

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, May 18, 2022
6:15 pm

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

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

<https://meet.goto.com/417191741>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 417-191-741

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 6:20.

Announce Board members present to establish quorum for meeting: Gail, Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator.

Public Comment: None

Water Operator's Report from Hiland:

- a. Monthly overview: One instance of coliform was detected, this is being investigated and Hiland suspects it is likely due to a testing issue. Hiland will follow-up and Aaron will report findings at the next meeting.
- b. Update on leak detection/repair: Loss is very high on this month's report, Aaron will research and get back to us next month.
- c. Possible meter replacement: No report
- d. Chlorine residual monitoring: No report
- e. Customer issues? No report
- f. Billing adjustments? One overdue account set to be turned off next week.
- g. Aaron spoke with Brian Candito at his residence. They identified one service site, conduits will be placed for future lines to be run. This will be a 1" service line which meets BWD construction standards. Total price to resident is approx. \$7K. Brian is aware of cost.

ACTION: Dan J. moved to connect resident as described, Susie H. seconded, all approved, 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/>

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Board approved P.O. box to be renewed by Dan Z.
- b. Monthly budget statements: Reviewed balance sheet; budget vs. actual statements; Profit and Loss. Water sales at 86% YTD.
- c. Monthly budget expenditure review: Budget projections remain on track.

Consent Agenda:

- d. Board approval to pay bills as presented:
ACTION: Dan J. and Susie H. seconded, motion passed unanimously
- e. Approval of March Board Meeting minutes as submitted:
ACTION: Dan J. moved and Gail C. seconded, motion passed unanimously.

Budget Committee portion of meeting:

1. Dan J. presented the amended budget, LB1. Revenue from new loan has been moved into this budget. No other changes.
2. Take public comment; none
ACTION: Dan J. moved that BWD board adopt 2022/2023 budget as presented, to make appropriations and to levy and categorize taxes. Susie H. seconded, motion passed unanimously.

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund for Riverview project. See below.
- b. Update – Newberry Road petition for variance to join District. Suggestion made for BWD board to draft a letter to send to the Newberry petitioners to determine their interest in moving forward with proposal to be annexed into BWD.
ACTION: Gail Curtis agreed to draft a letter and will forward to Ron Yann for review.

New Business:

1. Board reviewed and considered Hiland contract renewal of Bookkeeping Service for BWD with Dan Zimmerman.
ACTION: After discussion Gail C. moved and Susie H. seconded that the contract be approved as presented, motion passed unanimously.
2. Discussion to approve Resolution 20/21-05 for the Safe Water Drinking Fund loan in the amount of \$314,000 for improvement of the Riverview pipe infrastructure.
ACTION: Gail C. moved that resolution 20/21-05 be adopted as presented, Dan J. seconded , motion carried unanimously.
3. City of Portland's Water Agreement, board reviewed first draft. Discussion and decision made to reply with request the city to provide relevant and understandable information to the board as it applies specifically to the BWD.
ACTION: Gail Curtis will respond to the city staff prior to the May 31st deadline and will cc: the BWD board members...

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/>

Announcements: None

Adjournment:

Gail C. moved meeting be adjourned, Dan J. seconded, motion passed unanimously.
Meeting Adjourned at 7:26pm.

Next Board Meeting: Wednesday, June 15, 2022, at 6:15pm.

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

Susan Hasty,
Recording Secretary