

# 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

**Wednesday, June 19, 2024**  
**6:15-8:45**

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

<https://meet.goto.com/905693693>

You can also dial in using your phone.

Access Code: 905-693-693  
United States: [+1 \(408\) 650-3123](tel:+14086503123)

Get the app now and be ready when your first meeting starts:

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

### Minutes

**Call Meeting to Order by Gail Curtis at 6:15PM.**

**Announce Board members present to establish quorum for meeting:**

**Present:** Gail Curtis, chair; Anne Squier, board member; Susie Hasty, board secretary; Kris Hines; board member; Dan Zimmerman, bookkeeper; Aaron Olson, NW Natural Water Services (Hiland), Ed Hodges, engineer of record.

**Absent:** Tiff Wood, board member.

**Public Comment (limited to 10 min./issue):** Homeowner of account 2550 requested a discount due to lack of payment from tenants/squatters occupying the home. Homeowner says he was never notified of lack of payment therefore he feels that he should not have to pay. He did not, however, request Hiland water to have his name left on the account to be notified of overages. A discussion of the board ensued. The request was denied. Homeowner disagrees with board decision. Hiland will continue with communication to resolve issue.

**Guest: Ed Hodges, engineer of record for BWD.**

- a. **NW Riverview:** The project was slated financially to be completed in the current fiscal year. Disbursements have been made, the project has been completed on time.
- b. **Master plan:** Ed sent out a full scale map of district water system for the board to review. The map contains 12-13 as-builts which will be very helpful for future water line identification. A meter map is also in the process of being created. Gail proposed that a letter of public notice be sent to all BWD customers (in and out of district) inviting them to join the board meeting on 4 specific meeting dates per contract (TBD) to hear discussion and provide input regarding the Master Plan. A City of Portland Water Bureau participant will also be joining the board meetings discussing the Master Plan. Gail has also sent a letter of invitation the Mult. Co. Land Use department. The public notice will also be posted to the website.

# 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/>

## Water Operator's Report from NW Natural Water Services (Hiland Water) representative, Aaron Olson:

- a. **Locates:** NW Natural Water Services responded to 3 locate requests. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli
- c. **Leak detection/repair:** Water loss for May 79.45%/14.7 gals per minute. Logie Trail has a stuck meter that Hiland is looking into. Chestnut Lane is within normal limits. Newberry has a small leak that is also within normal limits. Newberry has a small leak that is also within normal limits. Anne pointed out that the Newberry report shows one house is using about 20K gallons/month.
- d. **Chlorine residual monitoring:** N/A
- e. **Customer issues:** None
- f. **Billing adjustments:** Seven meters are scheduled to be shut off. One home (account 2550) occupied with squatters.
- g. **Water leak update:** American leak detection found the 12 1/2 gals per minute water leak southeast of the fire hydrant. The leak cannot be shut off at this time due to location. The water line is a 2" line that runs under highway 30 and services a customer at the end of Wapato St. The recommendation for the fix is to replace the entire line that runs under hwy. by placing a 2" sleeve that runs under and across the highway and thread the service line through it. The cost is unknown at this time. Ed will partner with Hiland to verify locate and review the plan for repair/replacement. Anne asked whether this leak might be related to the extensive road/culvert repairs being done in the immediately adjacent area. This is not related to current construction going on in that area. Aaron will get back to us with pricing which will be shared with the board.

## Bookkeeper/Office Manager's Report:

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: May credit memo shows \$36,067.04 from NWNWS. Invoice balance includes leak detection work, \$14,853.26 plus \$2,430.67 from March.
- b. Monthly budget statements: Balance sheet: \$638,263.12; Profit and Loss shows water sales at 98.8% fiscal year to date.
- c. Monthly budget expenditure review: As presented.
- d. Board considered changing meeting to the Thursday after the 4<sup>th</sup> Wednesday of each month. Original ask came from Silas at Hiland to help with timely delivery of board reports.  
**Action:** Dan reflected on this and has suggested that we keep the meetings as is for now.

## Consent Agenda:

- a. Board approval to pay bills as presented: Anne S. moved to pay bills as presented, Kris H. seconded, all in favor, motion passed unanimously.
- b. Board approval of May 2024 Board Meeting minutes as submitted: Kris H. moved to approve minutes as submitted, Anne S. seconded, all in favor, motion passed unanimously.

# 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/>

## Administrative Reports:

- a. Anne continues to attempt to reach a representative at the city of Portland Fire bureau but is finding it challenging. She will persist.

**ACTION:** The board will revisit fire protection topic at June meeting.

## Old Business:

- a. Follow-up from May Meeting: Tiff will verify if the bank charges a fee for read only access.

## New Business:

- a. Hiland contract renewal for Dan Zimmerman, BWD bookkeeper.

**ACTION:** Gail moved to approve Dan's contract with Hiland, Kris H. seconded, motion carried unanimously.

## Announcements:

- a. Tunie Butchart from TSCC has received all of the required budgetary documents. She pointed out that the LB1 needs to be either mailed to customers or publish in a local paper. No additional action required for this year.

**ACTION:** After a board discussion it was decided that next year we will publish the LB1 in the Oregonian.

**Adjourn:** Anne S. made a motion to adjourn the meeting at 7:30, Kris H. seconded, all in favor. Motion passed unanimously.

**Next meeting:** July 17, 2024 at 6:15pm

**Location:** All meetings to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary