

# 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, April 17th, 2024**

**6:15 – 7:15 PM**

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## Minutes

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

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

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

Gail took a moment to thank the board for great teamwork, including Kris Hines and Dan Z., for the outstanding budget prep. in record time, and to Anne Squier for finding the Holbrook leak at 13900 NW St Helens Rd. and for NW Natural Water Services for jumping right on it and repairing it immediately! Hopefully, this should stem the major “unidentified” leak that we have been fighting for some time now.

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

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

**Project Update:**

1. **Update on Master Plan Project:** Ed has added another engineer to help with the Master Plan preparation. Ed and Gail will go to the storage unit next week to find maps and flow data from the past (from NW NWS and years prior). First deliverable to the board will be an updated district map. Date TBD as schedule is currently being developed.

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

- a. **Locates:** NW Natural Water Services responded to several locate requests. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli
- c. **Leak detection/repair:** Leak detection meter project completed. Leak on Chestnut addressed. Water loss for March was 71.33%.  
Two leak adjustments requested: Leaky toilet valve, requesting \$160 off the \$320 bill. Home on Hwy. 30 had a broken pipe, \$911 bill and requesting \$455 off the \$911 bill.  
**ACTION:** Kris H. made a motion to forgive both overages if these requests meet ordinance guidelines (as per NW NWS), Tiff W. seconded, all in favor, motion passed unanimously.
- d. **Chlorine residual monitoring:** N/A
- e. **Customer issues:** None
- f. **Billing adjustments:** Ten meters are scheduled to be shut off, Hiland continues to address billing issues related to new system. Gail posed a question as to how long a client is allowed to go without paying before a large bill has accumulated. NW NWS works with customers sending notices etc. for 3 months prior to shut off. The questions posed by board members include, for large bills (example of a \$4000 bill) do we (BWD) charge interest on those bills to compensate BWD? Are there charges for shut off and reinstatement? Who applies these charges? NW NWS? Gail requested that all board members continue to review Rules and Regs for guidance.  
**ACTION:** This topic will be reviewed and discussed at next month's (May) meeting.

## Bookkeeper/Office Manager's Report:

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: March credit memo shows \$22,303 receipts to BWD from NW NWS. The 2 invoices are still payable by BWD to NW NWS.
- b. Monthly budget statements: Balance sheet: \$588,994.41; Profit and Loss shows water sales at 103.4% July-March.
- c. Monthly budget expenditure review: As presented.
- d. **Follow-up from March Meeting:** Tiff W. contacted the BMO bank to inquire about process to allow Dan Z. visual access to the BWD bank account. Tiff reported that this can be done, however, the bank will charge an additional \$15/month. Dan states that if NW NWS becomes better organized in sending out deposit reports this may be a non-issue. Board to consider for discussion at next month's (May) meeting.
- e. Anne asked if BWD is required to file taxes with Fed/State. Dan Z. files a quarterly transit report and a no-payroll report quarterly, and one additional form at the end of the calendar year as required by the state.
- f. Dan requested final disbursement requests for Riverview and the Meter projects.  
**ACTION:** Ed will work with Matt Mattia at business Oregon to get paperwork to Dan.
- g. Wheeled water (water that goes through BWD master meter serves to in-district customers who are then billed by and pay Portland. We have 4 houses that are in district using wheeled

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water. July statements shows Portland credits BWD back once per year. Information pertaining to this will be shared with Ed to be incorporated into the Masterplan.

## Consent Agenda:

- a. Board approval to pay bills as presented: Ann S. moved to pay bills as presented, Tiff W. seconded, all in favor, motion passed unanimously.
- b. Board approval of March 2024 Board Meeting minutes as submitted: Gail C. moved to approve minutes as submitted, Anne S. seconded, all in favor, motion passed unanimously.

## 24/25 Budget Adoption by the Board:

- a. Adopting the budget: Resolution 24/25-01 to Adopt the 24/25 budget, make appropriations and impose and categorize the tax was distributed and reviewed by all board members.  
**ACTION:** Tiff W. moved to adopt the 24/25 budget, Gail C. seconded, all in favor, motion passed unanimously.
- b. Dan Z. noted that in the version of the budget that was shared at the recent budget meeting Tunie (TSCC) noted that there was a calculation error in the first preceding year ending fund balance. This error is immaterial to the budget as presented. Dan has corrected the current budget to reflect the change.

## Administrative Reports:

### Old Business:

Fire service discussion: With the trend of increasing cost for fire protection from Portland FD BWD board members are exploring alternatives to provide the service at a reduced rate. Anne S. attended a meeting with the Sauvie Island FD recently and discovered that they are strictly a volunteer department, therefore not a viable option to support BWD needs. Gail C. noted that the Scappoose FD is approx. 6.8 miles from her home noted that the Holbrook station is within 2 to 7 miles from any BWD in-district customer and may be another option to explore. Board members are invited to volunteer to speak with Scappoose FD to determine viability to serve BWD.

**ACTION:** Anne Squier will seek information about the # of BWD fire or emergency medical calls Portland responds to per year and report that to the board. The board will revisit fire protection topic at June meeting.

### New Business:

BWD Rules and Regs. available to review and for use as reference. Gail has sent the link to all board members.

## Announcements:

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**Adjourn:** Gail C. made a motion to adjourn at 7:48, Kris H. seconded, all in favor. motion passed unanimously.

**Next meeting:** May 15, 2024 at 6:15pm

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

Susan Hasty,  
Recording Secretary