

# 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

Wednesday, June 16, 2021

6:15 pm

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

## MINUTES

**Meeting called to order** by Ron Yann, Chair, at 6:20 pm.

**Present:** Ron Yann, Dan Johnson, Christine Nelson, Amanda Schehr; board members (quorum)  
Dan Zimmerman, bookkeeper  
Aaron Olson, Hiland Water manager  
Lauren Golar, incoming Board member  
Susan Hasty, incoming Board member  
Gail Curtis, incoming Board member

**Public Comment:** There were no members of the public present.

### **Water Operator's Report from Hiland (Aaron Olson):**

Aaron will be our Hiland representative for the time being (JJ has been re-assigned; Matt is not available due to education commitments).

- a. Monthly overview: The water operator's report is in the board packet, nothing specific to report regarding general system operations. Ron called out the fact that the water loss factor was the highest it's ever been during the tenure of this Board (40%); Aaron will check with others at Hiland about the situation.
- b. Update on leak detection/repair: The largest leak on the south end of the system identified to date is in a 2-inch line that will be replaced as part of the Riverview Drive project. Hiland's equipment is not sensitive enough to specifically locate leaks in this section of the system due to the noise on Highway 30. It is possible that American Leak Detection has more sensitive equipment to hear leaks under these circumstances; he will further explore this option if the Board elects to proceed. Ron noted that given our current budget situation, further leak detection will need to be deferred until the next fiscal year. He pointed out that Matt had developed a systematic plan for future leak detection; Aaron will confer with Matt and regarding the plan and resume testing later in July.
- c. Possible meter replacement: Not discussed.
- d. Chlorine residual monitoring: Chlorine handheld manual testing equipment has been received and will be dropped off next week.
- e. Customer issues? None identified.
- f. Billing adjustments? None requested.

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## Bookkeeper/Office Manager's Report:

Contract renewal between Dan Zimmerman and Hiland for the BWD bookkeeping position: Dan's proposed contract for 21/22 was distributed with the Board packet; he made no changes to last year's contract except the dates and did not include a rate increase. The Board expressed their appreciation for his efforts and commended Dan Z. on his excellent work.

**ACTION:** Dan J. moved that the board approve the terms of Dan's contract as presented and notify Hiland accordingly; Amanda seconded, and the motion carried unanimously.

## Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month. Two bills received out of cycle (OHA annual water system fee; D. Fineauer of Right of Way Associates); Dan Z will prepare and send these two checks for signature after meeting so they can be paid during June before the end of the fiscal year.
- b. Monthly budget statements: Reviewed three budget vs. actual statements (snapshots for month of May, fiscal year to date, and annual budget as a whole).
- c. Monthly budget expenditure review: Budget projections remain on track, but want to avoid going over budget. Hiland has been advised of need to reduce expenses and forgo leak detection for now. Of note, Ron signed and returned the contract for the new auditor; she's formally engaged and excited to be working for us.
- d. Board approval to pay bills presented:  
**ACTION:** Christine moved that the board approve paying all bills as presented, including those that are still in process; Amanda seconded and the motion carried unanimously.
- e. Approval of May Board Meeting minutes:  
**ACTION:** Amanda moved and Dan J. seconded that the minutes be approved as presented. Motion carried unanimously.

## Action Items:

- a. NW Newberry Road Petition for variance to join District - Consider proposal from Newberry residents to share up to \$1,000 in the cost for having our attorney review the proposed variance to BWD Standards.  
Ron briefly reviewed the history of this request. Our attorney originally provided an estimate of \$2,000 for the total cost of review, then later raised the estimated total to \$5,000. The Newberry Road petitioners are willing to pay half of the original estimate, but no more. After discussion consensus was that, given the precedent being set, legal review is critical; accepting a \$1,000 cost share is a reasonable solution.  
**ACTION:** Amanda moved and Christine seconded a motion to accept the upfront payment of \$1,000 from the Newberry petitioners and authorize our attorney to proceed with the review after July 1, notifying us if the cost will exceed \$2,000. Motion carried unanimously. Ron will follow up with the attorney.

## Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project:

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Still awaiting news regarding project. In meantime, Engineer Ed Hodges notified that there is another funding opportunity available for shovel ready projects; our project qualifies so he will pursue additional funding on our behalf.

- b. Update – Portland Water Bureau annexation: Ron received the following email response from the PWB attorney. *“I have researched this issue, particularly with respect to limitations on the City's authority under the Portland City Charter. My conclusion is that the Water Bureau cannot annex a district that is outside City limits for the purpose of the provision of water. While the City can purchase property outside City limits as Council finds "necessary or convenient," the purchase of a water district outside of the City does not meet either of those criteria. Also, the Charter is clear that expenditures for the purpose of providing water are restricted to the service of City residents. The exception to this, of course, is that surplus water may be sold to persons outside the City, but there is no Charter provision that allows the City to **acquire** a system that is not within City limits.”* Thus, annexation is not an option.
- c. Update – May 2021 special election: Congratulations and thanks for serving to the newly elected Commissioners for the BWD Board:  
Commissioner, Position 1 – Gail Curtis (7/1/21-6/30/25)  
Commissioner, Position 2 – Lauren Golar (7/1/21-6/30/23)  
Commissioner, Position 5 – Susan Hasty (7/1/21-6/30/25)  
They will be formally sworn into office at the next Board meeting on 7/21.
- d. Discussion – Transition of Board tasks/responsibilities with new Board:  
As a first order of business, Dan Z. reminded us that all signatories and other contact info required for various accounts will need to be updated ASAP (Bank of West, LGIP, SDAO, etc.). There are a number of tasks that will need to be taken over (e.g., secretary, webmaster, meeting organization). Dan J. and Lauren volunteered to take on learning about the website, requested that a training be organized. Amanda will set up the GoToMeeting account based on the District email address so anyone attending could start the meeting; she will also share her ‘cheat sheet’ summary of things that need to be done with the website each month. Susan volunteered to serve as secretary and take minutes. Gail will attend the monthly Water Managers Advisory Board meeting and will support Susan in the secretary role. Further conversations about responsibilities will take place at future meetings.

**As necessary:** Additional agenda items arising pursuant to bookkeeper’s, manager’s reports.

For the record, Dan Z. summarized a letter received from PWB giving formal notice of non-renewal for our current wholesale water contract. Five years notice is required if a contract is to be voided; this does not mean they will not sell us water, only that the current contract is ending. Negotiations are currently underway on the new contract that will replace this one.

**Adjournment:** Dan J. proposed and Amanda seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 7:14 pm.

**Next Board Meeting:** Wednesday, July 21, 2021, at 6:15pm.

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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