

# 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 Commissioners of Burlington Water District Meeting

Tuesday, Mar 19, 2024  
6:15 – 8:15 PM

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

<https://meet.goto.com/229551229>

You can also dial in using your phone.

Access Code: 229-551-229 United States: [+1 \(224\) 501-3412](tel:+12245013412)

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

Meeting called to Order by Gail Curtis at 6:27.

Board members present to establish quorum for meeting:

**Present:** Gail Curtis, chair; Anne Squier, vice chair; Tiff Wood, treasurer; quorum present. Also, present Dan Zimmerman, bookkeeper; Curtis Olson, Hiland Water Operator and Ed Hodges, Engineer of record.

**Absent:** Susie Hasty, secretary; Kris Hines, board member

**Public Comment** (limited to 10 min./issue): None

### Guests:

Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record Reports:

a. Riverview Water-main Replacement project. Ed Hodges reported Multnomah County Road Department reviewed the finished project. The county said Riverview is a private road for which they have limited jurisdiction. The Co. said that in order to bring the new water line/hydrant into compliance, the 8" undersized pipe at one of the hydrant locations could either be replaced with a 12-inch pipe or the pipe removed to create an open ditch. Ed Hodges opted for the open ditch solution. The project is now complete and in one year there will be a re-inspection (per the contract) to ensure the project is properly holding up.

b. Master Plan Update. The contract with Curran-McLeod, Inc to update the Water Master Plan was before the Board for discussion and approval. Having no discussion, a motion passed unanimously where Gail Curtis moved, and Anne Squire seconded the motion to approve the contract with the following two clarifications:

- 1) Page 1 of 8, sec 2.a. change language: "engineer will convene a minimum of three meetings with BWD board" to "engineer will convene a minimum of four meetings with the board"; and
- 2) In Section E (2.), page 6, defines what would give BWD or Engineer grounds to request renegotiation of the compensation. Change language from: "if the work covered in this Agreement has not been completed on or after the expiration of an eight-month period from the date of

# 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/>

execution..." to "if the Draft Management Plan is not completed in time for a presentation at the November 2025 Board meeting, ....".

## **Water Operator's Report from Curtis Olson:**

- a. Locates: Hiland had no locate requests in February.
  - b. Compliance testing: No coliform/e. coli detected in February tests. Notes from the field: Hiland Water responded to two possible water leaks.
  - c. Leak detection: The three BWD pump systems continue to have unusually high loss (since Dec. 2023):
    - Route 46: 67.91% loss of total water pumped.
    - Logie Pump 461 (out of district): 56.17% loss of total water pumped.
    - Chestnut Pump 462 54.65% loss of total water pumped.
  - d. Notes from the field: Hiland performed day-time leak detection with American Leak Detection with no success. New monitoring equipment does not appear to be making a difference.
  - e. Billing adjustments: A billing adjustment request was submitted but returned to Hiland by Gail C. for an address and whether the location is in or out of the district.
- DISCUSSION: The Board is concerned about the continued water loss that has been occurring since Dec. 2023. Anne Squire asked Curtis Olson if there is a correlation between the new waterlines, hydrants or the City of Portland water source location and the leaks. Anne noted that from the fall of 2023 to present, all three water system lines (Route 46, Logi and Chestnut) have leaks that started at approximately the same time. Curtis O. noted the January 13<sup>th</sup> freeze that could have created problems or made them worse. He also said he would reverify the connection and leak data for a fourth time. NEXT STEPS: Per the Board's discussion, Gail C. will draft a letter for Hiland's, Ed Hodges, Anne S. and Tiff Wood's approval to be sent to the out of district account holders to inform the account holders of the water leaks and of their responsibility to cover the cost(s). The letter will encourage the account holders to determine if, and fix leaks located between the street water lines and their residences.

## **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 expenditures reviewed. Dan Z noted \$69,412 in loan reimbursement proceeds were received in February. He also noted that BWD contracted fire services (with the City of Portland) are costing the BWD more than is being collected. Dan Z. said that overall, the income and expenses are tracking well with the budget. BWD has \$15,000 remaining budget for "maintenance" which is the budget source for leak detection. If necessary, the remaining \$4,500 in the "consultant" budget could be used for additional leak detection if necessary. Dan Z. also noted a \$128.00 check to Multnomah County for a land use permit was determined to be unnecessary and returned to BWD.
- d. Dan Z. raised the issue that BMO (formerly the Bank of the West) does not allow him to view the BWD bank account status of deposits and withdrawals, making it impossible for him to

# 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/>

know whether sufficient funds exist to write checks against. While Dan Z. was able to confirm with Hiland their (late) bank deposit, it would be more workable if Dan could the BWD bank account as needed. NEXT STEPS: Tiff W. will contact the bank to try to allow Dan Z. visual access to the BWD bank account. Gail C. will contact Hiland to remind them of the importance of timely deposits to the BWD bank account.

**Consent Agenda:** The Board unanimously approved payment of bills as presented and the February Board Meeting Minutes. Bills included the first of two payments to the City of Portland for fire services.

## **Administrative Reports:**

**Old Business:** Water Sales Agreement: ACTION: Gail Curtis moved, and Anne Squire seconded a motion for Board approval of the City of Portland Water Sales Agreement. The motion passed unanimously.

**New Business:** None

**Announcements:** None

**Adjournment:** Gail C. Moved that the board meeting be adjourned at 7:51 and Tiff W. seconded, the motion passed unanimously.

Next Board Meeting: Wednesday April 17, at 6:15pm, 2024.

Location: Meeting to be held by GoToMeeting videoconference.

Gail Curtis,

Acting Recording Secretary