

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

Sep 20, 2023, 6:15 – 7:45 PM

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Minutes

Meeting called to Order by Gail Curtis at 6:15.

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Susie Hasty, secretary; Anne Squier, board member; Kris Hines, board member; Tiff Wood, treasurer; quorum present. Also, present Dan Zimmerman, bookkeeper; JJ Olson, Hiland Water Operator and Ed Hodges, Engineer of record.

Absent: None

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

Guests: None

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

- a. Bid result for the **Water Meter Replacement** project: Hiland water has secured the job with bid for \$68,555.00. A pre-construction meeting has been requested by Hiland for next week. The work is planned to begin the week of October 2nd. Curtis will be the lead on the project. **ACTION:** Board members are to replaying via email to Gail and Ed as to availability for Tuesday afternoon or Friday morning.
- b. **Riverview Watermain Replacement project.** The Contractor has encountered rock excavation conditions while installing approximately 800 feet of the new water main. Currently the contractor is back into diggable soils. It is estimated that the Contractor has excavated approximately 180 cubic yards of rock so far during the water main installation. The estimate of cost for this extra work is approximately \$60,000. The final volume of rock excavation will determine the final cost once all of the water main has been installed. The Contractor has managed to stay out of the road while installing water main and it appears that there will be

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significantly less paving required than was originally anticipated. It is estimated that the cost of paving for the project will be approximately \$30,000 less than anticipated, which may offset approximately 50 percent of the cost of the rock excavation.

Due to delay in procurement Nyland has requested an extension of end date from Sept 15th to October 27th.

ACTION: Gail proposed that the board approve the extension of an end date to October 27th, Tiff seconded, motion passed unanimously.

- c. **Master Plan** update. Award letter from the SIPP fund for \$20,000 has been approved.

Water Operator's Report from JJ Olson:

- a. Locates: Hiland responded to several locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: Hiland Water responded to possible water leak on Harborton.
- d. Leak detection: 3.4 gal./min
- e. Billing adjustments: Hiland continues to work on converting customers set up auto pay.
- f. Water managers advisory board. A letter on behalf of the BWD has been submitted to PWB to request forgiveness of the \$10,000 fine due to unforeseen water demand for Dec 24-27, 2022. Hiland recommends that the board adopt a "not to exceed" amount alarm system to prevent excessive/undetected water disbursement from the reservoir. Hiland requested authorization of the project so that it can be installed asap, especially prior to the upcoming cold weather season. With this technology Hiland will get an alert if more water than what is allowed is needed. A proposed budget of not to exceed \$5,000 was discussed. This would allow Hiland to begin getting measurements, to meet with the electrician and programmers and to start designing and getting cost estimates, and ordering parts. Board discussed proposal.

ACTION: Susie H. moved that once the concern regarding the protentional pressure impact if the reservoir is not full has been satisfactorily addressed the board authorize a not to exceed \$5000 budget for Hiland to install an electronic alert system if Mission is triggered to run more than once per day. Kris H. seconded, motion passed unanimously.

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. Water sales YTD 76.4%
- c. Monthly budget expenditures reviewed.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Anne S. moved that the bills be paid as presented, Tiff W. seconded, motion passed unanimously.
- b. Board approval of August Board Meeting minutes as submitted:

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ACTION: Tiff W. moved that August board minutes be approved as submitted, Ann S. seconded, motion passed unanimously.

Administrative Reports: None

Old Business:

- a. Board discussed plans/need for a change in date for board meetings in November and December. Currently scheduled for Wednesday November 15th and December 20th. The discussion will be revisited during the October meeting.

New Business:

- a. **ACTION:** Gail C. moved that the board meeting be suspended for the BWD Budget Meeting **Resolution 23/24-04: Resolution Adopting the Supplemental budget and Making Appropriations**, Susie H. seconded, and the motion passed unanimously.
BWD Board Meeting suspended at 7:21 pm.
Note: Refer to Agenda and Minutes for BWD Supplemental Budget Meeting, Resolution 23/24-04, Sep 20, 2023
BWD Board Meeting resumed at 7:40

Announcements: None

Adjournment: Gail C. Moved that the board meeting be adjourned at 7:45, Kris H. seconded, the motion passed unanimously.

Next Board Meeting:

Wednesday, October 18, at 6:15pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary