

# 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/>

BURLINGTON WATER DISTRICT (BWD)  
Board of Commissioners Meeting  
October 16, 2019  
6:45pm

Scappoose Library  
Scappoose, Oregon 97053

## AGENDA

### Customer/Public Requests:

- 1) Billing questions or other issues from customers
  - a. CN approval of late fee waiver

### Board Review and/or Approval:

- 1) Approval of September minutes
- 2) Bookkeeper/Office Manager Report:
  - a. Accounts Receivable/Payable report from Hiland
  - b. Status of customer accounts
  - c. Monthly budget statement
  - d. Portland Water Bureau update
  - e. Board approval to pay bills presented

### Manager's Report:

- 1) Report from Hiland

### Administrator's Report:

- 1) Alan Park resignation/recruitment of replacement board member
- 2) Storage shipping container – update/consider disposition of contents
- 3) Records and files location and access
- 4) Status of audit
- 5) Status of vacate process – Metro and Right of Way Services
- 6) Status of Fire Suppression Contract with Portland
- 7) Status of SDIS insurance
- 8) As necessary - additional agenda items that may arise pursuant to bookkeeper's, manager's reports

### Division of Labor for new Board members:

- 1) Finalize discussion of board positions, dividing up office administrator tasks and other responsibilities
- 2) Election of Officers
- 3) Consider earlier start time for meetings

**Next Board Meeting:** November 20, 2019 at 6:45 pm

**Location:** Scappoose Library

### Adjourn