

BURLINGTON WATER DISTRICT (BWD)

Board Meeting

November 21, 2018

6:45pm

Scappoose Library

Scappoose, Oregon 97053

Minutes

In attendance were Board Members Juli Valeske, Ken Larson and (via phone conference) Patty Larson. Also in attendance was Hiland Water Corporation employee, Aaron Olson.

Customer/public requests.

1. There were no customers present and no billing questions presented.
2. Because there were no customers present there was no presentation of Portland Water Bureau's proposed rate increases over the next several years and it's impact of Burlington Water District customers.
3. The Board did receive an email from Jeffery Kee regarding the status of Capitol Improvements, specifically for Riverview Drive. See item #5 under Superintendent's report for a discussion.

Board review and/or approval:

1. The October Board meeting minutes were approved as moved by Ken Larson and seconded by Patty Larson.
2. A discussion was held surrounding the search for a bookkeeper for BWD. After a few weeks of back and forth discussions with Daniel Zimmerman, he declined our offer. The search continued and we are in discussions with Linda Musson, LTC. As of this date, no final decision has been made
3. Approval of Financial Policies and Procedures Manual, created by NowCFO, was tabled until more Board Members are present.
4. Accounts Receivable/Payable report from Hiland was presented and discussed. Ken Larson made a motion that we approve the report and pay the bills as presented. The motion was seconded by Juli Valeske

Superintendent's report:

1. Report from Hiland by Aaron Olson included a discussion about our % of water loss system wide. We currently have a 6.1% unaccounted for water loss. For a system our size that is considered a very small amount and is within acceptable norms. We are moving 1.1 million gallons a month (a 73,000 gallon loss =6/1%, which may include the PWB accounts)
2. Our chlorine residuals are looking very good and the system is in good health.
3. There are still some questions regarding a few homes that are unaccounted for. Hiland has been trying to ascertain whether these homes are Portland customers but has gotten no cooperation from PWB. One home was added to our customer accounts. But, there may be more that are connected to our water but not getting billed. Clearing up this confusion may also result in lowering our % of water loss.
4. Hiland is still in the process of determining the best locations for water sampling stations.
5. Aaron recommended that we wait on pursuing contracting for replacing the line on Riverview. Working on the cliffs above Hwy 30 may be a very expensive project and the line seems to be working just fine for now. Juli added that her search for information regarding the Capitol Improvement Project from 2012 did not seem to include Riverview in the infrastructure update. We are still searching for the original documents. They are likely in a box in storage at the Hiland warehouse in Newberg. Juli also reported that she sent an email with this information, to Jeffery Kee. She invited him to share his knowledge with the Board and to be a part of the future planning process regarding Riverview.

Administrator's report:

1. Customer accounts are, for the most part, in good order. Tina, at Hiland, is very thorough and prompt in pursuing past due accounts and has had no big issues this past month. Hiland continues to perform our AR and AP duties, on a temporary basis and for an extra \$400 per month.
2. Charity, with NowCFO continues to do our bookkeeping on a temporary basis.
3. Our Municipal/State audit is due by December 30, 2018. Much work has been done by NowCFO, Hiland and by Juli to get the required information to Dennis R. Conner, our Certified Public Accountant. This audit is separate and very different from the one that NowCFO did for us. Much of the same information can be used but there is also a different pool of information that must be presented and disclosed.
4. There has been no progress or discussion regarding Chestnut Lane. We have been trying to contact Gabe Wells for several months but have not heard back from him. He had agreed to be a consultant to us as we navigate the process of incorporating Chestnut Lane into the District. We will reach out to him again. We did receive an email from Kevin Lay, another of the representatives from Chestnut/Vista Lane, asking about our progress. He has not been able to get a hold of Gabe either. Kevin is willing to sit down and talk with us. We need to get more information regarding incorporation and public contracts before we can have that meeting. We hope to schedule a meeting in January.
5. Ken raised the question of out-of-district users. Aaron suggested we come up with a checklist for OOD users to work from to get into the District.
6. There is a process for hiring an engineer using grant money to write grant applications for small districts. The circuit writer then gets bidders to do jobs and that person is paid through the grant.

Next Meeting: Tentatively Wednesday, December 19th Board meeting: 6:45 PM

Location: Scappoose Library.

Recess/Adjourn the meeting.

An Executive Board meeting may proceed or follow regarding:

- a. ORS 192.660 (2) (e) to discuss real property matters;
- b. ORS 192.660 (2) (f) to consider information or records exempt by law from public inspection;
- c. ORS 192.660 (2) h) to consult with counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;
- d. ORS 192.660 (2) (a) to consider the employment of a public officer, employee, staff member or individual agent