

# 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, February 15, 2023  
6:45PM – 7:58PM**

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## **Minutes**

**Meeting called to Order by Ron Yann at 7:52**

**Announce Board members present to establish quorum for meeting:**

**Present:** Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Gail Curtis, vice chair; Tiff Wood; quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator; Ed Hodges, engineer of record; Kris Hines and Chris Nelson, Dave and Shawn Looney, community members; Tuni Betchart from PSCC, also present.

**Public Comment:** Dave and Shawn Looney, Newberry Road residents, spoke to board about the desire to seek a variance for the homeowners in that area to be annexed into the BWD, and also reiterated the fact that they had been attempting this process for several years. Prior to the meeting, the Looney's were provided written direction from Ron Yann, obtained from BWD attorney Laura Schroeder, on how to initiate a variance and the process for an out-of-district group to join the district. This information was referenced in the meeting, and Ron Yann reiterated the fact that all work and expense required to get a variance and to join the district would need to be provided by the petitioners.

**Guest: Ed Hodges,** Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

**1)** Reviewed Riverview Watermain project. Geotech and prelim. design on schedule. Scheduled to go out to bid in April. Preliminary design sheets will be sent to OHA for review and approval.

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2) Master Plan: Applications will be submitted by Ed on behalf of the BWD on or before March 15<sup>th</sup>.

3) Water Meter project has been approved, and Ed and Ron will be discussing the potential benefits/cost reduction that would result from the extra expense of radio meters vs. non-radio meters with Hiland so the Board can make a decision for the bid at the next meeting.

## Water Operator's Report from Hiland:

- a. Locates: Three locates for January.
- b. Compliance testing: No coliform/e. coli detected.
- c. Leak detection: Accounts 2502, 2509 and 2490 requesting leak adjustments.
- d. Chlorine residual: N/A
- e. Customer issues: One major water leak repaired due to emergent need for intervention.
- f. Billing adjustments: N/A
- g. Meter Replacement project: Discussion regarding replacement of 6-8 failing valves estimate at approx. \$1500.00/valve.
- h. Mission pulse board requires technology upgrade for \$500 plus time and labor for total of \$1000. This will allow the meter to shut off when daily limit is met.

## 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.
- c. Monthly budget expenditure review: Water sales trending at 110% YTD; Water sales YTD at 62% July-June.

## Consent Agenda:

- a. Board approval to pay bills as presented:  
**ACTION:** Gail C. moved that bills be paid as presented Dan J. seconded, motion passed unanimously.
- b. Board approval of January Board Meeting minutes as submitted:  
**ACTION:** Gail C. moved that January minutes be approved as submitted, Dan J. seconded, motion passed unanimously.

## Administrative Reports: N/A

## Old Business:

- a. District water meter replacement as reported above by Ed Hodges.

## New Business:

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**ACTION:** Dan J. moved to approve leak adjustments as presented by Hiland, Susie H. seconded, motion passed unanimously.

Board discussed the need for replacement of failing water meter valves as presented by Hiland.

**ACTION:** Susie H. moved to approve Hiland to repair 6-8 safety valves up to and not to exceed \$12,000. Dan J. seconded, motion passed unanimously.

Board discussed need to upgrade technology of Mission pulse board to prevent the occurrence of exceeding daily water limit.

**ACTION:** Tiff W. moved to approve upgrade of Mission unit up to \$1000, Susie H. seconded, motion passed unanimously

**ACTION:** Susie H. moved that Ron Yann be authorized to sign grant applications for Master Plan development, Dan J. seconded, motion passed unanimously.

## **Announcements:**

- a. Gail C. reported that she is arranging to have the Portland Water Bureau attend a future board meeting to provide the Future Water Sales Agreement presentation.
- b. Next Budget meeting March 1, 2023 at 6:15 via GoToMeeting.

## **Adjournment:**

Gail C. moved that the meeting be adjourned, Tiff W. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:58pm.

## **Next Board Meeting:**

Wednesday, March 15, 2022, to follow budget meeting.

**Location:** Meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary