

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, August 18, 2021

6:15 pm

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

Please join the meeting from your computer, tablet or smartphone.

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Access Code: 249-603-725

MINUTES

Meeting called to order by Dan Johnson at 6:18 pm.

Present: Lauren Golar, Dan Johnson, Susie Hasty, Dan Zimmerman, Aaron Olson, Chris Nelson, Carol Mollet.

Absent: Ron Yann, Gail Curtis

Public Comment from Carol Mollet

- a. Request to add water line /hookup on NW Vista Lane and Chestnut. Vacant lot across the street is small, Carol wants to purchase the lot for gardening and would like to add a water line/hook up to that property. Dan J. suggested running a line/hose from the existing water line on home property. Currently BWD is not adding new services to out of district areas but if the lot is downstream from Carol's meter she could run a hose from her property to the lot. Carol may need to contact the county for a permit to run a line under the road.

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

- a. Monthly overview: Usage 1.3 mil gal, 16.7% loss (down by ~50%), fluctuations could be due to faulty meters. Coliform negative. Pump from city water failed in July, now OK
- b. Update on leak detection/repair: Still a scheduling challenge, next month (September) it may be possible for Hiland night shift to perform leak detection in our area.
- c. Possible meter replacement: Costs reported to BWD board a couple months ago, BWD has not responded yet, prices are going up. Aaron is willing to do another review of current costs for budgeting purposes.

- d. Chlorine residual monitoring : Tester still not here (communication issue at Hiland), Aaron assured the board that it is on its way and will be delivered to Lauren G.
- e. Customer issues? None
- f. Billing adjustments? None

Bookkeeper/Office Manager's Report:

Credit memo reviewed, \$1000.00 check did arrive from the added district. Legal team can now begin investigation.

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports reviewed
- b. Monthly budget statements reviewed
- c. Monthly budget expenditure reviewed
- d. Susie Hasty moved to pay bills, as presented, Lauren Golar second, motion passed
- e. Lauren Golar moved to approve July meeting minutes as presented, Dan Johnson second, motion passed

Action Items:

- a. Update Riverview project: Slower than usual due to COVID restrictions but is in process
- b. Board discussion/decision regarding possible meter replacement (radio, manual, etc.) Dan J. Requested to have Dan Z. do budgetary analysis/proposal to proceed
- c. Location of chlorine testing equipment: as above
- d. Bank of the West paperwork still in process: Lauren Golar will complete her paperwork and personally deliver it to the bank, she will try to pick up signature card when she is there.

Administrative Reports:

Susie Hasty moved to authorize atty. to proceed with review to bring Newberry residents into district; Lauren Golar second, motion passed.

As necessary:

BWD Board positions reviewed:

Ron Yann: Chair

Gail Curtis: Vice Chair

Susie Hasty: Secretary

Dan Johnson: Treasurer

Lauren Golar: Webmaster

Lauren Golar moved to approve board positions as stated, Susie Hasty second, motion passed

Meeting Adjourned at 6:54 pm

Next Board Meeting: Wednesday, September 15, 2021, at 6:15pm.

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

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