

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 18, 2023, 6:15PM

Please join my meeting from your computer, tablet, or smartphone.
<https://meet.goto.com/245419757>

You can also dial in using your phone.

Access Code: 245-419-757
United States: +1 (646) 749-3122

Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

Call Meeting to Order:

Announce Board members present to establish quorum for meeting:

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

Guests: Allegra Willhite TSCC

Guest: Ed Hodges, engineer of record for BWD.

Project Update:

1. Update on Riverview Water Main Project
2. Update on Water Meter Replacement Project
3. 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. Update Water Meter Replacement Project:

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports:
- b. Monthly budget statements:
- c. Monthly budget expenditure review:
- d. Portland Fire and Rescue contract and cost

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/>

Consent Agenda:

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

Administrative Reports:

Old Business:

New Business:

- a. Allegra Willhite TSCC: Discussion on bridging gap in tax collection and fire protection contract cost
- b. Pick dates for November and December board meetings.

Announcements:

Adjourn:

Next Board Meeting: Wednesday, November 15, 2023, at 6:15pm

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary



Hiland Water Operator's Report

September 2023

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

- 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
23248060	NXT	08/30/23 08:31:38	AKS ENGINEERING		CORNELIUS PASS	PORTLAND
23248068	NXT	08/30/23 08:34:52	AKS ENGINEERING		CORNELIUS PASS	PORTLAND
23248078	NXT	08/30/23 08:37:06	AKS ENGINEERING		SAINT HELENS	PORTLAND
23263851	Phone	09/13/23 19:20:01	BELL CONSTRUCTION INC	12345	HARBORTON	PORTLAND

- Compliance/Testing
 - The coliform sample taken in September showed no presence of coliform or e-coli.
- Notes from Field
 - Hiland responded to customer request check on a leak at their service connection.
 - Staff responded to an emergency leak caused by contractor cutting into line.
 - Staff responded to a low pressure complaint from a customer.
- Notes from Office
 - Account 2478: Meter is scheduled to be shut off.
 - Account 2511: Meter is scheduled to be shut off.
 - Account 2519: Payment made in October.

- Account 2525: Payment made in October.
- Account 2531: House burnt down.
- Account 2532: Meter is scheduled to be shut off.
- Account 2540: Payment made in October.
- Account 2550: Payment made in October.
- Account 2565: Meter is scheduled to be shut off.
- Account 2567: Meter is scheduled to be shut off.
- Account 2578: Payment made in October.
- Account 2579: Payment made in October.
- Account 2585: Meter is scheduled to be shut off.
- Account 2590: Meter is scheduled to be shut off.
- Account 3293: Attempting to get in contact with customer to set up new auto pay.
- Account 3294: Attempting to get in contact with customer to set up new auto pay.
- 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: September 2023

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,148,180 Gallons
Water Sold This Month	933,089 Gallons
Water Loss	215,091 Gallons
Water Loss %	18.73%

	Amount (\$)
Total Water	\$ 29,867.55
Total Late Charge	\$ -
Total Adjustments	\$ 67.42
Total Activation/Disconnect	\$ 80.00
Total Current Charges	\$ 30,014.97

Aged 1 Balance	\$ 2,558.93
Aged 2 Balance	\$ 578.10
Aged 3 Balance	\$ 289.87
Aged 4+ Balance	\$ 1,804.06
Overpayments/Undeposited payments	\$ (1,981.59)
Total Receivables	\$ 33,264.34

Total Receipts on Account \$ 26,815.89

Average Usage For Active Meters 7,776

Average Water Charge For Active Meters \$ 248.90

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	4	359,938	38.58%
40,001-50,000	1	42,636	4.57%
30,001-40,000	0	-	0.00%
20,001-30,000	2	47,513	5.09%
10,001-20,000	14	188,750	20.23%
8,001-10,000	2	18,087	1.94%
6,001-8,000	8	55,105	5.91%
4,001-6,000	19	87,935	9.42%
2,001-4,000	33	96,686	10.36%
1-2,000	29	36,435	3.90%
Zero Usage	8	-	0.00%
Total Meters	120	933,085	100.00%

Date: September 2023

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	55,337 Gallons
Water Sold This Month	45,262 Gallons
Water Loss	10,075 Gallons
Water Loss %	18.21%

	Amount (\$)
Total Water	\$ 1,517.34
Total Late Charge	\$ -
Total Adjustments	\$ 8.16
Total Activation/Disconnect	
Total Current Charges	\$ 1,525.50

Aged 1 Balance	\$ 432.81
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ 0.00
Total Receivables	\$ 1,958.31

Total Receipts on Account \$ 517.42

Average Usage For Active Meters 5,658

Average Water Charge For Active Meters \$ 189.67

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	24,549	54.24%
10,001-20,000	0	-	0.00%
8,001-10,000	0	-	0.00%
6,001-8,000	1	7,473	16.51%
4,001-6,000	0	-	0.00%
2,001-4,000	3	8,796	19.43%
1-2,000	3	4,443	9.82%
Zero Usage	0	-	0.00%
Total Meters	8	45,261	100.00%

Date: September 2023

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	57,753 Gallons
Water Sold This Month	52,555 Gallons
Water Loss	5,198 Gallons
Water Loss %	9.00%

	Amount (\$)
Total Water	\$ 1,879.16
Total Late Charge	\$ -
Total Adjustments	\$ -
Total Activation/Disconnect	
Total Current Charges	\$ 1,879.16

Aged 1 Balance	\$ 132.40
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (304.23)
Total Receivables	\$ 1,707.33

Total Receipts on Account \$ 1,589.43

Average Usage For Active Meters 4,380

Average Water Charge For Active Meters \$ 156.60

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	12,484	23.75%
8,001-10,000	0	-	0.00%
6,001-8,000	1	6,321	12.03%
4,001-6,000	4	17,668	33.62%
2,001-4,000	4	13,284	25.28%
1-2,000	2	2,798	5.32%
Zero Usage	0	-	0.00%
Total Meters	12	52,554	100.00%



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
9/30/23	4046

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 September 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below:			
9/30/23	Burlington Water District September 2023 Base Fee	1	3,025.00	3,025.00
9/30/23	Receipts this month	-1	26,815.89	-26,815.89
	Subtotal for monthly base fee & pass-through customer charges			-23,790.89
	T&M Charges:			
9/1/23	Alex Victor - Leak checks and rereads, notified customer about leak.	1	52.00	52.00
9/14/23	Robert Trotter - Emergency leak repair on Riverview Dr, contractors hit water line.	4	102.00	408.00
9/18/23	David Criss - Low pressure check for a customer.	0.5	52.00	26.00
9/20/23	JJ Olson - Attended board meeting.	0.75	90.00	67.50
	Labor, Equipment, and Mileage Subtotal			553.50
	Reimbursable Expenses:			
9/30/23	Dan Zimmerman - Postage, GoTo Meeting, supplies reimbursement	1	185.17	185.17
9/30/23	Dan Zimmerman	1	1,615.00	1,615.00
	Total Reimbursable Expenses			1,800.17
	Markup - 10%		10.00%	180.02

		Total	-21,257.20
		Invoices	\$0.00
		Balance Credit	-21,257.20

Burlington Water District
Balance Sheet
 As of September 30, 2023

	Sep 30, 23	Sep 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	78,170.53	104,649.22	-26,478.69
1004 · OR STATE TREATX POOL-FIRE 4563	163,806.34	85,480.59	78,325.75
1006 · STATE POOL -GEN Savings 3564	294,347.13	196,134.31	98,212.82
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	536,354.00	386,294.12	150,059.88
Total Current Assets	536,354.00	386,294.12	150,059.88
TOTAL ASSETS	536,354.00	386,294.12	150,059.88
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	1,109,600.65	989,055.30	120,545.35
Net Income	83,204.35	53,689.82	29,514.53
Total Equity	536,384.00	386,324.12	150,059.88
TOTAL LIABILITIES & EQUITY	536,354.00	386,294.12	150,059.88

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

	Sep 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	9,344.00	120,000.00	-110,656.00	7.8%
4013 · Grant Proceeds	13,058.00	35,000.00	-21,942.00	37.3%
4001 · Beginning Cash General Fund	0.00	0.00	0.00	0.0%
4002 · WATER SALES	26,815.89	35,000.00	-8,184.11	76.6%
4004 · CURRENT LEVIED TAXES	373.60	5,000.00	-4,626.40	7.5%
4011 · INTEREST INCOME	1,565.56	500.00	1,065.56	313.1%
Total 4000 · INCOME	51,157.05	195,500.00	-144,342.95	26.2%
Total Income	51,157.05	195,500.00	-144,342.95	26.2%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	416.67	-416.67	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	1,615.00	1,800.00	-185.00	89.7%
5147 · OPERATIONS MANAGEMENT FEE	3,205.02	3,354.17	-149.15	95.6%
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	6.00	16.67	-10.67	36.0%
5111 · ELECTRIC	136.99	175.00	-38.01	78.3%
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	185.17	291.66	-106.49	63.5%
5141 · MAINTENANCE	553.50	3,125.00	-2,571.50	17.7%
5142 · WATER PURCHASES	2,191.38	4,000.00	-1,808.62	54.8%
5145 · ENGINEER	0.00	8,000.00	-8,000.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	7,893.06	22,679.17	-14,786.11	34.8%
Total Expense	7,893.06	22,679.17	-14,786.11	34.8%
Net Ordinary Income	43,263.99	172,820.83	-129,556.84	25.0%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	31,072.34	-31,072.34	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	100,000.00	-100,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	100,000.00	-100,000.00	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%
Total Other Expense	0.00	131,072.34	-131,072.34	0.0%
Net Other Income	0.00	-131,072.34	131,072.34	0.0%
Net Income	43,263.99	41,748.49	1,515.50	103.6%

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

	Jul - Sep 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	9,344.00	295,000.00	-285,656.00	3.2%
4013 · Grant Proceeds	13,058.00	72,000.00	-58,942.00	18.1%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	80,315.52	105,000.00	-24,684.48	76.5%
4004 · CURRENT LEVIED TAXES	1,129.56	15,000.00	-13,870.44	7.5%
4011 · INTEREST INCOME	4,274.35	1,500.00	2,774.35	285.0%
Total 4000 · INCOME	108,121.43	888,500.00	-780,378.57	12.2%
Total Income	108,121.43	888,500.00	-780,378.57	12.2%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	1,249.97	-1,249.97	0.0%
5151 · PROCESSING FEES	80.00	375.00	-295.00	21.3%
5150 · ACCOUNTING	3,765.00	4,800.00	-1,035.00	78.4%
5147 · OPERATIONS MANAGEMENT FEE	10,058.68	10,062.47	-3.79	100.0%
5109 · GENERAL OPERATING EXPENSES	0.00	249.94	-249.94	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	124.98	-124.98	0.0%
5103 · BANK FEES	6.00	49.97	-43.97	12.0%
5111 · ELECTRIC	394.58	525.00	-130.42	75.2%
5117 · ELECTIONS	106.36	200.00	-93.64	53.2%
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	1,734.32	874.98	859.34	198.2%
5141 · MAINTENANCE	1,964.00	9,375.00	-7,411.00	20.9%
5142 · WATER PURCHASES	6,653.14	12,000.00	-5,346.86	55.4%
5145 · ENGINEER	155.00	18,000.00	-17,845.00	0.9%
Total 5100 · GENERAL OPERATING EXPENSES	24,917.08	61,637.31	-36,720.23	40.4%
Total Expense	24,917.08	61,637.31	-36,720.23	40.4%
Net Ordinary Income	83,204.35	826,862.69	-743,658.34	10.1%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	93,216.94	-93,216.94	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	225,000.00	-225,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	225,000.00	-225,000.00	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%
Total Other Expense	0.00	318,216.94	-318,216.94	0.0%
Net Other Income	0.00	-318,216.94	318,216.94	0.0%
Net Income	83,204.35	508,645.75	-425,441.40	16.4%

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	9,344.00	295,000.00	-285,656.00	3.2%
4013 · Grant Proceeds	13,058.00	72,000.00	-58,942.00	18.1%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	80,315.52	309,563.00	-229,247.48	25.9%
4004 · CURRENT LEVIED TAXES	1,129.56	158,000.00	-156,870.44	0.7%
4011 · INTEREST INCOME	4,274.35	6,000.00	-1,725.65	71.2%
Total 4000 · INCOME	108,121.43	1,240,563.00	-1,132,441.57	8.7%
Total Income	108,121.43	1,240,563.00	-1,132,441.57	8.7%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	182,700.00	-182,700.00	0.0%
5152 · CONSULTANTS	0.00	5,000.00	-5,000.00	0.0%
5151 · PROCESSING FEES	80.00	1,500.00	-1,420.00	5.3%
5150 · ACCOUNTING	3,765.00	24,000.00	-20,235.00	15.7%
5147 · OPERATIONS MANAGEMENT FEE	10,058.68	40,250.00	-30,191.32	25.0%
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	6.00	200.00	-194.00	3.0%
5111 · ELECTRIC	529.13	2,100.00	-1,570.87	25.2%
5117 · ELECTIONS	106.36	400.00	-293.64	26.6%
5119 · INSURANCE	0.00	9,120.00	-9,120.00	0.0%
5123 · LEGAL	0.00	15,000.00	-15,000.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	1,734.32	3,500.00	-1,765.68	49.6%
5141 · MAINTENANCE	1,964.00	37,500.00	-35,536.00	5.2%
5142 · WATER PURCHASES	8,840.28	43,000.00	-34,159.72	20.6%
5143 · LEASE FEES	0.00	2,000.00	-2,000.00	0.0%
5145 · ENGINEER	310.00	45,000.00	-44,690.00	0.7%
Total 5100 · GENERAL OPERATING EXPEN...	27,393.77	412,770.00	-385,376.23	6.6%
Total Expense	27,393.77	412,770.00	-385,376.23	6.6%
Net Ordinary Income	80,727.66	827,793.00	-747,065.34	9.8%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	372,868.00	-372,868.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	367,000.00	-367,000.00	0.0%
5200 · CAPITAL OUTLAY - Other	22,403.13			
Total 5200 · CAPITAL OUTLAY	22,403.13	367,000.00	-344,596.87	6.1%
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	0.00	31,775.00	-31,775.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	37,150.00	-37,150.00	0.0%
Total 5300 · DEBT SERVICE	0.00	87,925.00	-87,925.00	0.0%
Total Other Expense	22,403.13	827,793.00	-805,389.87	2.7%
Net Other Income	-22,403.13	-827,793.00	805,389.87	2.7%
Net Income	58,324.53	0.00	58,324.53	100.0%

Burlington Water District

10/13/2023 3:36 PM

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

From 10/01/2023 through 10/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/16/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	134.55		78,035.98
10/18/2023	3582	CURRAN-McLEOD...	-split-	INV: 23.09-10...	22,558.13		55,477.85
10/25/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	August 2023 ...	2,187.14		53,290.71

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

Sep 20, 2023, 6:15 – 7:45 PM

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

<https://meet.goto.com/316058973>

You can also dial in using your phone.

Access Code: 316-058-973

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

Get the app now and be ready when your first meeting starts:

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

Minutes

Meeting called to Order by Gail Curtis at 6:15.

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Susie Hasty, secretary; Anne Squier, board member; Kris Hines, board member; Tiff Wood, treasurer; quorum present. Also, present Dan Zimmerman, bookkeeper; JJ Olson, Hiland Water Operator and Ed Hodges, Engineer of record.

Absent: None

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

Guests: None

Guest: Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record.

- a. Bid result for the **Water Meter Replacement** project: Hiland water has secured the job with bid for \$68,555.00. A pre-construction meeting has been requested by Hiland for next week. The work is planned to begin the week of October 2nd. Curtis will be the lead on the project. **ACTION:** Board members are to replaying via email to Gail and Ed as to availability for Tuesday afternoon or Friday morning.
- b. **Riverview Watermain Replacement project.** The Contractor has encountered rock excavation conditions while installing approximately 800 feet of the new water main. Currently the contractor is back into diggable soils. It is estimated that the Contractor has excavated approximately 180 cubic yards of rock so far during the water main installation. The estimate of cost for this extra work is approximately \$60,000. The final volume of rock excavation will determine the final cost once all of the water main has been installed. The Contractor has managed to stay out of the road while installing water main and it appears that there will be

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/>

significantly less paving required than was originally anticipated. It is estimated that the cost of paving for the project will be approximately \$30,000 less than anticipated, which may offset approximately 50 percent of the cost of the rock excavation.

Due to delay in procurement Nyland has requested an extension of end date from Sept 15th to October 27th.

ACTION: Gail proposed that the board approve the extension of an end date to October 27th, Tiff seconded, motion passed unanimously.

- c. **Master Plan** update. Award letter from the SIPP fund for \$20,000 has been approved.

Water Operator's Report from JJ Olson:

- a. Locates: Hiland responded to several locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: Hiland Water responded to possible water leak on Harborton.
- d. Leak detection: 3.4 gal./min
- e. Billing adjustments: Hiland continues to work on converting customers set up auto pay.
- f. Water managers advisory board. A letter on behalf of the BWD has been submitted to PWB to request forgiveness of the \$10,000 fine due to unforeseen water demand for Dec 24-27, 2022. Hiland recommends that the board adopt a "not to exceed" amount alarm system to prevent excessive/undetected water disbursement from the reservoir. Hiland requested authorization of the project so that it can be installed asap, especially prior to the upcoming cold weather season. With this technology Hiland will get an alert if more water than what is allowed is needed. A proposed budget of not to exceed \$5,000 was discussed. This would allow Hiland to begin getting measurements, to meet with the electrician and programmers and to start designing and getting cost estimates, and ordering parts. Board discussed proposal.

ACTION: Susie H. moved that once the concern regarding the protentional pressure impact if the reservoir is not full has been satisfactorily addressed the board authorize a not to exceed \$5000 budget for Hiland to install an electronic alert system if Mission is triggered to run more than once per day. Kris H. seconded, motion passed unanimously.

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. Water sales YTD 76.4%
- c. Monthly budget expenditures reviewed.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Anne S. moved that the bills be paid as presented, Tiff W. seconded, motion passed unanimously.
- b. Board approval of August Board Meeting minutes as submitted:

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: Tiff W. moved that August board minutes be approved as submitted, Ann S. seconded, motion passed unanimously.

Administrative Reports: None

Old Business:

- a. Board discussed plans/need for a change in date for board meetings in November and December. Currently scheduled for Wednesday November 15th and December 20th. The discussion will be revisited during the October meeting.

New Business:

- a. **ACTION:** Gail C. moved that the board meeting be suspended for the BWD Budget Meeting **Resolution 23/24-04: Resolution Adopting the Supplemental budget and Making Appropriations**, Susie H. seconded, and the motion passed unanimously.
BWD Board Meeting suspended at 7:21 pm.
Note: Refer to Agenda and Minutes for BWD Supplemental Budget Meeting, Resolution 23/24-04, Sep 20, 2023
BWD Board Meeting resumed at 7:40

Announcements: None

Adjournment: Gail C. Moved that the board meeting be adjourned at 7:45, Kris H. seconded, the motion passed unanimously.

Next Board Meeting:

Wednesday, October 18, at 6:15pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary