

BURLINGTON WATER DISTRICT
BOARD MEETING MINUTES
Scappoose Library
February 21, 2018

Board members present were Commissioners Juli Valeske, Pattye Larson and Ken Larson. Also present was Steven Eudaly, Andy Tinkess (Superintendent) and Patricia Maenza (Administrator).

Chairperson Juli Valeske called the Board meeting to order at 6:53pm. An Executive Board meeting will follow regarding ORS 192.660 (2) (a) to consider the employment of a public officer, employee, staff member or individual agent.

Customer/public requests:

Steven Eudaly is a new resident within the District. He expressed his interest in becoming a Board member.

Board review and approval:

Andy and Juli went to the February 14th Portland Water Advisory meeting to ask for forgiveness of the District's high peaking water loss as of December 24th. The Board could not make a decision; they did not have enough members present. Juli and Andy will attend the March meeting to present the forgiveness request. Last year the District had 3 high usage leaks. Two were forgiven, one was not. Juli presented the hardship of the District; that it was waiting for a grant to help with the cost of the system controls. Portland Water asked for Burlington Water District to bring to the next meeting its history – how many times it has had a high peaking water usage loss.

Multnomah Yacht Harbor addressed the Board with a letter asking for help with its water leak cost. Pattye Larson moved to approve a leak credit of ½ of the leakage amount, seconded by Ken Larson. All were in favor. Motion carried.

Ken Larson moved to approve the January Board meeting minutes, seconded by Pattye Larson. All were in favor. Motion carried.

The first reading of Ordinance No. 17/18-02 Partially Repealing Ordinance 14/15-02 and adding to the Rules and Regulations, Public Works Water Distribution Design Standards was read.

The audit message needs to be signed by Juli, Pat and Andy in order to receive the completed audit. Juli is taking it home to read first.

Any out of District user need to bring their connection up to standard in order to join the in District system.

A SDIS Best Practices pamphlet was handed to Juli for review to work on receiving liability cost credits. The District can earn up to 10% off its costs. The District may start annual employee evaluations. OAWU will be contacted to see if they would be willing to teach a Board member responsibilities seminar.

BURLINGTON WATER DISTRICT
BOARD MEETING MINUTES
February 21, 2018
Page 2

Administrator's report:

Pat was asked to respond to Jim Jones letting him know that the District is in the process of seeking legal advice. Mr. Jones 16page complaint document to the District has been forwarded to the legal assistant for a response and direction.

The Board asked Patricia to send out 48 hour shut off notices after the following billing and to enforce non-payment shut offs around the 20th of each month. The Board wants the full amount due to be paid by the due date otherwise it is categorized as late.

Superintendent's report:

Metro needs water for sewage disposal, a drinking fountain and a bathroom.

Portland Water will need to raise its rate to cover the cost of their 5-6-million-dollar new water treatment plan.

Juli entertained a motion to pay checks No. 3355– 3370. Ken Larson moved to approve the paying of the checks, seconded by Pattye Larson. All were in favor. Motion carried.

The employees were given mileage, reimbursement and timesheet samples as to how the Board wants to see these presented. They stated reimbursements will be paid the following month after being approved.

Pat was asked to check internet cost through Century Link. An automatic radio reader device was mentioned. Ask Paulson's printing how much they would charge to print the billing statements. Through RVS is .01 each.

The meeting was recessed at 9:12pm.

The meeting was reopened at 10:00pm and then adjourned at 10:00pm

Approved by: _____
Pattye Larson

Minutes taken by: Patricia Maenza, Administrator