

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

January 15, 2020

6:15pm

Scappoose Library

Scappoose, Oregon 97053

AGENDA

Customer/Public Requests:

- 1) Billing questions or other issues from customers

Board Review and/or Approval:

- 1) Approval of November minutes
- 2) Consideration of candidate for open BWD Board position
- 3) Bookkeeper/Office Manager Report:
 - a. Accounts Receivable/Payable report from Hiland
 - b. Monthly budget statement
 - c. Board approval to pay bills presented
- 4) Transfer checking account to US Bank, Peninsula Office (St. Johns)
- 5) Update on OAWU membership/ rate study
- 6) Update on Chestnut Lane situation

Manager's Report:

- 1) Status of customer accounts
- 2) Operator's report from Hiland
 - a. Water loss pattern/leak detection/reconciliation with PWB data
 - b. Reservoir transducer update
 - c. Reservoir inspection update
 - d. Automatic meter reading cost?

Administrator's Report:

- 1) Recruitment of replacement board member
- 2) Initiation of FY 20-21 budget cycle (see draft budget calendar)
 - a. Appoint budget officer and prepare budget calendar
 - b. Engage CPA to assist with budget preparation?
 - c. Board training re: property taxes and budgets?
- 3) Update on transfer of electronic records from Juli/Google Drive
- 4) Transfer of archived files to secure containers
- 5) As necessary - additional agenda items arising pursuant to bookkeeper's, manager's reports

Next Board Meeting: February 19, 2020 at 6:15 pm

Location: Scappoose Library

Adjourn