

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/>

Burlington Water District Board of Commissioners Meeting

Tuesday, December 17, 2024
6:15 – 8:45 PM

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Minutes

Call Meeting to Order by Gail Curtis at 6:16pm.

Announce Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, board member; Susie Hasty, board secretary; Kris Hines, board member; Dan Zimmerman, bookkeeper; Aaron Olson, NW Natural Water Services (Hiland Water) representative.

Absent: Tiff Wood, board member and Ed Hodges, engineer of record.

Public Comment (limited to 10 min./issue): N/A

Guests: Ricardo Lovett, interested in learning more about the Burlington Water Board and processes thereof.

Guest: Ed Hodges, absent. Report read by Gail.

- a. Extension of distribution of next draft of BWD Master plan to early 2025. January work session has been rescheduled for February 6th at 4pm. The session will be held in the meeting room at Susie's Marina. Details will be sent closer to the date.

Water Operator's Report from NW Natural Water Services (Hiland Water) representative, Aaron Olson:

- a. **Locates:** NW Natural Water Services responded to 5 locate requests in November, water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli.

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- c. **Notes from the field and office:** The office is working with several accounts to bring payments up to date and/or shut off meters if appropriate (e.g. vacant lots).
- d. **Leak detection/repair:** Water loss for Burlington in-district locals for October is excellent at 1.76%; Logie Trail 42.36%; Chestnut 2.75%; Newberry 49.58%. Entire system is losing approx. 1 gallon per minute. Aaron reminded the board that this is the final month to take advantage of the Mission system discount on RTU's (Remote Terminal Units) which connect to the internet (Verizon and ATT) and to cell phone use. The current RTU's are aging out. The cost to BWD to upgrade to the new RTU's is \$3,700.00.
ACTION: Gail moved that the Board approve the \$3,700.00 to upgrade to the new RTU's by Mission, Anne S. seconded the motion, all in favor, the motion passed unanimously. Note: Installation will be an additional cost.
- e. **Customer issues:** None
- f. Hiland office staff, Devin Geiger, is currently revising the BWD Hiland Water Operators Report as proposed by Gail and Anne. The new report will be ready for distribution in January 2025.

Bookkeeper/Office Manager's Report:

- a. **NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports:** October credit memo (revenues collected by the district) shows \$23,597.83 from NWNWS. Expenditures totaled \$4,188.43.
- b. **Monthly budget statements:** Balance sheet: \$714,887.70; November Profit and Loss shows water sales at 94.4% of projected budget. Taxes collected at 44.5% of projected annual budget. Total operating expenses at 49% of projected budget.
- c. **Monthly budget expenditure review:** As presented.

Consent Agenda:

- a. **Board approval to pay bills as presented:**
ACTION: Anne S. moved to pay bills as presented, Kris H. seconded, all in favor, motion passed unanimously.
- a. **Board approval of November 2024 Board Meeting minutes as submitted:**
ACTION: Anne S. moved to approve minutes as presented; Gail C. seconded; motion passed unanimously.

Administrative Reports:

Old Business:

- a. **Mutual Aid Agreement Map:** Under development with completion expected early 2025.
- b. **Auditor:** Dan Z. thanked Anne S. for her assistance in the process of locating a new auditor. They have contacted at least 20 firms. Three of the 20 firms put forth a proposal. Moss Adams projected \$7K-\$10K. TKW projected \$15K, and Pauly Rogers came in at \$10K-\$11K. The minimum state requirement is to complete "agreed upon procedures" which have added a lot of regulation and cost to the audit process. Pauly Rogers proposed doing a full audit (rather

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than agreed upon procedures) which would meet all the State requirements at the same cost and will be less cumbersome to compile.

The state deadline for the audit is the end of calendar year and all three firms can complete an audit in January or Feb. There is no charge or penalty for late submissions. After much consideration Dan Z. recommends a full audit by Pauly Rogers.

ACTION: After board discussion Anne S. moved that Pauly Rogers complete the audit for BWD to meet the state requirement, Kris H. seconded, all in favor, motion passed unanimously.

- c. **A biennial budget** was discussed. Board discussed pros and cons. Discussion tabled for now.
- d. **Home chlorine testing:** Discussion to be continued in January.
- e. **Bookkeepers contract with NWNWS vs BWD:** Dan Zimmerman has indicated he is open to contracting directly with BWD. His current contract with NWNWS ends June 30, 2025.
- f. **Contract with Hiland/NW Natural Water Services:** With the new NWNWS contract BWD will pay an additional \$10,000 annually for the same service. A contract extension requested by Gail and by our attorneys have been denied. The new contract starts January 1st, 2025. There is a 60 day opt-out option offered by NW Natural Water Services. Gail contacted the City of Scappoose about providing water utility operations to BWD. Currently Scappoose is unable to provide the BWD water utility services. Fire protection by Scappoose (vs. City of Portland) is still of interest to BWD and will be discussed at future meetings. Gail also contacted David Jacobs who provides water utilities to 13 smaller districts out of Welches. He has one employee and one bookkeeper. After much discussion the board decided that this is not the time to make a change but to keep exploring options throughout the next year.

New Business: none

Continued recruitment for replacement board members: Board members encouraged to continue to recruit new board members. The 4-year term starts July 1, 2025.

Announcements: none

Adjourn: Gail C. made a motion to adjourn the meeting at 7:38, Anne S. seconded, all in favor. Motion passed unanimously.

Next meeting: Wednesday, January 15th at 6:15pm

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary