

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, October 20, 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/375919165>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 375-919-165

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
 - ii. LGIP

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

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- e. Approval of June Board Meeting minutes

Action Items:

- a. 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, November 17, 2021, 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

September 2021

This report is furnished by Hiland Water and outlines the operations during September 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>21264644</u>	ITIC2.0	09/07/21 08:22:05	MARBLE TREE SERVICE	17885 SAINT HELENS	PORTLAND
<u>21269910</u>	ITIC2.0	09/10/21 11:30:21	PORTLAND WATER BUREAU	12500 MARINA	PORTLAND
<u>21281892</u>	ITIC2.0	09/22/21 10:40:15	TRICTER RIG	14545 ST HELENS	PORTLAND
<u>21283444</u>	UI/UX	09/23/21 10:27:04	NW NATURAL	13400 MARINA	PORTLAND
<u>21285311</u>	Phone	09/24/21 16:31:03	HOMEOWNER	12349 MOUNTAIN VIEW	PORTLAND
<u>21285346</u>	Phone	09/24/21 17:15:00	PRAGMATIC SERVICES	17865 ST HELENS	SCAPPOOSE
<u>21286430</u>	ITIC2.0	09/27/21 12:29:27	ALOHA FENCE AND DECK	18319 LOGIE TRAIL	PORTLAND
<u>21288447</u>	ITIC2.0	09/28/21 16:32:45	DJS ELECTRICAL INC	18015 CHESTNUT	BURLINGTON
<u>21288449</u>	ITIC2.0	09/28/21 16:34:03	DJS ELECTRICAL INC	18015 CHESTNUT	BURLINGTON
<u>21288460</u>	ITIC2.0	09/28/21 16:38:04	DJS ELECTRICAL INC	18768 CHESTNUT	BURLINGTON
<u>21288464</u>	ITIC2.0	09/28/21 16:42:36	DJS ELECTRICAL INC	18805 VISTA	BURLINGTON

- 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
 - Both meters from last month's report were replaced
 - Silas and Aaron Olson engaged in email correspondence with Razib Shahriar Shishir regarding his new service connection, location, and other details.
- Notes from Office
 - Surcharges were applied in September 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. They did not make a payment in September and are currently on our disconnect list for the end of the month.
 - Account 2599 signed up for auto pay is currently caught up.

10/1/2021

10:59:35AM

Reprinted for: 9/30/2021

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	994,920 Gallons
Water Sold This Month	825,930 Gallons
Water Loss	168,990 Gallons
Water Loss (%)	16.99 %

	Amount (\$)	# Of Accounts
Total Water	24,333.23	114
Total Late Charge	41.65	2
Total Adjustments	-60.06	21
Total Road Surcharge	234.93	1
Total Credit Card Charge	56.00	14
Total Current Charges	24,605.75	114
<hr/>		
Amount Past Due 1-30 Days	7,825.53	27
Amount Past Due 31-60 Days	920.29	3
Amount Past Due Over 60 Days	2,776.06	2
Amount Of Overpayments/Prepayments	-1,213.20	20
Total Receivables	34,914.43	109

Total Receipts On Account	25,286.55	96
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	6,999	118
Average Water Charge For Active Meters	213.45	114

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		5	346,630		41.97	39.94
40,001-50,000		0	0		0.00	0.00
30,001-40,000		0	0		0.00	0.00
20,001-30,000		1	22,070		2.67	2.30
10,001-20,000		9	121,780		14.74	13.63
8,001-10,000		5	45,110		5.46	4.00
6,001-8,000		12	82,970		10.05	6.89
4,001-6,000		18	87,130		10.55	8.90
2,001-4,000		30	87,640		10.61	12.63
1-2,000		28	32,600		3.95	9.25
Zero Usage		10	0		0.00	2.46
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Total Meters		118	825,930		100.00	100.00

10/1/2021

11:00:48AM

Reprinted for: 9/30/2021

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	23,490 Gallons
Water Sold This Month	20,410 Gallons
Water Loss	3,080 Gallons
Water Loss (%)	13.11 %

	Amount (\$)	# Of Accounts
Total Water	909.86	8
Total Adjustments	1.28	8
Total Credit Card Chrg	7.00	2
Total Current Charges	918.14	8

Amount Past Due 1-30 Days	2.35	5
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-6.06	2
Total Receivables	914.43	8

Total Receipts On Account	893.61	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	2.551	8
Average Water Charge For Active Meters	113.73	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		6,060	29.69	18.24
4,001-6,000		1		4,260	20.87	15.09
2,001-4,000		2		5,830	28.56	25.90
1-2,000		4		4,260	20.87	40.77
Zero Usage		0		0	0.00	0.00
Total Meters		8		20,410	100.00	100.00

10/1/2021

11:01:20AM

Reprinted for: 9/30/2021

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	57,370 Gallons
Water Sold This Month	36,940 Gallons
Water Loss	20,430 Gallons
Water Loss (%)	35.61 %

	Amount (\$)	# Of Accounts
Total Water	1,432.35	12
Total Adjustments	26.40	12
Total Credit Card Chrg	3.50	1
Total Current Charges	1,462.25	12
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Amount Past Due 1-30 Days	265.97	8
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-243.18	3
Total Receivables	1,485.04	10

Total Receipts On Account	1,228.24	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	3,078	12
Average Water Charge For Active Meters	119.36	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		1		7,480	20.25	13.17
4,001-6,000		2		9,050	24.50	18.28
2,001-4,000		6		17,950	48.59	49.81
1-2,000		3		2,460	6.66	18.74
Zero Usage		0		0	0.00	0.00
<hr/>						
Total Meters		12		36,940	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
9/30/21	3057

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 September 2021. Services included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
9/30/21	Burlington Water District Base Fee	1	2,410.00	2,410.00
9/30/21	Credit card transaction fees	16	3.50	56.00
9/30/21	Receipts this month	-1	25,286.55	-25,286.55
	Subtotal for monthly base fee & pass-through customer charges			-22,820.55
9/15/21	Aaron Olson - Attended board meeting.	1	68.00	68.00
9/16/21	David Criss - Changed out meters.	0.75	48.00	36.00
9/23/21	Devin Geiger - Calculated loss factor adjustment.	0.25	57.00	14.25
	Labor, Equipment, and Mileage Subtotal			118.25
	Reimbursable Expenses:			
9/16/21	5/8" Cubic foot meter	2	92.99	185.98
9/30/21	Dan Zimmerman	1	900.00	900.00
	Reimbursable Expenses Subtotal			1,085.98
9/30/21	Markup - 10%	1	108.60	108.60

Total		-21,507.72
Invoices		\$0.00
Balance Credit		-21,507.72

4:54 PM
 10/17/21
 Cash Basis

Burlington Water District
Balance Sheet
 As of September 30, 2021

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	95,339.33	77,238.50	18,100.83
1004 · OR STATE TREATX POOL-FIRE 4563	9,919.52	10,771.01	-851.49
1006 · STATE POOL -GEN Savings 3564	164,584.16	103,849.32	60,734.84
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>269,873.01</u>	<u>191,888.83</u>	<u>77,984.18</u>
Total Current Assets	<u>269,873.01</u>	<u>191,888.83</u>	<u>77,984.18</u>
TOTAL ASSETS	<u>269,873.01</u>	<u>191,888.83</u>	<u>77,984.18</u>
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	52,930.92	30,720.36	22,210.56
Total Equity	<u>269,903.01</u>	<u>191,918.83</u>	<u>77,984.18</u>
TOTAL LIABILITIES & EQUITY	<u>269,873.01</u>	<u>191,888.83</u>	<u>77,984.18</u>

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

	Sep 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	25,286.55	30,000.00	-4,713.45	84.3%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	249.00	30,000.00	-29,751.00	0.8%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	78.80	100.00	-21.20	78.8%
Total 4000 · INCOME	25,614.35	60,100.00	-34,485.65	42.6%
Total Income	25,614.35	60,100.00	-34,485.65	42.6%
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	56.00	125.00	-69.00	44.8%
5150 · ACCOUNTING	900.00	1,666.66	-766.66	54.0%
5147 · OPERATIONS MANAGEMENT FEE	2,518.60	2,666.66	-148.06	94.4%
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	126.30	125.00	1.30	101.0%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,666.66	-1,666.66	0.0%
5127 · OFFICE EXPENSE & POSTAGE	0.05	208.34	-208.29	0.0%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	304.23	2,500.00	-2,195.77	12.2%
5142 · WATER PURCHASES	2,361.06	4,166.66	-1,805.60	56.7%
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	6,266.24	14,183.30	-7,917.06	44.2%
Total Expense	6,266.24	14,183.30	-7,917.06	44.2%
Net Ordinary Income	19,348.11	45,916.70	-26,568.59	42.1%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	9,166.66	-9,166.66	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	0.00	0.00	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%
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	9,166.66	-9,166.66	0.0%
Net Other Income	0.00	-9,166.66	9,166.66	0.0%
Net Income	19,348.11	36,750.04	-17,401.93	52.6%

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

	Jul - Sep 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	71,551.73	90,453.32	-18,901.59	79.1%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,177.76	50,000.00	-48,822.24	2.4%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	203.15	300.00	-96.85	67.7%
Total 4000 · INCOME	73,932.64	290,753.32	-216,820.68	25.4%
Total Income	73,932.64	290,753.32	-216,820.68	25.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	1,500.00	-1,500.00	0.0%
5151 · PROCESSING FEES	147.00	375.00	-228.00	39.2%
5150 · ACCOUNTING	2,750.00	4,999.98	-2,249.98	55.0%
5147 · OPERATIONS MANAGEMENT FEE	7,531.52	7,999.98	-468.46	94.1%
5109 · GENERAL OPERATING EXPENSES	0.00	250.02	-250.02	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	124.98	-124.98	0.0%
5103 · BANK FEES	0.00	49.98	-49.98	0.0%
5104 · PAYROLL/TAX SERVICES	0.00	0.00	0.00	0.0%
5111 · ELECTRIC	363.22	375.00	-11.78	96.9%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	38.00	4,999.98	-4,961.98	0.8%
5127 · OFFICE EXPENSE & POSTAGE	1,391.40	625.02	766.38	222.6%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	1,323.56	7,500.00	-6,176.44	17.6%
5142 · WATER PURCHASES	7,224.98	12,499.98	-5,275.00	57.8%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	1,249.98	-1,249.98	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	21,001.72	42,949.90	-21,948.18	48.9%
Total Expense	21,001.72	42,949.90	-21,948.18	48.9%
Net Ordinary Income	52,930.92	247,803.42	-194,872.50	21.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	27,499.98	-27,499.98	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY - Other	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	0.00	0.00	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%
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	27,499.98	-27,499.98	0.0%
Net Other Income	0.00	-27,499.98	27,499.98	0.0%
Net Income	52,930.92	220,303.44	-167,372.52	24.0%

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	71,551.73	333,680.00	-262,128.27	21.4%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,177.76	142,000.00	-140,822.24	0.8%
4005 · NEW WATER SERVICE/OTHER	1,000.00	0.00	1,000.00	100.0%
4011 · INTEREST INCOME	203.15	1,200.00	-996.85	16.9%
Total 4000 · INCOME	73,932.64	926,880.00	-852,947.36	8.0%
Total Income	73,932.64	926,880.00	-852,947.36	8.0%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	142,000.00	-142,000.00	0.0%
5152 · CONSULTANTS	263.20	6,000.00	-5,736.80	4.4%
5151 · PROCESSING FEES	147.00	1,500.00	-1,353.00	9.8%
5150 · ACCOUNTING	2,750.00	20,000.00	-17,250.00	13.8%
5147 · OPERATIONS MANAGEMENT FEE	7,531.52	32,000.00	-24,468.48	23.5%
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	465.69	1,500.00	-1,034.31	31.0%
5117 · ELECTIONS	232.04	400.00	-167.96	58.0%
5119 · INSURANCE	0.00	6,450.00	-6,450.00	0.0%
5123 · LEGAL	613.50	20,000.00	-19,386.50	3.1%
5127 · OFFICE EXPENSE & POSTAGE	1,391.40	2,500.00	-1,108.60	55.7%
5130 · TELEPHONE/PAGER	0.00	0.00	0.00	0.0%
5141 · MAINTENANCE	1,323.56	30,000.00	-28,676.44	4.4%
5142 · WATER PURCHASES	9,289.40	50,000.00	-40,710.60	18.6%
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	24,007.31	320,650.00	-296,642.69	7.5%
Total Expense	24,007.31	320,650.00	-296,642.69	7.5%
Net Ordinary Income	49,925.33	606,230.00	-556,304.67	8.2%
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	49,925.33	119,805.00	-69,879.67	41.7%

Burlington Water District

10/17/2021 5:00 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	X		76,192.67
09/23/2021	AUTOP...	CITY OF PORTLAND	5100 - GENERAL OP...	August 2021 ...	2,361.06	X		73,831.61
09/30/2021	256		-split-				21,507.72	95,339.33

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 was held by GoToMeeting video-conference.

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

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

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

AGENDA

Meeting called to order at 6:18pm by Ron Yann.

Present: Ron Yann, Dan Johnson, Lauren Golar, Gail Curtis, Susie Hasty; board members
(quorum)

Dan Zimmerman, bookkeeper

Aaron Olson, Hiland Water manager

Public Comment: No members of the public present.

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

- a. Monthly overview: Water operators report in the board packet.
- b. Update on leak detection/repair: Water loss factor ranges from 9%-36%, This month's loss was 18.3% (5 gal. per minute). Loss is likely due to faulty meters vs actual leak.
- c. Possible meter replacement: Meter replacement of 2 meters was recommended and discussed. Board will discuss and communicate with Aaron after the meeting if manual or radio meters are approved.
- d. Chlorine residual monitoring: Lauren Golar has the kit and has been trained. She will report next month on readings collected.
- e. Customer issues: None
- f. Billing adjustments: Jonathan (from Hiland) was contacted by the bookkeeper of Channel Island Marina regarding a leak detected and repaired in August. Billing adjustment requested. Aaron will talk to Jonathan and present the request next month for board consideration.
- g. The lock to the gate leading up to the reservoir was cut off and stolen. Request by Aaron to replace the 4 keys to 4 different locks throughout the district with one key that will access all locks. Board approved unanimously.

Bookkeeper/Office Manager's Report:

- a. Transition of signers/privileges on accounts
 - i. Bank of the West checking; signature card: Signature card has been received and all

- signatures have been gathered. Ron will return the completed paperwork to Bank of the West.
- b. Dan Z. reminded the board that our account with Local Government Investment Pool (LGIP) also needs to be updated to remove Mark and Patty (past board members) and add Susie Hasty and Gail Curtis (both with new 4 year terms). Dan Z. and Dan J. are also currently on the account.

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for the month.
- b. Monthly budget statements: Reviewed three budgets vs. actual statements.
- c. Monthly budget expenditure review. Dan Z. suggested watching the Water Sales line item as it is lower than budgeted at this point (13.9% collected revenues year to date), other projections are on track.

ACTION: Susie Hasty moved to pay bills as presented, Lauren Golar seconded. Motion passed unanimously.

ACTION: Dan Johnson moved to approve meeting minutes for last month, Gail Curtis seconded. Motion passed unanimously.

Action Items:

- a. Shared Data Storage: Dan Johnson will research and report back next month.
- b. After discussion the board approved Hiland to replace the 2 meters with manual meters. Ron will contact Aaron after this meeting.
- c. Gail Curtis attends the Regional Water managers meeting and has requested that she receive a summary from Hiland of the staff level meeting. Cilas can provide at a cost for his time. Board approved request. Aaron will contact Cilas with request.

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/>

Administrative Reports:

- a. Update – Safe Drinking Water for the Riverview project slow but in progress.
- b. Update – Newberry Road project moving forward, no news from lawyer.

As necessary: N/A

Adjournment: Lauren Golar moved that meeting be adjourned, Susie Hasty seconded, motion passed unanimously and the meeting ended at 7:23pm.

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>

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