

# 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

October 22, 2024  
6:15 – 8:15 PM

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

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## Agenda

### Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

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

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:
- g. Follow up on accounts 2584 and 2550.

### Bookkeeper/Office Manager's Report:

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

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## **Consent Agenda:**

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

## **Administrative Reports:**

## **Old Business:**

## **New Business:**

- a. **Termination of NW Natural Water Services as on Dec 31, 2024**
- b. **Proposed new contract with NW Natural water Services as on Jan. 1, 2025**
- c. **Budget implications of contract changes.**

## **Announcements:**

## **Adjourn:**

**Next meeting:** Tuesday, November 20, 2024 at 6:15pm

**Location:** All meetings to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary



# Hiland Water Operator's Report

September 2024

This report is furnished by Hiland Water and outlines the operations during September 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	Release Date/Time	Company	Addr	Street	City/Place	County
24275442	WEB	09/25/24 09:41 am	MOORE EXCAVATION INC		12800 NW MARINA WAY	PORTLAND	MULTNOMAH
24261528	NXT	09/12/24 10:09 am	S&F LAND SERVICES, LLC		ST HELENS RD	PORTLAND	MULTNOMAH
24255328	NXT	09/06/24 10:35 am	RECORP, LLC		ST HELENS RD	PORTLAND	MULTNOMAH

- Compliance/Testing

- The Routine coliform sample taken in September showed no presence of coliform or E-Coli.

- Notes from Field

- Staff marked various locates called in the system.

- Notes from Office

- Account 2478: Meter is scheduled to be shut off.
- Account 2489: Meter is scheduled to be shut off..
- Account 2510: Meter is scheduled to be shut off.
- Account 2539: Paid in full 08/16/2024.
- Account 2540: Paid past due 08/28/2024.
- Account 2550: Renter left home, and squatters have been evicted. Homeowner is now in possession and requested a quarterly payment to restore water service.
- .

- Account 2577: Meter is scheduled to be shut off.
- Account 2584: Meter is scheduled to be shut off.
- Account 2585: Leak adjustment is requested for this account. Details are with Aaron.
- 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: September 2024

# Burlington Route Totals Report

Hiland Water Corp.

Water Pumped This Month	928,330 Gallons
Water Sold This Month	854,805 Gallons
Water Loss	73,525 Gallons
Water Loss %	7.92%

	Amount (\$)
Total Water	\$ 28,162.77
Total Late Charge	\$ 291.60
Total Adjustments	\$ (50.10)
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 28,404.27</b>

Aged 1 Balance	\$ 7,373.08
Aged 2 Balance	\$ 6,560.61
Aged 3 Balance	\$ 559.93
Aged 4+ Balance	\$ 4,660.36
Overpayments/Undeposited payments	\$ (765.79)
<b>Total Receivables</b>	<b>\$ 46,792.46</b>

Total Receipts on Account \$ 27,529.65

Average Usage For Active Meters 8,634

Average Water Charge For Active Meters \$ 284.47

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	6	401,290	46.94%
40,001-50,000	1	48,024	5.62%
30,001-40,000	1	39,347	4.60%
20,001-30,000	1	23,563	2.76%
10,001-20,000	9	119,832	14.02%
8,001-10,000	1	9,350	1.09%
6,001-8,000	7	48,493	5.67%
4,001-6,000	14	67,841	7.94%
2,001-4,000	22	66,117	7.73%
1-2,000	26	30,956	3.62%
Zero Usage	11	-	0.00%
<b>Total Meters</b>	<b>99</b>	<b>854,813</b>	<b>100.00%</b>

Date: September 2024

# Logie Trail Route Totals Report

Hiland Water Corp.

Water Pumped This Month	39,345 Gallons
Water Sold This Month	28,199 Gallons
Water Loss	11,146 Gallons
Water Loss %	28.33%

	Amount (\$)
Total Water	\$ 1,162.87
Total Late Charge	\$ 2.28
Total Adjustments	\$ (15.44)
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,149.71</b>

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (5.00)
<b>Total Receivables</b>	<b>\$ 1,144.71</b>

Total Receipts on Account \$ 1,046.12

Average Usage For Active Meters 3,525

Average Water Charge For Active Meters \$ 145.36

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	1	9,051	32.10%
6,001-8,000	1	6,732	23.87%
4,001-6,000	0	-	0.00%
2,001-4,000	4	9,722	34.48%
1-2,000	2	2,692	9.55%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>8</b>	<b>28,197</b>	<b>100.00%</b>

Date: September 2024

# Chestnut Route Totals Report

Hiland Water Corp.

Water Pumped This Month	55,576 Gallons
Water Sold This Month	55,128 Gallons
Water Loss	448 Gallons
Water Loss %	0.81%

	Amount (\$)
Total Water	\$ 1,973.29
Total Late Charge	\$ 15.28
Total Adjustments	\$ -
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,988.57</b>

Aged 1 Balance	\$ 661.96
Aged 2 Balance	\$ 2.34
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ -
<b>Total Receivables</b>	<b>\$ 2,652.87</b>

Total Receipts on Account \$ 1,784.82

Average Usage For Active Meters 4,240

Average Water Charge For Active Meters \$ 151.79

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	1	8,078	14.65%
6,001-8,000	3	21,243	38.54%
4,001-6,000	1	4,039	7.33%
2,001-4,000	6	18,474	33.51%
1-2,000	2	3,291	5.97%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>13</b>	<b>55,125</b>	<b>100.00%</b>

Date: September 2024

# Newberry Route Totals Report

Hiland Water Corp.

Water Pumped This Month	50,830 Gallons
Water Sold This Month	28,574 Gallons
Water Loss	22,256 Gallons
Water Loss %	43.79%

	Amount (\$)
Total Water	\$ 891.59
Total Late Charge	\$ -
Total Adjustments	\$ (34.66)
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 856.93</b>

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ 15.93
<b>Total Receivables</b>	<b>\$ 872.86</b>

Total Receipts on Account \$ 1,651.56

Average Usage For Active Meters 9,524

Average Water Charge For Active Meters \$ 297.20

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	23,488	82.20%
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	3,141	10.99%
1-2,000	1	1,944	6.80%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>3</b>	<b>28,573</b>	<b>100.00%</b>



**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 #** 4073

**DATE** 09/30/2024

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DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/30/2024	<b>Receipts this month</b>	Receipts this month	1	27,529.65	27,529.65

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TOTAL CREDIT

**\$27,529.65**

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
4204	09/30/2024	\$5,028.48	10/30/2024	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Operations Base Fee. 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:			
09/12/2024	Nathanael Burley - Picked up final reads for 12928 NW Newberry and 18314 NW Logie Trail.	1	63.00	63.00
09/13/2024	Isaac Rider - Mailed out letter to customers.	2	58.00	116.00
09/18/2024	Aaron Olson - Prepped for board meeting, attended board meeting.	4.75	111.00	527.25
09/25/2024	Nathanael Burley - Marked locates.	1.50	63.00	94.50
09/25/2024	Mileage	30	0.67	20.10
09/26/2024	Robert Trotter - Marked locates at 12800 Marina Way.	1.25	91.00	113.75
09/26/2024	Mileage	40	0.67	26.80
				Subtotal: 961.40
	Reimbursable Expenses:			
	Postage	119	0.73	86.87
09/30/2024	Dan Zimmerman - accounting fee			955.00
09/30/2024	Dan Zimmerman - postage			5.11
09/30/2024	Dan Zimmerman - GoTo Meeting Fee			14.00
				Subtotal: 1,060.98
	Markup - 10%	0.10	1,060.98	106.10

BALANCE DUE

**\$5,028.48**

**Burlington Water District**  
**Balance Sheet**  
As of September 30, 2024

	<u>Sep 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10.01 · Bank of the West-General acct.	102,001.89
1004 · OR STATE TREATX POOL-FIRE 4563	97,892.74
1006 · STATE POOL -GEN Savings 3564	424,931.10
1010 · PETTY CASH	30.00
<b>Total Checking/Savings</b>	<u>624,855.73</u>
<b>Total Current Assets</b>	<u>624,855.73</u>
<b>TOTAL ASSETS</b>	<u><b>624,855.73</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	-30.00
Equity	
3000 · Opening Bal Equity	-656,421.00
3900 · Retained Earnings	1,177,774.28
Net Income	103,532.45
<b>Total Equity</b>	<u>624,885.73</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>624,855.73</b></u>

**Burlington Water District**  
**Profit & Loss Budget vs. Actual**  
**September 2024**

	Sep 24	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
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	27,529.65	25,000.00	2,529.65	110.1%
4004 · CURRENT LEVIED TAXES	170.80	500.00	-329.20	34.2%
4011 · INTEREST INCOME	2,260.42	666.67	1,593.75	339.1%
<b>Total 4000 · INCOME</b>	<u>29,960.87</u>	<u>26,166.67</u>	<u>3,794.20</u>	<u>114.5%</u>
<b>Total Income</b>	29,960.87	26,166.67	3,794.20	114.5%
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	416.66	-416.66	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	955.00	2,000.00	-1,045.00	47.8%
5147 · OPERATIONS MANAGEMENT FEE	3,006.10	3,833.34	-827.24	78.4%
5109 · GENERAL OPERATING EXPENSES	0.00	83.34	-83.34	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	0.00	0.00	0.0%
5103 · BANK FEES	6.00	15.00	-9.00	40.0%
5111 · ELECTRIC	132.28	225.00	-92.72	58.8%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,250.00	-1,250.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	19.11	200.00	-180.89	9.6%
5141 · MAINTENANCE	1,048.27	3,333.34	-2,285.07	31.4%
5142 · WATER PURCHASES	3,347.76	4,000.00	-652.24	83.7%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	4,155.00	8,000.00	-3,845.00	51.9%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<u>12,669.52</u>	<u>23,481.68</u>	<u>-10,812.16</u>	<u>54.0%</u>
<b>Total Expense</b>	12,669.52	23,481.68	-10,812.16	54.0%
<b>Net Ordinary Income</b>	17,291.35	2,684.99	14,606.36	644.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	29,648.66	-29,648.66	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	4,166.66	-4,166.66	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	0.00	4,166.66	-4,166.66	0.0%
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	3,273.58	0.00	3,273.58	100.0%
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%
<b>Total 5300 · DEBT SERVICE</b>	<u>3,273.58</u>	<u>0.00</u>	<u>3,273.58</u>	<u>100.0%</u>
<b>Total Other Expense</b>	3,273.58	33,815.32	-30,541.74	9.7%
<b>Net Other Income</b>	-3,273.58	-33,815.32	30,541.74	9.7%
<b>Net Income</b>	<u><u>14,017.77</u></u>	<u><u>-31,130.33</u></u>	<u><u>45,148.10</u></u>	<u><u>-45.0%</u></u>

## Burlington Water District Profit & Loss Budget vs. Actual July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	46,974.00	0.00	46,974.00	100.0%
4013 · Grant Proceeds	5,639.00	0.00	5,639.00	100.0%
4001 · Beginning Cash General Fund	0.00	435,000.00	-435,000.00	0.0%
4002 · WATER SALES	87,247.17	75,000.00	12,247.17	116.3%
4004 · CURRENT LEVIED TAXES	1,179.24	1,500.00	-320.76	78.6%
4005 · NEW WATER SERVICE/OTHER	7,200.55			
4011 · INTEREST INCOME	6,727.87	2,000.01	4,727.86	336.4%
<b>Total 4000 · INCOME</b>	<u>154,967.83</u>	<u>513,500.01</u>	<u>-358,532.18</u>	<u>30.2%</u>
<b>Total Income</b>	154,967.83	513,500.01	-358,532.18	30.2%
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	1,249.98	-1,249.98	0.0%
5151 · PROCESSING FEES	0.00	375.00	-375.00	0.0%
5150 · ACCOUNTING	2,745.00	6,000.00	-3,255.00	45.8%
5147 · OPERATIONS MANAGEMENT FEE	9,329.74	11,500.02	-2,170.28	81.1%
5109 · GENERAL OPERATING EXPENSES	0.00	250.02	-250.02	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	0.00	0.00	0.0%
5103 · BANK FEES	18.53	45.00	-26.47	41.2%
5111 · ELECTRIC	530.89	675.00	-144.11	78.7%
5117 · ELECTIONS	0.00	200.00	-200.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	3,750.00	-3,750.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	1,567.43	1,925.00	-357.57	81.4%
5141 · MAINTENANCE	17,774.91	10,000.02	7,774.89	177.7%
5142 · WATER PURCHASES	8,281.55	12,000.00	-3,718.45	69.0%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	4,775.00	17,800.00	-13,025.00	26.8%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<u>45,023.05</u>	<u>65,770.04</u>	<u>-20,746.99</u>	<u>68.5%</u>
<b>Total Expense</b>	45,023.05	65,770.04	-20,746.99	68.5%
<b>Net Ordinary Income</b>	109,944.78	447,729.97	-337,785.19	24.6%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	88,945.98	-88,945.98	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	3,138.75	12,499.98	-9,361.23	25.1%
<b>Total 5200 · CAPITAL OUTLAY</b>	<u>3,138.75</u>	<u>12,499.98</u>	<u>-9,361.23</u>	<u>25.1%</u>
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	3,273.58	0.00	3,273.58	100.0%
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%
<b>Total 5300 · DEBT SERVICE</b>	<u>3,273.58</u>	<u>0.00</u>	<u>3,273.58</u>	<u>100.0%</u>
<b>Total Other Expense</b>	6,412.33	101,445.96	-95,033.63	6.3%
<b>Net Other Income</b>	-6,412.33	-101,445.96	95,033.63	6.3%
<b>Net Income</b>	<u><u>103,532.45</u></u>	<u><u>346,284.01</u></u>	<u><u>-242,751.56</u></u>	<u><u>29.9%</u></u>

**Burlington Water District**  
**Profit & Loss Budget vs. Actual**  
 July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	46,974.00	0.00	46,974.00	100.0%
4013 · Grant Proceeds	5,639.00	0.00	5,639.00	100.0%
4001 · Beginning Cash General Fund	0.00	435,000.00	-435,000.00	0.0%
4002 · WATER SALES	87,247.17	320,000.00	-232,752.83	27.3%
4004 · CURRENT LEVIED TAXES	1,179.24	173,000.00	-171,820.76	0.7%
4005 · NEW WATER SERVICE/OTHER	7,200.55			
4011 · INTEREST INCOME	6,727.87	8,000.00	-1,272.13	84.1%
<b>Total 4000 · INCOME</b>	<u>154,967.83</u>	<u>936,000.00</u>	<u>-781,032.17</u>	<u>16.6%</u>
<b>Total Income</b>	154,967.83	936,000.00	-781,032.17	16.6%
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	0.00	176,391.00	-176,391.00	0.0%
5152 · CONSULTANTS	0.00	5,000.00	-5,000.00	0.0%
5151 · PROCESSING FEES	0.00	1,500.00	-1,500.00	0.0%
5150 · ACCOUNTING	2,745.00	24,000.00	-21,255.00	11.4%
5147 · OPERATIONS MANAGEMENT FEE	9,329.74	46,000.00	-36,670.26	20.3%
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	18.53	200.00	-181.47	9.3%
5111 · ELECTRIC	655.92	2,700.00	-2,044.08	24.3%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	0.00	10,500.00	-10,500.00	0.0%
5123 · LEGAL	567.41	15,000.00	-14,432.59	3.8%
5127 · OFFICE EXPENSE & POSTAGE	1,567.43	3,500.00	-1,932.57	44.8%
5141 · MAINTENANCE	17,774.91	40,000.00	-22,225.09	44.4%
5142 · WATER PURCHASES	10,493.73	48,000.00	-37,506.27	21.9%
5143 · LEASE FEES	0.00	2,100.00	-2,100.00	0.0%
5145 · ENGINEER	7,775.00	39,500.00	-31,725.00	19.7%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<u>50,927.67</u>	<u>416,291.00</u>	<u>-365,363.33</u>	<u>12.2%</u>
<b>Total Expense</b>	50,927.67	416,291.00	-365,363.33	12.2%
<b>Net Ordinary Income</b>	104,040.16	519,709.00	-415,668.84	20.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	355,784.00	-355,784.00	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	3,138.75	50,000.00	-46,861.25	6.3%
<b>Total 5200 · CAPITAL OUTLAY</b>	<u>3,138.75</u>	<u>50,000.00</u>	<u>-46,861.25</u>	<u>6.3%</u>
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	3,273.58	45,000.00	-41,726.42	7.3%
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%
<b>Total 5300 · DEBT SERVICE</b>	<u>3,273.58</u>	<u>113,925.00</u>	<u>-110,651.42</u>	<u>2.9%</u>
<b>Total Other Expense</b>	6,412.33	519,709.00	-513,296.67	1.2%
<b>Net Other Income</b>	-6,412.33	-519,709.00	513,296.67	1.2%
<b>Net Income</b>	<u><u>97,627.83</u></u>	<u><u>0.00</u></u>	<u><u>97,627.83</u></u>	<u><u>100.0%</u></u>

Burlington Water District

10/17/2024 10:18 PM

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

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment C</b>	<b>Deposit</b>	<b>Balance</b>
10/15/2024	AUTOP...	PGE	5100 · GENERAL OP...	electricity	125.03		101,876.86
10/23/2024	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	September 202...	2,212.18		99,664.68
10/23/2024	3610	CURRAN-McLEOD...	5100 · GENERAL OP...	INV: 24.09-1847	3,000.00		96,664.68
10/23/2024	3611	GOVERNMENT ET...	5100 · GENERAL OP...	INV: AIE20701	567.41		96,097.27

# 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, September 18, 2024**  
**6:15-8:45**

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

<https://meet.goto.com/304463533>

You can also dial in using your phone.

Access Code: 304-463-533

United States: [+1 \(646\) 749-3122](tel:+16467493122)

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## Minutes

**Call Meeting to Order by Gail Curtis at 6:16pm.**

### **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 Water) representative, Ed Hodges, engineer of record.

**Absent:** Tiff Wood, board member.

**Public Comment (limited to 10 min./issue):** Sarah Hanson and husband Loren attended the meeting to request a bill reduction in accordance with the BWD standard procedure. They received a large bill in July of \$1205.00. And the August bill was \$400. Normal bill is around \$200. A leak was discovered in the irrigation system on their residence. Homeowners turned off the water and fixed problem immediately. They notified Hiland who directed them to speak with BWD board to request a credit to the bill. Homeowners were out of town and unable to attend meeting in August. Home is on Wapato Drive, in district.

**ACTION:** BWD board will review the forgiveness policy and discuss. Decision regarding forgiveness will be shared with the homeowners and with Hiland on or prior to the next board meeting on Tuesday, October 22<sup>nd</sup>. The account number is 2584. Hiland will honor the request to not turn their water off until this situation is resolved.

### **BWD Policy for forgiveness of bill overage due to on-site leakage:**

50% of difference between current bill and what bill normally is.

Hiland cannot approve but can recommend forgiveness based on BWD policy.

[TYPE HERE]

OCTOBER 9, 2024



# 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/>

**Guests:** Tim Owens, President of Correct. Tim is presenting “The Basics of the Mission System”. Correct is the distributor of the Mission System and they follow AWAA regulations which includes cyber security.

This is a cellular based system that transfers data across a private network, not on a public site. The server is in Atlanta Georgia. There are about 257 municipalities in Oregon, Wash. and Northern Idaho who are supported by Correct who is a distributor for Mission. Mission has approx. 6000 municipalities across the country (4% of the market share) using this communication system.

BWD has a “Legacy system” (old) put in 2013 and is supported by a single cell provider (ATT). BWD may be available for an upgrade of which incentives are available. In 2018 a new product line was put into service. Mission will be reaching out to utilities such as ours next year with offer to upgrade. The new system is supported by 3 carriers (vs. one carrier) and can auto switch between the 3 depending on signal quality and/or carrier availability. Mission manages the internet contract.

Mission monitors the control panel in terms of flow, pump running, pump fail, active reservoir levels and other items. Data coming into the Mission server farm in Atlanta is stored and can run on a generator in event of power outage. The system also handles all cyber security threats. The data is available on-line and listed on the website for authorized users. The Mission system sends out an alarm (red icon on website as well as an email and text to Hiland and Curtis Olson) for any function that is out of acceptable limits. Mission controls the filling of the reservoir. Only one pump fills at a time. It does not control any draining action.

Hiland maintains Mission boxes (2) one at the reservoir and one at south end of Hwy. 30. Reservoir is powered by the grid with back up batteries in the event of a power outage. The standard is to use a 100-watt solar panel to keep batteries charged (we have 25-watt solar panel on our reservoir). Our batteries were installed 2014. The solar panel and the batteries may need replacing.

Current Mission System Vulnerability:

- a. BWD is dependent on one cellular provider (ATT). If there is a communication outage the control panel can operate off system pressure based (75psi) operation if need be. Pressure settings need to be tested and updated as necessary. The pressure transducer in the tank is what triggers refilling. Testing is a complicated process. Aaron suggested that testing every 5 years may be reasonable.
- b. Another vulnerability is the solar panel/battery issues discussed above.
- c. Cyber-attack: there is no history of hackers breaking into our Mission system.
- d. It was discussed and agreed that the 3 Hiland staff and 3 Mission staff who have access to review the system on-line be left as is.

**Guest: Ed Hodges, engineer of record for BWD.**

- a. **Master plan:** Work group (Gail, Anne, Kris, Susie, Ed and guest Ryan from PWB) met on September 12<sup>th</sup>. The current version of the BWD Master Plan was reviewed and discussed in detail. One issue discussed is average water loss. BWD is currently at 25% average and will likely decrease as leaks are addressed. Master Plan will be updated as information comes in. Seismic survey to be done early next month.

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**ACTION:** If there are additional comments on the draft master plan from the board members submit them directly to Ed by end of month.

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

- a. **Locates:** NW Natural Water Services responded to 4 locate requests. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli.
- c. **Notes from the field:** Sanitary survey with Mult. county passed.
- d. **Leak detection/repair:** Water loss for Burlington in-district for August is 69K gallons or 6.41%; Logie Trail 8K gallons or 24.62%; Chestnut leak factor is good at 500gallon loss, residents are looking at replacing 2" line; Newberry 24K gallon or 40% loss, customers are paying for the loss and continue to investigate replacing waterline.
- e. **Chlorine residual monitoring:** N/A
- f. **Customer issues:** None  
**2584** Account for guest speakers from earlier this evening, water will not be shut off. Hiland will get current and past bill history as well as BWD past practice standards in overage forgiveness to Gail who will share with commissioners.  
**2550** Squatters moved out of home, owner repairs will be required for damages by squatters, BWD has requested to authorize Hiland to make repairs and bill back to owner, owner is requesting payment plan for large water bill as well as damage repair due to squatters. Aaron will get details of proposed payment plan to Gail who will share with commissioners.

## **Bookkeeper/Office Manager's Report:**

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: August credit memo shows \$26,466.81 from NWNWS. Expenditures totaled \$6,791.05.
- b. Monthly budget statements: Balance sheet: \$610,837.96; August Profit and Loss shows water sales at 105.9%. Taxes collected at 95.4%. Total operating expenses at 40.2%
- c. Monthly budget expenditure review: As presented.

## **Consent Agenda:**

- a. Board approval to pay bills as presented: Kris H. moved to pay bills as presented, Susie H. seconded, all in favor, motion passed unanimously.
- b. Board approval of August 2024 Board Meeting minutes as submitted: Gail C. moved to approve minutes with one change: Replace the last sentence in the first paragraph under Master Plan with "We are planning to discuss the draft Master Plan at board meetings and hold work sessions as needed."  
Kris H. seconded, Anne S. abstained, motion passed.

**Administrative Reports:** Anne and Gail have an October 24 meeting with Jeff Pricher, interim fire chief, at Scappoose Fire Department.

# BURLINGTON WATER DISTRICT

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**Old Business:** Rate study done by OAWU to be delayed until after Master Plan is complete. Dan Z. offered to take the lead on this if the Board approves. To be discussed at the next meeting.

**New Business:** None

**Announcements:** None

**Adjourn:** Gail made a motion to adjourn the meeting at 8:21, Kris H. seconded, all in favor. Motion passed unanimously.

**Next meeting:** Tuesday, October 22, 2024, at 6:15pm

**Location:** All meetings to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary