

# 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

Aug 16, 2023, 6:15 – 8:45 PM

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## Minutes

**Meeting called to Order by Gail Curtis at 6:16.**

**Board members present to establish quorum for meeting:**

**Present:** Gail Curtis, chair; Susie Hasty, secretary; Anne Squier, board member; Kris Hines, board member; quorum present. Also, present Dan Zimmerman, bookkeeper; Aaron Olson, Hiland Water Operator and Ed Hodges, Engineer of record.

**Absent:** Tiff Wood, board treasurer.

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

**Guests:** None

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

- a. Bid result for the Water Meter Replacement project. We received 2 bids, one from Hiland water at \$68,555.00 and one from Nyland at \$78,800.00. There is no substantial difference in proposed work between the two companies.  
**ACTION:** Anne S. made a motion to accept Hiland's offer for the job of Meter replacement, Kris H. seconded, motion passed unanimously. Ed will notify Hiland that they have been chosen for the job. The job is expected to take about 60 days once initial formalities are completed.
- b. Riverview Watermain Replacement project. Good news, there is not a lot of bedrock impeding the main line replacement. Hyland has prepped the area and are just waiting for adapters for the HDPE pipes to arrive before they start. The project is expected to be completed close to the September 15<sup>th</sup> timeline. Clarification of payment process as requested by Dan Z. Ed will receive the pay request, he will review and will make any inquiries or adjustments necessary and then forward to Dan Z. and the board with recommendation to pay. We then review and authorize Dan to pay the invoice. One note of interest is that there will be a change order coming for addition of a 2" meter at bottom of hill.

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- c. Master Plan update. Award letter from the SIPP fund for \$20,000 is being prepared. Should arrive prior to next meeting.

## **Water Operator's Report from Aaron Olson, Hiland:**

- a. Locates: Hiland Water responded to 2 locate requests.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: SDAO visited district and took photos for insurance (normal business practice). Logie Trail Road meter is stuck, will be fixed with meter replacement project.
- d. Leak detection: 3.4 gal./min
- e. Chlorine residual: N/A
- f. Billing adjustments: There are 12 homes with meters scheduled to be shut off. Hiland is still actively working on converting customers set up auto pay.
- g. Water managers advisory board. PWB routinely reviews meter records to identify any overage. Between Dec 24-27, 2022, we had extra pump cycles. No alarms went off and there was no known/reported leak. During Dec. '22 Jan. '23 we purchased 1.6M gallons. Our approved allotment is approx. 1M gallons per day. That overage has resulted in a fine of \$10,000. We (along with a Hiland representative) can request forgiveness in September. To avoid this from happening in the future the only identified fix is a physical switch at the end of each day to limit one cycle. Mission cannot program a daily limit in their system. Two board members agreed to investigate district, marina water breakage issues during December 24-27 to possibly help explain the water overage. Gail asked that JJ of Hiland Water list the district infrastructure improvements being made as part of the water overage forgiveness letter to the City of Portland region water managers.
- h. **ACTION:** Susan moved that we (with the help of Hiland) request forgiveness of the \$10,000 fine due to unforeseen demand for Dec 24-27, 2022, Kris H. seconded, Anne abstained, motion passed.
- i. NOTE: Aaron will be gone first 3 weeks of September. JJ or Silas will attend the September board meeting.

## **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 54.7%
- c. Monthly budget expenditures reviewed.
- d. Dan reviewed the new audit requirements that will begin next year with Hanford and Associates for levels of expenditures.
- e. Dan also reviewed the potential need for a supplemental budget. He will send out an email updating the board on possible next steps.
- f. One budget overview session with Anne and Kris was completed, successful and helpful. Dan will send out optional dates for Gail, Susie and Tiff.

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## Consent Agenda:

- a. Board approval to pay bills as presented:

**ACTION:** Anne S. moved those bills be paid as presented, Susan H. seconded, motion passed unanimously.

- b. Board approval of July Board Meeting minutes as submitted:

**ACTION:** Anne S. moved that July board minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

**Administrative Reports:** None

## Old Business:

Onboarding status update for Anne, Kris, and Tiff:

- Complete signature cards with Bank of the West: **Need Anne and Tiffs' signature.**
- Complete the Oregon State Treasury LGIP contact registration: **Done**
- Establish a BWD email address: **Done**
- Send address and new BWD email to Susie for completion of the on-line roster: **Done**

**New Business:** N/A

**Announcements:** N/A

Dan Z. will be on vacation August 25 – Sept. 2nd.

## Adjournment:

**ACTION:** Gail C. moved that the meeting be adjourned, Kris H. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:36pm.

**Next Board Meeting:**

Wednesday, September 20, at 6:15pm, 2023.

**Location:** Meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary