

# 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**

Tuesday, December 15, 2020

6:15 pm

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

**To join the meeting from your computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/661471957>

**For audio only, dial in using a phone:** Number: (408) 650-3123 Access Code: 661-471-957

## **AGENDA**

### **Call Meeting to Order**

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

### **Public Comment**

### **OAWU Rate Study Update (Tim Tice)**

### **Water Operator's Report from Hiland:**

- a. Monthly overview
- b. Update on leak detection/repair
- c. Update on 3-inch meters – size warranted?
- d. Pending billing adjustments?
- e. Customer issues
- f. Billing process for Chestnut and Logie Trail customers (monthly adjustments based on the master meter reading in place?)

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

- a. SDIS insurance quote

### **Consent Agenda:**

- a. Accounts Receivable/Payable report from Hiland
- b. Monthly budget statement
- c. Board approval to pay bills presented
- d. Approval of November Board Meeting minutes

### **Action Items:**

- a. Portland Fire & Rescue multiyear Inter-Governmental Agreement (IGA)
- b. Portland Water Bureau request re: wheeled customers Harborton Drive

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## **Administrative Reports:**

- a. Update on Safe Drinking Water Revolving Loan Fund Application for the Riverview project
- b. Update on Metro right of way vacate request
- c. Update on responses from letters to customers
  - i. All customers – Rules & Regs notice
  - i. Requests for documents
  - ii. Mailing list inaccuracies (returned letters)
  - ii. Out-of-district customers – Rules & Regs and additional billing and annexation info
- d. PWB positive E. Coli/potential boil water notice
- e. Water Quality notice
- f. May 2021 special elections/board recruitment
- g. 21/22 Budget process

**As necessary:** Additional agenda items arising pursuant to bookkeeper's, manager's reports

## **Adjourn**

**Next Board Meeting:** Wednesday, January 20, 2021 at 6:15pm

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

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Dial in or type: 67.217.95.2 or [inroomlink.goto.com](https://inroomlink.goto.com)

Meeting ID: 641 090 957

Or dial directly: [641090957@67.217.95.2](https://641090957@67.217.95.2) or 67.217.95.2##641090957

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In the event that stay-at-home restrictions have been lifted, an in-person meeting may take place at the Scappoose Library, Scappoose, Oregon.