

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

October 22, 2024

6:15 – 8:15 PM

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Minutes

Call Meeting to Order by Gail Curtis at 6:16pm.

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, Ed Hodges, engineer of record.

Absent: Tiff Wood, board member.

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

Guests: N/A

Guest: Ed Hodges, engineer of record for BWD.

- a. **Master plan:** Ed and team are continuing to work on the Master Plan report. Next step is to conduct the seismic vulnerability study on-site on October 28th. Aaron Olson is also going to join Ed to conduct a district review for capital improvement needs. Ed suggests November 13th or 14th for the next Master Plan board work session to review the report. Gail will invite representatives from the county and city to join the work session once a date has been identified. Good news, Ed has found the legal description of the district. He will add this to our Master Plan.

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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 September. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli.
- c. **Notes from the field:** Sanitary survey with Mult. county passed. Results are not back yet, Aaron will bring results to a board meeting once they have been received by Hiland.
- d. **Leak detection/repair:** Water loss for Burlington in-district for September is 73,525 gallons or 7.9%; Logie Trail 11K gallons or 28.3%; Chestnut leak factor is excellent at 0.8% 448-gallon loss; Newberry 22,256 gallon or 43.8% loss.
- e. **Chlorine residual monitoring:** N/A
- f. **Customer issues:** None
- g. Account 2584: High Water bill in July/August was due to leaking sprinkler system. The sprinkler heads were damaged and not sealing causing excess water to flow. The owners discovered the repair and immediately fixed the problem on August 9th 2024.
Leak adjustment – The district policy states in in the attached ordinance item #10 that an allowance can be granted once per year per customer a standard adjustment based off of 50% of the leaked usage minus the average water bill amount. Hiland recommendations is that the District grant the standard leak adjustment in this case.
ACTION: Kris H. moved that the board authorize Hiland to follow established ordinance and grant homeowners credit of largest bill minus what normal bill is and credit 50% of that amount. Anne S. seconded, all in favor, motion passed unanimously.
Account 2550: Renter left home, and squatters have been evicted. Homeowner is now in possession of the home and has requested to make 4 equal quarterly payments to restore water service. The owner has requested the board to approve these partial payments to made on the account in order to reconnect the water service for the property. Hiland recommends that owner be granted the request to make 4 even payments at \$493.79.
ACTION: Gail C. moved that the board approve the owners request to make 4 quarterly payments as proposed, Kris H. seconded, all in favor, motion passed unanimously.
- h. Ann S. inquired as to when the annual flushing event will occur.
ACTION: Aaron will follow up at the next board meeting.
- i. Anne S. also asked where the monthly service charge to customers appears in the financial reposts? Dan Z. contributed that Hiland lumps revenues into one line item in the credit memo, it is not itemized.
ACTION: Gail C. and Dan Z. will connect with Jonathan at Hiland to find out how to get this information pulled out as part of our expanded revenue forecast for the Master Plan.
- j. Gail C. asked about the at home chlorine testing that is currently being done by one of the board members twice a week. The question raised was why are we as board commissioners doing this and is it appropriate? What are the alternatives? The board requested information regarding the cost for automating the chlorine testing.
ACTION: Aaron will talk to Hiland personnel about this and report back next meeting.

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Bookkeeper/Office Manager's Report:

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: September credit memo (revenues collected by the district) shows \$27,529.65 from NWNWS. Expenditures totaled \$5,028.48.
- b. Monthly budget statements: Balance sheet: \$624,855.73; September Profit and Loss shows water sales at 116.3%. Taxes collected at 34.2% (not due yet). Total operating expenses at 54%.
- c. Monthly budget expenditure review: As presented.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Anne S. moved to pay bills as presented, Kris H. seconded, all in favor, motion passed unanimously.
- b. Board approval of September 2024 Board Meeting minutes as submitted:
ACTION: Gail C. moved to approve minutes as presented; Kris H. seconded; motion passed unanimously.

Administrative Reports: Anne S. and Gail C. have an October 24 meeting with Jeff Pricher, interim fire chief, at Scappoose Fire Department. They will report back at the November board meeting.

Old Business: Rate study to be done by OAWU will be delayed until after Master Plan is complete. Dan Z. offered to take the lead on this if the Board approves.

ACTION: Gail moved that the board approve Dan Z. to take the lead and track the rate study to be done by OAWU; Kris H. seconded, all in favor, motion passed unanimously.

New Business: Dan presented the Hiland Rate comparison, NW Natural water Services new contract fees 2024 vs 2025. Changes include a 20% markup which is now going to be applied to the operations base fee increasing the cost from \$2900 to \$3480 (nearly \$7K/year increase for base fee). Executive level fee increased by 125%, Operations manager increased 90%, other personnel increased 15-30% average, one new operator level added (level IV). Few changes made in the equipment section. Estimated total increase will be \$10K-\$12K annually. Board discussion included considering a request to Hiland for improved service associated with rate increase. Board members will share their thoughts about actions that could be improved with Gail who will take these forward to Silas. Further board discussion will take place next month.

Recruitment for replacement board members: Gail will send 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 on 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.

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Announcements:

- a. November meeting has been changed to Tuesday the 19th and the December meeting has changed to Tuesday the 17th to accommodate holiday conflicts.
- b. Dan Z. is searching 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 keep us updated on his progress.

Adjourn: Gail C. made a motion to adjourn the meeting at 8:16, Anne S. seconded, all in favor. Motion passed unanimously.

Next meeting: Tuesday, November 19, at 6:15pm

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary