

# 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

**Wednesday, July 17, 2024**  
**6:15-8:45**

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## Minutes

**Call Meeting to Order by Gail Curtis at 6:15PM.**

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

**Present:** Gail Curtis, chair; Anne Squier, board member; Susie Hasty, board secretary; Kris Hines; board member; Dan Zimmerman, bookkeeper; Aaron Olson, NW Natural Water Services (Hiland Water) representative, Ed Hodges, engineer of record.

**Absent:** Tiff Wood, board member.

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

**Guest: Ed Hodges, engineer of record for BWD.**

- a. **Master plan:** Currently working on an analysis of deficiencies in the system and future growth areas and incorporation of out of service areas into the district. Ed expects to be wrapped up with this piece by end of next week. The first Master Plan work session will be focused on bringing out of district areas into the district i.e. district boundary expansion. Ed will send out potential dates for work sessions. Anne suggested meeting in person as a separate session from board meetings to be able to review documents, maps etc. at the same time. Susie will explore possibility of using the board room at her marina. Gail spoke with the interim director of Planning at Mult. Co. Adam Barber and he is interested in supporting us; however, they are very thin on staff so are unable to meet directly currently. Also, Ryan Nelson, City of Portland Engineering and Planning, is willing to participate. Gail will reach out to see if he is available to join the first work session.

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

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- a. **Locates:** NW Natural Water Services responded to 9 locate requests. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli
- c. **Leak detection/repair:** Water loss for June was 14.32 gals per minute. 619,000 gallons/month. This is likely to represent leak that was repaired.
- d. **Chlorine residual monitoring:** N/A
- e. **Customer issues:** None
- f. **Billing adjustments:** Eight meters are scheduled to be shut off. Hiland office working with residents.
- g. **Water leak update:** Hiland worked with American Leak Detection to locate leak, discovered copper service line and saddle where leak was. Sent estimate to BWD representative who approved repair. Wapato resident was notified. Repair was made. In this case the BWD requested that the meter be relocated in an emergency manner so there will be no charge to the homeowner.
- h. **Anne raised questions regarding discrepancies on the route total reports between units sold and units metered.**
  - Is volume pumped the sum of volume sold and volume lost? Aaron verified that this is true
  - The summary on Burlington route shows 2,289,000 gallons of use. Are “use” figures all from meters? Aaron verified that this is true.
  - It was concluded that this month’s numbers don’t balance in that water sold exceeded water pumped.
  - The goal is to use these reports to determine gallons and percentage of loss and identify whether it’s on the homeowner side or district side.
  - Aaron will investigate the issue that the route reports do not look correct and request that they be corrected and reissued. Water sold cannot exceed water pumped.

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

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: May credit memo shows \$18,280.73 from NWNWS. Expenditures totaled \$11,741.46, \$7,500 of that was for leak detection and repair.
- b. Monthly budget statements: Balance sheet: \$521,323.28; 2023-24 Fiscal Year Profit and Loss shows water sales at 104.7%. Taxes collected at 107.2%. Total expenses at 80.4% Due to current thresholds the board is required to complete a review of financial statements (not a full audit). Dan will contact the representative for proposal of cost to have this competed. Duplicate payment of \$7200 to Curran-McLeod has been refunded and deposited into BWD account.
- c. Monthly budget expenditure review: As presented.

## **Consent Agenda:**

- a. Board approval to pay bills as presented: Anne S. moved to pay bills as presented, Susie H. seconded, all in favor, motion passed unanimously.

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- b. Board approval of June 2024 Board Meeting minutes as submitted: Anne S. moved to approve minutes as submitted, Kris H. seconded, all in favor, motion passed unanimously.

## **Administrative Reports:**

- a. City of Portland Fire Bureau level of service. Anne reported that the map from fire district shows all the calls for BWD were within district boundaries. The \$176,390.82 annual contract equals about \$2000/call. BWD had 70 responses in 2021, and responses have been decreasing over past 2-3 years. Although the calls are down the costs are up. Board discussed and chose to contact Scappoose fire department regarding availability to service the BWD and compare level of service and cost.  
**ACTION:** Anne and Gail volunteered to connect with the Scappoose Fire Department and report back to board with results of conversation.

## **Old Business:**

- a. Gail contacted Peg Hutton of Hiland regarding a consumer report that she had requested we complete. Ed commented that he and his team are used to completing these forms and is willing to complete this on our behalf. Gail will follow up with Peg to determine if this is still a need and if so, she will get back to Ed for assistance.

**New Business:** None

## **Announcements:**

- a. Dan Z. will be gone for the board meeting in October and requested October 22<sup>nd</sup> or 24<sup>th</sup> as an alternate meeting date.  
**ACTION:** Board discussed and will move meeting to October 22<sup>nd</sup>, 2024.

**Adjourn:** Gail C. made a motion to adjourn the meeting at 7:23, Kris H. seconded, all in favor. Motion passed unanimously.

**Next meeting:** August 21, 2024, at 6:15pm

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

Susan Hasty,  
Recording Secretary