

# 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 Board of Commissioners Meeting  
Jan 15, 2025  
6:15 – 7:15 PM**

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## **Minutes**

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

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

**Present:** Gail Curtis, chair; Anne Squier, board member; Susie Hasty, board secretary; Dan Zimmerman, bookkeeper;

**Absent:** Kris Hines, board member; Tiff Wood, board member; Aaron Olson, NW Natural Water Services (Hiland Water) representative and Ed Hodges, engineer of record.

**Public Comment (limited to 10 min./issue): N/A**

**Guests:** Ricardo Lovett, community member interested in attending a BWD board meeting.

**Guest: Ed Hodges, absent. Report read by Gail.**

- a. February work session needs to be rescheduled once Ed recovers from his broken leg. Gail will contact Ed's assistant to create a calendar for continued progression of the Master Plan.

**Water Operator's Report from NW Natural Water Services (Hiland Water) representative, Aaron Olson:**

- a. **Locates:** NW Natural Water Services responded to 2 locate requests in December, water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli.
- c. **Notes from the field and office:** Backflow testing for the water system has been completed. The office is working with several accounts to bring payments up to date and/or shut off meters if appropriate (e.g. vacant lots).

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- d. **Leak detection/repair:** Water loss for entire Burlington Water District was 8.72%, in-district system was at 1.37%; Logie Trail 40.41%; Chestnut 3.64%; Newberry 54.63%. Entire system is losing approx. 1 gallon per minute.
- e. **Customer issues:** None
- f. **Water Operators report:** Gail and Anne are meeting with Devin Geiger, account manager at NW Natural Water Services, on January 23<sup>rd</sup> to continue editing Water Operators Report.

## Bookkeeper/Office Manager's Report:

- a. **NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports:** credit memo (revenues collected by the district) shows \$27,480.26 from NWNWS. Expenditures totaled \$4,664.32.
- b. **Monthly budget statements:** Balance sheet: \$767,017.32; December Profit and Loss shows water sales at 109.9% of projected budget. Taxes collected at 207.3% of projected annual budget. Total operating expenses at 10.8% of projected budget.
- c. **Monthly budget expenditure review:** As presented.

## Consent Agenda:

- a. **Board approval to pay bills as presented:**  
**ACTION:** Anne S. moved to pay bills as presented, Susie H. seconded, all in favor, motion passed unanimously.
- a. **Board approval of December 2024 Board Meeting minutes as submitted:**  
**ACTION:** Gail C. moved to approve minutes as presented; Anne S. seconded; motion passed unanimously.

## Administrative Reports:

### Old Business:

- a. **Home chlorine testing:** Discussion to be continued at a later meeting.
- b. **NW Natural Water Services Contract renewal update:** Contract from NW Natural Water services has been received. It will be sent to board members for review and put forward for approval at the February meeting.
- c. **Emergency management update:** Gail gave a brief review of the recent meeting that Anne and Gail had with the Scappoose fire chief, Pritcher. Chief Pritcher feels strongly that BWD is paying a higher rate than others for fire service given the allocated tax rate of our neighboring service districts. We will convey that to Portland Fire in the near future (see below).
- d. **The Metro Map is now complete.** Gail will send the map to all board members in the next few days. This will be used to negotiate a mutual service in that adjacent fire districts will serve neighbors if they are in a 5 mile radius. This practice is not in place at the current time but should be according to Chief Pritcher. We will use this map along with the information above re. the emergency management with Portland Fire to negotiate a lower rate.
- e. **The owner of Fred's marina, Peter Ettro, is concerned that the hydrant that is near the entrance to the marina is now very vulnerable to traffic (driveway construction is now**

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complete). Mr. Ettro is willing to pay for this and is having his engineer draw up possible protection plans to be built around hydrant. These plans will be presented to the BWD board prior to construction.

- f. Audit update: Dan sent out the letter of engagement from Pauly, Rogers, and Co. PC for the audit which needs to be signed and returned to start the process.

**ACTION:** Gail will sign and return to Dan by end of week.

## **New Business:** 2025 Budget Cycle begins; things to do:

- Retrieve a copy of the Tax Supervising and Conservation Commission (TSCC) preliminary Budget Checklist; DONE
- Appoint Budget Officer; Need to officially nominate Kris Hines (she agreed last meeting but an official nomination was not completed)
- Prepare Budget Calendar (submit *draft* budget calendar to TSCC in December or early January to avoid need for an extension/exception)
- Revise and finalize Budget Calendar based on feedback from TSCC prior to next Board meeting (February 19<sup>th</sup>);
- Approve revised Budget Calendar at Board meeting; February 19<sup>th</sup>
- Send *final* copy of Budget Calendar to TSCC; February 20<sup>th</sup>
- Prepare budget (Budget Officer, Bookkeeper);
- Send mailer to all customers inviting them to be on the Budget Committee and notifying them of budget meeting dates.
- Mail Notice of Budget Committee Meetings to all customers **AND** publish on BWD website **no fewer than 10 days before** the first Budget Committee meeting;

**Approved budget must be submitted to TSCC no later than May 15<sup>th</sup>.**

**Announcements:** Gail will be gone in February, Anne will chair the meeting.

**Adjourn:** Gail C. made a motion to adjourn the meeting at 7:09, Susie H. seconded, all in favor. Motion passed unanimously.

**Special Board Meeting:** Establish and approve the 25-26 Budget Calendar and appoint Budget Officer February 5<sup>th</sup> at 7:30.

**Next meeting:** Wednesday, February 19<sup>th</sup> at 6:15pm

**Location:** All meetings to be held by GoToMeeting videoconference.

**First Budget Meeting:** To follow board meeting on February 19<sup>th</sup> at 7:15pm.

Susan Hasty,  
Recording Secretary