

BURLINGTON WATER DISTRICT (BWD)
Board Meeting Minutes
May 16, 2018
6:45 PM

Scappoose Library
Scappoose, Oregon 97053

I Customer/Public requests

1. Dan Cohen requested that he be allowed to join BWD. Mr. Cohens property is on Creston. Review of his property tax statements by Andy indicated he is not in the district, and no properties next to him are contiguous to our district boundaries. He would be an out of district user unless he can purchase property adjoining Mt. View Road. There is currently a moratorium on adding out of district users. It was decided at this time we will continue the moratorium on out of district users.
2. Chestnut/Vista Lane customers request to annex into the District. Gabe Wells presented a request signed by the 13 current users which are out of district. There was a discussion on how to proceed in our 2018-2019 year. The board agreed to proceed with legal consultation and architectural and engineering for this project. The Board asked Gabe if he would be willing to act as a consultant since he had already spoken to some funding sources, and with Business Oregon regarding a 20-year loan. Gabe agreed to consider this and will let us know before our June meeting. Gabe indicated since he is moving, that Kevin Lay will be our point person with Chestnut Lane owners after the move.
3. Steven Eudaly reported that he has concerns regarding their property at 16504 Wapato Drive. He thinks that his move-in and the reading of the meter occurred March 24, but he has not received a bill from anyone. Juli will call Tina, to figure out how to get his billing current. Ken made a motion that we waive any late fees or other charges for March, April and May, due to clerical errors. Pattye seconded. Motion carried.

II Board review and/or approval:

1. Steven Eudaly was sworn in as a board member. Pattye suggested that Juli call Bank of the West and have them get the informational papers ready for Steven to pick up and fill out. When that is completed, Pattye will go to the bank and get the documents required to be signed by all board members at the next meeting.
2. Juli read the contract offered by Hiland for the office/field management position by contract, incorporated herein by reference. We asked for changes that included Andy continue as an employee through the 2017-18 fiscal year, through June 1, 2018. During this discussion we also agreed to ask Scappoose Tax to continue his payroll, and file our 2nd quarter tax returns. Also during this discussion, it was pointed out that we need a new Ordinance for Revised Water Rates and Other Fees to reflect Hiland's fees. This new ordinance will also reflect the 20% increase in water rates that will be adopted in the 2018-2019 budget. Pattye moved that we execute the contract with Hiland incorporating the above changes. Ken seconded, motion passed.

3. The board has considered changing the meeting dates to the second week of the month to facilitate paying our bills on time and not getting any more late fees. Steven volunteered to check with the Linnton Community Center for availability on the 2nd Monday of each month if possible, and if not then the 2nd Wednesday. Pattye requested that it not be on Tuesday. It was also suggested that we could meet at the church on Morgan Road or at the Catholic Church in Linnton. Juli is checking on when our dates with the Scappoose library expire. It is required that our meeting place be accessible.
4. Pattye presented a Budget Resolution amending the 2017-2018 budget for the increased telemetry system, that resolution is incorporated by reference here. Ken moved that we adopt the resolution, Steven seconded, motion passed. Juli will add the appropriate ordinance number after researching next available number.
5. Pattye presented the amended approved 2018-2019 budget indicating the changes made by removing personnel services. The fire protection was reduced to actual for June 1, 2019. After discussion, the difference in the fire protection contract of \$10,338.00 was added to our contingency fund...“reserved for future expenditure”, which we can move to a capital improvement project once one is identified. Andy suggested that we use the funds in our 2018-2019 budget to complete the water line which needs to go under the highway at Cornelius Pass. This will be discussed at a 2018-2019 meeting.
6. The discussion regarding lifting the moratorium was continued, and it was decided at this time to continue to deny any additional out of district water service connections at this time.
7. Juli reported that we still need to get a letter from Ed Perkins regarding his resignation.

III Board Report in lieu of Administrator’s report:

1. Purchasing land from BNSF. Checking on utility rights after 10 years. No change
2. Annual count of floating homes for SDC charges update. Andy was requested by the board to count the homes at each moorage and deliver a report to the board at the next meeting. Pattye asked that an invoice be sent to Larson’s Moorage for the additional 3 houses.
3. Unemployment benefits first quarter charge of \$1,814.62. Still waiting on information from State.
4. Fire Protection for the 2nd half of 2017-2018 is paid in full. Julie presented the contract information with Portland Fire, which is incorporated here by reference.
5. Juli reported the website is up and running. Items will be added to it as possible
6. The forensic auditor position was reviewed and discussed. Ken moved that we retain NOW CFO for a 2-year forensic analysis of the district books. Steven seconded. Motion passed.

7. Hiland has agreed for the next few months to act as our bookkeeper for \$200.00 per month, however we still need to find a company soon. Julie has been receiving information and currently has information regarding four people/firms. We will consider these applicants within the next 3 months.
8. There was a discussion regarding the PWB rate increases. Although we are checking with other districts, BWD does not have a lot of other options. We discussed a water treatment plant of our own, but we do not have access to sufficient water for our users other than from Portland. We discussed options used by St. Helens, Scappoose.

IV Superintendent's Report

1. Andy reported that he has located the approximate area of the meter disconnect for the Metro Property. He has asked Ranes Construction for the locate so that he can proceed with the disconnect.
2. The Riverview blowout that happened this month was not related to the section already proposed for repair. Andy indicated that it was a saddle failure on a portion that had been repaired at the far end. The bill from Ranes to help repair this was \$500.00 and the bill had been sent to Hiland.
3. Andy also changed out one meter and flushed the service line, related to the above repair.
4. There was a discussion regarding the positive Chloroform test that was taken in water samples this month. Andy completed all of the Tier 1 testing required after that and submitted those tests and result of the investigation to the state. The immediate result of this is that over the next 5 days, the reservoir will be drained, approximately 350,000 gallons. The reservoir will then be refilled over a period of time, which will prevent going over our 3 day peaking. Andy will contact Station 22 to report that we will be low on water for fire protection during that period. We will be taking 5 more routine samples in June to make sure this has been rectified. There was a discussion on why this happened. The answer presented by Andy is that the water in the reservoir is not all used and stays in longer than normal during the winter. We discussed lowering the reservoir during winter months when water usage is lower, but did not come to a conclusion as we need to thoroughly research the possibility of lower fire protection abilities if the reservoir is not full.

V. Bills to Pay

1. Juli presented a request for reimbursement to Hiland of \$1,199.53 for the current billing cycle. Pattye wrote check #3406 to Hiland in that amount, but requested that Hiland provide an invoice detailing this amount. Juli indicated that one was sent to us, and would print it out.
2. Highland water also requested permission to pay a list of invoices in the amount of \$8,209.78 for the current month. Ken moved that we pay this amount, plus the invoice for Ranes Excavating of \$500.00 for a total of \$8,709.78. Pattye seconded and the motion passed. Pattye asked that we get copies of the invoices scanned to us for our records, as well as for the next payments requested.

The next meeting is scheduled for June 20, 2018 at the Scappoose Library at 6:45 PM.

The meeting was adjourned at 9:25 PM

Respectfully submitted,

Pattye Larson
Board Member
Acting secretary