

# 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

**Wednesday, May 15th, 2024**

**6:15 – 7:15 PM**

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## Minutes

**Call Meeting to Order by Gail Curtis at 6:15.**

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

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

**Public Comment (limited to 10 min./issue): None**

**Guest: Ed Hodges, engineer of record for BWD is on vacation.**

Note: Base map will be presented at the next meeting.

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

- a. **Locates:** NW Natural Water Services responded to several locate requests. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli
- c. **Leak detection/repair:** Water loss still high at 72.8% for the month of April. Logie trail at 59% (the large leak was detected during this billing cycle) and Chestnut Lane is at 65% (unusually high). Board discussion ensued regarding continual large water loss. Gail requested Hiland to provide specific dates as to when readings occur. The board also requested understandable data. The board requested a systematic approach to leak detection. The board does not want to pay again for leak detection that's already been done. Aaron verified that all meters working properly. Aaron clarified that the new meter for leak detection has not been used yet.

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**ACTION:** Aaron will work with the office to schedule a night shift with 2 people to perform testing. Aaron will push to get a team out within the next 2 weeks.

- d. **Chlorine residual monitoring:** N/A
- e. **Customer issues:** None
- f. **Billing adjustments:** Five meters are scheduled to be shut off.

## Bookkeeper/Office Manager's Report:

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: March credit memo shows \$35,310.32 to BWD from NW NWS. Credit from NWNWS is about 2 months behind.
- b. Monthly budget statements: Balance sheet: \$618,492.35; Profit and Loss shows water sales at 106.3% fiscal year to date.
- c. Monthly budget expenditure review: As presented.
- d. **Follow-up from March Meeting:** Tiff W. contacted the BMO bank to inquire about process to allow Dan Z. visual access to the BWD bank account. Tiff reported that this can be done, however, the bank will charge an additional \$15/month.  
**Options:** 1) Dan states that if NW NWS becomes better organized in sending out deposit reports this may be a non-issue. 2) Tiff will verify that bank does charge a fee for read only access 3) BWD will pay the fee to allow Dan read only access if necessary.  
**Action:** Tiff will verify if there is a charge for read only access with the bank and report back at June meeting.
- e. Silas at Hiland requested board to consider changing the standing meeting schedule to help with board reports. Board considered changing meeting to the Thursday after the 4<sup>th</sup> Wednesday of each month. This would work for all board members and would also consolidate meetings into one week for Dan Z.  
**Action:** Gail will verify with Silas that if we do change the meeting schedule that they will get the board reports to us in a timely manner and make timely deposits. Discussion will continue at the June meeting.

## Consent Agenda:

- a. Board approval to pay bills as presented: Ann S. moved to pay bills as presented, Kris H. seconded, all in favor, motion passed unanimously.
- b. Board approval of April 2024 Board Meeting minutes as submitted: Gail C. moved to approve minutes as submitted, Anne S. seconded, all in favor with one correction (remove s from Tiff's last name), motion passed unanimously.

## Administrative Reports:

### Old Business:

- a. Anne is pursuing the question of what is the districts actual level of service required from the Portland fire department (how many calls does Burlington Water District have per year)? This information is proving to be challenging to obtain.

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**ACTION:** The board will revisit the fire protection topic at June meeting. Anne will report progress at the June Meeting.

- b. Bull run tour: Susie and Kris declined. Gail and Anne are interested. Tiff is interested and will get back to Gail with confirmation of ability to participate.
- c. Regional water consortium extended an invitation for a representative from BWD to join however, there is a cost of \$1000/year. They do have a Facebook page for anyone interested.
- d. Susie and Gail cycle off board one year from next month. Anyone interested in becoming chair or secretary please let Susie or Gail know. Recruiting should start now to fill these seats.

## **New Business:**

## **Announcements:**

**Adjourn:** Kris H. made a motion to adjourn the meeting at 7:30, Anne S. seconded, all in favor. Motion passed unanimously.

**Next meeting:** June 19, 2024 at 6:15pm

**Location:** All meetings to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary