

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, July 21, 2021

6:15 pm

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

MINUTES

Meeting called to order by Ron Yann, Chari, at 6:15 pm.

Present: Ron Yann, Dan Johnson, Christine Nelson, Amanda Schehr; board members (quorum)

Dan Zimmerman, bookkeeper

Aaron Olson, Hiland Water manager

Lauren Golar, incoming Board member

Susan Hasty, incoming Board member

Gail Curtis, incoming Board member

Craig Gibbons, TSCC Tax consultant

Tunie Betschart, TSCC Tax consultant

Swearing-In New Board Members:

Gail Curtis, Lauren Golar and Susan Hasty were sworn in as new BWD Board Members.

They each read the Oath of Office for Commissioner for the BWD and were witnessed by board members present. Christine Nelson and Amanda Schehr will transition off the Board at the end of this meeting.

Public Comment: There were no members of the public present.

TSCC Tax Consultants:

Craig Gibbons and Tunie Betschart were guest speakers from TSCC (Tax Supervising & Conservation Commission) They reviewed in detail the budget cycle and process. They requested that BWD share the budget calendar with them as well as the proposed budget for review prior to final adoption and submission. There was discussion as to the most accurate contact list for BWD customers and Craig is going to explore the possibility of getting the list of property tax payers in the district. Currently, BWD sends notices to residents listed as registered voters. New members were encouraged to

attend a TSCC training session as well as the SDAO (Special Districts Association of Oregon) training session.

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

Aaron is our Hiland representative.

- a. Monthly overview: The water operator's report is in the board packet, nothing specific to report regarding general system operations. The water loss factor for June was 32.8%. Although this is down from last month the concern is that it's inconsistent. This could be due to meters not reading correctly.
- b. Update on leak detection/repair: No firm date was identified for Hiland to isolate the leak due to drought and supply and demand of labor. Also, the board had requested that leak detection be delayed until the 2020-2021 budget year closed out.

ACTION: Ron will follow up on the board decision for possible meter replacement (radio, manual etc.)

- c. Chlorine residual monitoring: Chlorine handheld manual testing equipment has not been delivered to anyone on the board.

ACTION: Aaron will follow up to see where this equipment is.

- d. Billing adjustment? None requested
- e. Customer issues: None identified

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports. Reviewed receipts and expenses for month.
- b. Board was interested in transferring more funds from general checking to LGIP if upcoming expenses allowed for it.
- c. Dan took extra time walking through reports to familiarize new board members with the monthly financial reporting.
- d. Monthly budget statements. Dan Z. reviewed monthly budget statement.
- e. Water sales for FY19-20 were 98.3% of budget. Great improvement from prior years estimating annual revenues.
- f. 2.4% has been spent from our Materials and Services budget closing out the fiscal year under budget and in compliance with budget law.

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. No invoice from Kate Moore, atty. yet, Dan Z. will follow up.
- b. Monthly budget statements: Reviewed three budgets vs. actual statements (snapshots for month of June, fiscal year ended June 30, and annual budget as a whole).
- c. Monthly budget expenditure review: Budget projections remain on track.

ACTION: Susan Hasty moved that the board approve paying all bills as presented, including those that are still in process; Lauren Golar seconded, and the motion carried unanimously.

- d. Approval of May Board Meeting minutes:

ACTION: Gail Curtis moved, and Dan J. seconded that the minutes be approved as presented. Motion carried unanimously.

Action Items:

- a. Christine N. requested that all new board members be sure to submit paperwork to the Bank of the West for signatories.
- b. Christine and Dan Nelson have secured historical BWD paper documents in the shipping container at BIC moorage. She will pass the pad lock combination on to Lauren G.

Administrative Reports:

Transition of Board tasks/responsibilities with new Board:

1. Chair: Ron Yann
2. Vice chair and grant writer/reviewer: Gail Curtis
3. Webmaster: Lauren Golar and Dan Johnson
4. Secretary: Susan Hasty
5. Treasurer/Budget officer: Dan Johnson
6. Bookkeeper: Dan Zimmerman

As necessary: N/A

Adjournment: Lauren G. proposed, and Susan H. seconded a motion to adjourn the meeting. Motion carried unanimously, and the meeting ended at 8:00 pm.

Next Board Meeting: Wednesday, August 18, 2021, at 6:15pm.

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

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

<https://global.gotomeeting.com/join/249603725>

You can also dial in using your phone.

United States: +1 (571) 317-3122 Access Code: 249-603-725

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 249 603 725

Or dial directly: 249603725@67.217.95.2 or 67.217.95.2##249603725

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/249603725>

In the event that stay-at-home restrictions have been lifted, an in-person meeting may take place at the Scappoose Library, Scappoose, Oregon.

Susan Hasty
Recording Secretary