

# 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

Wednesday, Mar 15, 2023, 6:15 PM

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## Minutes

### Meeting called to Order by Ron Yann at 6:30

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

**Present:** Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Gail Curtis, vice chair; Tiff Wood; quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator; Ed Hodges, engineer of record; Anne Squier, potential board member.

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

**Guest: Ed Hodges,** Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

**1)** Reviewed Riverview Watermain project: Plans sent to board for review. Also sent to Mult. Co., ODOT, IFA for categorical exclusion, Hiland, and Drinking Water for review. Scheduled to go out to bid in early April. Cost est. \$332K. Plan to complete bulk of project next fiscal year. Ed will review timeline and send to board.

**2)** Master Plan: Application to SIPP fund (\$20K) for Master Plan creation has been submitted by Ed on behalf of the BWD. If <300 connections/district Technical Assistance Grant is not available. The TAG grant covers the seismic vulnerability study. Ed will continue to look for other funding sources to cover a seismic vulnerability study at a cost estimate of \$5K.

**3)** Water Meter project has been approved. Ed and Ron discussed the potential benefits/cost reduction that would result from the additional expense of radio meters vs. non-radio meters with Silas at Hiland.

Discussion ensued regarding AMR (remote radio meters) vs. hand held meters: advantages are that AMR meters save time for reading and improves data entry for Hiland. Hiland agreed to lower management cost \$200/month if we switch to radio meters. If this project begins as

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early as May (and this will be a short project) it's possible it could be completed this fiscal year. Ed will review timeline and send to board.

**ACTION:** Susie H. moved to allow Ed to procure AMR (automatic meter reads) meters for water meter project, Tiff W. seconded, motion passed unanimously.

**ACTION:** Ron Y. moved that Ed send email to Laura Schroeder requesting her to review the plan to open the bid as a Mueller AMR meter installation knowing that Hiland currently has the equipment to read these meters but allowing anyone to bid on the job. If Laura approves Ed will proceed with posting the bid notice as described. Dan J. seconded, motion passed unanimously.

## Water Operator's Report from Hiland:

- a. Locates: Hiland Water responded to several locate requests. Water lines were marked as needed
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection: Kylah Cook and Robert Trotter provided emergency response services on February 3.
- d. Chlorine residual: N/A
- e. Billing adjustments: There are 15 homes with meters scheduled to be shut off. Some of these may be customers who are still on the old auto pay system and have not yet moved to the new Hiland billing system.  
**ACTION:** Dan J. moved to delay meter shut offs for the month of March for those still on the old auto pay billing system until Hiland can reach out to these customers and directly request that they switch to new Hiland billing system. Ron Y. seconded, motion passed unanimously.
- f. Meter Replacement project: Discussion regarding replacement of 6-8 failing valves estimate at approx. \$1500.00/valve. To date 2 have been replaced, 6 more to go.
- g. Mission pulse board installed. Software being incorporated now to include 3 day peaking factor if possible. If not, there will be a maxim limit per day set.
- h. Seasonal peak demand estimates have been requested by PWB and Silas with Hiland Water has just prepared this for us. Ron will ask Silas to send these on to PWB on behalf of BWD.
- i.

## 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 expenditure review: Water sales trending at 113% YTD; Water sales YTD at 72% July-June.
- d. **ACTION:** Dan J. motioned to move \$13K from contingency to material services, Tiff W. seconded, motion passed unanimously. This will cover a potential shortfall due to the second half of the Fire Protection expense increase payment that comes due in June.

## Consent Agenda:

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- a. Board approval to pay bills as presented:

**ACTION:** Tiff W. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously.

- b. Board approval of February Board Meeting minutes as submitted:

**ACTION:** Dan J. moved that February minutes be approved as submitted, Tiff W. seconded, motion passed unanimously.

**Administrative Reports:** N/A

**Old Business:** N/A

## **New Business: 23/24 Budget Discussion**

- a. Board approval of February 15 BWD Budget meeting as submitted:

**ACTION:** Dan J. moved that February 15 Budget meeting minutes be approved as submitted, Ron Y. seconded, motion passed unanimously.

- b. Board approval March 1 BWD Budget meeting with Dan Z.'s edits as submitted:

**ACTION:** Dan J. moved that March 1 Budget meeting minutes be approved with Dan Z.'s proposed edits as described, Gail C. seconded, motion passed unanimously.

- c. First reading of Rate increase ordinance was shared and includes base rates increasing by \$8 per account and usage rates are increasing by .39/unit.

**ACTION:** Dan J. moved that in lieu of reading the entire rate increase ordinance it will be attached to the minutes/posted on line for review by the board and the public. Ron Y. seconded, motion passed unanimously.

## **Announcements:**

- a. Gail C. reported that she is arranging to have the Portland Water Bureau attend at the May Board meeting to provide the Future Water Sales Agreement presentation.
- b. Susie Hasty reported that Tiff Wood, Anne Squire and Kris Hines are all running for BWD board positions during the upcoming election, VOTE FOR THEM!

## **Adjournment:**

Gail C. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.

Meeting Adjourned at 8:00 pm.

## **Next Board Meeting:**

Wednesday, April 19th, 2022.

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

Susan Hasty,  
Recording Secretary