

BURLINGTON WATER DISTRICT (BWD)
Board Meeting Minutes
October 15, 2018
6:59 PM

Scappoose Library
Scappoose, Oregon 97053

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

I Customer/Public requests

- 1) At our August meeting, Hiland reported that Arthur Markson requested forgiveness on his water bill which was excessive, but he indicated that it must be incorrect. Mr. Markson did not give more information to Tina, but indicated he will be addressing the board regarding his bill. Tina reported that Mr. Markson finally did pay bill.
- 2) At our August meeting, Joe Ashton presented documentation to the board that Multnomah Yacht Harbor had been overcharged for several years for floating homes that were non-existent. Pattye brought an excel sheet showing numbers for the billings from July 2017 thru July 2018, which consisted of months billed after Pat Maenza had given a credit for the previous year, which may have been overbilled. It was apparent that there were incorrect bills, relating mostly to the number of units. Apparently MYH was underbilled for the number of houses. Pattye was requested to update the bill with August and September, and then mail it to Joe, with an invitation to attend the October meeting to discuss how this should be handled. Pattye and Tina revised the bill. Tina is to send bill to Joe with the invitation to the November meeting.

II Board review and/or approval:

- 1) The meeting minutes from the September 19, 2018 board meeting were presented. Ken moved and Juli seconded that the meeting minutes be approved as amended. Motion carried.
- 2) Juli updated the board on the potential bookkeeper, Dan Zimmerman. Juli had spent several hours on the phone with Dan. Dan then looked up information regarding the district and had some comments before he gave us his answer:
 - a) He is concerned with the state of the board. We need a campaign to add new board members. We also need to figure out what will happen to the district if we do not get new board members to replace the outgoing ones.

- b) He wanted to know exactly what services we wanted him to do and if we could meet his rates. He indicated that if he took the job, he would only be willing to deal with the reports from Hiland, pay the bills, keep Quickbooks updated and do the Bank reconciliations. He would also help prepare a budget.
 - c) He is concerned that we need a new masterplan, which would include improvements to Riverview, Cornelius Pass line, and Chestnut Lane.
 - d) He is concerned about the increased payments on our loan occurring in 2020 and 2022, which include \$181,000 in 2020 and \$190,000 in 2022. He indicates we need more than a 20% increase to be able to cover these payments. None of the board members present were aware of these payments. Juli and Pattye were going to try to find copies of the loan papers to see this. Dan found them online in public records.
- 3) Juli and Pattye had reviewed the new draft of Financial Policies and Procedures Manual created by NowCFO. Juli will tell Charity to finalize for the November meeting.
 - 4) The accounts receivable/payable report from Hiland was reviewed. Pattye moved to pay the bills as presented. Ken seconded and motion carried.

III Superintendent's report:

- 1) The Superintendent's written report is included and incorporated by reference to this document.
- 2) Accounts scheduled for disconnection were approved for disconnection by the board.
- 3) Hiland did not yet present a quote for the new sampling stations.

IV Administrator's Report

- 1) Juli presented a request from Portland Parks and Recreation regarding the repair of the road from McNamee. They are maintaining culvers, addressing landslides and repaving portions of the road. They have a state qualified contractor and they want to use water from our hydrant for this project. Currently, we do not have a hydrant meter. The cost for the meter would be approximately \$1,000.00 if it does not have a backflow device, and approximately \$5,000.00 if it does have a backflow device.

After discussion, the board resolved that a meter should be installed at the hydrant that will be used, and it definitely needs a backflow device. The contractor should pay for this meter, and it could be removed after the project is over.

We have not yet heard back from Portland Parks.

- 2) The board discussed the search for a new bookkeeper/administrator. We have agreed to offer Dan Zimmerman the job.
- 3) We agreed to discuss the Chestnut Lane project at the November meeting. We have been unable to contact Gabe and neither has representative from Chestnut Lane, so we need to meet and discuss our options going forward. We may need to have Hiland take over this project. Hiland did report there were no current leaks.
- 4) There was a discussion about moving the meetings back closer to our district. Pattye volunteered to contact the church on Morgan Road, as well as Linnton Community Center. We need to make sure that the building is accessible to all public. She also agreed to call the Scappoose Library for the November meeting.

There was no further business presented.

The next meeting is scheduled for Wednesday, November 21, 2018 at the Scappoose Library, at 6:45 PM.

The meeting was adjourned at 7:45 pm.

Respectfully submitted,

Pattye Larson
Board Member
Recording secretary