

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
Tuesday, December 20, 2022
6:20 – 7:25PM

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Minutes

Meeting called to Order by Ron Yann at 6:20.

Announce Board members present to establish quorum for meeting:

Present: Ron Yann, chair, Dan Johnson, treasurer; Susie Hasty, secretary; Tiff Wood, Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator, and Rich Allison, guest, also present.

Absent: Gail Curtis, vice chair.

Public Comment: none

Guest: Insurance broker, Rich Allison, of Parkside Agency, presented the insurance renewal rates and coverages. Policy is still with Special District. Does not have all renewal premiums in yet. Rates are expected soon, Rich will forward to Dan Z. when they come available. The top 3 items to discuss are related to insured values of BWD property (what it would cost to rebuild today). Current values are set for storage \$7337, pumping station \$282,880 and new reservoir and retaining wall \$1M. These values can be changed at any time. Aaron Olson confirmed that these values are adequate. Anticipate approx. 10% inflation for next year. Rich will confirm that BWD has blanket coverage and will respond to Dan Z. Policy renews January 1st every year.

Water Operator's Report from Hiland:

- a. Locates: Responded to several locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection/repair completed November 1st. Nothing notable discovered. Firmware repairs to Mission units completed and prep work around utility located for 2" line replacement completed.
- d. Some broken shut off valves reported, these will be updated when meters are replaced.
- e. Chlorine residual: N/A

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- f. Customer issues: Jonathan Estrada, Hiland billing specialist, responded to customer request from Linda Berlingen, daughter of Jeanette Berlingen, who is requesting a leak adjustment from February 2019. According to Jeannette's daughter Linda, Linda reached out to the board in 2019 for an adjustment and never got a response from the board at that time. While Burlington policy dictates that adjustments are provided once a year for one month, Jonathan supports providing an adjustment for two billing months from two different years.
ACTION: Since the leak was near time of board transition (2019) communications may have been lost regarding overage request/credit. In light of that Dan J. moved to apply bill credit 50% of the overage amount, Susie H. seconded motion, motion passed unanimously.
- g. Billing adjustments: Two accounts in arrears, one disconnect scheduled for December.
- h. Newberry Road annexation: 2" fiberoptic line replacement cost estimate \$15K - \$19K, unless they hit rock whereby the cost to bore would go up to \$40K or more. Pipe bursting company contacted, and they said they could do work at less expense, however, it's unclear as to how deep the existing water line is which may make a difference in the cost. Pipe bursting estimate will be sent to Aaron soon and he will forward cost estimate package to Ron.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Property taxes coming in now through January.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Water sales trending at 118.2% of monthly budget Water sales YTD tracking at 110% thus far this fiscal year.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Susie H. moved that bills be paid as presented, Tiff W. seconded, motion passed unanimously.
- b. Approval of November Board Meeting minutes as submitted:
ACTION: Dan J. moved that October minutes be approved as submitted, Ron Y. seconded, motion passed unanimously.

Administrative Reports:

- a. Newberry Road petition for annexation to BWD: Ed Hodges working with Aaron Olson with Hiland to get firm cost estimate to give to Looney's. Final cost estimate for owners to join the district will be reviewed presented to Mr. Looney by Ron Y.
- b. Riverview Water Main Replacement Project: Moving along at a steady pace, done within 1st 3 months of the year.
- c. Application for a loan for BWD water meter replacement: Amount requested and approved for \$70K. Awaiting contract. Ed H. will manage process.
- d. Master Plan: Two Grants available for combined amount of \$40K. Applications will be submitted in March.

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- e. SAM (System Award Management) annual renewal has been submitted by Ron Y.

BWD 22-23 Budget:

- a. Elect budget officer for 22-23 budget process.
ACTION: Susie H. nominated Tiff W. as budget officer for the 23-24 budget year. Dan J. seconded, motion passed unanimously. Dan J. and Dan Z. will partner with Tiff throughout budget creation for 23-24 budget year.
- b. Budget preparation discussion and review of schedule: Dan J. has detailed budget calendar set up. Dan and Tiff will present schedule and deadlines to board at the January board meeting for approval.

New Business:

- a. Special Districts Association of Oregon (SDAO) Conference February 9-12, 2023: Free registration has been extended to one member of the board. Option to attend the remote conference or in person at the Sunriver location. If in-person, the board will need to approve expenditures. Historically, these conferences have offered good information for elected officials. Dan Z. will email brochure out to board members.
- b. Dan Z. will submit survey to SDIS (Special Districts Insurance Services) to qualify BWD for a 2% credit/discount on our insurance for being a member of OAWU.
- c. Beware of board members hacked emails. If an email looks odd check the email address for correctness. DO NOT REPLY.
- d. Ron Y. and Dan J. will be transitioning off the board in May. All board members should be thinking about and recruiting replacement board members. To get on ballot form must be in by February but this is not necessary to be elected.

Announcements: N/A

Adjournment:

Susie H. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.
Meeting Adjourned at 7:22pm.

Next Board Meeting: Wednesday, January 18, 2022, at 6:15pm.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary