

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

Tuesday, December 20, 2022

6:15 PM (PST)

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

<https://meet.goto.com/457638781>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 457-638-781

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:

Guest: Insurance broker Rich Allison, of Parkside Agency, will present the insurance renewal and field any questions the board might have regarding the rates or coverages.

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

- a. Monthly overview
- b. Update on leak detection/repair
- c. Chlorine residual monitoring
- d. Customer issues?
- e. Billing adjustments?
- f. Update: Newberry Road annexation cost estimate

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports
- b. Monthly budget statements
- c. Monthly budget expenditure review
- d. Special Districts Association of Oregon (SDAO) Conference February 9-12, 2023: Free registration has been extended to a member of the board. Option to attend the remote conference or in person at the Sunriver location. If in person the board will need to approve

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/>

expenditures. Historically, these conferences have offered good information for elected officials.

Consent Agenda:

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

Administrative Reports:

- a. Update – Newberry Road annexation
- b. Update – Riverview Project
- c. Update – BWD Master Plan
- d. Update – Water meter grant

BWD 22-23 Budget:

- a. Elect budget officer for 22-23 budget process
- b. Budget preparation discussion and review of schedule

New Business:

Announcements:

Adjournment:

Next Board Meeting: Wednesday, January 18, 2023, at 6:15pm.

Location: Meeting to be held by GoToMeeting videoconference.

Burlington Water District
 Agent: Parkside Insurance

Policy Year: 01/01/23 to 12/31/23

Schedule of Property Values - Section 1 Update Form

Personal Property and Structure values are subject to change due to a trend factor that awaits approval from reinsurers. Please see the Property Update Memo for detailed information.

Premises: District Property											
Covered Property: Storage Building						Coverage Class: Building					
Unique ID:	54282P112404W					Address:	14900 NW Mill Rd Portland OR, 97231				
Loc. Code	0	Appraiser		Year Built	2007	Equip. Break. Cov.	No	Flood Zone *		Valuation	Replacement
Vacant (Y/N)	No	App. Date		Sq. Footage	160	Flood Cov.	Yes	Eff. Date	1/1/2023	Structure Value **	\$3,386.29
Protect. Class	9	App. Code		# of Stories	1	Earthquake Cov.	Yes	Deductible	\$250	Personal Prop. Value **	\$3,950.92
Const. Class	FIRE RESISTIVE					Comments		Contribution	\$20	Total Value	\$7,337.21
						Premises Total:		Contribution	\$20	Total Value	\$7,337.21

Premises: Pumping Station											
Covered Property: Pumping Station						Coverage Class: Scheduled Outdoor Property					
Unique ID:	54282P7349					Address:	N Side Hwy 30 near Harborlon Dr Portland OR, 97231				
Loc. Code	0	Appraiser	CBIZ	Year Built	1930	Equip. Break. Cov.	No	Flood Zone *	C	Valuation	Replacement
Vacant (Y/N)	No	App. Date	10/22/2020	Sq. Footage	72	Flood Cov.	Yes	Eff. Date	1/1/2023	Structure Value **	\$282,880.00
Protect. Class	9	App. Code	01-01	# of Stories	1	Earthquake Cov.	Yes	Deductible	\$250	Personal Prop. Value **	\$0.00
Const. Class	FIRE RESISTIVE					Comments	Please upload photo to the web				
						Premises Total:		Contribution	\$759	Total Value	\$282,880.00

Premises: Reservoir											
Covered Property: New Reservoir and retainer wall						Coverage Class: Scheduled Outdoor Property					
Unique ID:	54282P10364					Address:	Up the hill behind 16635 NW Wapato Drive Portland OR, 97231				
Loc. Code	0	Appraiser	CBIZ	Year Built	2014	Equip. Break. Cov.	No	Flood Zone *		Valuation	Replacement
Vacant (Y/N)	No	App. Date	11/20/2015	Sq. Footage	1	Flood Cov.	Yes	Eff. Date	1/1/2023	Structure Value **	\$999,057.15
Protect. Class	9	App. Code	02-01	# of Stories	1	Earthquake Cov.	Yes	Deductible	\$250	Personal Prop. Value **	\$0.00
Const. Class	MASONRY NONCOMBUSTIBLE					Comments	Please upload photo to the web				
						Premises Total:		Contribution	\$2,949	Total Value	\$999,057.15

* Flood Zones shown on the Schedule of Property Values are an estimate provided by the member, the insurance agent, or an independent appraiser. They are not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, and not by the estimated flood zone indicated on this Schedule. Please obtain NFIP coverage for any location where you question whether or not it is in an SFHA.

**Values are subject to change due to a trend factor that awaits approval from reinsurers. Please see the Property Update Memo for details.

Total Structure Value	\$1,285,323.44
Total Personal Property Value	\$3,950.92
Total Value	\$1,289,274.36
Total Contribution	\$3,727

Construction Class Options	Valuation Options	Protection Class Description
Fire Resistive	Actual Cash Value	Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.
Modified Fire Resistive	Replacement	
Masonry Noncombustible	Stated Amount	
Noncombustible		
Joisted Masonry		
Frame		



Hiland Water Operator's Report

November 2022

This report is furnished by Hiland Water and outlines the operations during November 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
22320372	UI/UX	11/01/22 14:22:59	CURRAN-MCLEOD		RIVERVIEW	PORTLAND
22320373	UI/UX	11/01/22 14:23:42	CURRAN-MCLEOD	14200	RIVERVIEW	PORTLAND
22322693	UI/UX	11/03/22 13:49:02	PORTLAND GENERAL ELECTRIC	14900	MILL	PORTLAND
22339891	UI/UX	11/23/22 10:32:31	HILAND WATER		SAINT HELENS	PORTLAND
22341465	UI/UX	11/28/22 13:11:11	SHANNON AND WILSON	12800	MARINA	PORTLAND

- Compliance/Testing
 - The coliform sample taken in November showed no presence of coliform or e coli.
- Other notes from the field
 - Nighttime leak detection took place on the evening on November 1. Nothing notable was discovered other than a few broken customer shut off valves that needs to be replaced.
 - Aaron completed firmware repairs to the Mission units.
 - Prep work around utility locates for the 2" line replacement was completed.

- Notes from Office

- Surcharges were applied in November to homes served through the Logie Trail and Chestnut meters. Charges for water loss over 10% were divided evenly in both cases.
- Account 2489: Missed a month, is working on getting caught up.
- Account 2531: Paid in full
- Account 2551: Paid in full
- Account 2563: Payment of \$111.64 made in December. Mis-read meter issue and a late customer move out has made this account late, new customer working on getting caught up.
- Account 2568: Scheduled for disconnection in December.
- Account 2577: Waiting on final payment from previous tenant. Working with new tenant to pay their portion.
- Account 3343: New service set up in September, will speak with Bryan to make sure he pays the base fee since he is not using water currently.

12/1/2022

9:42:36AM

Reprinted for: 11/30/2022

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	907,400 Gallons
Water Sold This Month	690,600 Gallons
Water Loss	216,800 Gallons
Water Loss (%)	23.89 %

	Amount (\$)	# Of Accounts
Total Water	23,750.15	116
Total Late Charge	3.12	2
Total Adjustments	34.10	58
Total Road Surcharge	254.13	1
Total Credit Card Chrg	38.50	9
Total Current Charges	24,080.00	116
<hr/>		
Amount Past Due 1-30 Days	8,795.97	22
Amount Past Due 31-60 Days	1,481.07	7
Amount Past Due Over 60 Days	208.03	2
Amount Of Overpayments/Prepayments	-3,585.27	16
Total Receivables	30,979.80	112

Total Receipts On Account	23,630.80	101
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	
Turned Off Accounts (Amount Owed)	0.00	1
Collection Accounts (Amount Owed)	0.00	1
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	5,755	120
Average Water Charge For Active Meters	204.74	116

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		3	216,470	31.35	24.50
40,001-50,000		2	85,870	12.43	15.25
30,001-40,000		0	0	0.00	0.00
20,001-30,000		2	44,960	6.51	3.99
10,001-20,000		5	72,640	10.52	9.94
8,001-10,000		2	17,050	2.47	1.62
6,001-8,000		5	32,990	4.78	2.75
4,001-6,000		17	78,320	11.34	9.79
2,001-4,000		40	105,890	15.33	16.99
1-2,000		37	36,410	5.27	13.22
Zero Usage		7	0	0.00	1.95
Total Meters		120	690,600	100.00	100.00

12/1/2022

9:43:02AM

Reprinted for: 11/30/2022

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	24,910 Gallons
Water Sold This Month	22,060 Gallons
Water Loss	2,850 Gallons
Water Loss (%)	11.44 %

	Amount (\$)	# Of Accounts
Total Water	986.41	8
Total Adjustments	0.43	8
Total Credit Card Charg	7.00	2
Total Current Charges	993.84	8

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	-6.39	2
Total Receivables	987.45	8

Total Receipts On Account	1,038.22	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	2,758	8
Average Water Charge For Active Meters	123.30	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		1	7,030	7,030	31.87	19.05
4,001-6,000		1	4,560	4,560	20.67	15.05
2,001-4,000		2	5,910	5,910	26.79	25.29
1-2,000		4	4,560	4,560	20.67	40.61
Zero Usage		0		0	0.00	0.00
Total Meters		8		22,060	100.00	100.00

12/1/2022

9:43:40AM

Reprinted for: 11/30/2022

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	37,250 Gallons
Water Sold This Month	33,880 Gallons
Water Loss	3,370 Gallons
Water Loss (%)	9.05 %

	Amount (\$)	# Of Accounts
Total Water	1,464.13	12
Total Adjustments	-0.05	7
Total Credit Card Charge	10.50	2
Total Current Charges	1,474.58	12

Amount Past Due 1-30 Days	0.13	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-238.68	3
Total Receivables	1,236.03	10

Total Receipts On Account	2,265.05	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	2,823	12
Average Water Charge For Active Meters	122.01	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		0	0		0.00	0.00
6,001-8,000		0	0		0.00	0.00
4,001-6,000		3	14,960		44.16	31.81
2,001-4,000		5	13,990		41.29	40.48
1-2,000		4	4,930		14.55	27.71
Zero Usage		0	0		0.00	0.00
Total Meters		12	33,880		100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
11/30/22	3614

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
11/30/22	Dan Zimmerman	1	814.00	814.00
11/30/22	Dan Zimmerman - postage	1	6.31	6.31
	Total Reimbursable Expenses			820.31
11/30/22	Markup - 10%	1	82.03	82.03

Total		- \$17,149.46
Invoices		\$0.00
Balance Credit		- \$17,149.46



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
11/30/22	3614

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 in November 2022. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
11/30/22	Burlington Water District Base Fee	1	2,660.00	2,660.00
11/30/22	Credit card transaction fees	22	3.50	77.00
11/30/22	Disconnection fees	2	60.00	120.00
11/30/22	Collection fees	1	35.00	35.00
11/30/22	Activation fees	1	30.00	30.00
	Receipts this month	-1	23,630.80	-23,630.80
	Subtotal for monthly base fee & pass-through customer charges			-20,708.80
	T&M Charges			
11/1/22	Curtis Olson - Night time leak detection.	9.5	78.00	741.00
11/1/22	Matt Thompson - Night time leak detection.	9.5	78.00	741.00
11/8/22	Curtis Olson - Worked on mapping results of leak detection.	1	65.00	65.00
11/9/22	Aaron Olson - Met with Bryan about potential service provided to property for sale.	1.5	80.00	120.00
11/15/22	Aaron Olson - Board meeting.	2.25	80.00	180.00
11/16/22	Aaron Olson - Troubleshoot Mission, set up shipping for new firmware, marked locates for line replacement, checked on battery on Mission at booster station, emailed Ed, looked at install options for Hwy 30.	5	80.00	400.00
11/16/22	Service Truck	4.5	20.00	90.00
11/23/22	Aaron Olson - Emailed Brian board's decision about water service, called in locates to plan around Hwy 30 line replacement, emailed Linescape for estimate on project, emailed update to Ed and info about other projects.	1	80.00	80.00
11/30/22	Aaron Olson - Replaced firmware chips in Mission units, looked over locates for 2" line replacement plan.	3	80.00	240.00
	Labor, Equipment, and Mileage Subtotal			2,657.00
	Reimbursable Expenses:			

Total

Invoices

Balance Credit

11:26 PM
 12/15/22
 Cash Basis

Burlington Water District
Profit & Loss Budget vs. Actual
 November 2022

	Nov 22	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	23,630.80	20,000.00	3,630.80	118.2%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	52,005.49	90,000.00	-37,994.51	57.8%
4011 · INTEREST INCOME	652.48	100.00	552.48	652.5%
Total 4000 · INCOME	76,288.77	110,100.00	-33,811.23	69.3%
Total Income	76,288.77	110,100.00	-33,811.23	69.3%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	302.19	400.00	-97.81	75.5%
5151 · PROCESSING FEES	262.00	125.00	137.00	209.6%
5150 · ACCOUNTING	814.00	1,200.00	-386.00	67.8%
5147 · OPERATIONS MANAGEMENT FEE	2,742.03	2,916.00	-173.97	94.0%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.66	-16.66	0.0%
5111 · ELECTRIC	104.87	140.00	-35.13	74.9%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	479.50	1,250.00	-770.50	38.4%
5127 · OFFICE EXPENSE & POSTAGE	6.31	208.33	-202.02	3.0%
5141 · MAINTENANCE	3,903.80	2,916.66	987.14	133.8%
5142 · WATER PURCHASES	2,782.76	2,400.00	382.76	115.9%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	2,208.75	416.66	1,792.09	530.1%
Total 5100 · GENERAL OPERATING EXPENSES	13,606.21	12,114.30	1,491.91	112.3%
Total Expense	13,606.21	12,114.30	1,491.91	112.3%
Net Ordinary Income	62,682.56	97,985.70	-35,303.14	64.0%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	17,852.08	-17,852.08	0.0%
5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	9,500.00	-9,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.15	31,775.00	-1.85	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.97	78,425.00	-9,504.03	87.9%
Total Other Expense	68,920.97	96,277.08	-27,356.11	71.6%
Net Other Income	-68,920.97	-96,277.08	27,356.11	71.6%
Net Income	-6,238.41	1,708.62	-7,947.03	-365.1%

11:28 PM
 12/15/22
 Cash Basis

Burlington Water District
Profit & Loss Budget vs. Actual
 July through November 2022

	Jul - Nov 22	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	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	126,558.32	115,000.00	11,558.32	110.1%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	53,394.72	92,000.00	-38,605.28	58.0%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	2,252.70	500.00	1,752.70	450.5%
Total 4000 · INCOME	186,663.61	382,500.00	-195,836.39	48.8%
Total Income	186,663.61	382,500.00	-195,836.39	48.8%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	302.19	2,200.00	-1,897.81	13.7%
5151 · PROCESSING FEES	496.50	625.00	-128.50	79.4%
5150 · ACCOUNTING	8,092.00	7,200.00	892.00	112.4%
5147 · OPERATIONS MANAGEMENT FEE	15,211.18	14,588.00	623.18	104.3%
5109 · GENERAL OPERATING EXPENSES	263.70	416.69	-152.99	63.3%
5102 · ADVERTISING/COLLECTIONS	0.00	208.38	-208.38	0.0%
5103 · BANK FEES	0.00	83.38	-83.38	0.0%
5111 · ELECTRIC	570.57	720.00	-149.43	79.2%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	229.00	0.00	229.00	100.0%
5123 · LEGAL	3,068.79	6,250.00	-3,181.21	49.1%
5127 · OFFICE EXPENSE & POSTAGE	1,529.49	1,041.69	487.80	146.8%
5141 · MAINTENANCE	12,582.66	14,583.38	-2,000.72	86.3%
5142 · WATER PURCHASES	10,547.10	15,716.66	-5,169.56	67.1%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	2,208.75	2,083.38	125.37	106.0%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	55,107.92	65,716.56	-10,608.64	83.9%
Total Expense	55,107.92	65,716.56	-10,608.64	83.9%
Net Ordinary Income	131,555.69	316,783.44	-185,227.75	41.5%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	89,260.44	-89,260.44	0.0%
5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	9,500.00	-9,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.15	31,775.00	-1.85	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.97	78,425.00	-9,504.03	87.9%
Total Other Expense	68,920.97	167,685.44	-98,764.47	41.1%
Net Other Income	-68,920.97	-167,685.44	98,764.47	41.1%
Net Income	62,634.72	149,098.00	-86,463.28	42.0%

11:35 AM
 12/18/22
 Cash Basis

Burlington Water District
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	274,650.00	-274,650.00	0.0%
4013 · Grant Proceeds	0.00	40,000.00	-40,000.00	0.0%
4009 · System Development Charges	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	175,000.00	-175,000.00	0.0%
4002 · WATER SALES	126,558.32	286,000.00	-159,441.68	44.3%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	53,394.72	145,000.00	-91,605.28	36.8%
4005 · NEW WATER SERVICE/OTHER	4,457.87			
4011 · INTEREST INCOME	2,252.70	1,200.00	1,052.70	187.7%
Total 4000 · INCOME	186,663.61	921,850.00	-735,186.39	20.2%
Total Income	186,663.61	921,850.00	-735,186.39	20.2%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	145,000.00	-145,000.00	0.0%
5152 · CONSULTANTS	302.19	5,000.00	-4,697.81	6.0%
5151 · PROCESSING FEES	496.50	1,500.00	-1,003.50	33.1%
5150 · ACCOUNTING	8,092.00	22,000.00	-13,908.00	36.8%
5147 · OPERATIONS MANAGEMENT FEE	15,211.18	35,000.00	-19,788.82	43.5%
5109 · GENERAL OPERATING EXPENSES	263.70	1,000.00	-736.30	26.4%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.00	200.00	-200.00	0.0%
5111 · ELECTRIC	675.97	1,700.00	-1,024.03	39.8%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	229.00	8,000.00	-7,771.00	2.9%
5123 · LEGAL	3,068.79	15,000.00	-11,931.21	20.5%
5127 · OFFICE EXPENSE & POSTAGE	1,661.53	2,500.00	-838.47	66.5%
5141 · MAINTENANCE	12,582.66	35,000.00	-22,417.34	36.0%
5142 · WATER PURCHASES	12,946.94	35,000.00	-22,053.06	37.0%
5143 · LEASE FEES	1,847.54	1,750.00	97.54	105.6%
5145 · ENGINEER	4,668.75	5,000.00	-331.25	93.4%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	62,052.74	314,550.00	-252,497.26	19.7%
Total Expense	62,052.74	314,550.00	-252,497.26	19.7%
Net Ordinary Income	124,610.87	607,300.00	-482,689.13	20.5%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	214,225.00	-214,225.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	314,650.00	-314,650.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	314,650.00	-314,650.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	9,500.00	-9,500.00	0.0%
5300.1 · Repayment of IFA Loan Debt	31,773.15	31,775.00	-1.85	100.0%
5300.2 · REPAY OF OREGON LOAN DEBT	37,147.82	37,150.00	-2.18	100.0%
Total 5300 · DEBT SERVICE	68,920.97	78,425.00	-9,504.03	87.9%
Total Other Expense	68,920.97	607,300.00	-538,379.03	11.3%
Net Other Income	-68,920.97	-607,300.00	538,379.03	11.3%
Net Income	55,689.90	0.00	55,689.90	100.0%

Burlington Water District

12/18/2022 11:32 AM

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

From 12/01/2022 through 12/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/15/2022	AUTOP...	PGE	5100 · GENERAL OP...	electricity	105.40		60,132.54
12/20/2022	3561	PORTLAND & WES...	-split-	2 ANNUAL A...	1,847.54		58,285.00
12/20/2022	3562	OAWU	5100 · GENERAL OP...	Membership R...	132.04		58,152.96
12/20/2022	3563	CURRAN-McLEOD...	-split-	INV: 22.11-10...	2,460.00		55,692.96
12/23/2022	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	November 202...	2,399.84		53,293.12

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
Tuesday, November 15, 2022
6:15 PM - 8:45 PM (PST)

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

<https://meet.goto.com/608660309>

You can also dial in using your phone.

United States: +1 (312) 757-3121

Access Code: 608-660-309

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

Minutes

Meeting called to Order by Ron Yann at 6:16.

Announce Board members present to establish quorum for meeting:

Present: Ron Yann, chair, Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Tiff Wood, Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Absent: none

Public Comment: None

Guest speaker: Guest speaker: Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

Riverview: NW Riverview project contract has been signed, in design process now. Steps in the process includes survey, geo-technical work, permitting and establishment of plans and associated contract documents then out for bidding and requisition of low bid vendor to perform construction. This whole process (start to finish) should take about 6 – 8 months. Project is over \$100,000K so will follow normal bidding process as required by law. Cost and materials are the main unknowns. If cost is extraordinarily high the board may need to adjust the timeline. Ed will send a project schedule with projected dates for tracking to Ron.

Water meter replacement project: Grant funding has been approved for water meter replacement project pending additional data related to water usage that Ed will be submitting to the funding agency on our behalf. Funding is likely to come through in 1-2 months. Project will then go out for bid.

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 road annexation: Ed spoke with Mr. Looney (Newberry rd. resident) about details. Estimated cost is \$150,000 to upgrade line to 4". Water main is in a complicated area as it goes out to Hwy. 30 which will require ODOT notification and participation for lane closure and other traffic control and road requirements. Ed will confirm his evaluation with Aaron/Hiland the final estimated cost will be presented at the next board meeting. Ron will then relay results to Mr. Looney.

BWD Master plan: Two grants available for performance of a Master plan. The plan has to comply with the requirements of State of Oregon Drinking Water Services to be approved.

- 1) Technical assistance grant, offered by Business Oregon, \$20K, apply in March.
- 2) Seismic Vulnerability Study grant: Source improvement Protection (SIP) grant, \$20K, apply in March

Ed will help BWD apply for both grants in March to hopefully get a total of \$40,000 to develop a robust BWD Master Plan. Ed will take lead on applying for the grants as well as the development of the Master Plan.

Water Operator's Report from Hiland:

- a. Monthly overview: Locates: nothing new, no coliform detected, no other issues this month.
- b. Update on leak detection/repair: Completed, results are about the same as 1 year ago at 3 gal/min loss. Actual avg. 6 gal/min (20%) over past year. Larger/older meters may not be capturing smaller leaks. Upcoming meter replacement project may be helpful in detecting smaller leaks. There is an 800ft. stretch of 2" line along hwy. 30 that averages 1.8gal/min leak which is the biggest single water line leak between any 2 isolatable water lines. Roughly 1/3 of the total actual water loss.
- c. Water loss: Currently the loss is at ~5%.
- d. Possible meter replacement: No update
- e. Chlorine residual monitoring: No issues
- f. Customer issues? Property owner of 3 lots off of Mountain view road requested verification from BWD that water service can and will be supplied to these lots should a future owner request that. Board discussion ensued.
ACTION: Aaron will draft a communication to the property owner and will forward that to Ron for review and approval on behalf of the board.
- g. Billing adjustments? No report

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 reviewed.
- c. Monthly budget expenditure review: Water sales tracking thus far this fiscal year, October at 140%, YTD 99.8%.

Consent Agenda:

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/>

d. Board approval to pay bills as presented:

ACTION: Susie H. moved that bills be paid as presented, Tiff W. seconded, motion passed unanimously with caveat that Ron will review Schroeder Law invoice with Laura (atty.) prior to approval. Final bill will not exceed amount of current invoice.

e. Approval of October Board Meeting minutes as submitted:

ACTION: Dan J. moved that October minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

Administrative Reports:

- a. Newberry Road petition for variance to join District: as per Ed's report above. Final cost estimate for owners to join the district will be reviewed and presented by Aaron or Ed at the next board meeting. Ron will present final estimate to Mr. Looney
- b. Riverview Water Main Replacement Project: Moving along at a steady pace.
- c. Application for a grant for BWD meter replacement, amount requested \$70K. Final approval pending data submission to funding agency by Ed. Plan as noted above.
- d. BWD Master Plan: Grants available up to \$40K. Applications will be submitted in March as noted above.

New Business:

- a. December BWD Board of Commissioners meeting has been moved from Wednesday, December 21st to Tuesday, December 20th. The December meeting has been moved from Wednesday December 21st to Tuesday, December 20th.
- b. Dan J. will begin discussion and presentation of schedule for Budget prep. meetings for 22-23 budget at next meeting.

Announcements: N/A

Adjournment:

Gail C. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:54pm.

Next Board Meeting: Tuesday, December 20, 2022, at 6:15pm.

NOTE DATE CHANGE.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary