

BURLINGTON WATER DISTRICT (BWD)
Board Meeting Minutes
December 19, 2018
6:48 PM

13010 NW Marina Way
Portland, Oregon 97231

Present were Juli Valeske, Ken Larson, Pattye Larson, board members.

I Customer/Public requests

- 1) There were no customer or public requests presented at this meeting.

II Board review and/or approval:

- 1) The meeting minutes from the November 21, 2018 board meeting were presented. Ken moved and Pattye seconded that the meeting minutes be approved as amended. Motion carried.
- 2) Juli updated the board on the potential bookkeeper:
 - a) Linda Musson was contacted several times, and showed interest, but has not responded to the latest phone calls and messages left by Juli.
 - b) Charity from NowCFO is willing to do the bookkeeping that Tina from Hiland is currently doing. She will continue to work with Tina.
- 3) The new draft of Financial Policies and Procedures Manual, created by NowCFO was presented for final comments. There being no questions, Pattye moved that the board adopt the new Financial Policies and Procedures Manual as written. Ken seconded, motion carried.
- 4) The accounts receivable/payable report from Hiland was reviewed. There was no copy of the Alexin Analysis bill for \$171.00 and no copy of the total bill for Schroeder Law. Juli agreed to ask Tina for those pages for the records. Pattye moved to pay the bills as presented. Juli seconded and motion carried.

III Superintendent's report:

- 1) The Superintendent's written report is included and incorporated by reference to this document
- 2) Status of customer accounts was reviewed.

- 3) Status of our audit, which included information provided by Charity from NowCFO was presented and incorporated herein by reference.
- 4) Quickbooks financial statements provided by Charity from Now CFO were presented and incorporated herein by reference.
- 5) Hiland did not yet present a quote for the new sampling stations.

IV Administrator's Report

- 1) There was a request by Dennis, to ask our attorney for copies of all of the information regarding the litigation with Chestnut lane. Although it will be expensive, apparently it is required for our audit, so we agreed to have that sent.
- 2) There has been no new information regarding Multnomah Yacht Harbor's invoices that were done incorrectly before Hiland took over. Tina was going to talk with Joe about this. This was tabled until the January meeting.
- 3) It was suggested that we send letters out regarding the need for new board members to be voted on in May. This was tabled until the January meeting.

There was no further business presented.

The next meeting is scheduled for Thursday, January 16, 2018 at the Scappoose Library, at 6:45 PM.

The meeting was adjourned at 8:04 pm.

Respectfully submitted,

Patty Larson
Board Member
Recording secretary