

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 Commissioners of Burlington Water District Meeting

November 14, 2023

6:15 – 8:45 PM

MINUTES

Meeting called to Order by Gail Curtis at 6:17pm.

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, vice chair; Tiff Wood, treasurer; Susie Hasty, secretary; quorum present. Also, present Dan Zimmerman, bookkeeper; Aaron Olson, Hiland Water Operator and Ed Hodges, Engineer of record.

Absent: Kris Hines, board member.

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

Guests: None

Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record Reports:

- a. **Water Meter Replacement project:** Holding pattern. Hiland needs to provide paperwork that shows that all meters are working and what type of line was installed etc. Payment on hold until Hiland supplies required reports.
- b. **Riverview Watermain Replacement project:** The 8" main has been installed, service lines have been connected to residences. The line was pressure tested and passed. Next steps will be to cut in at Hwy.30 and new valve cluster then the line will be in operation. Change order #3 has been submitted to add one residence to line. This will add additional cost of \$12,946K. **ACTION:** Gail C. moved that change order be approved, Susie H. seconded, motion passed, Anne unable to hear conversation over her phone therefore abstained from motion.
- c. **Master Plan update:** Contents of Master Plan reviewed by Gail C. The five components are Coordination with City Portland Water Sales agreement provisions, Water system security, Fire protection coordination/issues/policies, Seismic plan, and District boundaries. Associated water quality and testing will also be covered in the plan. The board discussed policies to be considered as part of the Master Plan update in addition to the provisions under Oregon Administrative Rule (OAR) 333-061-0060 and especially Subsection 5. Anne suggested that we may want to consider future plans for district growth and the potential cost of the infrastructure to add residents that are on the border and/or out of district.

Water Operator's Report from Aaron Olson:

- a. Locates: Hiland responded to several locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected in October tests.
- c. Notes from the field: Hiland Water responded to three possible water leaks.

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- d. Leak detection: 54.4% or 19 gal./min. Unusually high loss could be due to change over to our new meters.
- e. Billing adjustments: Still in progress converting to online payments.
NEXT STEPS: Aaron will look into the vault question and report back at the December board meeting. He will also identify the property with the large overage (open bypass).

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss. Water sales YTD: 85% from July to October '23.
- c. Monthly budget expenditures reviewed.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Susie H. moved that the October bills be paid as presented, Anne S. seconded, motion passed unanimously.
- b. Board approval of September and October meeting minutes as submitted.
- c. **ACTION:** Gail C. moved that September meeting minutes be approved as submitted, Tiff W. seconded, motion passed unanimously. October meeting minutes will be resubmitted for approval in December as edits continue to be applied.

Administrative Reports:

- a. **Water Sales Agreement:** Gail Curtis sent Board Members the draft Water Sales Agreement on Oct. 6, 2023. To date, city staff has attended two BWD Board Meetings to present the draft agreement and answered questions.
ACTION: Be prepared to participate in a board discussion during the December Board Meeting.
- b. **Tax revenue for fire protection:** From guest speaker presentation last month there appears to be a discrepancy between how the funds were managed in the past vs. how they will be handled in the future. Dan Z and Tiff W. are researching the financial forecast (taxes are not going up as fast as cost for fire protection). Tiff W. and Dan Z. are investigating options. Current contract is due to be signed in December.
ACTION: Discussion to continue in December Board meeting.

Old Business:

- a. Tiff W. and Dan Z. will offer an alternative bank recommendation at December meeting.

Announcements:

- a. System Award Management (SAM) registration has been renewed by Gail; this is a federal grant clearinghouse.
- b. BWD Insurance policy renewal is being reviewed and submitted by Gail C. and Dan Z.

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Adjournment: Anne S. moved that the board meeting be adjourned at 7:44pm, Tiff W. seconded, the motion passed unanimously.

Next Board Meeting: Tuesday, December 19th, at 6:15pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susie Hasty

BWD Board Recording Secretary