

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, January 18, 2023
6:15 – 7:30 PM

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Minutes

Meeting called to Order by Ron Yann at 6:20.

Announce Board members present to establish quorum for meeting:

Present: Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Tiff Wood; Gail Curtis, vice chair; quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator; and Ed Hodges, guest, also present.

Absent: none.

Public Comment: Chris Levno attending as a possible interested board member.

Guest: Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

1) Reviewed Riverview Watermain project. Geotech and prelim. design done and on schedule. Scheduled to go out to bid in April. Plan sheets will be sent to the board in about 2 weeks.

ACTION: Susie Hasty moved to submit \$8000 disbursement request. Dan Johnson seconded, all in favor, motion passed unanimously.

2) A revised estimate for replacement of the existing 800 feet of 2" water main along Route 30, serving three residences south of NW Riverview has been completed. The estimate assumes boring instead of open trench installation. Hiland Water also suggested a technique call pipe bursting. Ed's assessment is that this project, no matter what technique is used, will cost \$100,000 or more.

3) Master Plan: Holding pattern until March. Applications (2) will be submitted on our behalf by Ed. Combined grant amount will be approx. \$40K.

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Water Operator's Report from Hiland:

- a. Locates: Responded to 4 locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection: From Dec 24-26 daily emergency responses were provided by Hiland staff due to water outages. Each case was due to freezing plumbing and subsequent leaks. After the storm it was discovered that water demand from Portland Water Bureau was unusually high (double normal). In consultation with Mission, it was discovered that pumping wasn't limited to 5 hours per day as previously thought but rather 5 hours each time the reservoir reached the low point and signaled for more water. Aaron is working with Mission to rectify this issue. The daily demand has subsided back to levels similar to a typical January. This has led to the conclusion that the excessive use was primarily due to leaks and other issues in the plumbing of water users.
- d. Broken shut off valves reported (approx. 6-10). Aaron will let us know specifically which ones need to be replaced and this will need to go out to bid. Estimate \$1000/valve replacement. Best case scenario is to include this cost in meter replacement project.
- e. Chlorine residual: N/A
- f. Customer issues: Request for hydrant flow test for new construction. Board directed Hiland to relay that the customer will need to pay for the cost. Hiland will take this forward to requesting customer.
- g. Billing adjustments: Clarification that water bills are responsibility of current resident regardless of the landlord.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Water sales trending at 96% of monthly budget; Water sales YTD at 107% thus far this fiscal year.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Susie H. moved that bills be paid as presented including Schroeder Law \$68.00 with the exception of City of Portland Fire and Rescue Bureau of \$80,840.65 which is under review by the Bureau. Contract agreement will be forthcoming prior to payment. Gail C. seconded, motion passed unanimously.
- b. Approval of December Board Meeting minutes as submitted:
ACTION: Dan J. moved that December minutes be approved as submitted, Tiff W. seconded, motion passed unanimously.

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Administrative Reports:

- a. Newberry Road petition for annexation to BWD: See Ed Hodges' report above, estimated cost at \$100,000. Ron will take this information forward to Mr. Mooney.
- b. Master Plan: Two Grants available for combined amount of \$40K. Applications will be submitted in March.

Old Business:

- a. District Water Meter Replacement Project: Board reviewed financing contract for approval. **ACTION:** Dan J. moved to approve **Resolution 22/23-04** Resolution of the Burlington Water Yann to sign the Resolution/Contract on behalf of the BWD. Gail C. seconded, motion passed unanimously.

New Business:

- a. Budget Calendar emailed out to board members and to TSCC (Tax Supervising and Conservation Commission) by Dan Johnson. **ACTION:** Susie H. moved that budget calendar be accepted as presented, Tiff W. seconded, motion passed unanimously.

BWD 22-23 Budget:

- b. Budget meetings will start February 15th. Agenda will be forthcoming. Budget meeting will start at 6:15 and will be followed by Board meeting.

Announcements: None

Adjournment:

Gail C. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.
Meeting Adjourned at 7:30 pm.

Next Board Meeting:

Wednesday, February 15, 2022, to follow budget meeting. Ron Yann and Gail Curtis will be absent for February meeting.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary