

BURLINGTON WATER DISTRICT (BWD)
Board Meeting Minutes
July 18, 2018
7:00 PM

Scappoose Library
Scappoose, Oregon 97053

Present were Juli Valeske, Ed Perkins, Ken Larson, Pattye Larson, board members.

I Customer/Public requests

1. There were no new customer requests or public comments.

II Board review and/or approval:

1. The minutes of the June 20, 2018 were presented. Ed moved and Ken seconded that the minutes be approved as written. Motion carried.
2. Board Resolution 18/19-01 Revised Water Rates and Other Fees was read. Pattye moved and Ed seconded that the board adopt this resolution. Motion carried.

III Board Report in lieu of Administrator's report:

1. Purchasing land from BNSF. Checking on utility rights after 10 years. Juli is going to try and get information from Pat and Andy on who we contacted. Ken will move forward on this as soon as he gets contact information and description of the property. Juli indicated she emailed Ken that information.

Annual count of floating homes for SDC charges update. Andy was again requested by the board to count the homes at each moorage before the end of the month, and deliver a report to the board at the next meeting. Pattye asked that an invoice be sent to Larson's Moorage for the additional 3 houses. Juli asked if anyone knew if Andy had counted houseboats at the moorages. Larson's reported he had not been to their moorage and Juli reported she had not seen him at that moorage. It was decided that Juli would ask Matt to count the floating homes at the moorages, and would ask Hiland to bill Larson's Moorage for their three new homes hooked up during the past year, taking them from 16 to 19 homes

2. Unemployment benefits first quarter charge of \$1,814.62. Still waiting on information from State. Both Scappoose Tax and Charity from NOWCFO are looking into this for us. There was no response at this time.
3. There was a discussion regarding mailing meeting notifications rather than posting in the paper. It was decided it was more cost effective to mail meeting notifications.
4. Status of customer accounts. A report was given from Hiland showing people who are in arrears, and they will be working to collect the funds.
5. On the audit progress, Julie reported that CFO NOW is working on our procedures and policies and will have a draft ready for our next meeting. They now have all of the information required for an

internal audit and will begin that process. They also balanced our checkbook in QuickBooks for the last 6 months.

6. Brenda at Scappoose Tax and Accounting is working with Juli and CFO NOW to finalize the payroll reports, and transfer any remaining funds from the payroll account back to the general fund.
7. The website is still under construction. Juli has spent two one hour sessions with the company helping to build the website. She is adding Pattye as a user. On it are now the district email address, but it has not gone public yet.
8. The district received a Budget Letter of Approval from Craig. It indicated that there were many improvements.
9. Juli asked that, since we no longer have a local office and she has been doing a lot of the work on the ordinances that requires a lot of printing and other office supplies, if she could be reimbursed for the materials used, as well as her gas to get to meetings with the various governmental agencies and accounting/audit. The board approved repayment for these expenses when Juli presents a bill.
10. The board is moving to get the State of Oregon users changed, as well as the users of the telemetry system and banking.

IV Board report in lieu of Superintendent's Report

1. Juli has asked Matt to look into the telemetry addition update. We are not certain if it is complete and/or working.
2. It was brought to the boards attention that we are experiencing severe water losses over the last 3 weeks. Hiland is checking all of the hydrants, as one was found open. Juli is going to talk to the City about which hydrants on Marina Way that they are using for flushing their system.
3. The meters were read today. There are 50 day prorated billings. The invoice from Hiland was presented, and they asked if they should transfer funds to BWD checking or, since the bills will be paid later to adapt to their system, if Hiland should keep the funds and pay the current bills. The board decided to have Hiland pay the bills and we would get caught up after the prorated billings get caught up.

The next meeting is scheduled for August 15, 2018 at the Scappoose Library at 6:45 PM. There will be the second reading, and adoption, by title, of the Ordinance No 18/19-01 REVISED WATER RATES AND OTHER FEES. Any board member who can not be there is requested to join the meeting via phone.

The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Pattye Larson
Board Member
Recording secretary