

BURLINGTON WATER DISTRICT (BWD)
Board Meeting Minutes
April 18, 2018
8:35 PM

Scappoose Library
Scappoose Oregon, 97053

I Customer/Public requests

1. Andy introduced Steven Eudaly, who is interested in becoming a board member. After discussion, Juli is going to provide the paperwork needed for Steven to look at. If he agrees to go forward.
 - Ken moved, that if, after reading the documents, Steven wants to continue, we would welcome his application to join the board to fill the current vacancy. Pattye seconded, and it was approved unanimously
 - Swearing in will take place at the May Board meeting.
2. Jim Jones has continued to request information from our records, he just wants to see it, not copies. Much of it is public. Since the office is currently closed, Pattye suggested that Juli request our attorney to send him a letter notifying him that the admin has resigned and we are in the process of recovering her documents, therefore we request an extension of time to locate the documents he requires. Mr. Jones has changed his mailing address and did not notify the district. All of his requests/demands have been sent to the SDAO legal counsel. Mr. Jones has still not provided the District with any substantiation of his claim that he received a solicitation for medical equipment from an email address of a district employee.
3. Three Newberry Road customers want to annex into the District. At this time, the Board indicated there will not be any additional charges, except that each house will be required to have a backflow device. Andy will make sure that they have the backflow devices installed before they are annexed in. There will be no equipment requirements on our side of the meters. Since we are not changing any physical properties, we do not have to update to Design Standards. If future changes are made to existing lines, they will need to comply to our Design Standards. The process now is that the customers apply to Multnomah County, and start paperwork that will then go to the BWD district office.
4. Chestnut Lane customers (13) have asked to annex into the District. Board previously indicated all 13 must be agreeable to the annexation. Currently there are 11 of the 13 who are agreed. Gabe continues to work with them. In addition to some pipe upgrades, each house on Chestnut Lane will also be required to have a backflow device.
 - Ken moved that the Board agree to allow the annexation and continue to work with them; but that our attorney will draft all paperwork on an agreement between the BWD and Chestnut Lane customers after an agreement regarding updates is achieved. Pattye seconded, and it was unanimously approved.

II April Meeting Minutes

Juli reported that the meeting minutes from March had not been transcribed. Pattye will take minutes for the April meeting, and will go back and transcribe minutes from the March meeting. Juli will send her notes to Pattye.

III Board review and/or approval:

1. Juli reported that Pat Maenza had resigned. The office management position is now open, and we will be looking for a replacement. However, we will be looking at the various tasks we need done, including customer service and accounting. In the meantime, we will look for a temporary replacement as well as an accounting firm to do a forensic analysis of the boards accounting. Juli shared 2 forensic audit proposals. Pattye would like us to have 4 bids to choose from. There was also a discussion of the possible contacts/resources, for these positions, that were provided by Craig Gibbons from Tax Supervising and Conservation Commission. Other options were also discussed including: Hiland Water, Scappoose Tax and Accounting. Calls have been made investigating references for Hiland Water, what services they would provide, and what our possible costs would be. Résumé information for Chris Olinger, for billing/office administrator was shared.
 - Ken made a motion to approve resources for a forensic audit; and to hire a temporary person/agency to take care of our financial/billing/customer service needs before the next Board of Directors meeting, based on phone conversations between at least 3 Board members, to carry out the hiring of one or both of these positions. Pattye seconded the motion, and it was unanimously approved
2. Juli reported she has been looking for a company to help us design a website. Juli recommended that we go with a firm called Streamline, which will help put together the website, and maintain it with regulatory information and changes. Our office admin would update it with pertinent BWD information, dates etc. The cost will be approximately \$1,200 per year.
 - Pattye moved that Juli go forward with the website with Streamline. Ken seconded. Motion carried unanimously.

IV Administrators report:

The administrator position is currently open and there was no report. In the meantime, we discussed the following items:

1. Purchasing land from BNSF: Checking on utility rights after 10 years. No change
2. Annual count of floating homes for SDC charges. Pattye gave Pat the new Larson's Moorage slip numbers at the last meeting, but reported that Pat had not billed her for the new ones. Previously we had discussed Andy doing the moorage count this year. Pattye is investigating where we are on billing and payment of these SDC charges.
3. Andy reported that he collected \$122.39 from Jim Jones before his water was turned back on. The total bill was \$222.39, but he had paid a partial \$100.00 payment prior to the water being shut off.

4. There was a discussion about meter reading and meter books. The Board expressed concerns regarding the need for multiple meter rereads every month. Also, with multiple meter books and then entering numbers into a billing program, there is a concern that too many opportunities for transcription errors exist.
5. Metro Property: Acct No 140 (Century 21 property manger for an out of District user) was notified in writing regarding the properties shared ownership of a water line that might need repairs or replacement on the upfront costs. Their service is to be removed. This was noted in the billing program; monthly water service charges will stop until reinstated. Ken asked Andy what the approximate cost to BWD to do this would be. Andy indicated it would be approximately \$600.00. Ken would like a copy of the email that describes what is in the hole.
 - Ken made a motion that we approve the work to be done on this year's budget at a \$600 max. Pattye seconded and the motion carried unanimously.
6. Unemployment benefits for the first quarter were charged at \$1,814.61. It was not indicated by Pat Maenza whether that bill had been paid or not, and it was not included on the check detail. The board is still unsure about this and will be looking to the unemployment office for explanation.
7. The fire protection 2nd half of the annual payment was paid in full, check included in check detail.
8. Customer information – a discussion was held regarding the need to send out more information to our customers regarding rate increases, infrastructure improvements and the costs to us for the City of Portland Improvements.

V Check Detail report and Bank Statements

1. Ken and Pattye reviewed the checks. Pattye moved, Ken seconded and it was approved unanimously to pay the bills with checks numbered 3387 through 3405, with the exception of a voided check number 3402.
2. Juli gave Pattye the payroll bank statement and general account bank statement for March 31, 2018 for review.

VI Superintendent's report:

1. Andy reported regarding Jim Jones delinquent bill and water shutoff. Andy requested a civil assist from the sheriff's office to turn off Mr. Jones water. This was the result of a threatening email received by the BWD from Mr. Jones. The sheriff met Andy, they discussed the actions needed to be taken and the officer approached Mr. Jones with Andy. The water was shut off, then Mr. Jones was told how to get the water back on (payment of \$122.39). Later, Andy went back and got the check from Mr. Jones and turned the water back on.
2. Andy reported that he had been doing some maintenance at the reservoir, including a handrail and signs to meet OSHA guidelines. Ken authorized Andy to use his remaining hours (from this years budget) to make necessary repairs throughout the District. Andy still has 130 hours that have been budgeted for this year but not used.

3. Andy shared his difficulties/stress involved in reading meters and working in the District. Concern was also expressed regarding the previous office administrator and needing someone to answer phones and run the District. Andy offered to do it all. Juli expressed concern at having just one person doing all of the District's business and the need for more checks and balances. Andy's offer was declined. Pattye reiterated that she wants our new forms for tracking hours and mileage filled out.
4. There was a discussion about how to keep meter boxes from being filled in by rodents.

The next meeting will be Wednesday, May 16, 2018 at the Scappoose Library. The 2017-2018 budget will be read and approved at that meeting.

The meeting was adjourned at 10:45 pm.

Respectfully submitted,

Pattye Larson
Board Member
Acting Secretary