

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 Commissioners of Burlington Water District Meeting

Wednesday, January 17, 2024
6:15 – 8:20 PM

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Meeting called to Order by Gail Curtis at 6:17pm.

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, vice chair; Susie Hasty, secretary; Kris Hines, budget officer, quorum present. Also, present Dan Zimmerman, bookkeeper; Ed Hodges, engineer of record; Aaron Olson, Hiland Water Operator.

Absent: Tiff Wood, board member.

Public Comment (limited to 10 min./issue): None.

Guests: Tunie Betschart TSCC. Tunie attended the meeting to answer questions regarding the budget calendar and provide direction to the budget discussion regarding the proposed rate increase.

Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record

- a. **Water Meter Replacement project:** Project is complete. Final step for BWD Board is to release the retention fee (5% of contractors fee to Hiland). Gail will work with Ed to complete this piece.
- b. **Riverview Watermain Replacement project:** Essentially done. Ed and Gail will check final paving and status of mailboxes prior to signing off.
- c. **Master Plan update:** We will be receiving a \$20K grant from the state. The board has authorized an additional \$6k from the BWD budget to include a seismic study. The plan is to spend 60% of the funding this fiscal year and 40% in the next fiscal year.

Water Operator's Report from Aaron Olson:

- a. Locates: No locates in December.

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- b. Compliance testing: No coliform/e. coli detected in December tests.
- c. Notes from the field: Hiland Water responded to broken service at Larson Rd. and Marina Way. A 1" bypass on Marina Way was under 6" soil and had a leak that went undetected for a while but is fixed now. Ten meters are scheduled to be shut off, 2 customers are working with Hiland on the new payment process, 3 meters have been shut off (unable to get in touch with owner).
- d. Leak detection: Loss at 57% or 23gal./min. Hiland suggested that a more detailed leak detection process may be necessary. The BWD Board requested that Hiland contract with American Leak Detection to perform further extensive diagnostics. Cost is estimated to be between \$1K and \$5K.
ACTION: Gail C. moved that BWD allocate up to \$5K Hiland to contract with American Leak Detection to perform extensive leak detection process to find the source of the large leak in our system on the North end of Marina Way. Anne S. seconded, all in favor, motion passed unanimously.
- e. Billing adjustments: Hiland is still converting to autopay process, 5 accounts are scheduled to be shut off, 3 accounts have been shut off due to vacant lot or absent owner.
- f. Water loss due to water line breakage of 100K gallons at 12800 NW Marina Way. Meter change out may have contributed to this breakage. Customer requesting a leak adjustment of \$2558.04 which will bring the bill down to their 3 month average of approx. \$357.00.
ACTION: Kris H. made a motion to approve billing adjustment as requested \$2558.04, Susie H. seconded, all in favor, motion passed unanimously.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Dan Z. reviewed receipts and expenses for the month.
- b. Monthly budget statements: Dan Z. reviewed the balance sheet; Budget vs. Actual statements and Profit and Loss. Water sales July – Dec. 94.2%
- c. Monthly budget expenditures reviewed.
- d. NW Natural Water Services has not deposited either the 12/31 credit of \$25684.38 nor the November Credit of \$20,264.31. Gail C. will contact Devon at Hiland and request that he notify us via email when the check for the last 2 months has been deposited.
- e. Dan Z. suggested the board develop a methodology for handling leak forgiveness in the future; BWD will be charged for these under the new PWB sales contract.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Kris H. moved that the December bills be paid as presented, Anne S. seconded, all in favor, motion passed unanimously.
- b. Board approval of meeting minutes as submitted.
ACTION: Gail C. moved that December meeting minutes be approved as submitted, Kris H. seconded, all in favor, motion passed unanimously.

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FY 24/25 Budget Prep

- a. Review and discuss the draft budget calendar: The draft budget calendar was reviewed by the board members present.
ACTION: Gail C. moved the FY24/25 budget calendar be approved as presented, Kris H. seconded, all in favor, motion passed unanimously.
ACTION: Susie H. will submit the approved budget calendar to TSCC following meeting.
- b. Kris H. and Dan Z. presented an overview of budget prep. and recommendation for a rate increase. The fixed rate increase is based on OAWU rate study showing \$6.00/meter increase based on a multi-year plan (all sizes, in district and out). The variable rate increase is based on cost of wholesale water from Portland going up by .11 for usage. This combined increase is projected to generate \$15,517 additional revenue annually.
ACTION: Susie H. made a motion to approve the rate increase, Gail C. seconded, all in favor, motion passed unanimously.
- c. **January 19** Dan Z. will send mailer to all customers inviting them to be on the Budget Committee and to attend budget meetings.
- d. **January 19** Dan Z. will include in the mailer the notice of rate change to all customers.

Administrative Reports: N/A

Old Business: None

Announcements: None

Adjournment: Gail C. moved that the board meeting be adjourned, Kris H. seconded, the motion passed unanimously. Meeting adjourned at 8:20.

Next Board Meeting: Wednesday, February 21, at 6:15pm, 2024.

First Budget Meeting: Wednesday, February 21 at 7:15pm, 2024

Location: Meeting to be held by GoToMeeting videoconference.

Susie Hasty
BWD Board Recording Secretary