

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, February 21, 2024
6:15-7:15PM**

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Minutes

Meeting called to Order by Ann Squier, vice chair, at 6:24pm.

Board members present to establish quorum for meeting:

Present: Anne Squier, vice chair; Susie Hasty, secretary; Kris Hines, budget officer, Tiff Wood, board member; quorum present. Also, present Dan Zimmerman, bookkeeper; Ed Hodges, engineer of record; Aaron Olson, NW Natural Water Services (aka Hiland Water) Operator.

Absent: Gail Curtis, chair.

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

Guests: None.

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

- a. **Water Meter Replacement project:** New meters are running at 100%. Project is complete. Final payment has been made.
- b. **Riverview Watermain Replacement project:** Meeting set for Monday, February 26th at 2pm with Susie, Ed, and Matt to sign off on project.
- c. **Master Plan update:** Gail and Anne reviewed the Master Plan contract and made some changes. Curran-McLeod accepted the changes and revised the document. The revised document was then sent back to Gail and Anne them for review with the board and seek approval at the March meeting.

Water Operator's Report from Aaron Olson:

- a. Locates: No requests in January.
- b. Compliance testing: No coliform/e. coli detected in January tests.
- c. Notes from the field: Staff performed leak detection on Logie Trail.
- d. Billing adjustments: Hiland is still converting to autopay process, 7 accounts are scheduled to be shut off, 6 accounts that were due to be shut off in January have paid up for February.
- e. Water loss 42.13%, 886,399 gallons or 20 gallons per minute in January.

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- f. American leak detection had no success locating leak suspected to be somewhere between Marina Way and Burlington.
- g. Aaron requested \$8-\$10K to install a leak detection system. This system can narrow the search down to ½ mile area and can also be used in the future for other leaks. Ed requested to meet with Aaron to gain a better understanding as to exactly where system will be located. Allocating this funding to NWNWS will leave about \$15K in maintenance for the rest of the fiscal year.

ACTION: Kris H. made a motion to approve installation of leak detection system for \$8K up to \$10K pending Ed's approval of installation location. Tiff W. seconded, all in favor. Motion passed unanimously.

Bookkeeper/Office Manager's Report:

- a. NW Natural Water Services Credit Memo and Accounts Receivable/Payable reports: Dan Z. reviewed receipts and expenses for the month.
- b. Monthly budget statements: Dan Z. reviewed the balance sheet; Budget vs. Actual statements and Profit and Loss. Water sales July – Jan. 98.8%
- c. Monthly budget expenditures reviewed.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Tiff W. moved that the January bills be paid as presented, Kris H. seconded, all in favor, motion passed unanimously.
- b. Board approval of January meeting minutes as submitted.
ACTION: Kris H. moved that January meeting minutes be approved as submitted, Tiff W. seconded, all in favor, motion passed unanimously.

Administrative Reports: N/A

Old Business: Portland Water District contract will be reviewed and voted on at the March 19th board meeting.

Announcements: Susie will be out of the country March 2 – 29th.

Adjournment: Susie H. moved that the board meeting be adjourned, Kris H. seconded, the motion passed unanimously. Meeting adjourned at 6:55.

Next Board Meeting: Wednesday, March 19, at 6:15pm, 2024.

Location: Meeting to be held by GoToMeeting videoconference.

Susie Hasty
BWD Board Recording Secretary