-4,000		0		0	0.00	0.00
1-2,000		5	5,760		29.18	52.14
Zero Usage		0		0	0.00	0.00
<hr/>						
Total Meters		8		19,740	100.00	100.00

11/3/2021

11:45:29AM

Reprinted for: 10/31/2021

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	41,810 Gallons
Water Sold This Month	39,580 Gallons
Water Loss	2,230 Gallons
Water Loss (%)	5.33 %

	Amount (\$)	# Of Accounts
Total Water	1,472.22	12
Total Adjustments		
Total Credit Card Chrg	10.50	3
Total Current Charges	1,482.72	12
<hr/>		
Amount Past Due 1-30 Days	0.00	
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-10.50	3
Total Receivables	1,472.22	12
<hr/>		
Total Receipts On Account	1,495.54	10
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	3,298	12
Average Water Charge For Active Meters	122.69	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		2		13,840	34.97	24.41
4,001-6,000		1		4,790	12.10	8.45
2,001-4,000		6		16,690	42.17	47.26
1-2,000		3		4,260	10.76	19.88
Zero Usage		0		0	0.00	0.00
<hr/>						
Total Meters		12		39,580	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
10/31/21	3093

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
	This invoice is for service provided in October 2021. Services included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
10/31/21	Burlington Water District Base Fee	1	2,410.00	2,410.00
10/31/21	Backflow Testing	6	35.00	210.00
10/31/21	Credit card transaction fees	16	3.50	56.00
10/31/21	Receipts this month	-1	26,929.37	-26,929.37
	Subtotal for monthly base fee & pass-through customer charges			-24,253.37
10/12/21	Robert Trotter - Marked emergency locate.	2	68.00	136.00
10/18/21	Silas Olson - Met with Schroeder Law.	0.25	94.00	23.50
10/25/21	Devin Geiger - Calculated loss factor adjustment.	0.25	57.00	14.25
	Labor, Equipment, and Mileage Subtotal			173.75
	Reimbursable Expenses:			
10/31/21	Dan Zimmerman	1	850.00	850.00
10/31/21	Dan Zimmerman - stamps	1	3.66	3.66
	Total Reimbursable Expenses			853.66
10/31/21	Markup - 10%	1	85.37	85.37
		Total		-\$23,140.59
		Invoices		\$0.00
		Balance Credit		-\$23,140.59

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 11/12/21
 Cash Basis

Burlington Water District
Balance Sheet
 As of October 31, 2021

	Oct 31, 21	Oct 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	115,474.33	89,037.81	26,436.52
1004 · OR STATE TREATX POOL-FIRE 4563	10,115.47	10,969.99	-854.52
1006 · STATE POOL -GEN Savings 3564	164,652.47	103,929.48	60,722.99
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>290,272.27</u>	<u>203,967.28</u>	<u>86,304.99</u>
Total Current Assets	<u>290,272.27</u>	<u>203,967.28</u>	<u>86,304.99</u>
TOTAL ASSETS	<u><u>290,272.27</u></u>	<u><u>203,967.28</u></u>	<u><u>86,304.99</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · Accounts Payable	-30.00	-30.00	0.00
Total Accounts Payable	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Total Current Liabilities	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Total Liabilities	<u>-30.00</u>	<u>-30.00</u>	<u>0.00</u>
Equity			
3000 · Opening Bal Equity	-656,421.00	-656,421.00	0.00
3900 · Retained Earnings	873,393.09	817,619.47	55,773.62
Net Income	73,330.18	42,798.81	30,531.37
Total Equity	<u>290,302.27</u>	<u>203,997.28</u>	<u>86,304.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>290,272.27</u></u>	<u><u>203,967.28</u></u>	<u><u>86,304.99</u></u>

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 11/12/21
 Cash Basis

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

	Oct 21	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	26,929.37	27,806.67	-877.30	96.8%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	191.79	30,000.00	-29,808.21	0.6%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	72.47	100.00	-27.53	72.5%
Total 4000 · INCOME	27,193.63	57,906.67	-30,713.04	47.0%
Total Income	27,193.63	57,906.67	-30,713.04	47.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	263.20	500.00	-236.80	52.6%
5151 · PROCESSING FEES	266.00	125.00	141.00	212.8%
5150 · ACCOUNTING	850.00	1,666.66	-816.66	51.0%
5147 · OPERATIONS MANAGEMENT FEE	2,495.37	2,666.66	-171.29	93.6%
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	102.47	125.00	-22.53	82.0%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	575.50	1,666.66	-1,091.16	34.5%
5127 · OFFICE EXPENSE & POSTAGE	3.66	208.34	-204.68	1.8%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	173.75	2,500.00	-2,326.25	7.0%
5142 · WATER PURCHASES	2,064.42	4,166.66	-2,102.24	49.5%
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	6,794.37	14,183.30	-7,388.93	47.9%
Total Expense	6,794.37	14,183.30	-7,388.93	47.9%
Net Ordinary Income	20,399.26	43,723.37	-23,324.11	46.7%
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	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE	0.00	0.00	0.00	0.0%
7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	9,166.66	-9,166.66	0.0%
Net Other Income	0.00	-9,166.66	9,166.66	0.0%
Net Income	20,399.26	34,556.71	-14,157.45	59.0%

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

	Jul - Oct 21	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	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	98,481.10	118,259.99	-19,778.89	83.3%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,369.55	80,000.00	-78,630.45	1.7%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	275.62	400.00	-124.38	68.9%
Total 4000 · INCOME	101,126.27	348,659.99	-247,533.72	29.0%
Total Income	101,126.27	348,659.99	-247,533.72	29.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	263.20	2,000.00	-1,736.80	13.2%
5151 · PROCESSING FEES	413.00	500.00	-87.00	82.6%
5150 · ACCOUNTING	3,600.00	6,666.64	-3,066.64	54.0%
5147 · OPERATIONS MANAGEMENT FEE	10,026.89	10,666.64	-639.75	94.0%
5109 · GENERAL OPERATING EXPENSES	0.00	333.36	-333.36	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	166.64	-166.64	0.0%
5103 · BANK FEES	0.00	66.64	-66.64	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	465.69	500.00	-34.31	93.1%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	613.50	6,666.64	-6,053.14	9.2%
5127 · OFFICE EXPENSE & POSTAGE	1,395.06	833.36	561.70	167.4%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	1,497.31	10,000.00	-8,502.69	15.0%
5142 · WATER PURCHASES	9,289.40	16,666.64	-7,377.24	55.7%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	1,666.64	-1,666.64	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	27,796.09	57,133.20	-29,337.11	48.7%
Total Expense	27,796.09	57,133.20	-29,337.11	48.7%
Net Ordinary Income	73,330.18	291,526.79	-218,196.61	25.2%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	36,666.64	-36,666.64	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	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%
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
Total 7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	36,666.64	-36,666.64	0.0%
Net Other Income	0.00	-36,666.64	36,666.64	0.0%
Net Income	73,330.18	254,860.15	-181,529.97	28.8%

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

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of B...
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	98,481.10	333,680.00	-235,198.90	29.5%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,369.55	142,000.00	-140,630.45	1.0%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	275.62	1,200.00	-924.38	23.0%
Total 4000 · INCOME	101,126.27	926,880.00	-825,753.73	10.9%
Total Income	101,126.27	926,880.00	-825,753.73	10.9%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	142,000.00	-142,000.00	0.0%
5152 · CONSULTANTS	263.20	6,000.00	-5,736.80	4.4%
5151 · PROCESSING FEES	413.00	1,500.00	-1,087.00	27.5%
5150 · ACCOUNTING	3,600.00	20,000.00	-16,400.00	18.0%
5147 · OPERATIONS MANAGEMENT FEE	10,026.89	32,000.00	-21,973.11	31.3%
5109 · GENERAL OPERATING EXPENSES	0.00	1,000.00	-1,000.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.00	200.00	-200.00	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	546.32	1,500.00	-953.68	36.4%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	0.00	6,450.00	-6,450.00	0.0%
5123 · LEGAL	613.50	20,000.00	-19,386.50	3.1%
5127 · OFFICE EXPENSE & POSTAGE	1,395.06	2,500.00	-1,104.94	55.8%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	2,714.11	30,000.00	-27,285.89	9.0%
5142 · WATER PURCHASES	12,062.18	50,000.00	-37,937.82	24.1%
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	31,866.30	320,650.00	-288,783.70	9.9%
Total Expense	31,866.30	320,650.00	-288,783.70	9.9%
Net Ordinary Income	69,259.97	606,230.00	-536,970.03	11.4%
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	31,773.12	31,775.00	-1.88	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.94	76,425.00	-7,504.06	90.2%
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
Total 7000.1 · FIRE FUND	0.00	0.00	0.00	0.0%
Total Other Expense	68,920.94	486,425.00	-417,504.06	14.2%
Net Other Income	-68,920.94	-486,425.00	417,504.06	14.2%
Net Income	339.03	119,805.00	-119,465.97	0.3%

Burlington Water District

11/12/2021 3:55 PM

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

From 11/01/2021 through 11/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/16/2021	AUTOP...	PGE	5100 · GENERAL OP...	electricity	80.63		115,393.70
11/16/2021	3524	BUSINESS OREGO...	5300 · DEBT SERVIC...	DUE 12/1 LO...	31,773.12		83,620.58
11/16/2021	3525	BUSINESS OREGO...	5300 · DEBT SERVIC...	DUE 12/1 LO...	37,147.82		46,472.76
11/16/2021	3526	ALEXIN ANALYTI...	5100 · GENERAL OP...	INV: 43053	90.00		46,382.76
11/16/2021	3527	MISSION COMMU...	5100 · GENERAL OP...	INV: 1057240	1,126.80		45,255.96
11/23/2021	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	October 2021 ...	2,772.78		42,483.18



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Loan Repayment Schedule Burlington Water District

Project:	Highway 30 Transmission Line Replacement		
Loan Number:	S01006	Contract Executed:	05/31/2001
Portfol Number:	89-1	Interest Rate:	See Contract
Program:	Safe Drinking Water Fund	Orig. Approved Loan:	\$820,000.00
Funding Acct:	1230000797	Final Loan Amount:	\$820,000.00

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>	<u>Cml. Prin.</u>	<u>Cml. Int.</u>	<u>Balance</u>
12/01/2003	23,573.00	7,801.01	31,374.01	23,573.00	7,801.01	796,427.00
12/01/2004	23,809.00	7,964.27	31,773.27	47,382.00	15,765.28	772,618.00
12/01/2005	24,047.00	7,726.18	31,773.18	71,429.00	23,491.46	748,571.00
12/01/2006	24,288.00	7,485.71	31,773.71	95,717.00	30,977.17	724,283.00
12/01/2007	24,531.00	7,242.83	31,773.83	120,248.00	38,220.00	699,752.00
12/01/2008	24,776.00	6,997.52	31,773.52	145,024.00	45,217.52	674,976.00
12/01/2009	25,024.00	6,749.76	31,773.76	170,048.00	51,967.28	649,952.00
12/01/2010	25,273.93	6,499.52	31,773.45	195,321.93	58,466.80	624,678.07
12/01/2011	25,527.07	6,246.78	31,773.85	220,849.00	64,713.58	599,151.00
12/01/2012	25,782.00	5,991.51	31,773.51	246,631.00	70,705.09	573,369.00
12/01/2013	26,040.00	5,733.69	31,773.69	272,671.00	76,438.78	547,329.00
12/01/2014	26,300.00	5,473.29	31,773.29	298,971.00	81,912.07	521,029.00
12/01/2015	26,563.00	5,210.29	31,773.29	325,534.00	87,122.36	494,466.00
12/01/2016	26,829.00	4,944.66	31,773.66	352,363.00	92,067.02	467,637.00
12/01/2017	27,097.29	4,676.37	31,773.66	379,460.29	96,743.39	440,539.71
12/01/2018	27,368.00	4,405.40	31,773.40	406,828.29	101,148.79	413,171.71
12/01/2019	27,642.00	4,131.72	31,773.72	434,470.29	105,280.51	385,529.71
12/01/2020	27,918.00	3,855.30	31,773.30	462,388.29	109,135.81	357,611.71
12/01/2021	28,197.00	3,576.12	31,773.12	490,585.29	112,711.93	329,414.71
12/01/2022	28,479.00	3,294.15	31,773.15	519,064.29	116,006.08	300,935.71
12/01/2023	28,764.00	3,009.36	31,773.36	547,828.29	119,015.44	272,171.71
12/01/2024	29,052.00	2,721.72	31,773.72	576,880.29	121,737.16	243,119.71
12/01/2025	29,342.00	2,431.20	31,773.20	606,222.29	124,168.36	213,777.71
12/01/2026	29,636.00	2,137.78	31,773.78	635,858.29	126,306.14	184,141.71
12/01/2027	29,932.00	1,841.42	31,773.42	665,790.29	128,147.56	154,209.71
12/01/2028	30,231.00	1,542.10	31,773.10	696,021.29	129,689.66	123,978.71
12/01/2029	30,534.00	1,239.79	31,773.79	726,555.29	130,929.45	93,444.71
12/01/2030	30,839.00	934.45	31,773.45	757,394.29	131,863.90	62,605.71
12/01/2031	31,147.00	626.06	31,773.06	788,541.29	132,489.96	31,458.71
12/01/2032	31,458.71	314.59	31,773.30	820,000.00	132,804.55	0.00



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Loan Repayment Schedule Burlington Water District

Project:	Highway 30 Transmission Line Replacement		
Loan Number:	S01006	Contract Executed:	05/31/2001
Portfol Number:	89-1	Interest Rate:	See Contract
Program:	Safe Drinking Water Fund	Orig. Approved Loan:	\$820,000.00
Funding Acct:	1230000797	Final Loan Amount:	\$820,000.00

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>	<u>Cml. Prin.</u>	<u>Cml. Int.</u>	<u>Balance</u>
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Loan Repayment Schedule Burlington Water District

Project:	Burlington Water System Improvements		
Loan Number:	S12005	Contract Executed:	09/05/2012
Portfol Number:	89-3	Interest Rate:	1%
Program:	Safe Drinking Water Fund	Orig. Approved Loan:	\$685,300.00
Funding Acct:	1230000797	Final Loan Amount:	\$958,700.00

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>	<u>Cml. Prin.</u>	<u>Cml. Int.</u>	<u>Balance</u>
12/01/2014	0.00	2,574.80	2,574.80	0.00	2,574.80	958,700.00
12/01/2015	27,722.52	9,425.30	37,147.82	27,722.52	12,000.10	930,977.48
12/01/2016	27,838.05	9,309.77	37,147.82	55,560.57	21,309.87	903,139.43
12/01/2017	28,116.43	9,031.39	37,147.82	83,677.00	30,341.26	875,023.00
12/01/2018	28,397.59	8,750.23	37,147.82	112,074.59	39,091.49	846,625.41
12/01/2019	28,681.57	8,466.25	37,147.82	140,756.16	47,557.74	817,943.84
12/01/2020	28,968.38	8,179.44	37,147.82	169,724.54	55,737.18	788,975.46
12/01/2021	29,258.07	7,889.75	37,147.82	198,982.61	63,626.93	759,717.39
12/01/2022	29,550.65	7,597.17	37,147.82	228,533.26	71,224.10	730,166.74
12/01/2023	29,846.15	7,301.67	37,147.82	258,379.41	78,525.77	700,320.59
12/01/2024	30,144.61	7,003.21	37,147.82	288,524.02	85,528.98	670,175.98
12/01/2025	30,446.06	6,701.76	37,147.82	318,970.08	92,230.74	639,729.92
12/01/2026	30,750.52	6,397.30	37,147.82	349,720.60	98,628.04	608,979.40
12/01/2027	31,058.03	6,089.79	37,147.82	380,778.63	104,717.83	577,921.37
12/01/2028	31,368.61	5,779.21	37,147.82	412,147.24	110,497.04	546,552.76
12/01/2029	31,682.29	5,465.53	37,147.82	443,829.53	115,962.57	514,870.47
12/01/2030	31,999.12	5,148.70	37,147.82	475,828.65	121,111.27	482,871.35
12/01/2031	32,319.11	4,828.71	37,147.82	508,147.76	125,939.98	450,552.24
12/01/2032	32,642.30	4,505.52	37,147.82	540,790.06	130,445.50	417,909.94
12/01/2033	32,968.72	4,179.10	37,147.82	573,758.78	134,624.60	384,941.22
12/01/2034	33,298.41	3,849.41	37,147.82	607,057.19	138,474.01	351,642.81
12/01/2035	33,631.39	3,516.43	37,147.82	640,688.58	141,990.44	318,011.42
12/01/2036	33,967.71	3,180.11	37,147.82	674,656.29	145,170.55	284,043.71
12/01/2037	34,307.38	2,840.44	37,147.82	708,963.67	148,010.99	249,736.33
12/01/2038	34,650.46	2,497.36	37,147.82	743,614.13	150,508.35	215,085.87
12/01/2039	34,996.96	2,150.86	37,147.82	778,611.09	152,659.21	180,088.91
12/01/2040	35,346.93	1,800.89	37,147.82	813,958.02	154,460.10	144,741.98
12/01/2041	35,700.40	1,447.42	37,147.82	849,658.42	155,907.52	109,041.58
12/01/2042	36,057.40	1,090.42	37,147.82	885,715.82	156,997.94	72,984.18
12/01/2043	36,417.98	729.84	37,147.82	922,133.80	157,727.78	36,566.20
12/01/2044	36,566.20	365.66	36,931.86	958,700.00	158,093.44	0.00



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Loan Repayment Schedule Burlington Water District

Project:	Burlington Water System Improvements		
Loan Number:	S12005	Contract Executed:	09/05/2012
Portfol Number:	89-3	Interest Rate:	1%
Program:	Safe Drinking Water Fund	Orig. Approved Loan:	\$685,300.00
Funding Acct:	1230000797	Final Loan Amount:	\$958,700.00

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>	<u>Cml. Prin.</u>	<u>Cml. Int.</u>	<u>Balance</u>
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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 20, 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 6:19 pm.

Present: Ron Yann, Dan Johnson, Lauren Golar, Susan Hasty, Gail Curtis
Dan Zimmerman, bookkeeper

Absent: Aaron Olson, Hiland Water manager

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

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

Aaron missed this meeting, no report from Hiland.

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

Bookkeeper/Office Manager's Report:

- a. Transition of signers/privileges on accounts
 - i. Bank of the West checking: Signature card complete, President, Treasurer and Secretary are authorized signers. Lauren G. and Gail C. are business signers. All can sign checks.
 - ii. LGIP: Forms have been completed by Susie H. and Gail C., once Dan J. authorizes Dan Z. will submit to LGIP. Susie and Gail will receive an email from LGIP to register their on-line account. This action officially removes Patty Larsen and Mark Oculi from the account.

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Water loss is down, will watch closely.
- b. Monthly budget statements: Reviewed budget vs. actual statements; nothing outstanding/unusual for past month, reserve account building, water sales revenue down again (\$19K below budget for 1st quarter) will watch closely.
- c. Monthly budget expenditure review: Budget projections remain on track, nothing unexpected.
- d. Board approval to pay bills presented:

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/>

ACTION: Lauren G. moved that the board approve paying all bills as presented, including those that are still in process; Dan J. seconded and the motion carried unanimously.

- e. Approval of May Board Meeting minutes:

ACTION: Dan Z. noticed that the minutes were titled agenda. Susie agreed to correct this. Dan J. moved and Lauren G. seconded that the minutes be approved as corrected. Motion carried unanimously.

Action Items:

- a. Shared Data Storage update: Dan J. reported his research and proposed that our data storage stay with Google. The cost is \$4.00/month. He suggested that we keep 2 accounts, each as a backup to the other and move away from the Burlington Water District account. We will need to change the name on the account. Dan J. will work on setting up a new account this month and report back in November.

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project: Application has been in process for 1 year. Ed Hodges will escalate this unusual situation if there is no action in the next week.
- b. Update – NW Newberry Road Petition for variance to annex into the District: Response sent to petitioners requesting more information. Survey for clear property boundaries, expected growth on those additional 3 property's, condition of existing line and longevity. Awaiting response.

As necessary:

- a. Ron renewed our SAM grant application (System for Award Management, a requirement to be able to apply for federal grants) or one more year.
- b. Dan Z. proposed and the board agreed to move the November and December meeting dates to Tuesdays, November 16th and December 14th. This is to support board members with other meeting conflicts due to the holiday season.

Adjournment:

Susie H. proposed and Dan J. seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 6:47 pm.

Next Board Meeting: *Note change in meeting cadence due to holiday season.*

Tuesday, November 16, 2021, at 6:15pm.

December meeting will be on Tuesday, December 14, 2021 at 6:15pm.

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

Susan Hasty
Recording Secretary