

# 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/>

## Board of Commissioners Meeting

Thursday, April 21, 2022  
6:15 pm

Due to the current health emergency resulting from the COVID-19 pandemic, this meeting being held by GoToMeeting videoconference.

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/400720501>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code:** 400-720-501

## AGENDA

**Call Meeting to Order by Ron Yann at 6:18.**

**Announce Board members present to establish quorum for meeting:** Ron Yann, chair; Lauren Golar, webmaster; Dan Johnson, budget committee chair; Susie Hasty, secretary; Dan Zimmerman, bookkeeper.

Note: Ron will be gone the month of May, missing the May 18<sup>th</sup> board meeting.

**Public Comment:** Brian Candito, Burlington resident submitted a request through Hiland for the price for 1 connection and for 4 connections to his property on Wapato Rd. but BWD board has not been notified of this request. Dan J. reported that a single line will likely cost \$3500.00.

Brian can be contacted at [canditob@gmail.com](mailto:canditob@gmail.com)

**ACTION:** Ron will follow-up with Hiland to obtain the cost for 1 and 4 connections and will get back to Brian.

**Guest:** Ed Hodges PE Curran-McLeod, Safe Drinking Water Revolving Loan Fund Application for the Riverview project has been approved (\$30K). Next step is Ron to sign contract, then review project, submit a design for review and approval. We will need an environmental review. Likely 4-5 months before ground breaking. Actual construction estimated to take 2-4 weeks. Project funding and expenditures to take place next fiscal year (after July 1, 2022). Ron has reviewed documents for the Riverview loan, including the contract, signature card, deposit option and ordinance for resolution. disbursement schedule, and IRS form W-9. Opinion of legal counsel has been forwarded to Laura (lawyer).

**ACTION:** Resolution Number 20/21-05 authorizing Ron to sign the contract passed conditionally with Ron's rewording of timing of notification to customers. TSCC contacted for clarification.

Dan J. moved and Lauren G. seconded, motion passed unanimously.

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Newberry variance/annex discussed. Estimate \$500.00 for Ed to review property line and sizing of line should there be a build out in the future. Ed would provide recommendation for line sizing and budget build out cost estimate of project. Ed recommends 4" line for these 3 homes to come into district. Ron will present the Newberry residents with option to have Ed perform engineering review.

## **Water Operator's Report from Hiland (no representative present):**

- a. **Monthly overview:**
- b. **Update on leak detection/repair:**
- c. **Possible meter replacement:**
- d. **Chlorine residual monitoring:**
- e. **Customer issues?**
- f. **Billing adjustments?**
- g. **New service request update:**

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

### **Consent Agenda:**

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Water loss steady at 26.81%. Question about charges for "new service" connection. Approx. \$5K charge went to BWD but the understanding was this the hook-up charge would go to the customer.  
**ACTION:** Ron will contact Hiland to clarify charges.
- b. Monthly budget statements: Reviewed balance sheet; budget vs. actual statements; Profit and Loss.
- c. Monthly budget expenditure review: Budget projections remain on track.
- d. Board approval to pay bills as presented:  
**ACTION:** Dan J. and Lauren G. seconded, motion passed unanimously
- e. Approval of March Board Meeting minutes as submitted:  
**ACTION:** Lauren G. moved and Dan J. seconded, motion passed unanimously.

### **Budget Committee portion of meeting:**

Second Reading of the Rate Increase Ordinance:

**ACTION:** Dan J. moved that in lieu of reading the rate increase out loud that the ordinance be included with the minutes. Lauren G. seconded, motion passed unanimously.

Dan Johnson reviewed proposed budget from last meeting. Opened for public comment, no comment given.

**ACTION:** Dan J. motioned to amend budget to bring the loan proceeds and expenditures from 2021/22 to 2022/23 budget year. Susie H. second, motion passed unanimously.

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**ACTION:** Dan J. moved that we update the loan details to reflect that \$40,000 of the loan, not \$150,000 of the loan is forgivable. Lauren G. seconded, motion passed unanimously.

**ACTION:** Dan J. moved that we amend the budget to reflect appropriate loan payments for the higher amount borrowed than originally estimated for 2021/22 budget year. Susie H. seconded, motion passed unanimously.

**NOTE:** The Public Hearing of revised LB1 will take place at the May 18<sup>th</sup> meeting. A mailing to BWD residents will be sent prior to the meeting.

## **Administrative Reports:**

- a. Update – Safe Drinking Water Revolving Loan Fund Application reviewed above.
- b. Update – Newberry Road petition for variance to join District. Ron proposed to submit to Newberry road folks the option to pay \$500.00 for Ed’s professional engineering fee (discussed above) plus cost for 4” line.

## **As necessary:**

Dan Zimmerman received 2 large boxes of paperwork from Ed Hodges containing historical documents regarding work done by engineers. Ed offered to pick-up the boxes and store for us. Board agreed to ask Ed to retrieve documents from Dan Z.

## **Adjournment:**

Susie H. moved meeting be adjourned, Lauren G. seconded, motion passed unanimously.  
Meeting Adjourned at 7:32pm.

**Next Board Meeting:** Thursday, May 18, 2022, at 6:15pm.

**Location:** Due to the current health emergency resulting from the COVID-19 pandemic, meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary