

# 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

Tuesday, December 14, 2021

6:15 pm

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

## MINUTES

**Meeting called to order** by Ron Yann, Chair, at 6:19 pm.

**Present:** Ron Yann; Dan Johnson; Lauren Golar; Susan Hasty; Gail Curtis;  
Dan Zimmerman, bookkeeper; Aaron Olson, Hiland manager.

**Public Comments/Guests:** Rich Allison, BWD insurance agent, presented annual policy review. Liability and auto \$5M limit. Building and property coverage \$1,110, 462.00 This includes earthquake and flood, plus storage building, storage contents, pumping station, new reservoir and retaining wall. Crime coverage \$20,000. Annual premium last year \$5859.

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

- a. **Monthly overview:** Nothing unusual.
- b. **Update on leak detection/repair:** Nothing unusual
- c. **Water Tank Meter replacement:** After a board discussion Lauren G. moved and Gail C. seconded the purchase of 2 Mission Unit meters without radios at \$250.00 (\$500.00 total).
- d. **Chlorine residual monitoring:** Cost of digital monitor \$5,500.00 plus maintenance cost. Installation \$1,500.00 (\$7000.00 total). Susie H. volunteered to perform and record a home chlorine test x2 per week as required. Results will be submitted to Hiland upon request.
- e. **Meter replacement:** LOI application submitted (see below in administrative reports) for Safe Drinking Water Revolving Loan Fund which includes meter replacement.
- f. **Customer issues?** Newberry water line request discussed. Aaron confirmed that a 2" line is acceptable for this area. The line is 800 feet long with 3 homes currently. A larger 4" line could lead to pooling. Ron relayed that we (the BWD board) are still waiting to hear back from the Newberry petitioner representative (Kate Moore) re. the questions we posed during the board meeting in September (current condition of existing pipe, size of existing pipe and any anticipated growth in area).
- g. **Billing adjustments?** None
- h. **This month water loss:** Avg. loss was 3 gallons per minute, or 130K gallons total.
- i. **New service project:** Hiland has been trying to locate the water line to property at Cornelius pass and Hwy. 30 for development of a new cemetery. Maps are inconsistent/inaccurate with the physical the findings. The cost for locating the water line falls to BWD. In addition, the service line to this main is very old and needs to be replaced. Est. cost is \$1000 for 20 feet of line plus brass fittings. The contractor will cover the cost of laying the line to the property.

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After extensive discussion Dan J. moved and Susie H. seconded the work to proceed with a cost limit for this project up to \$4000.00. The board made a request to Aaron that when situations such as this arise in the future that a Hiland representative contact the board for approval to support any costs associated with the project first.

## **Bookkeeper/Office Manager's Report:**

- a. Transition of signers/privileges on accounts
  - i. LGIP: New board members (Susie H. and Gail C.) approved.

## **Consent Agenda:**

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed budget vs. actual statements; water sales revenue 83.7%.
- c. Monthly budget expenditure review: Budget projections remain on track, nothing unexpected.
- d. Board approval to pay bills presented:  
**ACTION:** Gail C.. moved that the board approve paying all bills as presented, including those that are still in process; Lauren G. seconded and the motion carried unanimously.
- e. Approval of October Board Meeting minutes:  
**ACTION:** Dan J. moved and Gail C. seconded that the minutes be approved as presented. Motion carried unanimously.

## **Action Items:**

Dan J. shared new storage and communication websites and passwords with board after meeting.

## **Administrative Reports:**

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project in progress. LOI submitted today by Ron Yann (December 14, 2021), one day ahead of deadline!
- b. Update – NW Newberry Road Petition for variance to annex into the District: No response from petitioners regarding request from BWD for more information.
- c. Portland Fire bureau contract: Susie H. approved signing the contract and Lauren G. seconded, motion passed, 1 abstain.
- d. Gail C. nominated Dan Johnson to be the BWD budget officer, Susie H. seconded, motion passed unanimously. Dan J. Presented the Budget Cycle Calendar Dec '21 – June '22 and will present to TSCC.

## **Adjournment:**

Susie H. moved and Gail C. seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 7:58 pm.

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**Next Board Meeting:**

The next board meeting will be Wednesday, January 19, 2022 at 6:15pm.

**Location:** Due to the current health emergency resulting from the COVID-19 pandemic, meetings to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary