

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

Jun 21, 2023, 6:15 – 8:45 PM

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Minutes

Meeting called to Order by Ron Yann at 6:15

Board members present to establish quorum for meeting:

Present: Ron Yann, chair; Dan Johnson, treasurer; Susie Hasty, secretary; Gail Curtis and Tiff Wood; quorum present. Also present Anne Squier, Kris Hines, Dan Zimmerman, bookkeeper; Ed Hodges, engineer of record.

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

Guests: None

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

- 1) **Reviewed Watermain project:** Pre-construction conference tomorrow at 2pm. IN attendance will be Matt Mattia, Business Oregon; Levi Erkstam, Nylund contractor; Ron Y. and Susan H., BWD board members; Ed Hodges, project engineer; and Deborah Shyler, payroll specialist. Construction is planned to start in July and finish in August. Road will remain open at all times. Residents will be notified of plan. Request has been submitted to Safe Water Oregon for additional \$261,310 to cover cost and contingency.
- 2) **Water Meter Replacement project:** Awaiting approval of plan from Matt Mattia, Business Oregon. Once approved the plan is to advertise for bids. There will be a 3 week bid process. Aaron Olson requested an inventory of water lines be created during this process.
- 3) **Master Plan:** Example of a Master plan was shared by Ed has been sent out to the board. Board members are asked to review and submit questions to Ed at future meetings. SIP grant of \$20K is likely to be approved, however, the grant will not cover a seismic evaluation. The cost for that to be done by our engineer is \$6000. This will likely be covered by the BWD budget.

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Water Operator's Report from Aaron Olson, Hiland:

- a. Locates: Hiland Water responded to 5 locate requests. Water lines were marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: A crew was dispatched to investigate flowing water and repair the leak previously identified on Highway 30. Aaron was noted that the water appeared to have stopped flowing. A pressure test was conducted on the mainline and it was determined that there was no leak.
 - a. Leak detection: 3 gal./min
 - b. Chlorine residual: N/A
- c. Billing adjustments: There are 11 homes with meters scheduled to be shut off. Hiland is still working on converting customers set up auto pay. Notice will be placed on the doors of customers prior to turning off their water.
- d. The property owner at 12443 NW Mountain View Rd. has requested consideration of a refund for the SDC and estimated construction costs he paid for a new meter connection in 2020. His septic plan was denied therefore he will not be building on the property after all. He paid \$6,201 in February 2020. Fire pressure/flow tests were conducted but no other work was performed in the field. Aaron will try to find out exactly what work Hiland did on the property and the associated cost. The board will consider deducting that amount from the \$6,201 to determine an appropriate amount for the refund.
- e. Loss factor: 19.7% or 3.65 gal per minute loss. (note: Rt 46 is Burlington District on the Hiland Operators report).
- f. Dan J. reminded Aaron that water rates go up next month, requested Hiland to remember to bill customers accordingly.

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.
- c. Monthly budget expenditure review: Water sales trending at 99.5% budget to fiscal TYD.
- d. Proposed contract renewal with Hiland and Dan Zimmerman for FY 23-24 (July 1, 2023-June 30, 2024) was reviewed.

ACTION: Gail C. moved and Dan J. seconded approval of Hiland contract renewal for Dan Z. to continue employment status. Motion passed unanimously.

Consent Agenda:

- a. Board approval to pay bills as presented:

ACTION: Tiff W. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously.
- b. Board approval of May Board Meeting minutes as submitted:

ACTION: Gail C. moved that May board minutes be approved as submitted, Dan J. seconded, motion passed unanimously.

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Administrative Reports: N/A

Old Business: It is with much sadness and many thanks that we bid a fond farewell to Ron Yann and Dan Johnson for their 4 years of outstanding service with the BWD. They have both worked very hard to set a positive and professional tone for this board and have left the district in strong and healthy shape to move into the future. They will both be greatly missed!

New Business:

- a. Multnomah County elections officer notified BWD of the persons receiving the highest number of votes in the recent special election are Kris Hines, Anne Squire and Christopher Wood.

ACTION: Susie Hasty moved and Gail Curtis seconded that the board formally elect Kris Hines, Anne Squire and Christopher Wood as board commissioners for the Burlington Water District. Officers will begin their 4 year term effective July 1, 20203. The motion passed unanimously. Susie read the oath of office and completed the swearing in of the 3 new BWD Board Commissioners.

Welcome to our new BWD Board Commissioners Anne Squier and Kris Hines and a thank you to **Tiff Wood** for stepping in to complete the term for Lauren Golar and who is also now an official BWD Board Commissioner.

ACTION: Susie H. moved that Gail Curtis assume the role of BWD board Chair, Anne Squire assume BWD board Vice Chair, Tiff Wood assume BWD Treasurer, Susie Hasty will continue as BWD board secretary and Kris Hines assume BWD Vice Secretary. And we are all very pleased and appreciative that Dan Zimmerman will continue as our BWD Bookkeeper. Gail Curtis seconded and motion passed unanimously.

Next steps are for Anne, Kris and Tiff:

- Complete signature cards with Bank of the West
- Complete the Oregon State Treasury LGIP contact registration
- Establish a BWD email address
- Send your mailing address and new BWD email to Susie for completion of the on-line roster

Rules of the Road:

- Meetings are held the 3rd Wednesday of every month
- Meetings start sharply at 6:15 (unless otherwise noted i.e. the Budget cycle)
- We need a minimum of 3 board members (quorum) to hold a meeting and to pass proposals
- Let the board know in advance if you are going to miss a meeting
- Be on time so that meetings can run efficiently and so that any attending public and/or guests can be addressed in a timely manner
- Check your BWD email often

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Announcements: N/A

Adjournment:

Ron Y. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:45 pm.

Next Board Meeting:

Wednesday, July 19th at 6:15pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary