

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, March 16, 2022

6:45 pm

Due to the current health emergency resulting from the COVID-19 pandemic, this meeting being held by GoToMeeting videoconference.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/400720501>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 400-720-501

AGENDA

Call Meeting to Order by Ron Yann at 6:35.

Announce Board members present to establish quorum for meeting: Ron Yann, Lauren Golar, Gail Curtis, Dan Zimmerman, Dan Johnson and Susie Hasty; board quorum present and one community member Chris Nelson.

Public Comment: none

Water Operator's Report from Hiland (Aaron Olson):

- a. **Monthly overview:** List of locates done, coliform came back clean (clean report for over 3.5 years now), mission units with new radios installed in February. Water loss continues to fluctuate month to month. Fluctuates range from 3-6 gal per min.
- b. **Update on leak detection/repair:** Leak detection can be done in 1 night, Ron requested a plan similar to what Matt had (previous representative from Hiland) as to how leaks are dealt with in a systematic manner. Aaron will bring back to future board meeting.
- c. **Possible meter replacement:** No update
- d. **Chlorine residual monitoring:** Susie Hasty continues to do by-weekly testing.
- e. **Customer issues?** None
- f. **Billing adjustments?** Nothing new to report.
- g. **New service request update:** Service to this customer is complete. The customer paid for additional 150 feet of service line to existing line.

Bookkeeper/Office Manager's Report:

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.

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- b. Monthly budget statements: Reviewed balance sheet; budget vs. actual statements; Profit and Loss shows monthly water sales on budget for the month.
- c. Monthly budget expenditure review: Budget projections remain on track. Fiscal year (8/12 months) shows water sales at ~56%.
- d. Board approval to pay bills as presented:
ACTION: Board approved payment of \$265.00 to Alexin Analytical Laboratory's for 4th quarter water lab testing (chloroform, e-coli and tri-halo methane byproducts) . Susie Hasty moved that bills be paid as presented and Lauren Golar Seconded. Motion passed unanimously.
- e. Approval of February Board Meeting minutes as submitted:
ACTION: Dan Johnson moved, and Gail Curtis seconded, motion passed unanimously.

Action Items:

- 1. **Reading of the Rate Increase Ordinance:** Dan Johnson reviewed the slight change from original publication. BWD will keep \$6.00/ccf base rate in the budget as discussed previously but will drop the \$2.38/ccf usage fee. This change is due to the drop in water cost from the Portland Water District. Full rate increase ordinance is appended to the minutes. Dan Johnson moved new rate increase ordinance be approved, Lauren Golar seconded, motion passed unanimously.

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project contract is in progress. Ron will update board at next meeting.
- b. Update – Newberry Road petition for variance to join District. Kate Moore (Newberry resident's atty.) is communicating to Ron Yann.
- c. Ed Hodges submitted water meter replacement letter of interest. Approval process is in motion. Ron will keep board members updated.

As necessary:

Dan Zimmerman requested meeting date be changed; board agreed on April 21st.

Dan Zimmerman received a large package from Ed Hodges of historical documents regarding work done by engineers. Ron will contact Ed to inquire as to what these are intended for.

Adjournment:

Lauren Golar moved meeting be adjourned, Gail Curtis seconded, motion passed unanimously
Meeting Adjourned at 7:13pm.

Next Board Meeting: Thursday, April 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