

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

Jul 17, 2024, 6:15 – 8:45 PM

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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:

Consent Agenda:

BURLINGTON WATER DISTRICT

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

Administrative Reports:

Old Business: Fire Protection update

New Business:

Announcements:

Adjourn:

Next meeting: August 21, 2024 at 6:15pm

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary



Hiland Water Operator's Report

June 2024

This report is furnished by Hiland Water and outlines the operations during June 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
24157510	NXT	06/05/24 09:50:58	HISTORICAL RESEARCH ASSOCIATES		RAFTON	PORTLAND
24157511	NXT	06/05/24 09:50:59	HISTORICAL RESEARCH ASSOCIATES		RAFTON	PORTLAND
24164750	NXT	06/11/24 16:42:54	HILAND WATER		SAINT HELENS	PORTLAND
24166035	Phone	06/12/24 13:42:23	REIMERS AND JOLIVETTE	14422	GILLIHAN LOOP	SAUVIE ISLAND
24171083	ITIC2.0	06/17/24 16:27:32	MOORE EXCAVATION INC		SAINT HELENS	PORTLAND
24174730	NXT	06/20/24 08:54:14	ODOT	17428	SAINT HELENS	PORTLAND
24176501	ITIC2.0	06/21/24 13:57:38	KATIE SCHNELL	14555	LARSON	PORTLAND
24187686	Phone	07/02/24 17:03:48	LIL STINKY ENVIRONMENTAL SRVC	18005	CHESTNUT	PORTLAND
24188528	NXT	07/03/24 14:17:01	HILAND WATER	16504	WAPATO	PORTLAND

- Compliance/Testing
 - The Routine coliform sample taken in June showed no presence of coliform or E-Coli.
- Notes from Field
 - Staff continued with leak detection along the highway, including the following tasks:
 - i. Worked with American Leak Detection to locate leak.
 - ii. Dug down to suspected leak location.
 - iii. Discovered copper service line and saddle where leak is.
 - iv. Requested estimate from Linescape
 - v. Provided informal reports to BWD representative.
- Notes from Office
 - Account 2475: Meter is scheduled to be shut off.

- Account 2478: Made payment in July.
- Account 2499: Meter is scheduled to be shut off.
- Account 2531: House burnt down.
- Account 2532: Meter is scheduled to be shut off.
- Account 2536: Meter is scheduled to be shut off.
- Account 2550: Renter left home and there are squatters in the home now. Shut off water in July.
- Account 2577: Meter is scheduled to be shut off.
- Account 2585: Meter is scheduled to be shut off.
- Account 2586: Meter is scheduled to be shut off.
- Account 2591: Meter is scheduled to be shut off.
- 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: June 2024

Burlington Route Totals Report

Hiland Water Corp.

Water Pumped This Month	1,439,152 Gallons
Water Sold This Month	820,181 Gallons
Water Loss	618,971 Gallons
Water Loss %	43.01%

	Amount (\$)
Total Water	\$ 28,039.31
Total Late Charge	\$ 264.71
Total Adjustments	\$ 202.93
Total Activation/Disconnect	
Total Current Charges	\$ 28,506.95
<hr/>	
Aged 1 Balance	\$ 1,527.85
Aged 2 Balance	\$ 606.57
Aged 3 Balance	\$ 396.58
Aged 4+ Balance	\$ 4,799.74
Overpayments/Undeposited payments	\$ (729.69)
Total Receivables	\$ 35,108.00
<hr/>	
Total Receipts on Account	\$ 18,801.37
Average Usage For Active Meters	19,080
Average Water Charge For Active Meters	\$ 233.66

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	6	1,846,812	80.66%
40,001-50,000	0	-	0.00%
30,001-40,000	2	69,714	3.04%
20,001-30,000	2	47,722	2.08%
10,001-20,000	3	39,345	1.72%
8,001-10,000	2	18,476	0.81%
6,001-8,000	6	40,093	1.75%
4,001-6,000	16	76,969	3.36%
2,001-4,000	41	119,530	5.22%
1-2,000	32	30,967	1.35%
Zero Usage	10	-	0.00%
<hr/>			
Total Meters	120	2,289,628	100.00%

Date: June 2024

Logie Trail Route Totals Report

Hiland Water Corp.

Water Pumped This Month	3,964 Gallons
Water Sold This Month	23,562 Gallons
Water Loss	(19,598) Gallons
Water Loss %	-494.40%

	Amount (\$)
Total Water	\$ 1,083.10
Total Late Charge	\$ -
Total Adjustments	\$ 229.80
Total Activation/Disconnect	
Total Current Charges	\$ 1,312.90

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (283.70)
Total Receivables	\$ 1,029.20

Total Receipts on Account \$ 770.91

Average Usage For Active Meters 2,945

Average Water Charge For Active Meters \$ 135.39

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	6,882	29.21%
4,001-6,000	1	4,787	20.32%
2,001-4,000	3	8,976	38.10%
1-2,000	3	2,917	12.38%
Zero Usage	0	-	0.00%
Total Meters	8	23,562	100.00%

Date: June 2024

Chestnut Route Totals Report

Hiland Water Corp.

Water Pumped This Month	45,628 Gallons
Water Sold This Month	45,776 Gallons
Water Loss	(148) Gallons
Water Loss %	-0.32%

	Amount (\$)
Total Water	\$ 1,694.24
Total Late Charge	\$ 4.57
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 1,698.81

Aged 1 Balance	\$ 111.63
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ -
Total Receivables	\$ 1,810.44

Total Receipts on Account \$ 1,540.86

Average Usage For Active Meters 3,460

Average Water Charge For Active Meters \$ 141.19

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	6,807	16.40%
4,001-6,000	4	20,271	48.83%
2,001-4,000	4	9,649	23.24%
1-2,000	3	4,787	11.53%
Zero Usage	0	-	0.00%
Total Meters	12	41,514	100.00%

Date: June 2024

Newberry Route Totals Report

Hiland Water Corp.

Water Pumped This Month	63,240 Gallons
Water Sold This Month	30,294 Gallons
Water Loss	32,946 Gallons
Water Loss %	52.10%

	Amount (\$)
Total Water	\$ 943.32
Total Late Charge	\$ -
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 943.32

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ -
Total Receivables	\$ 943.32

Total Receipts on Account \$ 1,408.73

Average Usage For Active Meters 10,098

Average Water Charge For Active Meters \$ 314.44

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	1	26,180	86.42%
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	1	2,917	9.63%
1-2,000	1	1,197	3.95%
Zero Usage	0	-	0.00%
Total Meters	3	30,294	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 # 3511

DATE 06/30/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/30/2024	Receipts this month	June 2024	1	18,280.73	18,280.73

TOTAL CREDIT

\$18,280.73

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
3278	06/30/2024	\$11,741.76	07/30/2024	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	This invoice is for service provided during June 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			
06/04/2024	Isaac Rider - Pulled reports for engineer.	0.50	57.00	28.50
06/05/2024	Aaron Olson - Walked area on highway checking for leak.	1.50	94.00	141.00
06/05/2024	Andrew Roux - Walked area on highway checking for leak.	1.50	80.00	120.00
06/05/2024	Mileage	31	0.67	20.77
06/07/2024	Aaron Olson - Coordinated with ALD and ODOT contractors for work on Monday, sent update of leak detection.	0.75	94.00	70.50
06/10/2024	JJ Olson - Phone call about leak detection from Tony.	0.25	108.00	27.00
06/10/2024	Curtis Olson - Followed up with ALD, worked on traffic control plan, worked on RO permit and COI.	1	94.00	94.00
06/10/2024	Robert Trotter - Onsite with American Leak Detection.	1.75	91.00	159.25
06/10/2024	Mileage	32	0.67	21.44
06/11/2024	Aaron Olson - Coordinated leak repair with on site contractor, updated board.	0.50	94.00	47.00
06/12/2024	Curtis Olson - Filled out and submitted permits to ODOT.	1	94.00	94.00
06/12/2024	Aaron Olson - Updated leak progress and prepped for board meeting.	1	94.00	94.00
06/14/2024	Aaron Olson - Prepped parts for Monday, phone call with foreman from construction company, spoke with landlord at 1733 St Helens Rd property.	1.25	94.00	117.50
06/14/2024	Isaac Rider - Prepped shut off notice and communication with landlord.	0.50	58.00	29.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/14/2024	Brian Kimball - Picked up parts for project.	1.75	71.00	124.25
06/14/2024	Mileage	28	0.67	18.76
06/17/2024	JJ Olson - Troubleshoot leak.	0.50	108.00	54.00
06/17/2024	Adam Thralls - Dug down to mainline, discovered copper service line and saddle.	8.50	80.00	680.00
06/17/2024	Andrew Roux - Dug down to mainline, discovered copper service line and saddle.	8.50	80.00	680.00
06/17/2024	Nathaniel Burley - Dug down to mainline, discovered copper service line and saddle.	8.50	57.00	484.50
06/17/2024	Mileage	62	0.67	41.54
06/17/2024	Service Truck	8.50	25.00	212.50
06/17/2024	Vac Trailer	8	60.00	480.00
06/17/2024	Dump Truck	8	70.00	560.00
06/17/2024	Excavator	1	500.00	500.00
06/19/2024	Aaron Olson - Attended board meeting.	0.25	94.00	23.50
06/19/2024	Paul Howard - Used listening device on highway.	2.75	80.00	220.00
06/19/2024	Mileage	47	0.67	31.49
06/25/2024	Aaron Olson - Requested estimate from Linscape, marked extensive locates for water line replacement project.	6.25	94.00	587.50
06/25/2024	Mileage	62	0.67	41.54
06/25/2024	Robert Trotter - Marked extensive locates for water line replacement project.	1.50	91.00	136.50
06/25/2024	Mileage	30	0.67	20.10
06/27/2024	Aaron Olson - Met with Ed on site of leak, discussed options and contacted customer about moving water service location.	3	94.00	282.00
06/27/2024	Mileage	62	0.67	41.54
				Subtotal: 6,283.68
	Reimbursable Expenses:			
	06/13/2024 Core & Main - 4" x 3" flange	1	104.64	104.64
	06/10/2024 American Leak Detection - Leak detection			970.00
	06/17/2024 Scappoose Sand And Gravel - Gravel for backfilling	1	107.27	107.27
	Core and Main - Mechanical joint restraint	1	109.94	109.94
	Dan Zimmerman - accounting fee	1	1,015.00	1,015.00
	Dan Zimmerman - postage	1	4.68	4.68
	Dan Zimmerman - GoTo Meeting Fee	1	14.00	14.00
				Subtotal: 2,325.53
	Markup - 10%	0.10	2,325.53	232.55

BALANCE DUE

\$11,741.76

Burlington Water District
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10.01 · Bank of the West-General acct.	58,989.50
1004 · OR STATE TREATX POOL-FIRE 4563	95,429.02
1006 · STATE POOL -GEN Savings 3564	366,874.76
1010 · PETTY CASH	30.00
Total Checking/Savings	<u>521,323.28</u>
Total Current Assets	<u>521,323.28</u>
TOTAL ASSETS	<u>521,323.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	-30.00
Total Liabilities	<u>-30.00</u>
Equity	
3000 · Opening Bal Equity	-656,421.00
3900 · Retained Earnings	1,109,600.65
Net Income	68,173.63
Total Equity	<u>521,353.28</u>
TOTAL LIABILITIES & EQUITY	<u>521,323.28</u>

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

	Jun 24	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%
4001 · Beginning Cash General Fund	0.00	0.00	0.00	0.0%
4002 · WATER SALES	18,280.73	25,797.00	-7,516.27	70.9%
4004 · CURRENT LEVIED TAXES	4,009.23	5,000.00	-990.77	80.2%
4011 · INTEREST INCOME	2,134.46	500.00	1,634.46	426.9%
Total 4000 · INCOME	<u>24,424.42</u>	<u>31,297.00</u>	<u>-6,872.58</u>	<u>78.0%</u>
Total Income	24,424.42	31,297.00	-6,872.58	78.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	88,195.41	91,350.00	-3,154.59	96.5%
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	3,132.55	3,354.17	-221.62	93.4%
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	298.34	175.00	123.34	170.5%
5117 · ELECTIONS	0.00	200.00	-200.00	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	18.68	291.67	-272.99	6.4%
5141 · MAINTENANCE	7,575.53	3,125.00	4,450.53	242.4%
5142 · WATER PURCHASES	3,293.38	5,000.00	-1,706.62	65.9%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	500.00	-500.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	<u>103,534.89</u>	<u>107,429.19</u>	<u>-3,894.30</u>	<u>96.4%</u>
Total Expense	103,534.89	107,429.19	-3,894.30	96.4%
Net Ordinary Income	-79,110.47	-76,132.19	-2,978.28	103.9%
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	37,829.37	0.00	37,829.37	100.0%
Total 5200 · CAPITAL OUTLAY	<u>37,829.37</u>	<u>0.00</u>	<u>37,829.37</u>	<u>100.0%</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>
Total Other Expense	37,829.37	22,239.00	15,590.37	170.1%
Net Other Income	-37,829.37	-22,239.00	-15,590.37	170.1%
Net Income	<u>-116,939.84</u>	<u>-98,371.19</u>	<u>-18,568.65</u>	<u>118.9%</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	444,590.00	530,425.00	-85,835.00	83.8%
4013 · Grant Proceeds	61,811.00	72,000.00	-10,189.00	85.8%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	324,083.91	309,563.00	14,520.91	104.7%
4004 · CURRENT LEVIED TAXES	169,356.14	158,000.00	11,356.14	107.2%
4011 · INTEREST INCOME	24,120.38	6,000.00	18,120.38	402.0%
Total 4000 · INCOME	<u>1,023,961.43</u>	<u>1,475,988.00</u>	<u>-452,026.57</u>	<u>69.4%</u>
Total Income	1,023,961.43	1,475,988.00	-452,026.57	69.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	176,390.82	182,700.00	-6,309.18	96.5%
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	17,890.00	24,000.00	-6,110.00	74.5%
5147 · OPERATIONS MANAGEMENT FEE	38,288.24	40,250.00	-1,961.76	95.1%
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	63.22	200.00	-136.78	31.6%
5111 · ELECTRIC	2,820.18	2,100.00	720.18	134.3%
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	2,524.50	3,500.00	-975.50	72.1%
5141 · MAINTENANCE	44,688.25	37,500.00	7,188.25	119.2%
5142 · WATER PURCHASES	35,636.11	43,000.00	-7,363.89	82.9%
5143 · LEASE FEES	1,907.40	2,000.00	-92.60	95.4%
5145 · ENGINEER	1,240.00	45,000.00	-43,760.00	2.8%
Total 5100 · GENERAL OPERATING EXPENS...	<u>331,747.89</u>	<u>412,770.00</u>	<u>-81,022.11</u>	<u>80.4%</u>
Total Expense	331,747.89	412,770.00	-81,022.11	80.4%
Net Ordinary Income	692,213.54	1,063,218.00	-371,004.46	65.1%
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	555,118.73	682,425.00	-127,306.27	81.3%
Total 5200 · CAPITAL OUTLAY	<u>555,118.73</u>	<u>682,425.00</u>	<u>-127,306.27</u>	<u>81.3%</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	624,039.91	1,037,218.00	-413,178.09	60.2%
Net Other Income	-624,039.91	-1,037,218.00	413,178.09	60.2%
Net Income	<u><u>68,173.63</u></u>	<u><u>26,000.00</u></u>	<u><u>42,173.63</u></u>	<u><u>262.2%</u></u>

Burlington Water District

7/15/2024 8:16 PM

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

From 07/01/2024 through 07/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/16/2024	AUTO P...	PGE	5100 · GENERAL OP...	electricity	194.26			58,795.24
07/17/2024	3604	CURRAN-McLEOD...	-split-	INV: 24.06-10...	3,603.75			55,191.49
07/17/2024	3605	ALEXIN ANALYTI...	5100 · GENERAL OP...	INV: 46283	320.00			54,871.49
07/17/2024	3606	STREAMLINE	5100 · GENERAL OP...	INV: 5A02AF...	1,512.00			53,359.49
07/23/2024	AUTO P...	CITY OF PORTLAND	5100 · GENERAL OP...	June 2024 Wat...	2,717.03			50,642.46

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, June 19, 2024
6:15-8:45

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

<https://meet.goto.com/905693693>

You can also dial in using your phone.

Access Code: 905-693-693
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Minutes

Call Meeting to Order by Gail Curtis at 6:15PM.

Announce Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, board member; Susie Hasty, board secretary; Kris Hines; board member; Dan Zimmerman, bookkeeper; Aaron Olson, NW Natural Water Services (Hiland), Ed Hodges, engineer of record.

Absent: Tiff Wood, board member.

Public Comment (limited to 10 min./issue): Homeowner of account 2550 requested a discount due to lack of payment from tenants/squatters occupying the home. Homeowner says he was never notified of lack of payment therefore he feels that he should not have to pay. He did not, however, request Hiland water to have his name left on the account to be notified of overages. A discussion of the board ensued. The request was denied. Homeowner disagrees with board decision. Hiland will continue with communication to resolve issue.

Guest: Ed Hodges, engineer of record for BWD.

- a. **NW Riverview:** The project was slated financially to be completed in the current fiscal year. Disbursements have been made, the project has been completed on time.
- b. **Master plan:** Ed sent out a full scale map of district water system for the board to review. The map contains 12-13 as-builts which will be very helpful for future water line identification. A meter map is also in the process of being created. Gail proposed that a letter of public notice be sent to all BWD customers (in and out of district) inviting them to join the board meeting on 4 specific meeting dates per contract (TBD) to hear discussion and provide input regarding the Master Plan. A City of Portland Water Bureau participant will also be joining the board meetings discussing the Master Plan. Gail has also sent a letter of invitation the Mult. Co. Land Use department. The public notice will also be posted to the website.

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Water Operator's Report from NW Natural Water Services (Hiland Water) representative, Aaron Olson:

- a. **Locates:** NW Natural Water Services responded to 3 locate requests. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli
- c. **Leak detection/repair:** Water loss for May 79.45%/14.7 gals per minute. Logie Trail has a stuck meter that Hiland is looking into. Chestnut Lane is within normal limits. Newberry has a small leak that is also within normal limits. Newberry has a small leak that is also within normal limits. Anne pointed out that the Newberry report shows one house is using about 20K gallons/month.
- d. **Chlorine residual monitoring:** N/A
- e. **Customer issues:** None
- f. **Billing adjustments:** Seven meters are scheduled to be shut off. One home (account 2550) occupied with squatters.
- g. **Water leak update:** American leak detection found the 12 1/2 gals per minute water leak southeast of the fire hydrant. The leak cannot be shut off at this time due to location. The water line is a 2" line that runs under highway 30 and services a customer at the end of Wapato St. The recommendation for the fix is to replace the entire line that runs under hwy. by placing a 2" sleeve that runs under and across the highway and thread the service line through it. The cost is unknown at this time. Ed will partner with Hiland to verify locate and review the plan for repair/replacement. Anne asked whether this leak might be related to the extensive road/culvert repairs being done in the immediately adjacent area. This is not related to current construction going on in that area. Aaron will get back to us with pricing which will be shared with the board.

Bookkeeper/Office Manager's Report:

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: May credit memo shows \$36,067.04 from NWNWS. Invoice balance includes leak detection work, \$14,853.26 plus \$2,430.67 from March.
- b. Monthly budget statements: Balance sheet: \$638,263.12; Profit and Loss shows water sales at 98.8% fiscal year to date.
- c. Monthly budget expenditure review: As presented.
- d. Board considered changing meeting to the Thursday after the 4th Wednesday of each month. Original ask came from Silas at Hiland to help with timely delivery of board reports.
Action: Dan reflected on this and has suggested that we keep the meetings as is for now.

Consent Agenda:

- a. Board approval to pay bills as presented: Anne S. moved to pay bills as presented, Kris H. seconded, all in favor, motion passed unanimously.
- b. Board approval of May 2024 Board Meeting minutes as submitted: Kris H. moved to approve minutes as submitted, Anne S. seconded, all in favor, motion passed unanimously.

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Administrative Reports:

- a. Anne continues to attempt to reach a representative at the city of Portland Fire bureau but is finding it challenging. She will persist.
ACTION: The board will revisit fire protection topic at June meeting.

Old Business:

- a. Follow-up from May Meeting: Tiff will verify if the bank charges a fee for read only access.

New Business:

- a. Hiland contract renewal for Dan Zimmerman, BWD bookkeeper.
ACTION: Gail moved to approve Dan's contract with Hiland, Kris H. seconded, motion carried unanimously.

Announcements:

- a. Tunie Butchart from TSCC has received all of the required budgetary documents. She pointed out that the LB1 needs to be either mailed to customers or publish in a local paper. No additional action required for this year.
ACTION: After a board discussion is was decided that next year we will publish the LB1 in the Oregonian.

Adjourn: Anne S. made a motion to adjourn the meeting at 7:30, Kris H. seconded, all in favor. Motion passed unanimously.

Next meeting: July 17, 2024 at 6:15pm

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary