

BURLINGTON WATER DISTRICT (BWD)
Board Meeting Minutes
April 17,2019
6:59 PM

Scappoose Library
Scappoose Oregon 97053

Present were Board members: Juli Valeske, Ken Larson, Pattye Larson, and Ed Perkins. Public attending: Chris Nelson, Ross Ege, and Brian Candito

I Customer/Public requests

- 1) There were no billing questions or requests from customers.

II Board review and/or approval:

- 1) The amended meeting minutes from the February 20, 2019 board meeting were presented. The minutes were amended to include a discussion regarding the request from Metro to vacate some easements surrounding our water reservoir. Ken moved and Ed seconded that the meeting minutes be approved as amended and presented. Motion carried.
- 2) The budget meeting minutes from March 20 were presented. Ken moved and Juli seconded that the budget meeting minutes be approved as presented. Motion carried.
- 3) The board meeting minutes from March 20 were presented. Ken moved and Ed seconded that the board meeting minutes be approved as presented. Motion carried.
- 4) The accounts receivable/payable report from Hiland was reviewed. Bills were reviewed and it was noted there was no invoice for the postage amount to mail the meeting letters to voters. Juli made a note to ask Hiland to either present the invoice from the post office, or Hiland should invoice us from their postage machine if that was how they were mailed. Pattye moved and Ed seconded that we pay our bills. Motion carried.

It was noted that on the Bank Reconciliation for 2/28/19 there were 3 checks that were issued in 2016 that had not been cashed. Pattye agreed to talk with our new accountant to see how we can remove those checks, since it is apparent that they are not going to be presented for payment.

- 5) Juli presented an invoice from Summer for her work on the audit. Pattye was asked to write a check and take to Juli for the second signature, then mail to Summer as soon as possible.

Juli explained to those attending that we have a \$500.00 credit from TSCC for budget purposes. The process is that we do our budget, send it to Summer for review and/or suggestions. Once it is agreed and voted on, then we send the budget to TSCC for any other changes. Juli presented a request from TSCC that we update our budget form to eliminate a balance in the Fire Fund. This was explained as a transaction that had not been completed in the 2017 year.

- 6) To accomplish the transaction required by TSCC to fully balance the budget, the board reviewed Resolution 18/19-02 Eliminating Fire Fund. Pattye moved and Ed seconded that the board adopt Resolution 18/19-02. Motion carried.
- 7) There was the second reading of the adoption of the Budget Resolution 18/19-01. Ken moved and Ed seconded that the board adopt the 2019-2020 budget. Motion carried.
- 8) To continue the 10 year annual increase in water rates identified and voted on in 2018, Juli presented to the board the first reading of Ordinance 18/19/02.
- 9) Juli presented a recommendation from David Feinauer of Rite of Way Associates that BWD agree to the Vacate Petition between Metro and BWD regarding access to the water reservoir. Mr. Feinauer had requested two easements, one for access and one for the water line be identified and written for BWD protection. Once the board agrees to vacate, then Metro will execute the agreements. Ed moved and Ken seconded that we sign the agreements. There was a discussion on whether we needed attorney approval in addition to the Rite of Way recommendations. It was decided that Rite of Way was professional and an authority in easements and the additional expense of an attorney was not required.

III District Operator's report:

- 1) The Hiland Water Operator's report was reviewed, and is incorporated here by reference. Hiland did include a list of locate requests.
- 2) Status of customer accounts was reviewed. There were 4 accounts scheduled to be disconnected for non-payment.
- 3) Hiland has agreed to renew their contract with BWD with a single change, requesting a \$30.00 pass through fee for setting up new accounts, to be retained by Hiland. Pattye moved and Ed seconded that we renew the contract with this change added. Motion carried.
- 4) Hiland presented a short report identifying 3 sampling stations representing different areas of the water system. Costs were estimated to be between \$600-\$700 each, including labor, using sampling stations designed and provided by Hiland. Pattye moved and Ken seconded that we purchase and install the sampling stations in the areas and as Hiland recommended. Motion carried. Pattye requested that we ask Hiland to do one each month beginning in May.

- 5) Hiland sent a check to Juli, which Pattye agreed to deposit with Bank of the West.

IV Administrators Report

- 1) Status of customer accounts was reviewed. It was agreed by the board that Hiland proceed with the 4 shutoffs if bills were not paid.
- 2) The status of bookkeeping position was discussed. Hiland's report included the Dan Zimmerman has agreed to serve as bookkeeper under a subcontract with Hiland, which will keep us from having payroll. Dan is expected to be taking of the books from Hiland and Charity on May 1. Pattye agreed to try and meet with them to go over various matters including banking and LGIP accounts.
- 3) Juli presented information regarding our government audit, including a letter indicating our budget had been approved by the state. She reported that BWD would be required to send the state a letter that we have adopted guidelines for public officials and policies. Juli said she had sent our recently updated policies to the state, and the state indicated that these are excellent and will work.
- 4) Burlington Water district needs to adopt a resolution adopting financial policies and a code of conduct as requested by the State. Juli presented the first reading of Resolution # 18-19-03. Ed moved and Ken seconded that we adopt the resolution as read. Ken seconded, motion carried. It will be posted on the web.
- 5) Juli presented a flier for workshops for small water systems and local leaders in Oregon, with two workshops for board members. Pattye suggested that letters be sent to each of the new prospective board members, with recommendation that they attend at BW expense. Juli agreed to do this, or have Tina do this.
- 6) Juli suggested that we let the new board members know that it would be helpful to get someone to request grant funds to help pay for the Riverview repairs that are needed.

The next meeting is Wednesday, May 8th at 6:45 pm at the Scappoose library.

Ken moved and Pattye seconded that the meeting adjourn. Motion carried. The meeting adjourned at 8:21 pm.

Pattye Larson
Board Member
Recording secretary