

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

Wednesday, May 17, 2023, 6:15 PM

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Minutes

Meeting called to Order by Ron Yann at 6:19

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 Dan Zimmerman, bookkeeper; Ed Hodges, engineer of record and Anne Squire BWD customer and future board member.

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

Guests: City of Portland Water Bureau staff, Mary Leung and Cecelia Huynh attending to present new draft water agreement (document attached to minutes). Among the highlights are that the peaking factor minimum purchase will go away thus the district will be billed on water that is actually delivered and the rate calculation will be based on a rolling 5 year average. Currently the BWD minimum guaranteed purchase is 550K gals/day and 5 year average is 330K gals per day; Infrastructure cost will be applied as build is completed so the increase to wholesale consumers will be gradual.

The new agreement is set to go live July 1, 2026.

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

1) Reviewed Riverview Watermain project: Results of the bidding process are in. Five bidders responded, the lowest was \$381,626.43 and the highest was \$863,110.00. Board discussion of bids ensued.

ACTION: Ed recommended that the board approve/accept the lowest bidder, Nyland, at \$381,626.43; Tiff Wood moved that the board accept the recommendation; Dan J. seconded, the motion passed unanimously. Ed will notify all bidders. Project is expected to start this summer and be completed by mid-October.

2) Water Meter project: Sole procurement process for Mueller meter discussed. For the high end meters with radio attachments total cost estimate is \$65,000. Grant is \$75,000. Ed is hopeful complete the bid by end of the month and have it advertised by mid-June.

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- 3) **Master Plan:** No funding sources for seismic study identified thus far. BWD does not have a lot of infrastructure (large storage tank, pump station, and piping) that needs seismic evaluation. Our structural engineer can do the study for approx. \$6K which would need to come from the BWD budget. OHA will not approve the Master Plan without a complete seismic vulnerability assessment. Gail stated that the City of Portland agreement (current and future) requires BWD to have a water conservation plan which does not currently exist. Future discussion on this topic will need to occur.

Water Operator's Report from Hiland: Aaron absent from meeting. Notes added from report submitted prior to meeting.

- a. Locates: Hiland Water responded to three locate requests. Water lines were marked as needed.
- b. Compliance testing: No coliform/e. coli detected.
- c. Notes from the field: Water is surfacing next to Hwy 30 and was evaluated in early May. ODOT has given approval for excavation, which is scheduled for May 12, 2023.
- d. Leak detection: All meter valves with issues have been fixed.
- e. Chlorine residual: N/A
- f. Billing adjustments: There are 13 homes with meters scheduled to be shut off. Ron will follow up with Aaron to make sure these are not related to the recent change in the billing system.
- g. Loss factor: N/A

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 115% budget to fiscal TYD; Water sales for fiscal year at 92.7%.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Gail C. moved that bills be paid as presented, Dan J. seconded, motion passed unanimously.
- b. Board approval of April Board Meeting minutes as submitted:
ACTION: Dan J. moved that April board minutes be approved as submitted, Tiff W. seconded, motion passed unanimously.
- a. Board approval of April Budget committee meeting minutes as submitted:
ACTION: Ron Y. moved budget meeting minutes be approved as submitted, Susie H. seconded, motion passed unanimously.

23/24 Budget Presentation to the Board:

- a. Second reading of Ordinance 23/24-01 Revised Rates & Other fees:

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- ACTION:** Dan J. moved that in lieu of reading the rate increase ordinance that we include it in its entirety in the minutes, Ron Y. seconded, motion passed unanimously.
- b. Resolution 23/24-02 Adopting the budget:
ACTION: Dan J. moved that the board adopt the FY23/24 Budget for \$1,240,563.00 as approved by the budget committee and as presented here, Gail C. seconded, the motion passed unanimously.
- c. Resolution making appropriations:
ACTION: Dan J. moved that the appropriations beginning July 1, 2023 be approved as presented, Tiff W. seconded, the motion passed unanimously
- d. Resolution imposing and categorizing the tax:
ACTION: Dan J. moved that property tax for FY 23/24 at \$3.4269 per \$1000 of assessed value be approved by the board, Gail C. seconded, passed unanimously.

Administrative Reports: N/A

Old Business: N/A

New Business:

- a. BWD Board Vote on Sole Source Documents: Dan J. read aloud in its entirety Resolution 23/24-03 Sole Source Resolution for Mueller Automated Meters.
ACTION: Ron Y. moved that the board approve Resolution 23/24-03 as presented, Dan J. seconded, the motion passed unanimously.

Announcements: N/A

Adjournment:

Gail C. moved that the meeting be adjourned, Dan J. seconded, and the motion passed unanimously.
Meeting Adjourned at 8:09 pm.

Next Board Meeting:

Wednesday, June 21st at 6:15pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary