

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

August 19, 2020

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

MINUTES

Meeting called to order by Ron Yann, Chair, at 6:15 pm.

Present: Ron Yann, Christine Nelson, Amanda Schehr, Mark Oakley (arrived a few minutes late); board members (quorum)
Dan Zimmerman, bookkeeper
JJ Olson, Hiland Water manager

Public Comment: No public present.

Water Operator's Report from Hiland, JJ Olson:

- a. Monthly overview: July monthly report reviewed, bacterial samples have shown no coliform since 2018, federal source testing ongoing, two new connection requests are still pending.
- b. Update on leak detection: Reservoir leak detection meter installed and leak data recorded. Night work leak detection was completed in 2 nights rather than the estimated 5, resulting in some cost savings. Reviewed map and location of leaks discovered; the 2-inch blow-off valve that was leaking near Cornelius Pass has been repaired, the remaining leak on Highway 30 will be investigated at the end of the week.
- c. Update on leak repairs:
 - i. Discussion of criteria utilized to determine need for emergency repairs. Per JJ, those are property damage, customer out of water, and system out of water. Higher emergency rates are charged if emergency repairs are required. Hiland is developing a formal statement outlining these criteria and circumstances under which emergency rates would be charged; should be available soon.
 - ii. Despite apparent amount of water being lost at faulty blow-off valve, it did not meet these emergency criteria. In addition, because ~ 50 customers had to be shut off, repair was scheduled to allow time for adequate notice to customers who would be without water for duration of repair.
 - iii. Standing water identified north of Cornelius Pass is likely above main line there, will require digging down to pipe to determine if it is ground water or a leak from the main line. This work is being scheduled; will verify and record material and size of main line pipe at this location at same time. Because this potential leak is in an out of district section of line, out of district customers are collectively responsible for costs of repair; Hiland will isolate these costs so they are transparent for purposes of future customer billing.
 - iv. If repairs of leaks identified to date do not reduce overall system water loss, another night of leak detection will be required to attempt to further pinpoint additional sources.

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- d. Pending billing adjustments (if any): None reported.
- e. Pandemic-related customer issues? None reported.

Bookkeeper/Office Manager's Report:

- a. Update on progress for 2020 audit: Dan Z. is awaiting notification from Dennis Conner's office regarding materials to be submitted for this year's audit; will submit thumb drive of required materials when list is received. Dan Z. reminded the board that the BWD contract with auditor concludes at the end of this year; will need to revisit contract options for the future. Dan Z. recommends extending the Conner contract for as long as he's available and will explore options with him.

Consent Agenda:

- a. Dan Z. reviewed the Accounts Receivable/Payable report from Hiland. The majority of Hiland's expenses this month are for previously authorized leak detection and repairs; Board had no concerns.
- b. Dan Z. reviewed the monthly budget statement, the FY 20-21 initial profit and loss statement, and presented this month's bills. The profit and loss statement reflects new line items added for this year's budget and should make it easier to track and understand expenses.
- c. Board approval to pay bills presented. After discussion of Streamline payment options, **ACTION:** Christine moved that the board approve paying the Streamline web hosting service on an annual basis rather than monthly, Amanda seconded, and the motion carried unanimously. Dan Z. will follow up with Streamline to arrange the new payment schedule and obtain an updated annual invoice.
ACTION: Amanda moved that the board approve paying all bills as presented, Christine seconded, and the motion carried unanimously.
- d. Dan Z. distributed minutes from the July Board of Commissioners meeting. **ACTION:** Amanda moved and Mark seconded that the minutes be approved as presented. Motion carried unanimously.

Action Items:

- a. Portland Fire & Rescue (PF&R) multi-year Inter-Governmental Agreement (IGA): PF&R sent out a draft IGA for a proposed 10-year period to cover fire services to begin 7/1/20; will require careful review before responding. Because not all board members had seen the IGA, Dan Z. will re-distribute. It is important that District liability be evaluated and any revisions needed to safeguard District interests be proposed to PF&R as soon as possible; board consensus was that legal review before responding is critical. **ACTION:** Christine proposed and Amanda seconded a motion to authorize Ron Yann to act on behalf of the board in seeking legal review and responding to this IGA; motion carried unanimously.

Based on information received at an SDAO board training webinar, Christine asked that the following item be added to the agenda of action items; board consensus was in agreement.

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b. Reconsideration of authorization for leak repair:

On 7/29, Silas Olson notified BWD board members of the results of Hiland's leak detection efforts by email. At least 4 zones with notable leaks were identified. To reduce water loss, his recommendation was to proceed with leak repairs as soon as possible without waiting for approval at the next board meeting. His ballpark estimate was that each leak could cost from \$2,500-\$3,500 to repair. Based on the emergent nature of this situation, Ron polled the board by email as follows: "Please 'reply all' to this email authorizing a cap of \$10, 000 for Hiland/Silas to start leak repairs if you agree." All Board members responded in agreement by email and Ron notified Hiland by email on 7/30 of the approved authorization to begin work.

Unfortunately, Oregon public meeting statutes do not permit decision-making by email, as it does not allow for public accessibility and transparency. For this reason, the Board needs to reconsider this decision. **ACTION:** Christine proposed and Amanda seconded a motion to re-authorize Hiland to begin leak repairs, with a cap of \$10,000. Motion passed unanimously.

In the future, while email information can be distributed to the group as a whole, board members need to avoid 'reply all' responses which could inadvertently trigger a public meeting.

Administrative Reports:

- a. Update on Riverview project LOI: We have received a letter notifying us that our Drinking Water State Revolving Fund letter of intent for our Riverview project has been approved. Ron will follow up with the engineer to see what this means as well as what will happen next and will keep board informed.
- b. Update on letter to out-of-district users: Ron has been working with our attorney to prepare the letter and packet of materials to be sent to out of district customers. The attorney recommended that attachments involve district rules and regulations enacted by two ordinances, the more recent of which corrects the earlier, which would likely be confusing for customers. In addition, the recommendation was to include our Public Works Design Standards document, which is very long. Ron suggested that we clean up the Rules and Regulations document so that it is more easily understood and make the Design Standards document available on our website; the board concurred. Ron will be meeting with the attorney next week to address these concerns and determine how to proceed. He will also explore issues related to annexation. Christine will try to locate electronic copies of the ordinances for use in creating a revised rules and regulation document.
- c. Update on OAWU rate study: No new information available. Further information and clarification were provided in response to OAWU questions in July, but there has been no communication since. It remains unclear if the information was received or understood. Will await follow-up from Dan J.
- d. SDAO Board Training Opportunity: The SDAO board trainings are being conducted by webinar and are a valuable resource.

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As necessary: No additional agenda items arising pursuant to bookkeeper's, manager's reports.

Adjournment: Amanda proposed and Mark seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 7:20 pm.

Next Board Meeting: September 16, 2020 at 6:15pm

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

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In the event that stay-at-home restrictions have been lifted, an in-person meeting may take place at the Scappoose Library, Scappoose, Oregon.

Christine Nelson
Recording Secretary