

# 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

July 15, 2020

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

### MINUTES

**Meeting called to order** by Ron Yann, Chair, at 6:21 pm.

**Present:** Ron Yann, Mark Oakley, Christine Nelson, Amanda Schehr, Dan Johnson (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**

- a. Monthly overview, JJ Olson: June monthly report reviewed, large number of locates due to road construction on Cornelius Pass Road. Federal source testing ongoing, two new connection requests are still pending.
- b. Update on leak detection progress: Reservoir leak detection meter has been installed and testing at that site was completed on 7/13. JJ will compile and send out a final data report, but verbal summary provided. The reservoir meter registered an average of ~9.5 gallons per minute (gpm) between 1 am and 4 am when water use should have been negligible. However, there was a 3-inch meter that was not turned off that registered water use at 2 gpm, so the overall loss factor was computed at 7.75 gpm. Hiland is now confident that the loss factor is due to an issue within the system, not with the meters, and recommends focusing efforts on leak detection rather than meter replacement. The recommended next step is board authorization for nighttime work to systematically isolate sections of the system and identify areas where leak(s) are occurring. Systematic isolation can occur starting from the north end of the system at the reservoir and from the south end of the system from the City of Portland master meter. The middle section is along Highway 30 where there are no valves to allow for isolation; if leaks are occurring in this section, additional valves will have to be installed. Will initially require 4 nights of labor for 3 people with meters shut off in sections being tested; estimated cost is \$5,000.  
**ACTION:** Mark proposed and Amanda seconded a motion to authorize expenditure of \$5,000 for Hiland to perform systematic leak detection; unanimously approved. JJ promised the work would be completed before the next Board meeting.
- c. Pending billing adjustments:
  - i. Rate code adjustment – King: King was one of two in-district addresses previously erroneously billed at out-of-district rates. Those rates were adjusted by the Board in

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February when the rate error was identified. King requested a retroactive adjustment when the rate code change posted; total amount of requested adjustment is \$360.62.

**ACTION:** Dan J. proposed and Christine seconded a motion to credit the King account as well as the account of the second customer also affected (Bowman) with the relevant rate adjustment for the months billed under the incorrect rate code; carried unanimously.

- ii. Billing adjustment request – Moshner: Left a hose on overnight and has requested an adjustment.

**ACTION:** Mark moved and Amanda seconded that we grant an adjustment of half of the cost of the water use overage; carried unanimously.

- iii. Consider unused connections: At Dan J.'s initiation, discussed a situation where meters have been installed and are being charged monthly at a base rate, but construction has not yet begun at the site so no water is being used. Rather than shut off the meters, Hiland policy is to remove meters in cases like this; if the zip tie closure of the line is cut, owner is charged a substantial fee. Dan J. will talk with customer about options.
- d. Covid-related customer issues? To JJ's knowledge, there have been none to date.

## Bookkeeper/Office Manager's Report

- a. Update on final steps, FY 20-21 budget cycle: Dan Z. submitted all final budget documents (LB-50, budget resolution). Craig Gibbons from TSCC requested an amendment to the budget resolution which will be addressed tonight; amended resolution will be submitted as soon as final. Next year's process will go more smoothly, applying our experience from this year.
- b. Update on plans for 2020 audit: Dennis Conner is back at work and ready to move forward on this year's audit; Dan Z. will send him necessary materials at the end of the month. BWD contract with auditor goes through this year; will need to revisit contract options at the end of the year. Dan Z. recommends continuing with Conner as long as he's available.

## Consent Agenda:

- a. Dan Z. reviewed the Accounts Receivable/Payable report from Hiland, Board had no concerns.
- b. Dan Z. reviewed the monthly budget statement, FY 19-20 final profit and loss statement, and presented this month's bills. He briefly discussed items of note relating to the FY20-21 budget. For FY19-20, water sales were lower than budgeted; amount for FY20-21 budget has been lowered to present a more realistic, achievable projection. Will want to continue to monitor for pandemic-related impacts on water sales.
- c. Board approval to pay bills presented: **ACTION:** Dan J. moved that the board approve paying all bills as presented, Amanda seconded, and the motion carried unanimously.
- d. Dan Z. distributed minutes from the June Budget Committee/Budget Hearing meeting. **ACTION:** Dan J. moved and Mark seconded that the minutes be approved as presented. Motion carried unanimously.
- e. Dan Z. distributed minutes from the June Board of Commissioners meeting. **ACTION:** Dan J. moved and Mark seconded that the minutes be approved as presented. Motion carried unanimously.

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## Action Items:

- a. Reading and adoption of Resolution 20/21-01, Resolution Correcting Resolution 19/20-03. Upon review of the BWD FY20-21 budget materials, Craig Gibbons of the Multnomah County TSCC requested a correction for how the line item for 'Operating Contingency' was itemized in the FY20-21 budget resolution. **ACTION:** After review and brief discussion of the proposed Resolution, Mark moved that the Board of Commissioners of the Burlington Water District adopt *Resolution 20/21-01, Resolution Correcting Resolution 19/20-03*. Amanda seconded and the motion passed unanimously. Christine will forward a copy of the newly adopted and signed Resolution to Dan Z. for submission to appropriate officials.

## Administrative Reports:

- a. Update on Riverview project LOI: Ed Hodges received acknowledgment of submission and was advised that our LOI was being reviewed; should have response by end of the month. He will also check to see if there are any grant opportunities for replacement of water meters.
- b. Update on Chestnut Lane letter: Board members reviewed and discussed the draft of the letter Ron circulated that is to be sent to out-of-district customers. Ron proposed sending the letter after the next billing cycle and providing 2 months' notice prior to implementation.
- c. Update on OAWU rate study: Dan J. answered questions and provided clarification to Tim Tice regarding additional materials that were sent to Tim; OAWU continues to work on our rate study. Dan J. will report back at the next meeting.

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

**Adjournment:** Christine proposed and Amanda seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 7:16 pm.

**Next Board Meeting:** August 19, 2020 at 6:15pm

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

**Please join my meeting from your computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/734077277>

**You can also dial in using your phone:**

[1 \(312\) 757-3121](tel:13127573121); Access Code: 734-077-277

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