

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

October 21, 2020

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

MINUTES

Meeting called to order by Dan Johnson, Vice Chair, at 6:17 pm.

Present: Dan Johnson, Christine Nelson, Amanda Schehr; board members (quorum)
(Ron Yann and Mark Oakley absent by prior arrangement)
Dan Zimmerman, bookkeeper
JJ Olson, Hiland Water manager

Public Comment: No public present.

BWD Annual Audit Presentation (Dennis Connor, CPA)

Dennis did not join the meeting as scheduled; presentation deferred until next month. The annual financial review is complete, was clean, has already been forwarded to the state, and no board action is required. The presentation is a simply a courtesy to the Board. Of note, spelling of Amanda's last name and dates of her Board term are incorrect as presented in the review; errors of informational entries such as these will be corrected in next year's document. Also, of note, due to inadvertent overbilling in the past two years, this year's bill for the review was adjusted and is less than budgeted.

OAWU Rate Study Update (Tim Tice)

Tim did not join the meeting as scheduled. Immediately prior to the meeting, Tim raised several last-minute questions and requested additional clarifications. Dan J. provided the information requested and elected to defer this report until our next meeting to give Tim additional time for preparation.

Water Operator's Report from Hiland, JJ Olson:

- a. Monthly overview: September monthly report reviewed, bacterial samples have shown no coliform since 2018, federal source testing has been completed, two new connection requests are still pending.
- b. Update on leak detection and leak repair: Currently BWD water loss is ~5½ gallons/minute, down from 9-10 gallons/minute before leak repair efforts were initiated. There are 4 known leaks, all ~1-2 gals/min each, which is small enough to make them hard to detect individually, and all are in areas difficult to pinpoint. Collectively they add up to a substantial loss, but finding and repairing each of them will be challenging. Of the 4, the leak at Cornelius Pass Road (where water containing chlorine residual, probable District water, is coming from buried culvert) is recommended to tackle first. This leak is not coming from the buried end of

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/>

the culvert as initially thought, but rather somewhere along its length. Further detection must be done at night when there is less traffic noise interfering with the listening devices. The second area to pursue is near Harborton Drive, where a functional isolation valve could be installed to further pinpoint the area of the leak in that portion of the system. A third leak is in a section of main line in the woods below the reservoir, which would be very labor intensive to isolate. Hiland's recommendation is to systematically pursue each of these leaks, starting with Cornelius Pass, and continue until enough leaks have been repaired to substantially reduce the total loss factor. JJ will develop an estimate of cost for installing the Harborton Dr. isolation valve and provide to the Board via email.

ACTION: Christine moved that the board authorize \$1500 for continued leak detection efforts, including night work, to repair the Cornelius Pass leak. Amanda seconded, and the motion carried unanimously.

- c. SDIS site visit: Matt Olsen will meet the SDIS representative at the BWD pump station for the insurance site inspection at 8 am on 10/22.
- d. Pending billing adjustments, account #2584: An irrigation system leak in August and September was identified and repaired immediately after receipt of an August water bill over \$1,000; customer has requested a leak adjustment for the excess water costs.

ACTION: Dan J. proposed and Amanda seconded a motion to approve a motion to authorize an adjustment for one month's water loss, in accord with the policy outlined in the revised water rates and other fees ordinance, for the amount of \$404.84, to be applied against the August bill. Motion carried unanimously.

- e. Pandemic-related customer issues?
 - i. Update on long overdue customer account #2567: Tenant vacated property without paying bill. Water bills are for the property, not the person; landlord has agreed to pay overdue account in full and payment is awaited. Board requested that the meter be locked off until payment received.
 - ii. Other customer issues: None known.

Bookkeeper/Office Manager's Report:

- a. Review, consider revising Board meeting dates for November, December:
Due to holiday scheduling, Dan Z. has conflicting meetings on 3rd Wednesdays in November and December. He recommended moving BWD meetings to 3rd Tuesdays of those months. The Board agreed; meetings will be held at 6:15 pm on Tuesday, 11/17 and Tuesday, 12/15.
- b. Water Manager's Group:
Current customers of the Portland Water Bureau have until 6/30/21 to formally state their intention to renew their contracts. The Water Manager's Group is meeting with the City of Portland to negotiate terms for a new contract for wholesalers prior to this deadline. One of the group's recommendations is elimination of the current PWB required minimum purchase. Because it is in BWD's best interest to have the required minimum purchase clause removed, it would be wise for the Board to send a representative to these meetings in support of this effort. Ron has attended these meetings in the past; Christine will talk with Ron about his willingness to continue to represent us.

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/>

Consent Agenda:

- a. Dan Z. reviewed the Accounts Receivable/Payable report from Hiland; Board had no concerns.
- b. Dan Z. reviewed monthly budget statement, FY 20-21 initial profit and loss statement, and this month's bills. Projected water sales are being monitored and are slightly lower than budgeted.
- c. Christine requested reimbursement for one HP toner cartridge (\$97), because her home printer is being used almost exclusively for BWD business. Dan J. recommended that the board authorize this expenditure and Amanda agreed.
- d. Board approval to pay bills presented. Arrangement has now been made for Streamline to be paid annually rather than monthly for web services, this month's payment covers the remainder of this fiscal year (October through June, 2021). Checks mailed to and received by Christine; she will get necessary signatures and submit when received.
ACTION: Dan J. moved that the board approve paying all bills as presented, Amanda seconded, and the motion carried unanimously.
- e. Dan Z. distributed minutes from the September Board of Commissioners meeting.
ACTION: Amanda moved and Dan J. seconded that the minutes be approved as presented. Motion carried unanimously.

Action Items:

- a. Portland Fire & Rescue multiyear Inter-Governmental Agreement (IGA):
SDIS reviewed the IGA and expressed some concerns regarding liability language and absence of cost limitations, recommended having our attorney review and propose revisions to PF&R. Accordingly, Ron sent the IGA to Laura Schroeder with a request for revisions and a cost estimate for the review; likely to cost no more than \$3,000 and maybe less if PF&R raises no issues with changes. Attorney provided first draft of revised IGA today; can go back to PF&R after Ron reviews. Discussed merits of annual vs. 10-year contract terms; board consensus was that 10-year contract is preferable so long as our attorney and insurance representative agree.
- b. Portland Water Bureau request re: out-of-district wheeled customers (NW Creston Rd south of NW Drury Lane):
Still waiting to hear back regarding specifics (rate BWD is reimbursed for these customers, list of current wheeled customers). Not urgent, apparently relates to houses currently planned for construction but not yet occupied. Ron will continue to follow.

Administrative Reports:

- a. Update regarding meter on mainline serving Chestnut and Logie Trail:
JJ provided a written cost estimate for this project, which is substantial (~\$83,000). Ron has initiated a conversation with Ed Hodges to confirm cost estimates and verify that engineering is required. Will report back next month.
- b. Update on Safe Drinking Water Revolving Loan Fund Application for the Riverview project:
Application is in process; has required considerable amount of administrative paperwork, including an update for our DUNS number and completion of an application for a governmental System for Award Management (SAM) account. Process requires that BWD

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/>

have a physical address, so for now Ron's home address is being used. Ron is staying on top of requirements and will continue to provide updates.

c. Update on Metro right of way vacate request:

Still in process. Apparently hold up is with Multnomah County transportation staff, must be formally presented to and approved by Multnomah County commissioners. To be addressed on November Commissioners Agenda.

d. Update on letters to customers:

i. All customers – Rules & Regulations notice:

Final draft of this letter reviewed. Attorney recommended it go to all customers (billing as well as voter registration lists). Ron wondered if it would be sufficient to go just to billing addresses/payors, since it may be confusing to folks like moorage residents who don't pay bills or have interactions with BWD. Consensus was that we should follow attorney's recommendation and send to everyone. If authorized, Christine will obtain an updated voter registration list from Multnomah County for Hiland to use when sending the letter.

ACTION: Dan J. moved that the board pay costs required to obtain an updated BWD voter registration list, Christine seconded, and the motion carried unanimously.

ii. Out of district customers – Rules & Regulations and additional billing/annexation info:

Draft of this letter considered; after board review, final version will one more legal review before mailing. There were two concerns about the letter as drafted: 1) letter needs to indicate that prior to annexation into the district, out of district water systems need to be brought into compliance with design standards, and 2) letter needs to mention that fire protection not currently provided. Christine will make suggested revisions and forward to Ron for any additional changes before final attorney review.

As necessary: No additional agenda items arising pursuant to bookkeeper's, manager's reports.

Adjournment: Amanda proposed and Dan J seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 7:39 pm.

Next Board Meeting: Tuesday, November 17, 2020 at 6:15pm

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

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/904879053>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 904-879-053

Join from a video-conferencing room or system.

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/>

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 904 879 053

Or dial directly: [904879053@67.217.95.2](tel:904879053@67.217.95.2) or 67.217.95.2##904879053

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/904879053>

In the event that stay-at-home restrictions have been lifted, an in-person meeting may take place at the Scappoose Library, Scappoose, Oregon.

Christine Nelson
Recording Secretary