

# 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 (BWD)  
Board of Commissioners Meeting  
**May 20, 2020**

Virtual Meeting over GoToMeeting

## MINUTES

**Meeting called to order at:** 6:29 pm

**Present:** Ron Yann, Dan Johnson, Amanda Schehr; board members (quorum)  
Dan Zimmerman, bookkeeper  
JJ Olson, Hiland Water manager

### **Customer/Public Requests:**

- 1) There were no billing questions or other issues from customers.

### **Board Review and/or Approval:**

- 1) Ron raised the question of a proposed \$60 leak adjustment request.
  - a. Amanda moved that we approve the adjust as proposed. Dan J Seconded.
  - b. The motion received unanimous approval.
- 2) JJ delivered the operators report.
  - a. There were 5 locates completed.
  - b. Coliform testing came back clean.
  - c. Federal Source Testing is underway after BWD was selected by the EPA. JJ expects that to be done between June/July after 16 samples have been processed. This is testing for algae bloom, and a FAQ was sent to Dan Z.
  - d. JJ agreed to carry out leak adjustment that was approved earlier.
- 3) JJ provided an update on new connections.
  - a. Razib's connection is still waiting on his response.
  - b. Hydrant flow letters were mailed to Razib and John.
- 4) Meter testing was done as requested. A few were irregular, but they were re-tested this week, and everything seems to be in order. 29 meters were tested representing ~25%, and any discrepancies were on the order of 1%. This testing was all done on residential meters, 5/8 meters. No large moorage customers were tested.
- 5) JJ Discussed leak detection study. 86k gallons/month in leaks discovered. They did this study by correlating the noise between two valves.
  - a. A number of small leaks were discovered and documented in their report.
  - b. Highway noise created some difficulties in these measurements.
  - c. No testing was done beyond Cornelius Pass.

# 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/>

- i. JJ suggested that night work could be an option or stopping traffic could be another. There was also trouble finding good testing points beyond Cornelius Pass.
        - d. The total of the small leaks discovered is ~half of the leakages seen in our normal good months. There are still more leaks to be discovered.
- 6) We made a request to JJ/Silas to come back to us with cost on a meter where the new line leaves our district lines by Cornelius Pass. Alternatively, Silas discussed the possibility of a bypass meter on the pipe as it leaves the district, and how that's cheaper than putting a big meter on it.
- 7) We want recommendations for a systematic approach to finding more leaks. Silas recommended we start with fixing the known leaks, even if there isn't an obvious big problem. Additional discussion about meter replacement followed, with Hiland recommending replacement, particularly with radio meters. Silas and JJ have been asked to come back to us with some options for a continued leak reduction strategy.

## Administrator's Report:

- 1) Dan Z delivered his report, detailing the income and payments for the previous month. We very recently received the bill for the fire protection that is due in June, ~\$68k. This will be presented and paid for in the next meeting with money transferred from LGIP. Dan confirmed that tax receipts beyond fire protection liability will be added to the general fund.
- 2) Dan Z still has not heard back from Dennis Connor, we are still hopeful that he will return and will be available for this year's audit. If he does not, we will need to find a new auditor for this year.
- 3) Dan Z found some refunds that were owed to the district from transit tax overpayments in the past. Another refund was due for overpayment on a payroll tax. The refunds were put back into the records under "New Water Service/Other". While reviewing the fiscal year-to-date, he found that we are around 78% of the projected water sales for 2019/2020.
- 4) Dan Z presented the bills, all were normal monthly bills.
- 5) Amanda moved that we pay the bills as presented. Dan J seconded.
  - a. The motion passed unanimously.
- 6) Dan Z noted that new checks have arrived and will be used to pay the current bills.
- 7) Dan J moved to approve the April Budget Committee Minutes, and Amanda seconded.
  - a. The motion passed unanimously.
- 8) Amanda moved we approve the April Board Meeting Minutes. Dan J seconded
  - a. The motion passed unanimously.
- 9) The first reading of Ordinance 19/20-01 was completed by Ron. This ordinance sets the revised water rates and other fees for BWD for the 20/21 fiscal year. This ordinance will be formally approved next month.
- 10) We should clarify that we are not being double billed by Hiland for credit card fees.
  - a. Dan J will send an email to clarify this.

# 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/>

- 11) Amanda moved to adopt 19/20-05, A resolution adopting a prevention of workplace discrimination, harassment, and retaliation policy. Dan J Seconded.
  - a. We approved the resolution unanimously.
- 12) Dan J moved to adopt 19/20-06, a resolution adopting a public records policy. Amanda seconded.
  - a. We approved the resolution unanimously.
- 13) There was no update on the rate study for this month, and Dan J agreed to get one for the next meeting.
- 14) Dan J moved that we spend up to \$1k for Ed Hodges with Curran-McLeod Inc to start studying the Riverview water line replacement. Amanda Seconded.
  - a. The motion passed unanimously.
- 15) Ron discussed an idea that would be less painful to the out of district regions. Instead of billing all of these customers as a single block, we could capture and split any leakage costs as captured by the sub meter, while keeping normal billing for usage. Ron will check into the viability of this option.
- 16) We then moved on to reviewing 20/21 budget cycle.
- 17) On 5/21, Dan Z will send our budget documents to TSCC, and will prepare the LB1 form. This will need to be published. Dan Z will inquire about the appropriate way to publish it.
- 18) The LB 50 form, containing information about the property taxes, gets filed to the State.
- 19) 6/17 is our next meeting, where the budget will be officially adopted.
- 20) Amanda will be talking to GoToMeeting and will try to extend our free license.
- 21) Dan J. moves to approve the fees for a full year license of this software. Ron seconded. The vote got unanimous approval.
- 22) Dan J. move to adjourn, Amanda seconded, and all voted in favor.
- 23) The meeting was adjourned at 8:02pm.

The next board meeting will be held Wednesday, June 17, 2020, at 6:15 pm on GoToMeeting

Dan Johnson  
Board Member  
Vice Chair