

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

Wednesday, August 17, 2022

6:15 pm

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Minutes

Call Meeting to Order by Ron Yann at 6:15.

Announce Board members present to establish quorum for meeting: Ron Yann, chair; Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Guest: Christopher (Tiff) Wood. Tiff is a candidate to be considered for the open position on the Burlington Water District board of directors that was created by the departure of Lauren Golar. Tiff gave a brief presentation of his professional background to the board members. He is recently retired and lives at Marina Way moorage. He is currently on the board for 2 retirement communities and is also active in the rowing community. Ron described Burlington Water District responsibilities and length of term (1 year) that Tiff would be stepping into.

Board had brief discussion to consider Christopher (Tiff) Wood as new board member to replace Lauren Golar for remainder of unfinished term.

ACTION: Gail C. moved that Tiff be approved to join the Burlington Water District Board of Directors to complete the unfinished term of Lauren Golar effective immediately, Susie Hasty seconded. The motion passed unanimously.

Public Comment: David and Shawn Looney, Newberry Rd. landowners seeking admission to BWD, joined the meeting. The Looneys, and other residents have been pursuing this since 1992. With the change in attorneys, BWD confusion over water line size, and things the Looney's were told by previous employees of the BWD, this has become a confusing issue. The Looneys and other Newberry landowners are anxious to move forward, but want to be clear on next steps.

ACTION: Ron will connect David with Ed Hodges, Hiland engineer, and will also email David a copy of the list of requirements to join the district. Ron will also be available to the Looneys to assist with next steps as the process moves forward.

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Water Operator's Report from Hiland:

- a. Monthly overview: several locates, no coliform, no issues this month.
- b. Update on leak detection/repair: Leak detection for the Burlington District has been scheduled for October. The work will be done during the daytime and will require 8 hours water shut off during the testing. After some discussion with the board, Hiland agreed to send out a 60 and 30 day notice with the August and September billing cycle and then an additional reminder closer to the date.
- c. Burlington has a contract with Portland Water bureau to receive a certain level of water each month. Last fall there was an equipment failure which caused Burlington to draw more water than contracted. The Mission system was installed to prevent this from happening in the future. The cost of the overage for that time period was \$14,700.00. BWD can either pay the fee or write a letter with an explanation of the situation and corrections put in place to mitigate similar issues in the future and request a waiver of the additional cost. Hiland has agreed to write a letter on behalf of Burlington Water District (i.e. Ron Yann, President). Ron will review and send to Portland Water Bureau. A Hiland representative will also attend the Portland Water Bureau meeting when this case is presented and will speak on behalf of Burlington.
- d. Water loss at 4gpm's over 30 day period. Pumping at half of max agreement with Portland.
- e. Possible meter replacement: N/A
- f. Chlorine residual monitoring: N/A
- g. Customer issues? No report
- h. Billing adjustments? No report
- i. Brian Candido's new service has been completed.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Fiscal year ended June 31st. 2022-2023 Budget in effect now. Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss. Water sales ended at 85% for the 2021-2022 budget year.
- c. Monthly budget expenditure review: Expenses under budget for the year.

Consent Agenda:

- d. Board approval to pay bills as presented:
ACTION: Susie H. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously
- e. Approval of July Board Meeting minutes as submitted:
ACTION: Dan J. moved that July minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

Administrative Reports:

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- a. Update – Newberry Road petition for variance to join District. As noted above, Ron will be in touch with the Looney’s to support ongoing efforts to join the district.
- b. Update – Riverview Project. Ron sent out a request for a mini RFP for engineering services for the Riverview project to 5 qualified vendors.

ACTION: Gail C. moved that a subcommittee of 2 (Ron Yann and Susie Hasty) review submissions to the RFP for the Riverview Project and choose an engineer for the project on behalf of the BWD board of directors. The decision will be presented at the September board meeting. Tiff Wood seconded, the motion passed unanimously.

- c. BWD Master Plan: Gail Curtis provided a brief update on the progress of investigating the cost/benefit and feasibility of creating a 20 year master plan. BWD is not required to have master plan (due to size). The ultimate goal of the master plan would be an inventory of existing conditions and efficiencies and an internal analysis for correction of deficiencies. Also included would be expected capital improvements and a funding scheme. Next step is to determine the cost of creation of a Master plan. After some discussion the board agreed that a cost/benefit analysis is in order and that a slimmed down phased approach would be most appropriate and reasonable. Gail will look into an opportunity whereby OHA may have consultants to help direct our work as a small district and who may also support funding. Dan Z. also mentioned that SDAO has grants up to \$5000.00 that may apply to this work.

New Business: N/A

Announcements: N/A

Adjournment:

Susie H. moved that the meeting be adjourned, Dan J. seconded and the motion passed unanimously.

Meeting Adjourned at 7:41pm.

Next Board Meeting: Wednesday, September 21, 2022, at 6:15pm.

Location: Due to the current health emergency resulting from the COVID-19 pandemic, meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary