

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

Wed, Oct 19, 2022 6:15 PM - 8:45 PM (PDT)

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

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AGENDA

Call Meeting to Order

Announce Board members present to establish quorum for meeting:

Public Comment:

Guest speaker: Teresa Hanford, CPA, CIA, CGAP, CFE ; Hanford & Associates LLC will review the BWD financial statements.

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?

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 September Board Meeting minutes as submitted

Administrative Reports:

BURLINGTON WATER DISTRICT

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- a. Update – Newberry Road petition for variance to join District
- b. Update – Riverview Project
- c. Update – BWD Master Plan
- d. Update – Forgiveness of Peak Factor Fine of \$14,000 by City of Portland. BWD and Hiland presented a request to the Water Managers Advisory Board, WMAB, to forgive costs.

New Business:

Announcements:

Adjournment:

Next Board Meeting: Wednesday, November 16, 2022, at 6:15pm.

Location: Meeting to be held by GoToMeeting videoconference.



Hiland Water Operator's Report

September 2022

This report is furnished by Hiland Water and outlines the operations during September 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
<u>22272818</u>	Phone	09/15/22 07:18:09	THORUD AND SONS EXCAVATION	14900	MILL	PORTLAND
<u>22277051</u>	UI/UX	09/20/22 07:58:06	HENKELS AND MCCOY	12500	MARINA	PORTLAND

1 - 2 of 2 Results

- Compliance/Testing
 - The coliform sample taken in September showed no presence of coliform or e coli.
- Other notes from the field
 - Final payment was received to reimburse Burlington costs incurred pertaining to the meter installed for Razib Shishir earlier in 2022.
 - October leak detection has been postponed.
- 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: Darlene let us know that she will be receiving an insurance check and plans to pay off her balance next week. If payment is not made, she will be shut off as she is behind on her payment plan.

- Account 2532: Scheduled for disconnection at the end of October if payment is not made.
- Account 2590: Scheduled for disconnection at the end of October if payment is not made.

10/4/2022

9:56:50AM

Reprinted for: 9/30/2022

Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,342,510 Gallons
Water Sold This Month	972,620 Gallons
Water Loss	369,890 Gallons
Water Loss (%)	27.55 %

	Amount (\$)	# Of Accounts
Total Water	28,556.58	116
Total Late Charge	14.92	1
Total Adjustments	-254.12	24
Total Road Surcharge	254.13	1
Total Credit Card Charg	70.00	18
Total Current Charges	28,641.51	116
<hr/>		
Amount Past Due 1-30 Days	3,802.52	20
Amount Past Due 31-60 Days	325.91	3
Amount Past Due Over 60 Days	994.67	1
Amount Of Overpayments/Prepayments	-1,482.40	25
Total Receivables	32,282.21	111

Total Receipts On Account	26,729.34	100
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	
Turned Off Accounts (Amount Owed)	0.00	4
Collection Accounts (Amount Owed)	0.00	4
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	8,105	120
Average Water Charge For Active Meters	246.18	116

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		4	390,470	40.15	35.36
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		5	121,840	12.53	14.15
10,001-20,000		8	119,530	12.29	9.77
8,001-10,000		7	62,300	6.41	5.65
6,001-8,000		8	55,730	5.73	3.47
4,001-6,000		20	93,500	9.61	9.08
2,001-4,000		29	89,000	9.15	11.25
1-2,000		32	40,250	4.14	9.58
Zero Usage		7	0	0.00	1.69
<hr/>					
Total Meters		120	972,620	100.00	100.00

10/4/2022

9:55:13AM

Reprinted for: 9/30/2022

Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	35,310 Gallons
Water Sold This Month	29,180 Gallons
Water Loss	6,130 Gallons
Water Loss (%)	17.36 %

	Amount (\$)	# Of Accounts
Total Water	1,091.44	8
Total Adjustments	4.64	8
Total Credit Card Chrg	7.00	2
Total Current Charges	1,103.08	8

Amount Past Due 1-30 Days	124.21	1
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-7.00	2
Total Receivables	1,220.29	8

Total Receipts On Account	939.92	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	3,648	8
Average Water Charge For Active Meters	136.43	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		1	8,380		28.72	19.43
6,001-8,000		0		0	0.00	0.00
4,001-6,000		2	9,420		32.28	27.65
2,001-4,000		2	7,330		25.12	24.63
1-2,000		3	4,050		13.88	28.30
Zero Usage		0		0	0.00	0.00
Total Meters		8	29,180		100.00	100.00

10/4/2022

9:55:44AM

Reprinted for: 9/30/2022

Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	58,790 Gallons
Water Sold This Month	52,070 Gallons
Water Loss	6,720 Gallons
Water Loss (%)	11.43 %

	Amount (\$)	# Of Accounts
Total Water	1,761.44	12
Total Adjustments	1.56	12
Total Credit Card Chrg	17.50	3
Total Current Charges	1,780.50	12

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	-607.85	6
Total Receivables	1,172.65	12

Total Receipts On Account	2,464.84	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	4,339	12
Average Water Charge For Active Meters	146.79	12

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		1	13,390		25.72	17.42
8,001-10,000		0		0	0.00	0.00
6,001-8,000		1	6,210		11.93	9.92
4,001-6,000		5	24,690		47.42	42.63
2,001-4,000		2	5,010		9.62	13.47
1-2,000		2	2,770		5.32	11.75
Zero Usage		1		0	0.00	4.81
Total Meters		12		52,070	100.00	100.00



PO Box 699
Newberg, OR 97132

Credit Memo

Date	Credit No.
9/30/22	3528

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

REFUNDED

P.O. No.	Project

Serviced	Description	Qty	Rate	Amount
	This credit memo is for service provided in September 2022. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.			
9/30/22	Burlington Water District Base Fee	1	2,660.00	2,660.00
9/30/22	Credit card transaction fees	20	3.50	70.00
9/30/22	Receipts this month	-1	26,729.34	-26,729.34
9/21/22	Razib Shishir final payment for service installation	-1	4,393.27	-4,393.27
9/30/22	Backflow Testing	29	35.00	1,015.00
	Subtotal for monthly base fee & pass-through customer charges			-27,377.61
	T&M Charges			
9/21/22	Silas Olson - Drafted letter to Portland Water Bureau	0.75	102.00	76.50
9/21/22	Aaron Olson - Prepared data for Board Meeting, reviewed Mission reports for water usage anomalies, created spreadsheet to compare historical water usage and loss data, scheduled Singature Paving for Wapato service installation asphalt patch	2.5	80.00	200.00
9/29/22	Aaron Olson - Attended Board meeting. Labor, Equipment, and Mileage Subtotal	0.75	80.00	60.00 336.50
	Reimbursable Expenses:			
9/30/22	Dan Zimmerman	1	1,050.00	1,050.00
9/30/22	Dan Zimmerman - stamps	1	3.74	3.74
	Total Reimbursable Expenses			1,053.74
9/30/22	Markup - 10%	1	105.37	105.37

Total	-\$25,882.00
Invoices	\$25,882.00
Balance Credit	\$0.00

11:44 PM
 10/14/22
 Cash Basis

Burlington Water District
Balance Sheet
 As of September 30, 2022

	<u>Sep 30, 22</u>	<u>Sep 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10.01 · Bank of the West-General acct.	104,649.22	95,339.33	9,309.89
1004 · OR STATE TREATX POOL-FIRE 4563	85,480.59	9,919.52	75,561.07
1006 · STATE POOL -GEN Savings 3564	196,134.31	164,584.16	31,550.15
1010 · PETTY CASH	30.00	30.00	0.00
Total Checking/Savings	<u>386,294.12</u>	<u>269,873.01</u>	<u>116,421.11</u>
Total Current Assets	<u>386,294.12</u>	<u>269,873.01</u>	<u>116,421.11</u>
TOTAL ASSETS	<u>386,294.12</u>	<u>269,873.01</u>	<u>116,421.11</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	989,055.30	873,393.09	115,662.21
Net Income	53,689.82	52,930.92	758.90
Total Equity	<u>386,324.12</u>	<u>269,903.01</u>	<u>116,421.11</u>
TOTAL LIABILITIES & EQUITY	<u>386,294.12</u>	<u>269,873.01</u>	<u>116,421.11</u>

11:47 PM

10/14/22

Cash Basis

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

	Sep 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	26,729.34	25,000.00	1,729.34	106.9%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	381.78	500.00	-118.22	76.4%
4005 · NEW WATER SERVICE/OTHER	4,393.27			
4011 · INTEREST INCOME	425.38	100.00	325.38	425.4%
Total 4000 · INCOME	31,929.77	25,600.00	6,329.77	124.7%
Total Income	31,929.77	25,600.00	6,329.77	124.7%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	400.00	-400.00	0.0%
5151 · PROCESSING FEES	70.00	125.00	-55.00	56.0%
5150 · ACCOUNTING	1,050.00	1,500.00	-450.00	70.0%
5147 · OPERATIONS MANAGEMENT FEE	3,101.87	2,916.00	185.87	106.4%
5109 · GENERAL OPERATING EXPENSES	263.70	83.33	180.37	316.5%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.66	-16.66	0.0%
5111 · ELECTRIC	124.93	145.00	-20.07	86.2%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	530.00	1,250.00	-720.00	42.4%
5127 · OFFICE EXPENSE & POSTAGE	3.74	208.33	-204.59	1.8%
5141 · MAINTENANCE	1,195.00	2,916.66	-1,721.66	41.0%
5142 · WATER PURCHASES	1,835.76	3,500.00	-1,664.24	52.5%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	416.66	-416.66	0.0%
5100 · GENERAL OPERATING EXPENSES - Other	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	8,180.99	13,519.30	-5,338.31	60.5%
Total Expense	8,180.99	13,519.30	-5,338.31	60.5%
Net Ordinary Income	23,748.78	12,080.70	11,668.08	196.6%
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	0.00	0.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	0.00	0.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	0.00	0.00	0.0%
Total 5300 · DEBT SERVICE	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	17,852.08	-17,852.08	0.0%
Net Other Income	0.00	-17,852.08	17,852.08	0.0%
Net Income	23,748.78	-5,771.38	29,520.16	-411.5%

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 10/14/22
 Cash Basis

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

	Jul - Sep 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	74,830.43	75,000.00	-169.57	99.8%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,194.22	1,500.00	-305.78	79.6%
4005 · NEW WATER SERVICE/OTHER	4,393.27			
4011 · INTEREST INCOME	1,097.02	300.00	797.02	365.7%
Total 4000 · INCOME	81,514.94	251,800.00	-170,285.06	32.4%
Total Income	81,514.94	251,800.00	-170,285.06	32.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	1,400.00	-1,400.00	0.0%
5151 · PROCESSING FEES	206.50	375.00	-168.50	55.1%
5150 · ACCOUNTING	2,750.00	4,500.00	-1,750.00	61.1%
5147 · OPERATIONS MANAGEMENT FEE	8,856.16	8,756.00	100.16	101.1%
5109 · GENERAL OPERATING EXPENSES	263.70	250.03	13.67	105.5%
5102 · ADVERTISING/COLLECTIONS	0.00	125.06	-125.06	0.0%
5103 · BANK FEES	0.00	50.06	-50.06	0.0%
5111 · ELECTRIC	352.63	435.00	-82.37	81.1%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	229.00	0.00	229.00	100.0%
5123 · LEGAL	2,260.00	3,750.00	-1,490.00	60.3%
5127 · OFFICE EXPENSE & POSTAGE	1,212.78	625.03	587.75	194.0%
5141 · MAINTENANCE	5,528.86	8,750.06	-3,221.20	63.2%
5142 · WATER PURCHASES	6,159.50	10,400.00	-4,240.50	59.2%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	1,250.06	-1,250.06	0.0%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	27,825.12	40,666.30	-12,841.18	68.4%
Total Expense	27,825.12	40,666.30	-12,841.18	68.4%
Net Ordinary Income	53,689.82	211,133.70	-157,443.88	25.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	53,556.28	-53,556.28	0.0%
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%
Total Other Expense	0.00	53,556.28	-53,556.28	0.0%
Net Other Income	0.00	-53,556.28	53,556.28	0.0%
Net Income	53,689.82	157,577.42	-103,887.60	34.1%

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 10/14/22
 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	74,830.43	286,000.00	-211,169.57	26.2%
4003 · PREVIOUSLY LEVIED TAXES	0.00	0.00	0.00	0.0%
4004 · CURRENT LEVIED TAXES	1,194.22	145,000.00	-143,805.78	0.8%
4005 · NEW WATER SERVICE/OTHER	4,393.27			
4011 · INTEREST INCOME	1,097.02	1,200.00	-102.98	91.4%
Total 4000 · INCOME	81,514.94	921,850.00	-840,335.06	8.8%
Total Income	81,514.94	921,850.00	-840,335.06	8.8%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	145,000.00	-145,000.00	0.0%
5152 · CONSULTANTS	0.00	5,000.00	-5,000.00	0.0%
5151 · PROCESSING FEES	206.50	1,500.00	-1,293.50	13.8%
5150 · ACCOUNTING	6,400.00	22,000.00	-15,600.00	29.1%
5147 · OPERATIONS MANAGEMENT FEE	8,856.16	35,000.00	-26,143.84	25.3%
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	465.70	1,700.00	-1,234.30	27.4%
5117 · ELECTIONS	0.00	400.00	-400.00	0.0%
5119 · INSURANCE	229.00	8,000.00	-7,771.00	2.9%
5123 · LEGAL	2,589.29	15,000.00	-12,410.71	17.3%
5127 · OFFICE EXPENSE & POSTAGE	1,212.78	2,500.00	-1,287.22	48.5%
5141 · MAINTENANCE	5,528.86	35,000.00	-29,471.14	15.8%
5142 · WATER PURCHASES	7,764.34	35,000.00	-27,235.66	22.2%
5143 · LEASE FEES	0.00	1,750.00	-1,750.00	0.0%
5145 · ENGINEER	0.00	5,000.00	-5,000.00	0.0%
5100 · GENERAL OPERATING EXPENSES - Ot...	5.99			
Total 5100 · GENERAL OPERATING EXPENSES	33,522.32	314,550.00	-281,027.68	10.7%
Total Expense	33,522.32	314,550.00	-281,027.68	10.7%
Net Ordinary Income	47,992.62	607,300.00	-559,307.38	7.9%
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	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	78,425.00	-78,425.00	0.0%
Total Other Expense	0.00	607,300.00	-607,300.00	0.0%
Net Other Income	0.00	-607,300.00	607,300.00	0.0%
Net Income	47,992.62	0.00	47,992.62	100.0%

Burlington Water District

10/14/2022 11:45 PM

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

From 10/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/14/2022	3551	GOVERNMENT ET...	5100 · GENERAL OP...	INV: AIE16870	329.29			104,319.93
10/14/2022	269R	OREGON GOVERN...	5100 · GENERAL OP...	Reverse of GJE...		X	329.32	104,649.25
10/19/2022	AUTO P...	CITY OF PORTLAND	5100 · GENERAL OP...	September 202...	1,604.84			103,044.41
10/19/2022	AUTO P...	PGE	5100 · GENERAL OP...	electricity	113.07			102,931.34
10/19/2022	3549	OREGON GOVERN...	5100 · GENERAL OP...	VOID: INV: A...		X		102,931.34
10/19/2022	3550	HANFORD & ASSO...	-split-	INV: 1242	3,650.00			99,281.34
10/19/2022	269	OREGON GOVERN...	5100 · GENERAL OP...	For CHK 3549 ...	329.32	X		98,952.02

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

This meeting replaces the cancelled September 21, 2022 meeting
Thu, Sep 29, 2022 6:15 PM - 7:15 PM (PDT)

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

<https://meet.goto.com/575576085>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 575-576-085

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Minutes

Call Meeting to Order by Ron Yann at 6:15.

Announce Board members present to establish quorum for meeting: Ron Yann, chair; Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Absent: Tiff Wood

Public Comment: None

Water Operator's Report from Hiland:

- a. Monthly overview: No coliform detected, no issues this month.
- b. Update on leak detection/repair: Leak detection for the Burlington District was scheduled for October 4th. Although the shutoff notice was sent with the September bill many BWD customers did not receive the notice, so the date will now be pushed out to the first week in November. The notice will be re-sent and posted to the website.
ACTION: Actual date for the work as well as length of time and time of day for the shutoff will be taken offline by Gail Curtis and Aaron Olsen with details to follow.
- c. Burlington has a contract with Portland Water bureau to receive a certain level of water each month. In January 2022 there was a 3-day equipment failure which caused Burlington to draw more water than contracted. The Mission system was re-programmed to prevent this from happening in the future. The cost of the overage for that time period was \$14,700.00. Hiland water has partnered with the BWD board to craft a letter to Gabe Solmer at the PWD requesting exclusion of January 7-9 overage. The letter was reviewed and approved by the BWD board and will be sent to PWD. A Hiland representative will attend the Portland Water Bureau meeting when this case is presented and will speak on behalf of BWD.

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- d. Water loss continues to fluctuate. Currently the loss is at 10%, over past 1 ½ years average water loss has been 21% = 6 gpm's. Aaron will continue to monitor this closely. It is hopeful that the November leak testing may reveal any unidentified any leaks.
- e. Possible meter replacement: See Administrative report below.
- f. Chlorine residual monitoring: Susie met with Lillian from the PWB to review chlorine testing process and validate readings. Testing will continue twice a week.
- g. Customer issues? No report
- h. 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.
- c. Monthly budget expenditure review: Water sales tracking thus far this fiscal year, budget at \$50K, collected \$48K.
- d. Board agreed to have GOTO meeting account changed over from Amanda Schehr to Dan Z.'s credit card (\$14.00/month). Amanda Schehr will be reimbursed accordingly.

Guest speaker planned for October board meeting: Teresa Hanford, CPA, CIA, CGAP, CFE ; Hanford & Associates LLC will present the reviewed financial statements. These documents have been sent to the Secretary of State for posting to the website.

Consent Agenda:

- e. Board approval to pay bills as presented:
ACTION: Susie H. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously
- f. Approval of August Board Meeting minutes as submitted:
ACTION: Dan J. moved that August minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

Administrative Reports:

- a. Update – Newberry Road petition for variance to join District: Attorney Laura Schroeder sent the steps necessary for Newberry residents to join the district and these have been sent to Mr. Looney. Mr. Looney has contacted Ed Hodges to be engineer for their work.
ACTION: Dan J. moved that BWD cover engineering fee for study of Newberry annexation (approx. \$1500.00), Susie H. seconded, motion passed unanimously. Ron will notify Mr. Looney of decision.
- b. Update – Riverview Water Main Replacement Project: Loan has been approved. Ron sent out a request for a mini RFP for engineering services for the Riverview project to 5 qualified vendors and Ed Hodges, P.E. Curran-McLeod, was chosen to be the lead engineer for this

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project. Ed will be handling the contract process. Matthew Mattia, Business Oregon, will be the project manager.

ACTION: Dan J. moved that Ron Y. be authorized to sign the contract on behalf of the BWD with Ed Hodges as the engineer for the Riverview project, Gail C. Seconded, motion passed unanimously.

c. Ed Hodges has submitted an application for a grant for BWD meter replacement, amount requested is for \$70K. Awaiting approval. Ed Hodges will be the engineer for that project and an RFP for construction/installation will be sent out as required.

d. BWD Master Plan: Ed Hodges shared that Safe Drinking Water Revolving Loan Fund will fund up to \$40K via grant to create a new Master Plan.

ACTION: Ed will assist with application submission.

New Business: Ron Yann and Dan Johnson terms are up June 2023. Board members should start recruiting now for replacements.

Announcements: N/A

Adjournment:

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

Meeting Adjourned at 7:07pm.

Next Board Meeting: Wednesday, October 19, 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