

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 Board of Commissioners Meeting

Wednesday, August 21, 2024
6:15-8:45

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Minutes

Call Meeting to Order by Gail Curtis at 6:15pm.

Announce Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, board member; Susie Hasty, board secretary; Dan Zimmerman, bookkeeper; Aaron Olson, NW Natural Water Services (Hiland Water) representative, Ed Hodges, engineer of record.

Absent: Kris Hines, board member; Tiff Wood, board member.

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

Guest: Ed Hodges, engineer of record for BWD.

- a. **Master plan:** During the month of August Ed and his team wrapped up the review including (but not limited to) population growth, the district water demand, chemical analysis, and categorized existing deficiencies. The first draft version of the report is ready for review by the board. We are planning to discuss the draft Master Plan at board meetings and hold work sessions as needed.

ACTION: Board discussed and decided to hold the first work session on August 29th at 2:00 at Susan's marina board room. This works for Gail, Anne and Ed. Susan will check with Kris and get back to everyone with her availability. If necessary, we will move to an early evening meeting.

1. Gail reviewed the plan to send a letter to our district customers and posting to the website an announcement of 2 dates for presentation of the Draft Master Plan to elicit district customer. These dates are March 19th followed with the final plan review on May 21st, 2025. The draft customer letter was sent ahead

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of the board meeting to the board members for review. No comments offered and no changes were requested.

2. Anne proposed using the EPA recommendation to establish policy guidelines for a water loss control program for future board action related to leaks and include this in the Master Plan. Anne will share the EPA guidelines with board members. Aaron reported that the goal for Burlington District leak percentage is 10%, the national average is 16%.
3. Anne also brought up a question about the mechanisms for control of the reservoir and possibly including a description of these controls and what a plan might be for cyber exposure etc. in the Master Plan. The board requested and Aaron supported presenting a “reservoir 101” class by Hiland and/or the Mission representative, Rick. Aaron is willing to help set this up for us. Dan Z. offered that our Leak forgiveness policy for district customers may need to be reviewed and updated as the new Portland Water Bureau contract takes effect July 1, 2026. To achieve this, we may need a current rate review by Oregon Association Water Utilities (OAWU) with whom we do have a membership.
ACTION: Susie H. proposed that a Rate Study Analysis with OAWU be explored (Gail volunteered to do this in coordination with Dan Z.) with timeline, cost etc. and be brought back to the board for further discussion and approval to move ahead. Anne S. seconded; the motion passed unanimously.

Water Operator’s Report from NW Natural Water Services (Hiland Water) representative, Aaron Olson:

- a. **Locates:** NW Natural Water Services responded to 4 locate requests. Water lines were marked as needed.
- b. **Compliance Testing:** No presence of coliform or E-Coli.
- c. **Leak detection/repair:** Water loss for July was 12.84%, 4.06 gals per minute. Aaron is looking into the report to verify this number. This improvement in water loss reflects the recent repair made at Wapato Rd. The Wapato leak was turned off/repared on July 7th. The cost for the Wapato repair increased slightly due to a second day of excavation. The last action for this project is the plumbing inspector needs to inspect the electrical grounding rod. Emergency Low Reservoir alarm went off due to a call out that was undetected. The issues were addressed and corrected. We did not go over our daily limit. Anne pointed out Logie Trail is 36.7% loss (not 2.7% as reported). Aaron will notify the office and have this corrected. Chestnut Lane (12 out of district homes) have very low water loss. The residents have requested a quote from Hiland to replace their entire system. Being out of district this cost will fall to the residents. Aaron will keep us posted on their progress. We did not go over our 3-day peaking factor with Portland Water Bureau due to quick action by Hiland to request winter interruptible water from City of Portland after Hiland had discovered a large leak at one of the moorages during the January ice storm.
- d. **Chlorine residual monitoring:** N/A
- e. **Customer issues:** None

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- f. **Billing adjustments:** Seven meters are scheduled to be shut off. Hiland office is working with residents to bring accounts up to date.

Bookkeeper/Office Manager's Report:

- a. NW Natural Water Systems (Hiland) Credit Memo and Accounts Receivable/Payable reports: May credit memo shows \$33,250.71 from NWNWS. Expenditures totaled \$17,765.55.
- b. Monthly budget statements: Balance sheet: \$590,942.36; 2023-24 Fiscal Year Profit and Loss shows water sales at 133%. Taxes collected at 106.2%. Total operating expenses at 121.1%
- c. Monthly budget expenditure review: As presented.

Consent Agenda:

- a. Board approval to pay bills as presented: Anne S. moved to pay bills as presented, Susie H. seconded, all in favor, motion passed unanimously.
- b. Board approval of July 2024 Board Meeting minutes as submitted: Gail C. moved to approve minutes as submitted, Anne S. seconded, all in favor, motion passed unanimously.

Administrative Reports: None

Old Business: None

New Business: None

Announcements: None

Adjourn: Anne S. made a motion to adjourn the meeting at 7:17, Gail C. seconded, all in favor. Motion passed unanimously.

Next meeting: September 18, 2024, at 6:15pm

Location: All meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary