

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, September 15, 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 at 6:18 by Ron Yann, Chair

Present: Ron Yann, Dan Johnson, Lauren Golar, Susan Hasty, Gail Curtis (quorum)
Dan Zimmerman, bookkeeper
Aaron Olson, Hiland Water manager

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

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

Aaron missed this meeting.

- a. Monthly overview: Water operators report in the board packet.
- b. Update on leak detection/repair: Water loss factor ranges from 9% - 36%, this month's loss was 18.3% (5 gal. per minute). Loss is likely due to faulty meters vs actual leak.
- c. Meter replacement: Meter replacement of 2 metes was recommended by Aaron and discussed by the board. Ron will communicate with Aaron after the meeting to confirm if manual or radio meters are approved.
- d. Chlorine residual monitoring: Lauren G. has the kit and has been trained. She will report next month on readings collected.
- e. Customer issues: None.
- f. Billing adjustments: Jonathan (from Hiland) was contacted by the bookkeeper of Channel Island Marina regarding a leak detected and repaired in August. A billing adjustment was requested. Aaron will talk to Jonathan and present the request next month for board consideration.
- g. The lock to the gate leading up to the reservoir was cut off and stolen. Request by Aaron to replace the 4 keys to 4 different locks throughout the district with one key that will access all locks. Board approved unanimously.

Bookkeeper/Office Manager's Report:

- a. Transition of signers/privileges on accounts
 - i. Bank of the West checking: Signature card has been received and all signatures have been gathered. Ron will return the completed paperwork to Bank of the West.
 - ii. LGIP: Dan Z. reminded that board that our account with Local Government Investment Pool (LGIP) also needs to be updated to remove Mark and Patty (past board members) and

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add Susie Hasty and Gail Curtis (both with new 4-year terms). Dan Z. and Dan J. are also currently on the account. Dan will be emailing a form to the new members complete and return.

Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed three budgets vs. actual statements.
- c. Monthly budget expenditure review: Dan Z. suggested keeping an eye on the Water Sales line item as it is lower than budgeted at this point (13.9% collected revenues year to date), other projections are on track.

ACTION: Susie H. moved that the board approve paying all bills as presented, including those that are still in process; Lauren G. seconded, the motion carried unanimously.

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

Action Items:

- a. Shared Data Storage update: Dan J. will research and report back next month.
- b. After discussion the board approved Hiland to replace the 2 meters with manual meters. Ron will contact Aaron after the meeting.
- c. Gail C. attends the Regional Water managers meeting and has requested that she receive a summary from Hiland of the staff level meeting. Cilas can provide at a cost for his time. The board approved the request. Aaron will contact Cilas with request.

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project: Slow but in progress
- b. Update – NW Newberry Road Petition for variance to join District: no news from the lawyer.

As necessary: N/A

Adjournment: Lauren G. proposed, and Susie H. seconded the motion to adjourn the meeting. Motion carried unanimously, and the meeting ended at 7:23 pm.

Next Board Meeting: Wednesday, October 20, 2021, at 6:15pm

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

Susan Hasty
Recording Secretary