

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

This meeting replaces the cancelled September 21, 2022 meeting
Thu, Sep 29, 2022 6:15 PM - 7:15 PM (PDT)

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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.

Absent: Tiff Wood

Public Comment: None

Water Operator's Report from Hiland:

- a. Monthly overview: No coliform detected, no issues this month.
- b. Update on leak detection/repair: Leak detection for the Burlington District was scheduled for October 4th. Although the shutoff notice was sent with the September bill many BWD customers did not receive the notice, so the date will now be pushed out to the first week in November. The notice will be re-sent and posted to the website.
ACTION: Actual date for the work as well as length of time and time of day for the shutoff will be taken offline by Gail Curtis and Aaron Olsen with details to follow.
- c. Burlington has a contract with Portland Water bureau to receive a certain level of water each month. In January 2022 there was a 3-day equipment failure which caused Burlington to draw more water than contracted. The Mission system was re-programmed to prevent this from happening in the future. The cost of the overage for that time period was \$14,700.00. Hiland water has partnered with the BWD board to craft a letter to Gabe Solmer at the PWD requesting exclusion of January 7-9 overage. The letter was reviewed and approved by the BWD board and will be sent to PWD. A Hiland representative will attend the Portland Water Bureau meeting when this case is presented and will speak on behalf of BWD.

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- d. Water loss continues to fluctuate. Currently the loss is at 10%, over past 1 ½ years average water loss has been 21% = 6 gpm's. Aaron will continue to monitor this closely. It is hopeful that the November leak testing may reveal any unidentified leaks.
- e. Possible meter replacement: See Administrative report below.
- f. Chlorine residual monitoring: Susie met with Lillian from the PWB to review chlorine testing process and validate readings. Testing will continue twice a week.
- g. Customer issues? No report
- h. Billing adjustments? No report

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 tracking thus far this fiscal year, budget at \$50K, collected \$48K.
- d. Board agreed to have GOTO meeting account changed over from Amanda Schehr to Dan Z.'s credit card (\$14.00/month). Amanda Schehr will be reimbursed accordingly.

Guest speaker planned for October board meeting: Teresa Hanford, CPA, CIA, CGAP, CFE ; Hanford & Associates LLC will present the reviewed financial statements. These documents have been sent to the Secretary of State for posting to the website.

Consent Agenda:

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

Administrative Reports:

- a. Update – Newberry Road petition for variance to join District: Attorney Laura Schroeder sent the steps necessary for Newberry residents to join the district and these have been sent to Mr. Looney. Mr. Looney has contacted Ed Hodges to be engineer for their work.
ACTION: Dan J. moved that BWD cover engineering fee for study of Newberry annexation (approx. \$1500.00), Susie H. seconded, motion passed unanimously. Ron will notify Mr. Looney of decision.
- b. Update – Riverview Water Main Replacement Project: Loan has been approved. Ron sent out a request for a mini RFP for engineering services for the Riverview project to 5 qualified vendors and Ed Hodges, P.E. Curran-McLeod, was chosen to be the lead engineer for this

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project. Ed will be handling the contract process. Matthew Mattia, Business Oregon, will be the project manager.

ACTION: Dan J. moved that Ron Y. be authorized to sign the contract on behalf of the BWD with Ed Hodges as the engineer for the Riverview project, Gail C. Seconded, motion passed unanimously.

c. Ed Hodges has submitted an application for a grant for BWD meter replacement, amount requested is for \$70K. Awaiting approval. Ed Hodges will be the engineer for that project and an RFP for construction/installation will be sent out as required.

d. BWD Master Plan: Ed Hodges shared that Safe Drinking Water Revolving Loan Fund will fund up to \$40K via grant to create a new Master Plan.

ACTION: Ed will assist with application submission.

New Business: Ron Yann and Dan Johnson terms are up June 2023. Board members should start recruiting now for replacements.

Announcements: N/A

Adjournment:

Gail C. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:07pm.

Next Board Meeting: Wednesday, October 19, 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