

# 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

Wednesday, February 16, 2022

7:00 pm

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

## MINUTES

**Meeting called to order** by Gail Curtis at 7:00

**Present:** Gail Curtis, Dan Johnson; Lauren Golar; Susan Hasty;  
Dan Zimmerman, bookkeeper; JJ Olson in for Aaron Hiland, manager.

**Absent:** Ron Yann

**Public Comments/Guests:** Christine Nelson requested approval from BWD for an easement for PGE to lay cable via small trench on Mill Rd. within BWD property for additional electrical service to Bridgeview Marina. Dan J. moved and Lauren G. seconded approval for easement on the condition that the ground be returned original condition and Bridgeview assume responsibility for all damages. Motion passed unanimously.

### Water Operator's Report from Hiland (Aaron Olson):

- a. **Monthly overview:** Nothing unusual
- b. **Update on leak detection/repair:** Recommendation leak detection to determine reason for high water loss past 2 months. Board will consider.
- c. **Water Tank Meter replacement:** No update
- d. **Chlorine residual monitoring:** No update
- e. **Meter replacement:** No update
- f. **Customer issues?** None
- g. **Billing adjustments?** Nothing new to report
- h. **This month water loss:** Current loss appears high (2 months running) 6.1 gallons/minute. Recommended leak detection to determine reason for high loss. Board discussion, decision to continue to monitor without leak detection by Hiland at this time.
- i. **New service project:** Hiland continues to attempt to locate the main water line near Cornelius pass and Hwy. 30 for development of a new cemetery. Hiland is working with OAWU (Oregon Association of Water Utilities) to help locate the main. Drainage Culvert, Communications line, and Fiber Optics lines have been located but no water main thus far. OHA didn't have any additional information to help locate main line. Budget allocation nearly exhausted at this point. Aaron will continue to attempt location within (not to exceed) allocated budget parameters and return findings at next meeting.

### Bookkeeper/Office Manager's Report:

### Consent Agenda:

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- a. Hiland Credit Memo, and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; budget vs. actual statements; water sales revenue continues to be below budget projections.
- c. Monthly budget expenditure review: Budget projections remain on track.
- d. Board approval to pay bills presented:  
**ACTION:** Lauren G. moved that the board approve paying all bills as presented, Susie H. seconded, and the motion carried unanimously.
- e. Approval of January Board Meeting minutes:  
**ACTION:** Gail C. moved and Lauren G. seconded that the minutes be approved with requested changes. Motion carried unanimously.

**Action Items:** None

## **Administrative Reports:**

- a. Hiland contract due to be renewed, Dan J. moved new contract and rate structure be approved, Gail C. Seconded, decision passed unanimously.
- b. Dan J. moved and Gail C. seconded the motion that in place of the reading of the 22/23 Revised Water Rate Ordinance in its entirety the document will be appended to these minutes for public access. Meaningful changes to the budget include 1) Base rate increasing to 6%/connection and 2) Usage up 2.35/ccf for all district residents. The motion passed unanimously.
- c. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project has been approved. Process in place to be able to access federal funds.
- d. Update – NW Newberry Road Petition for variance to annex into the District: Kate Moore shared Newberry resident’s concern regarding expense to hire an engineer to survey property line. Kate will discuss further with residents and follow up with BWD board.

## **Adjournment:**

- a. Dan J. moved, and Gail C. seconded a motion to adjourn the meeting. Motion carried unanimously, and the meeting ended at 8:02 pm.

**Next Board Meeting:** The next board meeting will be Wednesday, March 16 at 6:45pm following the budget meeting. The second Budget Committee meeting will be held on Wednesday, March 2 at 6:15pm.

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

Susan Hasty,  
Recording Secretary