

# 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

Thursday, May 18, 2022

6:15 pm

*Please note time change due to annual budget meeting preceding this meeting.*

Due to the current health emergency resulting from the COVID-19 pandemic, this meeting being held by GoToMeeting videoconference.

**Please join this meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/417191741>

**You can also dial in using your phone.**

United States: +1 (872) 240-3212

**Access Code:** 417-191-741

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

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

### Consent Agenda:

- a. Board approval to pay bills as presented
- b. Board approval of April 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/>

## **Budget Committee:**

1. Present the amended budget
2. Take public comment
3. Adopt budget, make appropriations, levy and categorize taxes

## **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; identify next steps

## **New Business:**

1. Review and consider Hiland contract renewal of Bookkeeping Service with Dan Zimmerman
2. Discussion and motion to approve Resolution 20/21-05 for the Safe Water Drinking Fund loan in the amount of \$314,000 for improvement of the Riverview pipe infrastructure
3. City of Portland's Water Agreement, review first draft

## **Announcements:**

## **Adjourn**

**Next Board Meeting:** Wednesday, June 15, 2022, at 6:15pm.

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



# Hiland Water Operator's Report

April 2022

This report is furnished by Hiland Water and outlines the operations during April 2022.

- 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
<a href="#">22098805</a>	UI/UX	04/07/22 08:47:59	BLACK AND MCDONALD		RIVERVIEW	PORTLAND
<a href="#">22106959</a>	UI/UX	04/14/22 13:26:23	RICKS CUSTOM FENCING/DECK	13542	RIVERVIEW	PORTLAND
<a href="#">22111886</a>	Phone	04/19/22 14:25:13	GENERAL SIGN CO		18143 ST HELENS	PORTLAND

- Compliance/Testing
  - Coliform Sample this month showed a count of 1 on the sample taken April 28<sup>th</sup> for coliform. Repeats were taken May 2<sup>nd</sup> and 2 of the samples were positive for coliform. Level 1 investigation paperwork will be filled out. With such low counts of coliform, it is not suspected that there is a major issue, although chlorine levels in the water have been abnormally low.
- Notes from the Field
  - Conversations and correspondence have been occurring with Brian Candido, the owner of four tax lots on Wapato Dr. He is interested in receiving water service from Burlington Water District
- Notes from Office
  - Surcharges were applied in March to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
  - Account 2478 made a \$150 payment on May 3rd. We will continue to be in contact with this account as we encourage adherence to the payment plan.
  - Account 2569 is currently scheduled for disconnection on May 24<sup>th</sup> unless payment is made before then.

5/2/2022

4:35:47PM

Reprinted for: 4/30/2022

# Route 46 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	696,470 Gallons
<b>Water Sold This Month</b>	682,620 Gallons
<b>Water Loss</b>	13,850 Gallons
<b>Water Loss (%)</b>	1.99 %

	Amount (\$)	# Of Accounts
Total Water	22,101.23	115
Total Late Charge	11.02	3
Total Adjustments	43.60	9
Total Road Surcharge	234.93	1
Total Credit Card Charg	49.00	14
<b>Total Current Charges</b>	<b>22,439.78</b>	<b>115</b>

Amount Past Due 1-30 Days	1,309.31	16
Amount Past Due 31-60 Days	294.43	2
Amount Past Due Over 60 Days	688.56	1
Amount Of Overpayments/Prepavments	-658.85	21
<b>Total Receivables</b>	<b>24,073.23</b>	<b>115</b>

Total Receipts On Account	20,004.74	88
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	0.00	4
Collection Accounts (Amount Owed)	0.00	4
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	5,736	119
Average Water Charge For Active Meters	192.18	115

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		2	162,840	23.86	17.80
40,001-50,000		2	89,080	13.05	15.55
30,001-40,000		1	37,620	5.51	6.27
20,001-30,000		1	23,710	3.47	2.24
10,001-20,000		4	59,530	8.72	8.71
8,001-10,000		4	33,880	4.96	4.51
6,001-8,000		2	13,160	1.93	0.80
4,001-6,000		18	84,750	12.42	9.27
2,001-4,000		49	147,890	21.67	22.56
1-2,000		28	30,160	4.42	10.13
Zero Usage		8	0	0.00	2.16
<b>Total Meters</b>		<b>119</b>	<b>682,620</b>	<b>100.00</b>	<b>100.00</b>

5/2/2022

4:36:49PM

Reprinted for: 4/30/2022

# Pump 461 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>27,230 Gallons</b>
<b>Water Sold This Month</b>	<b>18,850 Gallons</b>
<b>Water Loss</b>	<b>8,380 Gallons</b>
<b>Water Loss (%)</b>	<b>30.78 %</b>

	Amount (\$)	# Of Accounts				
Total Water	883.53	8				
Total Adjustments	13.60	8				
Total Credit Card Charge	3.50	1				
<b>Total Current Charges</b>	<b>900.63</b>	<b>8</b>				
<hr/>						
Amount Past Due 1-30 Days	239.64	2				
Amount Past Due 31-60 Days	94.33	1				
Amount Past Due Over 60 Days	0.00					
Amount Of Overpayments/Prepayments	-3.50	1				
<b>Total Receivables</b>	<b>1,231.10</b>	<b>8</b>				
<hr/>						
Total Receipts On Account	668.67	7				
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	2,356	8				
Average Water Charge For Active Meters	110.44	8				
<b>Usage Groups</b>	<b>Gallons</b>	<b># Of Accounts</b>	<b>Usage</b>	<b>Gallons</b>	<b>% Of Usage</b>	<b>% Of Sales</b>
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		2		8,080	42.86	30.27
2,001-4,000		2		6,810	36.13	28.20
1-2,000		4		3,960	21.01	41.53
Zero Usage		0		0	0.00	0.00
<hr/>						
<b>Total Meters</b>		<b>8</b>		<b>18,850</b>	<b>100.00</b>	<b>100.00</b>

5/2/2022

4:37:13PM

Reprinted for: 4/30/2022

# Pump 462 Totals Report

Hiland Water Corp.

<b>Water Pumped This Month</b>	<b>48,400 Gallons</b>
<b>Water Sold This Month</b>	<b>47,860 Gallons</b>
<b>Water Loss</b>	<b>540 Gallons</b>
<b>Water Loss (%)</b>	<b>1.12 %</b>

	Amount (\$)	# Of Accounts
Total Water	1,603.42	12
Total Adjustments		
Total Credit Card Charge	7.00	2
<b>Total Current Charges</b>	<b>1,610.42</b>	<b>12</b>
<hr/>		
Amount Past Due 1-30 Days	0.00	
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-283.85	4
<b>Total Receivables</b>	<b>1,326.57</b>	<b>12</b>

Total Receipts On Account	1,058.04	9
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	3,988	12
Average Water Charge For Active Meters	133.62	12

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		0		0	0.00	0.00
8,001-10,000		1		9,050	18.91	13.62
6,001-8,000		1		6,730	14.06	11.02
4,001-6,000		3		16,230	33.91	27.78
2,001-4,000		5		12,860	26.87	35.28
1-2,000		2		2,990	6.25	12.29
Zero Usage		0		0	0.00	0.00
<hr/>						
<b>Total Meters</b>		<b>12</b>		<b>47,860</b>	<b>100.00</b>	<b>100.00</b>



PO Box 699  
Newberg, OR 97132

## Credit Memo

Date	Credit No.
4/30/22	3325

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 April 2022. Services included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
4/30/22	Burlington Water District Base Fee	1	2,410.00	2,410.00
4/30/22	Credit card transaction fees	14	3.50	49.00
4/30/22	Receipts this month	-1	20,004.74	-20,004.74
4/30/22	Razib Shishir SDC and estimated construction fee	-1	6,685.00	-6,685.00
	Subtotal for monthly base fee & pass-through customer charges			-24,230.74
	<b>T&amp;M Charges</b>			
4/12/22	Silas Olson - Usage analysis, PWB question about monthly plan, correspondence with Mary Leung.	0.25	94.00	23.50
4/11/22	Silas Olson - Researched and replied to Ed regarding Newberry questions.	0.25	94.00	23.50
4/25/22	Devin Geiger - Loss factor adjustment.	0.25	57.00	14.25
4/27/22	Aaron Olson - Spoke with Brian about service install on Wapato, sent email with information, assisted in locating meter for 12345 NW Harborton	1	68.00	68.00
4/29/22	Jonathan Estrada - Budget mailer.	2.5	40.00	100.00
4/29/22	Eve Elias - Budget mailer.	2.5	40.00	100.00
	Labor Subtotal			329.25
	<b>Reimbursable Expenses:</b>			
4/29/22	Stamps for mailer	211	0.58	122.38
4/30/22	Dan Zimmerman	1	950.00	950.00
4/30/22	Dan Zimmerman - stamps	1	3.16	3.16
	Total Reimbursable Expenses			1,075.54
4/30/22	Markup - 10%	1	107.55	107.55

Thank you for your business.

**Total** - \$22,718.40

**Invoices** \$0.00

**Balance Credit** - \$22,718.40

4:04 PM  
05/15/22  
Cash Basis

**Burlington Water District**  
**Balance Sheet**  
As of April 30, 2022

	<u>Apr 30, 22</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	86,300.07	78,803.11	7,496.96
1004 · OR STATE TREATX POOL-FIRE 4563	80,322.45	72,540.95	7,781.50
1006 · STATE POOL -GEN Savings 3564	195,095.74	104,290.12	90,805.62
1010 · PETTY CASH	30.00	30.00	0.00
<b>Total Checking/Savings</b>	<u>361,748.26</u>	<u>255,664.18</u>	<u>106,084.08</u>
<b>Total Current Assets</b>	<u>361,748.26</u>	<u>255,664.18</u>	<u>106,084.08</u>
<b>TOTAL ASSETS</b>	<u><b>361,748.26</b></u>	<u><b>255,664.18</b></u>	<u><b>106,084.08</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
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	144,806.17	94,495.71	50,310.46
<b>Total Equity</b>	<u>361,778.26</u>	<u>255,694.18</u>	<u>106,084.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>361,748.26</b></u>	<u><b>255,664.18</b></u>	<u><b>106,084.08</b></u>



4:06 PM  
 05/15/22  
 Cash Basis

## Burlington Water District Profit & Loss Budget vs. Actual April 2022

	Apr 22	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4009 · System Development Charges	2,482.00	0.00	2,482.00	100.0%
4002 · WATER SALES	20,004.74	27,806.67	-7,801.93	71.9%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	563.92	5,000.00	-4,436.08	11.3%
4005 · NEW WATER SERVICE/OTHER	4,203.00			
4011 · INTEREST INCOME	142.42	100.00	42.42	142.4%
<b>Total 4000 · INCOME</b>	<b>27,396.08</b>	<b>32,906.67</b>	<b>-5,510.59</b>	<b>83.3%</b>
<b>Total Income</b>	<b>27,396.08</b>	<b>32,906.67</b>	<b>-5,510.59</b>	<b>83.3%</b>
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	49.00	125.00	-76.00	39.2%
5150 · ACCOUNTING	950.00	1,666.67	-716.67	57.0%
5147 · OPERATIONS MANAGEMENT FEE	2,846.80	2,666.67	180.13	106.8%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.67	-41.67	0.0%
5103 · BANK FEES	0.00	16.67	-16.67	0.0%
5111 · ELECTRIC	88.19	125.00	-36.81	70.6%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,666.67	-1,666.67	0.0%
5127 · OFFICE EXPENSE & POSTAGE	125.54	208.33	-82.79	60.3%
5141 · MAINTENANCE	90.00	2,500.00	-2,410.00	3.6%
5142 · WATER PURCHASES	2,780.06	4,166.67	-1,386.61	66.7%
5145 · ENGINEER	0.00	416.67	-416.67	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>6,929.59</b>	<b>14,183.35</b>	<b>-7,253.76</b>	<b>48.9%</b>
<b>Total Expense</b>	<b>6,929.59</b>	<b>14,183.35</b>	<b>-7,253.76</b>	<b>48.9%</b>
<b>Net Ordinary Income</b>	<b>20,466.49</b>	<b>18,723.32</b>	<b>1,743.17</b>	<b>109.3%</b>
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	9,166.67	-9,166.67	0.0%
5200 · CAPITAL OUTLAY	0.00	50,000.00	-50,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>59,166.67</b>	<b>-59,166.67</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-59,166.67</b>	<b>59,166.67</b>	<b>0.0%</b>
<b>Net Income</b>	<b>20,466.49</b>	<b>-40,443.35</b>	<b>60,909.84</b>	<b>-50.6%</b>

4:07 PM

05/15/22

Cash Basis

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

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
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	2,482.00	0.00	2,482.00	100.0%
4001 · Beginning Cash General Fund	0.00	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	235,567.69	273,680.00	-38,112.31	86.1%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	141,370.53	133,000.00	8,370.53	106.3%
4005 · NEW WATER SERVICE/OTHER	5,203.00	0.00	5,203.00	100.0%
4011 · INTEREST INCOME	924.94	1,000.00	-75.06	92.5%
<b>Total 4000 · INCOME</b>	<u>385,548.16</u>	<u>857,680.00</u>	<u>-472,131.84</u>	<u>45.0%</u>
<b>Total Income</b>	<u>385,548.16</u>	<u>857,680.00</u>	<u>-472,131.84</u>	<u>45.0%</u>
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	71,004.00	71,000.00	4.00	100.0%
5152 · CONSULTANTS	393.00	5,000.00	-4,607.00	7.9%
5151 · PROCESSING FEES	728.00	1,250.00	-522.00	58.2%
5150 · ACCOUNTING	12,700.00	16,666.66	-3,966.66	76.2%
5147 · OPERATIONS MANAGEMENT FEE	26,147.80	26,666.66	-518.86	98.1%
5109 · GENERAL OPERATING EXPENSES	0.00	833.34	-833.34	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	416.66	-416.66	0.0%
5103 · BANK FEES	0.05	166.66	-166.61	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	1,042.26	1,250.00	-207.74	83.4%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	6,852.00	6,450.00	402.00	106.2%
5123 · LEGAL	2,860.74	16,666.66	-13,805.92	17.2%
5127 · OFFICE EXPENSE & POSTAGE	1,784.48	2,083.34	-298.86	85.7%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	20,406.82	25,000.00	-4,593.18	81.6%
5142 · WATER PURCHASES	25,955.22	41,666.66	-15,711.44	62.3%
5143 · LEASE FEES	1,714.64	1,600.00	114.64	107.2%
5145 · ENGINEER	0.00	4,166.66	-4,166.66	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<u>171,821.05</u>	<u>221,283.30</u>	<u>-49,462.25</u>	<u>77.6%</u>
<b>Total Expense</b>	<u>171,821.05</u>	<u>221,283.30</u>	<u>-49,462.25</u>	<u>77.6%</u>
<b>Net Ordinary Income</b>	<u>213,727.11</u>	<u>636,396.70</u>	<u>-422,669.59</u>	<u>33.6%</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	91,666.66	-91,666.66	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	200,000.00	-200,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<u>0.00</u>	<u>200,000.00</u>	<u>-200,000.00</u>	<u>0.0%</u>
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	7,500.00	-7,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.12	31,775.00	-1.88	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
<b>Total 5300 · DEBT SERVICE</b>	<u>68,920.94</u>	<u>76,425.00</u>	<u>-7,504.06</u>	<u>90.2%</u>
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
<b>Total 7000.1 · FIRE FUND</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Other Expense</b>	<u>68,920.94</u>	<u>368,091.66</u>	<u>-299,170.72</u>	<u>18.7%</u>
<b>Net Other Income</b>	<u>-68,920.94</u>	<u>-368,091.66</u>	<u>299,170.72</u>	<u>18.7%</u>
<b>Net Income</b>	<u><u>144,806.17</u></u>	<u><u>268,305.04</u></u>	<u><u>-123,498.87</u></u>	<u><u>54.0%</u></u>

4:08 PM

05/15/22

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	2,482.00	0.00	2,482.00	100.0%
4001 · Beginning Cash General Fund	0.00	150,000.00	-150,000.00	0.0%
4002 · WATER SALES	235,567.69	333,680.00	-98,112.31	70.6%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	141,370.53	142,000.00	-629.47	99.6%
4005 · NEW WATER SERVICE/OTHER	5,203.00	0.00	5,203.00	100.0%
4011 · INTEREST INCOME	924.94	1,200.00	-275.06	77.1%
<b>Total 4000 · INCOME</b>	<b>385,548.16</b>	<b>926,880.00</b>	<b>-541,331.84</b>	<b>41.6%</b>
<b>Total Income</b>	<b>385,548.16</b>	<b>926,880.00</b>	<b>-541,331.84</b>	<b>41.6%</b>
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	71,004.00	142,000.00	-70,996.00	50.0%
5152 · CONSULTANTS	393.00	6,000.00	-5,607.00	6.6%
5151 · PROCESSING FEES	728.00	1,500.00	-772.00	48.5%
5150 · ACCOUNTING	12,700.00	20,000.00	-7,300.00	63.5%
5147 · OPERATIONS MANAGEMENT FEE	26,147.80	32,000.00	-5,852.20	81.7%
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	0.05	200.00	-199.95	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	1,133.77	1,500.00	-366.23	75.6%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	6,852.00	6,450.00	402.00	106.2%
5123 · LEGAL	2,860.74	20,000.00	-17,139.26	14.3%
5127 · OFFICE EXPENSE & POSTAGE	1,784.48	2,500.00	-715.52	71.4%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	20,406.82	30,000.00	-9,593.18	68.0%
5142 · WATER PURCHASES	28,728.00	50,000.00	-21,272.00	57.5%
5143 · LEASE FEES	1,714.64	1,600.00	114.64	107.2%
5145 · ENGINEER	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>174,685.34</b>	<b>320,650.00</b>	<b>-145,964.66</b>	<b>54.5%</b>
<b>Total Expense</b>	<b>174,685.34</b>	<b>320,650.00</b>	<b>-145,964.66</b>	<b>54.5%</b>
<b>Net Ordinary Income</b>	<b>210,862.82</b>	<b>606,230.00</b>	<b>-395,367.18</b>	<b>34.8%</b>
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%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>300,000.00</b>	<b>-300,000.00</b>	<b>0.0%</b>
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	7,500.00	-7,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.12	31,775.00	-1.88	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
<b>Total 5300 · DEBT SERVICE</b>	<b>68,920.94</b>	<b>76,425.00</b>	<b>-7,504.06</b>	<b>90.2%</b>
7000.1 · FIRE FUND				
7100.1 · Materials & Services-Fire Serv	0.00	0.00	0.00	0.0%
<b>Total 7000.1 · FIRE FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>68,920.94</b>	<b>486,425.00</b>	<b>-417,504.06</b>	<b>14.2%</b>
<b>Net Other Income</b>	<b>-68,920.94</b>	<b>-486,425.00</b>	<b>417,504.06</b>	<b>14.2%</b>
<b>Net Income</b>	<b>141,941.88</b>	<b>119,805.00</b>	<b>22,136.88</b>	<b>118.5%</b>

Burlington Water District

5/15/2022 4:09 PM

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

From 05/01/2022 through 05/31/2022

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/17/2022	AUTOP...	PGE	5100 - GENERAL OP...	electricity	91.51			86,208.56
05/24/2022	AUTOP...	CITY OF PORTLAND	5100 - GENERAL OP...	April 2022 Wat...	2,772.78			83,435.78

# 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

Thursday, April 21, 2022

6:15 pm

Due to the current health emergency resulting from the COVID-19 pandemic, this meeting being held by GoToMeeting videoconference.

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

<https://global.gotomeeting.com/join/400720501>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code:** 400-720-501

## AGENDA

**Call Meeting to Order by Ron Yann at 6:18.**

**Announce Board members present to establish quorum for meeting:** Ron Yann, chair; Lauren Golar, webmaster; Dan Johnson, budget committee chair; Susie Hasty, secretary; Dan Zimmerman, bookkeeper.

Note: Ron will be gone the month of May, missing the May 18<sup>th</sup> board meeting.

**Public Comment:** Brian Candito, Burlington resident submitted a request through Hiland for the price for 1 connection and for 4 connections to his property on Wapato Rd. but BWD board has not been notified of this request. Dan J. reported that a single line will likely cost \$3500.00.

Brian can be contacted at [canditob@gmail.com](mailto:canditob@gmail.com)

**ACTION:** Ron will follow-up with Hiland to obtain the cost for 1 and 4 connections and will get back to Brian.

**Guest:** Ed Hodges PE Curran-McLeod, Safe Drinking Water Revolving Loan Fund Application for the Riverview project has been approved (\$30K). Next step is Ron to sign contract, then review project, submit a design for review and approval. We will need an environmental review. Likely 4-5 months before ground breaking. Actual construction estimated to take 2-4 weeks. Project funding and expenditures to take place next fiscal year (after July 1, 2022). Ron has reviewed documents for the Riverview loan, including the contract, signature card, deposit option and ordinance for resolution. disbursement schedule, and IRS form W-9. Opinion of legal counsel has been forwarded to Laura (lawyer).

**ACTION:** Resolution Number 20/21-05 authorizing Ron to sign the contract passed conditionally with Ron's rewording of timing of notification to customers. TSCC contacted for clarification.

Dan J. moved and Lauren G. seconded, motion passed unanimously.

# 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/>

Newberry variance/annex discussed. Estimate \$500.00 for Ed to review property line and sizing of line should there be a build out in the future. Ed would provide recommendation for line sizing and budget build out cost estimate of project. Ed recommends 4" line for these 3 homes to come into district. Ron will present the Newberry residents with option to have Ed perform engineering review.

## Water Operator's Report from Hiland (no representative present):

- a. **Monthly overview:**
- b. **Update on leak detection/repair:**
- c. **Possible meter replacement:**
- d. **Chlorine residual monitoring:**
- e. **Customer issues?**
- f. **Billing adjustments?**
- g. **New service request update:**

## Bookkeeper/Office Manager's Report:

### Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Water loss steady at 26.81%. Question about charges for "new service" connection. Approx. \$5K charge went to BWD but the understanding was this the hook-up charge would go to the customer.  
**ACTION:** Ron will contact Hiland to clarify charges.
- b. Monthly budget statements: Reviewed balance sheet; budget vs. actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Budget projections remain on track.
- d. Board approval to pay bills as presented:  
**ACTION:** Dan J. and Lauren G. seconded, motion passed unanimously
- e. Approval of March Board Meeting minutes as submitted:  
**ACTION:** Lauren G. moved and Dan J. seconded, motion passed unanimously.

### Budget Committee portion of meeting:

Second Reading of the Rate Increase Ordinance:

**ACTION:** Dan J. moved that in lieu of reading the rate increase out loud that the ordinance be included with the minutes. Lauren G. seconded, motion passed unanimously.

Dan Johnson reviewed proposed budget from last meeting. Opened for public comment, no comment given.

**ACTION:** Dan J. motioned to amend budget to bring the loan proceeds and expenditures from 2021/22 to 2022/23 budget year. Susie H. second, motion passed unanimously.

# 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:** Dan J. moved that we update the loan details to reflect that \$40,000 of the loan, not \$150,000 of the loan is forgivable. Lauren G. seconded, motion passed unanimously.

**ACTION:** Dan J. moved that we amend the budget to reflect appropriate loan payments for the higher amount borrowed than originally estimated for 2021/22 budget year. Susie H. seconded, motion passed unanimously.

**NOTE:** The Public Hearing of revised LB1 will take place at the May 18<sup>th</sup> meeting. A mailing to BWD residents will be sent prior to the meeting.

## **Administrative Reports:**

- a. Update – Safe Drinking Water Revolving Loan Fund Application reviewed above.
- b. Update – Newberry Road petition for variance to join District. Ron proposed to submit to Newberry road folks the option to pay \$500.00 for Ed's professional engineering fee (discussed above) plus cost for 4" line.

## **As necessary:**

Dan Zimmerman received 2 large boxes of paperwork from Ed Hodges containing historical documents regarding work done by engineers. Ed offered to pick-up the boxes and store for us. Board agreed to ask Ed to retrieve documents from Dan Z.

## **Adjournment:**

Susie H. moved meeting be adjourned, Lauren G. seconded, motion passed unanimously.  
Meeting Adjourned at 7:32pm.

**Next Board Meeting:** Thursday, May 18, 2022, at 6:15pm.

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

Susan Hasty,  
Recording Secretary

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Burlington Water District will be held on May 18, 2022, at 6:15 pm via online Go ToMeeting web platform due to Covid 19 social distancing restrictions. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the Burlington Water District Budget Committee and as amended by the board because the district received debt proceeds after the budget was approved. A summary of the budget, as amended, is presented below. A copy of the budget may be inspected or obtained at <https://burlingtonwater.specialdistrict.org>. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Daniel Johnson Telephone: 503-310-4540 Email: dan.johnson.bwd@gmail.com

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount 2020-2021</b>	<b>Adopted Budget This Year 2021-2022</b>	<b>Amended Budget Next Year 2022-2023</b>
Beginning Fund Balance/Net Working Capital	161,168	150,000	175,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	245,643	333,680	286,000
Federal, State & all Other Grants, Gifts, Allocations & Donations	0	150,000	0
Revenue from Bonds and Other Debt	0	150,000	274,650
Interfund Transfers / Internal Service Reimbursements	1,556	0	0
All Other Resources Except Current Year Property Taxes	0	1,200	41,200
Current Year Property Taxes Estimated to be Received	142,024	142,000	145,000
<b>Total Resources</b>	<b>550,390</b>	<b>926,880</b>	<b>921,850</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	0	0	0
Materials and Services	264,527	320,650	314,550
Capital Outlay	0	300,000	314,650
Debt Service	68,921	76,425	78,425
Interfund Transfers	0	0	0
Contingencies	0	110,000	214,225
Unappropriated Ending Balance and Reserved for Future Expenditure	216,942	119,805	0
<b>Total Requirements</b>	<b>550,390</b>	<b>926,880</b>	<b>921,850</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM</b>			
<b>Name of Organizational Unit or Program FTE for that unit or program</b>			
Water Utility Program	128,827	478,650	484,200
FTE	0.5	0.0	0.0
Fire Protection Program	135,700	142,000	145,000
FTE	0.0	0.0	0.0
Not Allocated to Organizational Unit or Program	285,863	306,230	292,650
FTE	0.0	0.0	0.0
<b>Total Requirements</b>	<b>550,390</b>	<b>926,880</b>	<b>921,850</b>
<b>Total FTE</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**  
 For 2022-2023, Burlington Water District is expecting to implement a \$6 rate increase to the fixed based charge only. The capital projects revenues & expenditures budgeted in FY21-22 were delayed and is now been secured and reflected in FY22-23 budget. Debt Service projection was updated to reflect the newly known estimate of debt financing verses grant proceeds.

<b>PROPERTY TAX LEVIES</b>			
	<b>Rate or Amount Imposed 2020-2021</b>	<b>Rate or Amount Imposed This Year 2021-22</b>	<b>Rate or Amount Approved Next Year 2022-2023</b>
Permanent Rate Levy (rate limit 3.4269 per \$1,000)	\$3.4269/\$1,000	\$3.4269/\$1,000	\$3.4269/\$1,000
Local Option Levy			
Levy For General Obligation Bonds			

<b>STATEMENT OF INDEBTEDNESS</b>		
<b>LONG TERM DEBT</b>	<b>Estimated Debt Outstanding on July 1.</b>	<b>Estimated Debt Authorized, But Not Incurred on July 1</b>
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$1,363,782	\$0
<b>Total</b>	<b>\$1,363,782</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.



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/>

**RESOLUTION 20/21-03**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of the Burlington Water District hereby adopts the budget for fiscal year 2022-23 in the total amount of \$607,200. This budget is now on file at the Burlington Water District website ([burlingtonwater.specialdistrict.org](https://burlingtonwater.specialdistrict.org)) and at Hiland Water Corporation (Manager for Burlington Water District).

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<b>GENERAL FUND</b>	
Water Utility Program	\$ 219,550
Fire Protection Program	\$ 145,000
Not Allocated to a Program:	
Debt Service	\$ 76,425
Operating Contingency	\$ 110,000
Total – General Fund	<u>\$ 550,975</u>
Total APPROPRIATIONS, All Funds . . . .	\$ 550,975
Total Unappropriated and Reserve Amounts, All Funds . . . .	\$ 56,225
TOTAL ADOPTED BUDGET . . . .	<u>\$ 607,200</u>

**RESOLUTION IMPOSING AND CATEGORIZING THE TAX**

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023 at the rate of \$3.4269 per \$1,000 of assessed value for permanent rate tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and within the General Government limitation.

Dated this 21st Day of April, 2022  
BURLINGTON WATER DISTRICT

BY \_\_\_\_\_  
Ron Yann  
Chairperson

BY \_\_\_\_\_  
Susie Hasty  
Secretary

## **CONTRACT FOR PROFESSIONAL SERVICES PROVIDED BY**

Daniel Zimmerman  
38468 Maple St  
Sandy, OR 97055

Hiland Water Corp.  
PO Box 699  
Newberg, OR 97132

June 13, 2022

DANIEL ZIMMERMAN (Zimmerman) will provide services to HILAND WATER CORP. (Hiland) according to the terms outlined below:

### **SERVICES & RESPONSIBILITIES**

Zimmerman will provide bookkeeping services for Burlington Water District (a client of Hiland), including generation of monthly financial reports, maintenance of the general ledger, completion of required financial filings, completion of quarterly Oregon payroll reports, and printing checks for bill payment including PGE, Portland Water Bureau, Alexin Analytical, annual payment to the Fire District, revolving loan payments, and other expenses incurred by Burlington Water District. These services will be considered services provided as part of the Base Monthly Fee.

Zimmerman will attend Burlington Water District budget meetings, if required. A Meeting Attendance Fee will be charged for each meeting attended.

Zimmerman will provide additional support services, including facilitation of audits, assisting with the district budget, monitoring district email, and other duties as requested. These services requested by Hiland or the Burlington Board of Directors are not detailed as part of the Base Monthly Fee, Annual Fee, or Meeting Attendance Fee will be compensated on an hourly basis.

### **COMPENSATION**

The Base Monthly Fee will be \$450.00.

The Meeting Attendance Fee will be \$100.00

The rate for hourly services will \$50.00 per hour.

### **TERM & SCHEDULE**

This contract will be in effect beginning July 1, 2022 and will be in effect until June 30, 2023. This agreement may subsequently be renewed on an annual basis with consent of both parties.

Agreed upon by the undersigned, representing DANIEL ZIMMERMAN and HILAND WATER CORP.:

DANIEL ZIMMERMAN

HILAND WATER CORP.

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

RESOLUTION NUMBER 20/21-05

**RESOLUTION OF THE BURLINGTON WATER DISTRICT  
AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND  
BY ENTERING INTO A FINANCING CONTRACT  
WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

The Board of Directors, the Governing Body of the Burlington Water District (the "Recipient") finds:

A. The Recipient is a community water system as defined in Oregon Administrative Rule 123-049-0010.

B. The Safe Drinking Water Act Amendments of 1996, Pub.L. 104-182, as amended (the "Act"), authorize any community or nonprofit non-community water system to file an application with the Oregon Infrastructure Finance Authority of the Oregon Business Development Department ("OBDD") to obtain financial assistance from the Safe Drinking Water Revolving Loan Fund.

C. The Recipient has filed an application with the OBDD to obtain financial assistance for a "safe drinking water project" within the meaning of the Act, and the OBDD has approved the Recipient's application for financial assistance.

D. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, number S22014, substantially in the form attached hereto as Exhibit 1. The project is described in Exhibit C to that Financing Contract (the "Project").

E. Notice relating to the Recipient's consideration of the adoption of this Resolution will be published in full accordance with the Recipient's charter and laws for public notification.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Recipient as follows:

1. Financing Loan Authorized. The Governing Body authorizes the Chairman to execute the Financing Contract (the "Financing Documents") and such other documents as may be required to obtain financial assistance including a loan from the OBDD on the condition that the principal amount of the loan from the OBDD to the Recipient is not more than \$314,650, with \$40,000 eligible for principal forgiveness if contract conditions are met] and the interest rate is not more than 1.58%. The proceeds of the loan from the OBDD must be applied solely to the "Costs of the Project" as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4 of the Financing Contract and the Oregon Revised Statutes Section 285A.213(5) which include:

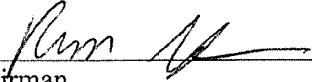
- (a) Revenue from Recipient's water system, including special assessment revenue;
- (b) Amounts withheld under subsection 285A.213(6);
- (c) The general fund of the Recipient;
- (d) Any combination of sources listed in paragraphs (a) to (c) of this subsection; or
- (e) Any other source.

3. Additional Documents. The Chairman is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the OBDD for the Project pursuant to the Financing Documents.

4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The Chairman of the Recipient may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the OBDD or their bond counsel to protect the tax-exempt status of such interest.

DATED this 21st day of April, 2022.

BURLINGTON WATER DISTRICT

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary