

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, June 15, 2022

6:15 pm

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Minutes

Call Meeting to Order by Ron Yann at 6:19.

Announce Board members present to establish quorum for meeting: Ron Yann, chair; Gail Curtis, vice chair; Dan Johnson, treasurer; Lauren Golar, webmaster; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Public Comment: None

Guests: Cecelia Huynh, and Mary Leung City of Portland Water Bureau representatives presented a briefing of the Future Water Sales agreement.

Current contract expires 2026 (20 year contract). This is an opportunity for PWB to review and revise contract to better meet wholesale customer's needs. Cecelia presented a power point slide show and addressed questions from board. High points included but are not limited to:

Phase I 2019: Proposed changes include (but are not limited to) removing the minimum purchase quantity and replace with actual and average peaking factors. The proposed customer water charge formula assumes a 30% charge over the base. Per Cecelia this is based on the consultant's recommendation.

Phase 2 2021: Developed consensus around proposed changes.

Phase 3 current focus: Construct rate model and prepare draft agreement to share with wholesale customers.

Water Operator's Report from Hiland:

- a. Monthly overview:
- b. Update on leak detection/repair: Water loss this month shows 2 months' worth (37%). Current loss 6 gal. per minute. Hiland searching for leaks.
- c. Possible meter replacement: N/A

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- d. Chlorine residual monitoring: Susan Hasty continues to monitor chlorine levels twice/week. Recently there have been some low readings which Susan reported to Hiland. Aaron followed up with Portland Water Bureau and levels are currently within normal range.
- e. Customer issues? No report
- f. Billing adjustments? No report
- g. Leak prevention presentation: next month
- h. Wapato service customer has sent Hiland 2 checks for \$5000.00 each so service plan can proceed.

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 at 77.6%, slightly under budgeted allotment.
- c. Monthly budget expenditure review: Budget projections remain on track just under 80%.

Consent Agenda:

- d. Board approval to pay bills as presented:
ACTION: Dan J. moved, and Susie H. seconded, motion passed unanimously
- e. Approval of May Board Meeting minutes as submitted:
ACTION: Gail C. moved, and Dan J. seconded, motion passed, Ron abstained due to absence at May meeting.

Administrative Reports:

- a. Ron presented a review and request for authorization for Chair to sign Riverview Loan Contract. Background is atty. Laura Schroeder reviewed contract with Ed Hodges, engineer with Current McLeod, and Ron Yann. Laura's preliminary recommendation is for BWD perform RFP for engineering services. Still under review. Awaiting final decision for next steps from Laura. Dan J. moved for conditional approval for Ron Y. to sign existing contract if we are cleared by Laura to move ahead with Ed Hodges as our engineer for this project, Lauren G. seconded, motion passed unanimously.
- b. Public bidding process for Riverview Engineering Services, under review as above.
- c. Update – Newberry Road petition for variance to join District. Ron contacted Newberry representative, to clarify current position regarding annexation and cost to Newberry residents for 4" line and required engineering services. Ron is awaiting their response.

New Business:

- 1. Dan J. presented a motion for correction to Resolution 22/23-03 under Resolution Making Appropriations; Debt Service should be \$78,425 vs. \$76,425. Gail C. seconded, motion passed unanimously.

Announcements: None

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Adjournment:

Lauren G. moved meeting be adjourned, Susie H. seconded, motion passed unanimously.
Meeting Adjourned at 7:28pm.

Next Board Meeting: Wednesday, July 20, 2022, at 6:15pm.

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

Susan Hasty,
Recording Secretary