

BURLINGTON WATER DISTRICT (BWD)
Board Meeting Minutes
August 15, 2018
7:05 PM

Scappoose Library
Scappoose, Oregon 97053

Present were Juli Valeske, Ken Larson, Pattye Larson, board members. Matt and Aaron Olsen (Highland Water). Joe Ashton representing Multnomah Yacht Harbor.

I Customer/Public requests

- 1) Leak forgiveness: Veronica Gray has asked the board to reduce her excessive water bill from last month. She was out of town, when she came home and got the bill and realized there was a leak, she asked the landlord to fix, which he did. Ken moved and Pattye seconded that we forgive ½ of the excess of her bill. Motion carried.
- 2) Leak forgiveness: Marina Way Moorage had a loss during the month by vandalism and theft from their water system. The leak was fixed. They asked for forgiveness of a portion of the water bill. Ken moved and Pattye seconded that we forgive ½ of the excess of their monthly bill. Motion carried.
- 3) Arthur Markson requested forgiveness on his water bill which was excessive, but he indicated that it must be incorrect. The meter was read twice. There was no indication of water leak at the meter. Juli asked Tina to request verification/proof that his leak had been fixed. This should be presented at the September meeting for action by the board.
- 4) Joe Ashton presented documentation to the board that Multnomah Yacht Harbor had been overcharged for several years for floating homes that were non-existent. He had emails to Pat Maenza as well as information she had sent him regarding his bill. Joe requested relief from the overcharges. Since the board had not seen any of the information he presented prior to this meeting, Juli asked Matt and Aaron to help review the bill and see what could be done. Pattye volunteered to work with Tina to get a copy of the audit history for the last year and verify correctness of the billing. Joe indicated that he had both in district and out of district services. He indicated that the house, boatyard and marina were all out of district. He indicated there were 4 floating homes and a rowing club within the district. Joe said that they should be paying for 3 out of district connections, and 5 in district connections, and that all of the water is billed at out of district rates since there are no individual meters to each location. Matt, Aaron and Pattye will work with Joe during the next month and will bring back a report to the board at the next meeting.

II Board review and/or approval:

- 1) The meeting minutes from the July 18, 2018 board meeting were presented. There was no discussion, or change requested. Ken moved and Pattye seconded that the meeting minutes be approved. Motion carried.
- 2) The board heard the second reading of Ordinance No. 18/19-01 REVISED WATER RATES 7 OTHER FEES. There was a short discussion to bring non-board members up to date on the changes. There was no further discussion. Ken moved and Pattye seconded that the ordinance be accepted and

approved. There was no discussion and motion carried. The rates will take effect with the October billing cycle.

- 3) The accounts receivable/payable report from Hiland was reviewed. Pattye moved to pay the bills as presented. Ken seconded and motion carried.

III Superintendent's report: (by Silas and Aaron)

- 1) Portland Water Bureau flushing on Marina Way. We have a map provided by Kristy at PWB. It shows three hydrants on Marina Way belonging to PWB. They are currently flushing out of the third hydrant 24 hours a day. Hiland has checked, and according to Mission Control, this flushing is not affecting our water system. The flushing issues are for heat and stagnation which cause chlorine loss.
- 2) Tina has acknowledged our ordinance changes and will be billing appropriately.
- 3) The telemetry system approved and ordered in early 2018. It is an upgrade project to monitor with a 24 hour clock. If the pump goes over a preset limit it alarms. This is particularly useful for our three day peaking factor. We do not at this time know where the equipment is, if Andy has it, or has installed it, or if it is programmed. Hiland will be checking that out this month.
- 4) Regarding our PWB contract: Hiland has reviewed the contract and indicates at this time, even with the overages in water, we have not gone over our peaking levels, either 3 day or for the year, and they are confident that we will not exceed peaking this year.
- 5) Regarding the failed coliform samples. We have a lack of chlorine residual at our reservoir. This is due to heat, and the chlorinated water not getting to the reservoir for circulation. Hiland has done research regarding the amount of water recommended to keep in our reservoir for fire suppression. Currently, the reservoir is "full" at 29', and will start to refill at 26'. After research, Hiland recommends bringing the level of the reservoir during the summer to 19' and pumping water only every three days. This will help cool the reservoir, and will allow more circulation of the chlorinated water. After discussion, the board agreed that Hiland should make this change effective August 16, 2018 and monitor the residuals closely for the next couple months. Once the reservoir is stable, we can determine the best levels and filling schedules.
- 6) Water overages...There was an out of district water line leak reported at Chestnut Lane. After locating this "leak", Hiland determined it is a natural spring and was not the cause of our water loss in the last two months. Hiland did discover one hydrant partially open, which would have affected our water usage. When they read meters this week, they will again check all the hydrants to make sure they are functioning appropriately.
- 7) Regarding our Portland customers. Hiland is not certain whether they are to bill Portland, or only monitor the usage by Portland to make sure Portland is reflecting their usage and deducting it from our water bill. Juli requested Hiland to talk to the city regarding this issue.
- 8) Hiland only agreed to do our general bookkeeping for 3 months while we were hiring a new bookkeeper. They indicated they were currently on the 4th month, and beginning September the new fee would be \$400.00. They politely requested that we find a new bookkeeper before the end of November, as they feel it is not ethical to handle both billing and district bank accounts. Juli and Pattye are working on hiring a bookkeeper and indicated it would be done prior to that date.
- 9) Our district maps are out of date, and may be "engineered" but not "as built". They indicated that they are willing to handle updates on a gradual basis as they are doing their regular work and will bill accordingly. The board requested that they do this for a time, and present a

monthly accounting for this. This can be expanded or deleted as we find out what the costs are and if it can be included in the 2018-2019 budget.

- 10) Mission Notifications: Now that Hiland is monitoring the system and receiving alarms, Ken asked that he be removed from the telephone alarm base. Pattye requested that she remain on the daily usage reports. Juli did not want to receive any alarms or reports. Hiland will remove everyone else currently on the system.
- 11) There are a number of items currently padlocked or should be padlocked within the district. The board requested Hiland get new combination locks and replace all of the current locks, and lock the other items as well. Ken and Julie will be given the padlock combinations, including the container.
- 12) Hiland currently has found one official sampling station. He will look further during the reading of the meters this month, but indicated that it would be better if we have two more sampling stations. This is for bacteria in the system. The lead sampling stations are taken from homes within the district. The board requested Hiland to give us a proposal for the two new stations, including firm location points.
- 13) Loss factors: Hiland reports our current loss factor, including the water loss reported the last two months is currently below 10%, which is a standard.

IV Administrator's Report

- 1) Annual count of floating homes for hookup charges. Ken reported that Andy had counted the houses at our moorage and Joe indicated he had been at Multnomah Yacht Harbor, although no one has received an official count. With the exception of Larson's, which will be billed this month, we will retain the numbers used last year, and next year the houses will be counted in June by a member of Hiland, as well as one board member, in the company of the moorage owner or manager. In the meantime, with regard to Multnomah Yacht Harbor, we will ask Tina to reduce the number of hookups to 3 out of district and 5 within the district immediately.
- 2) Status of Customer Accounts: Apparently there are some customers still writing checks to Burlington Water, which delays payment, since the checks must be returned and reissued for Hiland to deposit. Tina is calling them and hopefully the change can be accomplished soon.
- 3) NOW CFO has presented us with an adjusted profit and loss for July 2017-2018 for our review. Julie and Pattye will review these and will report to the board at the next meeting. They have also completed a draft procedures manual for us to review.
- 4) We still will not make the district email address on our web page public until we have hired a new bookkeeping/administrative person.

The next meeting is scheduled for October 19, 2018 at the Scappoose Library at 6:45 PM.

The meeting was adjourned at 9:39 pm.

Respectfully submitted,

Pattye Larson
Board Member
Recording secretary