

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

Tuesday, November 19, 2024
6:15 – 8:45 PM

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Minutes

Call Meeting to Order by Gail Curtis at 6:19pm.

Announce Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, board member; Susie Hasty, board secretary; Kris Hines, board member; Dan Zimmerman, bookkeeper; Aaron Olson, NW Natural Water Services (Hiland Water) representative.

Absent: Tiff Wood, board member, Ed Hodges, engineer of record (power outage at his home).

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

Guests: N/A

Guest: Ed Hodges, engineer of record for BWD absent due to power outage.

- a. Gail proposed that Ed meet with the Board to review the progress on the Master Plan on Wednesday, January 8th, at 4pm at CIMA meeting room. All board members agreed to date, time and place of proposed meeting. Gail will communicate the plan to Ed.

Water Operator's Report from NW Natural Water Services (Hiland Water) representative, Aaron Olson:

- a. **Locates:** NW Natural Water Services responded to 3 locate requests in October, water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli.

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- c. **Notes from the field:** Sanitary survey with Mult. county passed. Aaron will email the final report to the BWD board members. No issues were identified by the county with the BWD system. Flushing will take place January or February.
- d. **Leak detection/repair:** Water loss for Burlington in-district for October is excellent at 1.17%; Logie Trail 38.97%; Chestnut 0.92%; Newberry 47.15%. Entire system is losing about 1 gallon per minute.
- e. **Chlorine residual monitoring:** N/A
- f. **Customer issues:** None
- g. Last meeting Ann S. inquired as to when the annual flushing event will occur.
ACTION: Aaron reported that flushing will take place in January or February. Date TBD.
- h. Last meeting Gail C. asked about the at home chlorine testing that is currently being done by one of the board members twice a week and cost to move to electronic chlorine test.
ACTION: This will be revisited in January.
- i. Gail proposed that the board allow up to and not to exceed \$500 for Hiland to revise BWD Hiland Water Operators Report as proposed by Gail and Anne.
ACTION: Anne proposed the board allow up to and not to exceed \$500 for the Hiland Board Reports to be revised as proposed, Kris seconded, all in favor, motion passed unanimously.
- j. Gail posed a question to Aaron about ordinance 23-24001 whereby the district (i.e. Hiland) is responsible to assess the marinas (number of houseboats in the district) in the district annually. Gail is wanting to know what the status of this assessment is, when was the last assessment done and when will the next assessment be completed. Anne and Gail have revised the format of the monthly Water Operators Report and have submitted that to Devin at Hiland. The report changes are to more easily track water use and loss by location.
ACTION: Anne moved that the board approve up to \$500 for Hiland to revise the format of the monthly Water operators Report as submitted, Kris H. seconded, all approved, motion passed unanimously.
- k. Anne posed the question to Aaron about a Hiland meeting with an out of district customer, Robert Trotter, to verify water service on Chestnut. Is that someone out of district that we are bringing in? Aaron will research and report back next meeting.
- l. Also, do we charge customers for locates? Aaron responded that locate requests are a free service to the requesting customer paid through the state 811 program.

Bookkeeper/Office Manager's Report:

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: October credit memo (revenues collected by the district) shows \$36,095.00 from NWNWS. Expenditures totaled \$5,454.25.
- b. Monthly budget statements: Balance sheet: \$652,382.18; October Profit and Loss shows water sales at 123%. Taxes collected at 62.6% (not due yet). Total operating expenses at 53.3%.
- c. Monthly budget expenditure review: As presented.

Consent Agenda:

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OCTOBER 26, 2024

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- a. Board approval to pay bills as presented:

ACTION: Kris H. moved to pay bills as presented, Anne S. seconded, all in favor, motion passed unanimously.

- b. Board approval of October 2024 Board Meeting minutes as submitted:

ACTION: Gail C. moved to approve minutes as presented; Anne S. seconded; motion passed unanimously.

Administrative Reports:

Old Business:

- a. Anne S. and Gail C. had a meeting on October 24 with Jeff Pricher, interim fire chief, at Scappoose Fire Department. Chief Pricher agreed that we are paying more for similar fire response service than our peers. To request an adjustment, we need to collect information on tax rates from other neighboring counties and present that to the city. There is also a need for a Mutual Aid Agreement map to be prepared by Metro. This could cost up to \$700. This will be a tool to alert the City of Portland, Scappoose and Sauvie Island fire departments and they will agree that if the response is needed within a 5-mile radius they would each respond.
ACTION: Gail C. moved that the board approved up to \$700 for the Metro Data Resource Center to prepare a Mutual Aide Agreement map for fire services. Anne S. seconded, all in favor, motion passed unanimously.
- b. Termination of existing NW Natural Water Services contract as on Dec 31, 2024. Proposed new contract with NW Natural water Services as on Jan. 1, 2025. Per Gail's request the BWD attorneys have drafted a letter to Hiland requesting 120 days to review the new contract. Gail's prior request was denied. The attorneys will draft proposed language and send to BWD board of commissioners for review.
- c. Dan Z. continues to search to find a new auditor to replace the person who has done it for several years and is no longer able to continue in the position. Dan will continue to search and will keep us updated on his progress.
- d. The question posed last month as to the logistics and cost for the chlorine testing that is currently being done twice a week in home by a board member be converted to an electronically metered process and transferred to Hiland was reviewed. Gail C. asked Aaron to provide the state rule section number for the twice weekly water testing requirement for the December meeting.

New Business:

- a. Anne S. requests that the board revisit the situation whereby Hiland holds the contract for Dan Zimmerman's bookkeeper services to BWD rather than the board holding the contract. Dan's contract with Hiland ends June 30, 2025. A request was made for the board to consider changing Dan's contract from Hiland to the district holding the contract for the bookkeeper position. Discussion to continue at a future board meeting.

Continued recruitment for replacement board members:

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- a. Last month Gail sent out a list of community members to the board members for review. If names appear that are familiar to board members, they have been asked to make personal contact with these individuals inquiring about interest serving on the board. Gail C. and Susie H. will be transitioning off the board next spring and Tiff has been an absent member for several months.

Announcements:

- a. December meeting has changed to Tuesday the 17th to accommodate holiday conflicts.

Adjourn: Gail C. made a motion to adjourn the meeting at 7:38, Kris H. seconded, all in favor. Motion passed unanimously.

Next meeting: Tuesday, December 17th, at 6:15pm

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary