BURLINGTON WATER DISTRICT (BWD)

Board Meeting Minutes

September 19, 2018

6:54 PM

Scappoose Library

Scappoose, Oregon 97053

Present were Juli Valeske, Ken Larson, Pattye Larson, board members.

**I Customer/Public requests**

1. At our August meeting, Hiland reported that Arthur Markson requested forgiveness on his water bill which was excessive, but he indicated that it must be incorrect. Mr. Markson did not give more information to Tina, but indicated he will be addressing the board regarding his bill.
2. At our August meeting, Joe Ashton presented documentation to the board that Multnomah Yacht Harbor had been overcharged for several years for floating homes that were non-existent. Pattye brought an excel sheet showing numbers for the billings from July 2017 thru July 2018, which consisted of months billed after Pat Maenza had given a credit for the previous year, which may have been overbilled. It was apparent that there were incorrect bills, relating mostly to the number of units. Apparently MYH was underbilled for the number of houses. Pattye was requested to update the bill with August and September, and then mail it to Joe, with an invitation to attend the October meeting to discuss how this should be handled.

**II Board review and/or approval:**

1. The meeting minutes from the August 15, 2018 board meeting were presented. There was a misprint on the number of homes at MYH. There was also a misprint of the date of the next meeting. Those were amended. Ken moved and Pattye seconded that the meeting minutes be approved as amended. Motion carried.
2. Juli presented a letter that she wished to enclose with the upcoming water bills that explains the changes happening at Portland Water Bureau, and the rate changes coming from those changes. After discussion, there were some suggested changes made to the letter and Juli was requested to send the document to Tina at Hiland for distribution to the customers.
3. The accounts receivable/payable report from Hiland was reviewed. Pattye moved to pay the bills as presented. Ken seconded and motion carried.
4. In addition to the current bills, Pattye requested that Juli ask Tina to forward our bank statements if she has received them.

**III Superintendent’s report:**

1. The Superintendent’s written report is included and incorporated by reference to this document.
2. The board has requested that going forward, Highland include the entity and location of the locate requests.
3. Hiland requested information be provided for a request by Chris Boyer regarding removal of a meter at a location that is not being used. After reviewing, the board requested Juli to have Hiland report to Mr. Boyer that it would be $100.00 to remove. If he requests a meter installed in the future, it would be $100.00, plus a new SDC fee, currently that fee is $2,194.00 for a ¾” pipe.
4. The Berlingens requested a leak adjustment for a problem that had been repaired. The board agreed to a reduction of ½ of the excess of an average monthly bill. Juli was requested to talk with Tina and indicate that Hiland has the authority to give a customer credit of ½ of the excess of an average monthly bill, (not ½ of the total bill for that month) one time a year.
5. Accounts scheduled for disconnection were approved for disconnection by the board.
6. Hiland did not yet present a quote for the new sampling stations.

IV Administrator’s Report

1. Juli presented a request from Portland Parks and Recreation regarding the repair of the road from McNamee. They are maintaining culvers, addressing landslides and repaving portions of the road. They have a state qualified contractor and they want to use water from our hydrant for this project. Currently, we do not have a hydrant meter. The cost for the meter would be approximately $1,000.00 if it does not have a backflow device, and approximately $5,000.00 if it does have a backflow device.

After discussion, the board resolved that a meter should be installed at the hydrant that will be used, and it definitely needs a backflow device. The contractor should pay for this meter, and it could be removed after the project is over.

1. The board discussed the search for a new bookkeeper/administrator. We have agreed to have one in place by November 1, 2018. Juli is going to do some initial interviews and send Pattye information on the candidates. Juli and Pattye will conduct final interviews early in October to hire the best candidate.

There was no further business presented.

The next meeting is scheduled for Monday, October 15, 2018 at the Scappoose Library, at 6:45 PM.

The meeting was adjourned at 7:54 pm.

Respectfully submitted,

Pattye Larson

Board Member

Recording secretary