

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, September 15, 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 the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/249603725>

For audio only, you can also dial in using your phone: (571) 317-3122; Access Code: 249-603-725

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. Bank of the West checking; signature card

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 presented
- e. Approval of June Board Meeting minutes

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Action Items:

- a. Update Riverview project: Slower than usual due to COVID restrictions but is in process
- b. Shared Data Storage Update

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, October 20, 2021, at 6:15pm.

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

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

<https://global.gotomeeting.com/join/135559237>

For audio only, dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 135-559-237

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 135 559 237

Or dial directly: 135559237@67.217.95.2 or 67.217.95.2##135559237

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Hiland Water Operator's Report

August 2021

This report is furnished by Hiland Water and outlines the operations during August 2021.

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

<u>Ticket #</u>	<u>Type</u>	<u>Call Date</u>	<u>Excavator Company</u>	<u>Addr Street</u>	<u>City</u>
<u>21227345</u>	Phone	08/02/21 10:00:29	HOMEOWNER	19101 LOGIE TRAIL	PORTLAND
<u>21235811</u>	ITIC2.0	08/09/21 13:33:15	AIMS COMPANIES	HWY 30	BURLINGTON
<u>21240568</u>	ITIC2.0	08/12/21 15:12:07	PORTLAND GENERAL ELECTRIC	12800 MARINA	PORTLAND
<u>21243868</u>	ITIC2.0	08/16/21 17:48:19	DJS ELECTRICAL INC	13510 RIVERVIEW	LINNTON
<u>21247487</u>	ITIC2.0	08/19/21 11:39:09	AIMS COMPANIES	SAINT HELENS	BURLINGTON
<u>21259815</u>	ITIC2.0	08/31/21 16:45:39	BONNIE LEISER	14950 MCNAMEE	PORTLAND

- 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
 - Hiland technicians have identified a stuck meter that need to be replaced at 18015 NW Chestnut Ln.
 - 19333 NW St. Helens Rd. sustained a substantial leak in July. Subsequently, the meter is not registering water usage properly. Both meters will be replaced soon.
 - A Hiland technician responded to a reported leak on Larson Rd. It was not on the District side.
 - Aaron Olson began showing Covid symptoms soon after the August Burlington Board Meeting and subsequently tested positive for Covid. As of September 7, 2021 he has not yet returned to work but is beginning to feel better. He is a member or the Oregon Air National Guard and has been activated for service assisting with the hospital bed shortage once he has fully recovered. Other Hiland staff are available to assist when needed during his temporary absence. If he is unable to attend the next Burlington meeting, another Hiland employee will attend in his place.
- Notes from Office
 - Surcharges were applied in June 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. Payment of \$250.00 was received August 23, 2021.

9/1/2021

10:29:55AM

Reprinted for: 8/31/2021

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,183,550 Gallons
Water Sold This Month	967,320 Gallons
Water Loss	216,230 Gallons
Water Loss (%)	18.27 %

	Amount (\$)	# Of Accounts
Total Water	26,598.22	114
Total Late Charge	41.75	2
Total Adjustments	-266.62	21
Total Road Surcharge	234.93	1
Total Credit Card Chrg	59.50	17
Total Current Charges	26,667.78	114
Amount Past Due 1-30 Days	7,276.38	28
Amount Past Due 31-60 Days	397.35	3
Amount Past Due Over 60 Days	2,532.92	2
Amount Of Overpayments/Prepayments	-1,279.20	28
Total Receivables	35,595.23	110

Total Receipts On Account	24,891.18	98
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	8.198	118
Average Water Charge For Active Meters	233.32	114

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		4	408,480		42.23	35.29
40,001-50,000		0	0		0.00	0.00
30,001-40,000		1	32,240		3.33	4.17
20,001-30,000		4	97,090		10.04	11.41
10,001-20,000		9	117,580		12.16	9.96
8,001-10,000		7	60,740		6.28	5.03
6,001-8,000		7	46,670		4.82	4.22
4,001-6,000		13	64,330		6.65	5.40
2,001-4,000		36	110,180		11.39	13.88
1-2,000		27	30,010		3.10	8.26
Zero Usage		10	0		0.00	2.39
Total Meters		118	967,320		100.00	100.00

9/1/2021

10:30:28AM

Reprinted for: 8/31/2021

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	22,510 Gallons
Water Sold This Month	18,170 Gallons
Water Loss	4,340 Gallons
Water Loss (%)	19.28 %

	Amount (\$)	# Of Accounts
Total Water	875.49	8
Total Adjustments	3.76	8
Total Credit Card Chrg	7.00	2
Total Current Charges	886.25	8

Amount Past Due 1-30 Days	18.88	6
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-15.23	2
Total Receivables	889.90	8

Total Receipts On Account	1,022.58	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	2,271	8
Average Water Charge For Active Meters	109.44	8

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		1	4,860		26.75	16.77
2,001-4,000		3	10,470		57.62	43.05
1-2,000		3	2,840		15.63	31.23
Zero Usage		1	0		0.00	8.94
Total Meters		8	18,170		100.00	100.00

9/1/2021

10:30:51AM

Reprinted for: 8/31/2021

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	49,510 Gallons
Water Sold This Month	38,220 Gallons
Water Loss	11,290 Gallons
Water Loss (%)	22.80 %

	Amount (\$)	# Of Accounts
Total Water	1,473.16	12
Total Adjustments	11.40	12
Total Credit Card Charge	10.50	3
Total Current Charges	1,495.06	12
Amount Past Due 1-30 Days	348.11	5
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-592.14	5
Total Receivables	1,251.03	12
Total Receipts On Account	2,235.76	12
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	3,185	12
Average Water Charge For Active Meters	122.76	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		1		11,000	28.78	17.32
8,001-10,000		0		0	0.00	0.00
6,001-8,000		1		6,130	16.04	11.35
4,001-6,000		1		4,860	12.72	9.97
2,001-4,000		4		10,470	27.39	29.49
1-2,000		4		5,760	15.07	26.56
Zero Usage		1		0	0.00	5.32
Total Meters		12		38,220	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
8/31/21	3008

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 August 2021. Services included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
8/31/21	Burlington Water District Base Fee	1	2,410.00	2,410.00
8/31/21	Credit card transaction fees	17	3.50	59.50
8/31/21	Receipts this month	-1	24,891.18	-24,891.18
	Subtotal for monthly base fee & pass-through customer charges			-22,421.68
8/9/21	Mel Olson - Emergency response to a reported leak on Larson. It was in customer plumbing.	2	88.00	176.00
8/18/21	Aaron Olson - attended Board Meeting	0.5	68.00	34.00
8/25/21	Devin Geiger - Loss factor adjustment.	0.25	57.00	14.25
	Reimbursable Expenses:			
8/1/21	Amazon - Replacement battery	1	69.83	69.83
8/31/21	Dan Zimmerman - postage	1	2.75	2.75
8/31/21	Dan Zimmerman	1	800.00	800.00
	Total Reimbursable Expenses			872.58
8/31/21	Markup - 10%	1	87.26	87.26
It is a pleasure working with you!		Total - \$21,237.59		
		Invoices \$0.00		
		Balance Credit - \$21,237.59		

6:30 PM
09/12/21
Cash Basis

Burlington Water District

Balance Sheet

As of August 31, 2021

	Aug 31, 21	Aug 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	76,318.97	64,644.56	11,674.41
1004 · OR STATE TREATX POOL-FIRE 4563	9,666.09	10,439.02	-772.93
1006 · STATE POOL -GEN Savings 3564	164,509.84	103,764.27	60,745.57
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	250,524.90	178,877.85	71,647.05
Total Current Assets	250,524.90	178,877.85	71,647.05
TOTAL ASSETS	250,524.90	178,877.85	71,647.05
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	873,393.09	817,619.47	55,773.62
Net Income	33,582.81	17,709.38	15,873.43
Total Equity	250,554.90	178,907.85	71,647.05
TOTAL LIABILITIES & EQUITY	250,524.90	178,877.85	71,647.05

6:33 PM

09/12/21

Cash Basis

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

	Aug 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	24,891.18	30,000.00	-5,108.82	83.0%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	449.17	10,000.00	-9,550.83	4.5%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	66.78	100.00	-33.22	66.8%
Total 4000 · INCOME	26,407.13	40,100.00	-13,692.87	65.9%
Total Income	26,407.13	40,100.00	-13,692.87	65.9%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	500.00	-500.00	0.0%
5151 · PROCESSING FEES	59.50	125.00	-65.50	47.6%
5150 · ACCOUNTING	800.00	1,666.66	-866.66	48.0%
5147 · OPERATIONS MANAGEMENT FEE	2,497.26	2,666.66	-169.40	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	125.25	125.00	0.25	100.2%
5117 · ELECTIONS	232.04	200.00	32.04	116.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,666.66	-1,666.66	0.0%
5127 · OFFICE EXPENSE & POSTAGE	184.75	208.34	-23.59	88.7%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	294.08	2,500.00	-2,205.92	11.8%
5142 · WATER PURCHASES	2,069.06	4,166.66	-2,097.60	49.7%
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	6,261.94	14,383.30	-8,121.36	43.5%
Total Expense	6,261.94	14,383.30	-8,121.36	43.5%
Net Ordinary Income	20,145.19	25,716.70	-5,571.51	78.3%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	9,166.66	-9,166.66	0.0%
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	20,145.19	16,550.04	3,595.15	121.7%

6:35 PM

09/12/21

Cash Basis

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

	Jul - Aug 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	46,265.18	60,453.32	-14,188.14	76.5%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	928.76	20,000.00	-19,071.24	4.6%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	124.35	200.00	-75.65	62.2%
Total 4000 · INCOME	48,318.29	230,653.32	-182,335.03	20.9%
Total Income	48,318.29	230,653.32	-182,335.03	20.9%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	1,000.00	-1,000.00	0.0%
5151 · PROCESSING FEES	91.00	250.00	-159.00	36.4%
5150 · ACCOUNTING	1,850.00	3,333.32	-1,483.32	55.5%
5147 · OPERATIONS MANAGEMENT FEE	5,012.92	5,333.32	-320.40	94.0%
5109 · GENERAL OPERATING EXPENSES	0.00	166.68	-166.68	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	83.32	-83.32	0.0%
5103 · BANK FEES	0.00	33.32	-33.32	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	236.92	250.00	-13.08	94.8%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	38.00	3,333.32	-3,295.32	1.1%
5127 · OFFICE EXPENSE & POSTAGE	1,391.35	416.68	974.67	333.9%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	1,019.33	5,000.00	-3,980.67	20.4%
5142 · WATER PURCHASES	4,863.92	8,333.32	-3,469.40	58.4%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	833.32	-833.32	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	14,735.48	28,766.60	-14,031.12	51.2%
Total Expense	14,735.48	28,766.60	-14,031.12	51.2%
Net Ordinary Income	33,582.81	201,886.72	-168,303.91	16.6%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	18,333.32	-18,333.32	0.0%
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	18,333.32	-18,333.32	0.0%
Net Other Income	0.00	-18,333.32	18,333.32	0.0%
Net Income	33,582.81	183,553.40	-149,970.59	18.3%

6:36 PM
09/12/21
Cash Basis

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	46,265.18	333,680.00	-287,414.82	13.9%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	928.76	142,000.00	-141,071.24	0.7%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	124.35	1,200.00	-1,075.65	10.4%
Total 4000 · INCOME	48,318.29	926,880.00	-878,561.71	5.2%
Total Income	48,318.29	926,880.00	-878,561.71	5.2%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	142,000.00	-142,000.00	0.0%
5152 · CONSULTANTS	0.00	6,000.00	-6,000.00	0.0%
5151 · PROCESSING FEES	91.00	1,500.00	-1,409.00	6.1%
5150 · ACCOUNTING	1,850.00	20,000.00	-18,150.00	9.3%
5147 · OPERATIONS MANAGEMENT FEE	5,012.92	32,000.00	-26,987.08	15.7%
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	363.22	1,500.00	-1,136.78	24.2%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	0.00	6,450.00	-6,450.00	0.0%
5123 · LEGAL	38.00	20,000.00	-19,962.00	0.2%
5127 · OFFICE EXPENSE & POSTAGE	1,391.35	2,500.00	-1,108.65	55.7%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	1,019.33	30,000.00	-28,980.67	3.4%
5142 · WATER PURCHASES	7,224.98	50,000.00	-42,775.02	14.4%
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	17,222.84	320,650.00	-303,427.16	5.4%
Total Expense	17,222.84	320,650.00	-303,427.16	5.4%
Net Ordinary Income	31,095.45	606,230.00	-575,134.55	5.1%
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	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	76,425.00	-76,425.00	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	486,425.00	-486,425.00	0.0%
Net Other Income	0.00	-486,425.00	486,425.00	0.0%
Net Income	31,095.45	119,805.00	-88,709.55	26.0%

Burlington Water District

9/12/2021 6:28 PM

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

From 09/01/2021 through 09/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/16/2021	AUTOP...	PGE	5100 - GENERAL OP...	electricity	126.30			76,192.67
09/23/2021	AUTOP...	CITY OF PORTLAND	5100 - GENERAL OP...	August 2021 ...	2,361.06			73,831.61

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, August 18, 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 the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/249603725>

For audio only, you can also dial in using your phone: (571) 317-3122;

Access Code: 249-603-725

MINUTES

Meeting called to order by Dan Johnson at 6:18 pm.

Present: Lauren Golar, Dan Johnson, Susie Hasty, Dan Zimmerman, Aaron Olson, Chris Nelson, Carol Mollet.

Absent: Ron Yann, Gail Curtis

Public Comment from Carol Mollet

- a. Request to add water line /hookup on NW Vista Lane and Chestnut.
Vacant lot across street is small, Carol wants to purchase the lot for gardening and would like to add a water line/hook up to that property.
Dan J. suggested running a line/hose from existing water line on home property.
Currently BWD is not adding new services to out of district areas but if lot is downstream from Carol's meter she could run a hose from her property to the lot. Carol may need to contact the county for a permit to run a line under the road.

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

- a. Monthly overview: Usage 1.3 mil gal, 16.7% loss (down by ~50%), fluctuations could be due to faulty meters. Coliform negative. Pump from city water failed in July, now OK
- b. Update on leak detection/repair: Still a scheduling challenge, next month (September) it may be possible for Hiland night shift to perform leak detection in our area.
- c. Possible meter replacement: Costs reported to BWD board a couple months ago, BWD has not responded yet, prices are going up. Aaron is willing to do another review of current costs for budgeting purposes.

- d. Chlorine residual monitoring : Tester still not here (communication issue at Hiland), Aaron assured the board that it is on its way and will be delivered to Lauren G.
- e. Customer issues? None
- f. Billing adjustments? None

Bookkeeper/Office Manager's Report:

Credit memo reviewed, \$1000.00 check did arrive from the added district. Legal team can now begin investigation.

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports reviewed
- b. Monthly budget statements reviewed
- c. Monthly budget expenditure reviewed
- d. Susie Hasty moved to pay bills, as presented, Lauren Golar second, motion passed
- e. Lauren Golar moved to approve July meeting minutes as presented, Dan Johnson second, motion passed

Action Items:

- a. Update Riverview project: Slower than usual due to COVID restrictions but is in process
- b. Board discussion/decision regarding possible meter replacement (radio, manual, etc.) Dan J. Requested to have Dan Z. do budgetary analysis/proposal to proceed
- c. Location of chlorine testing equipment: as above
- d. Bank of the West paperwork still in process: Lauren Golar will complete her paperwork and personally deliver it to the bank, she will try to pick up signature card when she is there.

Administrative Reports:

Susie Hasty moved to authorize atty. to proceed with review to bring Newberry residents into district; Lauren Golar second, motion passed.

As necessary:

BWD Board positions reviewed:

Ron Yann: Chair

Gail Curtis: Vice Chair

Susie Hasty: Secretary

Dan Johnson: Treasurer

Lauren Golar: Web master

Lauren Golar moved to approve board positions as stated, Susie Hasty second, motion passed

Meeting Adjourned at 6:54 pm

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

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

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

<https://global.gotomeeting.com/join/249603725>

You can also dial in using your phone.

United States: +1 (571) 317-3122 **Access Code:** 249-603-725

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 249 603 725

Or dial directly: 249603725@67.217.95.2 or 67.217.95.2##249603725

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