

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, November 15, 2022
6:15 PM - 8:45 PM (PST)

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Minutes

Meeting called to Order by Ron Yann at 6:16.

Announce Board members present to establish quorum for meeting:

Present: Ron Yann, chair, Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Tiff Wood, Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Absent: none

Public Comment: None

Guest speaker: Guest speaker: Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record for the NW Riverview Watermain Improvements project. Ed will also be addressing the Water Meter grant project, the Newberry Road petition for variance and the BWD Master Plan.

Riverview: NW Riverview project contract has been signed, in design process now. Steps in the process includes survey, geo-technical work, permitting and establishment of plans and associated contract documents then out for bidding and requisition of low bid vendor to perform construction. This whole process (start to finish) should take about 6 – 8 months. Project is over \$100,000K so will follow normal bidding process as required by law. Cost and materials are the main unknowns. If cost is extraordinarily high the board may need to adjust the timeline. Ed will send a project schedule with projected dates for tracking to Ron.

Water meter replacement project: Grant funding has been approved for water meter replacement project pending additional data related to water usage that Ed will be submitting to the funding agency on our behalf. Funding is likely to come through in 1-2 months. Project will then go out for bid.

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Newberry road annexation: Ed spoke with Mr. Looney (Newberry rd. resident) about details. Estimated cost is \$150,000 to upgrade line to 4". Water main is in a complicated area as it goes out to Hwy. 30 which will require ODOT notification and participation for lane closure and other traffic control and road requirements. Ed will confirm his evaluation with Aaron/Hiland the final estimated cost will be presented at the next board meeting. Ron will then relay results to Mr. Looney.

BWD Master plan: Two grants available for performance of a Master plan. The plan has to comply with the requirements of State of Oregon Drinking Water Services to be approved.

- 1) Technical assistance grant, offered by Business Oregon, \$20K, apply in March.
- 2) Seismic Vulnerability Study grant: Source improvement Protection (SIP) grant, \$20K, apply in March

Ed will help BWD apply for both grants in March to hopefully get a total of \$40,000 to develop a robust BWD Master Plan. Ed will take lead on applying for the grants as well as the development of the Master Plan.

Water Operator's Report from Hiland:

- a. Monthly overview: Locates: nothing new, no coliform detected, no other issues this month.
- b. Update on leak detection/repair: Completed, results are about the same as 1 year ago at 3 gal/min loss. Actual avg. 6 gal/min (20%) over past year. Larger/older meters may not be capturing smaller leaks. Upcoming meter replacement project may be helpful in detecting smaller leaks. There is an 800ft. stretch of 2" line along hwy. 30 that averages 1.8gal/min leak which is the biggest single water line leak between any 2 isolatable water lines. Roughly 1/3 of the total actual water loss.
- c. Water loss: Currently the loss is at ~5%.
- d. Possible meter replacement: No update
- e. Chlorine residual monitoring: No issues
- f. Customer issues? Property owner of 3 lots off of Mountain view road requested verification from BWD that water service can and will be supplied to these lots should a future owner request that. Board discussion ensued.
ACTION: Aaron will draft a communication to the property owner and will forward that to Ron for review and approval on behalf of the board.
- g. Billing adjustments? No report

Bookkeeper/Office Manager's Report:

- 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; Profit and Loss reviewed.
- c. Monthly budget expenditure review: Water sales tracking thus far this fiscal year, October at 140%, YTD 99.8%.

Consent Agenda:

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d. Board approval to pay bills as presented:

ACTION: Susie H. moved that bills be paid as presented, Tiff W. seconded, motion passed unanimously with caveat that Ron will review Schroeder Law invoice with Laura (att.) prior to approval. Final bill will not exceed amount of current invoice.

e. Approval of October Board Meeting minutes as submitted:

ACTION: Dan J. moved that October minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

Administrative Reports:

- a. Newberry Road petition for variance to join District: as per Ed's report above. Final cost estimate for owners to join the district will be reviewed and presented by Aaron or Ed at the next board meeting. Ron will present final estimate to Mr. Looney
- b. Riverview Water Main Replacement Project: Moving along at a steady pace.
- c. Application for a grant for BWD meter replacement, amount requested \$70K. Final approval pending data submission to funding agency by Ed. Plan as noted above.
- d. BWD Master Plan: Grants available up to \$40K. Applications will be submitted in March as noted above.

New Business:

- a. December BWD Board of Commissioners meeting has been moved from Wednesday, December 21st to Tuesday, December 20th. The December meeting has been moved from Wednesday December 21st to Tuesday, December 20th.
- b. Dan J. will begin discussion and presentation of schedule for Budget prep. meetings for 22-23 budget at next meeting.

Announcements: N/A

Adjournment:

Gail C. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:54pm.

Next Board Meeting: Tuesday, December 20, 2022, at 6:15pm.

NOTE DATE CHANGE.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary