

# BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF) Internet: <https://burlingtonwater.specialdistrict.org/>

## Board Meeting Minutes

June 20, 2018

6:45 PM

Scappoose Library  
Scappoose, Oregon 97053

Present were Board members - Juli Valeske, Ed Perkins, Ken Larson, Pattye Larson, and Field Supervisor - Andy Tinkess.

### I Customer/Public requests

1. Gabe Wells contacted the board and agreed to act as a contractor to help in the process of annexing Chestnut Lane into the district boundaries. This was tabled until the budget is completed.

### II Board review and/or approval:

1. The minutes of the May 16, 2018 were presented. Ed moved and Ken seconded that the minutes be approved as written. Motion carried.
2. Board Resolution 17/18-01 Fire Suppression Contract for FY 17/18 was read. Ed moved and Ken seconded that the board adopt this resolution. Motion carried.
3. Board Resolution 17/18-02 Transferring Budget Appropriations for FY 17/18 was read. Ed moved and Ken seconded that the board adopt this resolution. Motion carried.
4. The 2017/18 budget was presented with changes made in the May 16, 2018 included and discussed.
5. Board Resolution 17/18-03 Adoption of the Budget for FY 18/19 was read. Ed moved and Ken seconded that board adopt this resolution. Motion carried.
6. We are scheduled with the Scappoose Library for July, August and September for the 3<sup>rd</sup> Wednesday of the month at 6:45. The library requested that we pay the June-September fee in the total amount of \$20.00. Pattye will get a check from Hiland for this amount. The second Wednesday of the month is not available to change, as there is already a monthly meeting that date. We will wait for Steven to contact the Linnton Community Center to find out about meeting there after the September meeting.

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7. The board discussed offering an extended insurance package for Andy Tinkess. Pattye moved that we include in Andy's final payroll check, an amount to include our portion of 3 months of his current health insurance amount. Ed seconded, and the motion passed.
8. The board reviewed the Service Detail report from Hiland Water Corp for their Invoice 1682, incorporated herein by reference. There were two questions. On the requested reimbursements was an amount to SAIF in the amount of \$321.97. Juli will check to find out what this is for and why it wasn't paid by Scappoose Tax. On the Route 46 Totals report, there is an amount for \$1,900.99 labelled Total Adjustments in water sales. Juli will ask Hiland to expand on this.

## III Board Report in lieu of Administrator's report:

1. Purchasing land from BNSF. Checking on utility rights after 10 years. Juli is going to try and get information from Pat and Andy on who we contacted. Ken will move forward on this as soon as he gets contact information and description of the property.
2. Annual count of floating homes for SDC charges update. Andy was again requested by the board to count the homes at each moorage before the end of the month, 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. Both Scappoose Tax and Charity from NOWCFO are looking into this for us.
4. The website is still under construction.
5. Juli had several meetings and conversations with NOW CFO. Juli and Pattye met with Jessica and Charity on Monday, and their firm has been hired for a 3-year forensic analysis of the district books. They will also be preparing some policies and procedures for the board to help monitor the finances of the board going forward. Juli reported that Charity has been in contact with Scappoose Tax, Hiland and has done a quick review of the QuickBooks, which indicated that there is some clean up work required, including 6 months of bank reconciliations, which should be done quickly as this is our year end.

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6. There was a discussion regarding our Bank of the West account. We will be setting up read-only access to the accounts for the board members and for Now CFO to access information about the bank accounts.
7. The resolution to raise district water/service rates was postponed until the next meeting.

## 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. This has not yet been completed as Ranes has not been able to get an excavator out.
2. Andy also did additional repairs on Riverview for one customer.
3. There was a discussion regarding the positive Chloroform test that was taken in water samples this month. Andy indicated that he had completed all required steps including flushing the system and that we are now at acceptable levels. This involved several days of flushing the system. Andy recommended that going forward we flush the system every 6 months, and hire a diver to clean the tank every 5 years.
4. Andy was asked about MSDS for the district. He said that we do not have any chemicals that require MSDS sheets.

The next meeting is scheduled for July 18, 2018 at the Scappoose Library at 6:45 PM.

The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Pattye Larson  
Board Member  
Recording secretary