

# 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, meeting held by GoToMeeting videoconference.

## MINUTES

**Meeting called to order** by Ron Yann, Chair, at 6:19 pm.

**Present:** Ron Yann, Dan Johnson, Lauren Golar, Susan Hasty, Gail Curtis  
Dan Zimmerman, bookkeeper

**Absent:** Aaron Olson, Hiland Water manager

**Public Comment:** There were no members of the public present.

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

Aaron missed this meeting, no report from Hiland.

- a. Monthly overview:
- b. Update on leak detection/repair:
- c. 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 complete, President, Treasurer and Secretary are authorized signers. Lauren G. and Gail C. are business signers. All can sign checks.
  - ii. LGIP: Forms have been completed by Susie H. and Gail C., once Dan J. authorizes Dan Z. will submit to LGIP. Susie and Gail will receive an email from LGIP to register their on-line account. This action officially removes Patty Larsen and Mark Oculi from the account.

### **Consent Agenda:**

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Water loss is down, will watch closely.
- b. Monthly budget statements: Reviewed budget vs. actual statements; nothing outstanding/unusual for past month, reserve account building, water sales revenue down again (\$19K below budget for 1<sup>st</sup> quarter) will watch closely.
- c. Monthly budget expenditure review: Budget projections remain on track, nothing unexpected.
- d. Board approval to pay bills presented:

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**ACTION:** Lauren G. moved that the board approve paying all bills as presented, including those that are still in process; Dan J. seconded and the motion carried unanimously.

- e. Approval of May Board Meeting minutes:

**ACTION:** Dan Z. noticed that the minutes were titled agenda. Susie agreed to correct this. Dan J. moved and Lauren G. seconded that the minutes be approved as corrected. Motion carried unanimously.

## Action Items:

- a. Shared Data Storage update: Dan J. reported his research and proposed that our data storage stay with Google. The cost is \$4.00/month. He suggested that we keep 2 accounts, each as a backup to the other and move away from the Burlington Water District account. We will need to change the name on the account. Dan J. will work on setting up a new account this month and report back in November.

## Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project: Application has been in process for 1 year. Ed Hodges will escalate this unusual situation if there is no action in the next week.
- b. Update – NW Newberry Road Petition for variance to annex into the District: Response sent to petitioners requesting more information. Survey for clear property boundaries, expected growth on those additional 3 property's, condition of existing line and longevity. Awaiting response.

## As necessary:

- a. Ron renewed our SAM grant application (System for Award Management, a requirement to be able to apply for federal grants) or one more year.
- b. Dan Z. proposed and the board agreed to move the November and December meeting dates to Tuesdays, November 16<sup>th</sup> and December 14<sup>th</sup>. This is to support board members with other meeting conflicts due to the holiday season.

## Adjournment:

Susie H. proposed and Dan J. seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 6:47 pm.

## Next Board Meeting: *Note change in meeting cadence due to holiday season.*

Tuesday, November 16, 2021, at 6:15pm.

December meeting will be on Tuesday, December 14, 2021 at 6:15pm.

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

Susan Hasty  
Recording Secretary