

# 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 Jun 21, 2023, 6:15 – 8:45 PM

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

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## AGENDA

**Call Meeting to Order:**

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

**Public Comment (limited to 10 min./issue):**

**Guests:**

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

**Project Update:**

1. Update on Riverview Water Main Project
2. Update on Water Meter Replacement Project
3. Update on Master Plan Project

**Water Operator's Report from Hiland (Aaron Olson):**

- a. Locates:
- b. Compliance Testing:
- c. Leak detection/repair:
- d. Chlorine residual monitoring:
- e. Customer issues:
- f. Billing adjustments:
- g. Update Water Meter Shutoff Replacements

**Bookkeeper/Office Manager's Report:**

- a. Hiland Credit Memo and Accounts Receivable/Payable reports:
- b. Monthly budget statements:
- c. Monthly budget expenditure review:
- d. Proposed contract renewal for FY 23-24 (July 1, 20223-June 30, 2024)

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## Consent Agenda:

- a. Board approval to pay bills as presented:
- b. Board approval of May Board Meeting minutes as submitted:

## Administrative Reports:

## Old Business:

## New Business:

- a. Election of Officers effective July 1, 20203  
Complete the swearing in of new BWD Board Commissioners.

It is with much sadness and many thanks that we bid a fond farewell to Ron Yann and Dan Johnson for their 4 years of service with the BWD. They have both worked very hard to set a positive and professional tone for this board and have left the district in strong and healthy shape to move into the future. They will both be greatly missed!

**Welcome to our new BWD Board Commissioners Anne Squire and Kris Hines** and a thank you to **Tiff Wood** for stepping in to complete the term for Lauren Golar and who is also now an official BWD Board Commissioner.

Gail Curtis will assume the role of BWD board president, Tiff Wood will become the BWD board treasurer, Susie Hasty will continue as BWD board secretary and Anne S. and Kris H. will be members at large. And we are all very pleased and appreciative that Dan Zimmerman will continue as our BWD Bookkeeper.

Next steps are for Anne, Kris and Tiff:

- Complete signature cards with Bank of the West
- Complete the Oregon State Treasury LGIP contact registration
- Establish a BWD email address
- Send your mailing address and new BWD email to Susie for completion of the on-line roster

Rules of the Road:

- Meetings are held the 3<sup>rd</sup> Wednesday of every month
- Meetings start sharply at 6:15 (unless otherwise noted i.e. the Budget cycle)
- We need a minimum of 3 board members (quorum) to hold a meeting and to pass proposals
- Let the board know in advance if you are going to miss a meeting
- Be on time so that meetings can run efficiently and so that any attending public and/or guests can be addressed in a timely manner
- Check your BWD email often

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## **Announcements:**

## **Adjourn:**

**Next Board Meeting:** Wednesday, July 19, 2023 at 6:15pm

**Location:** Meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary