

# 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, October 19, 2022

Starting at 6:15pm

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## Minutes

**Meeting called to Order by Gail Curtis at 6:19.**

**Announce Board members present to establish quorum for meeting:**

**Present:** Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

**Absent:** Ron Yann, Christopher Wood

**Public Comment: None**

**Guest speaker:** Teresa Hanford, CPA, CIA, CGAP, CFE ; Hanford & Associates LLC reviewed the BWD financial statements for 2022. 2022 Financial statement review has been completed. Everything looks accurate and all controls and required items in place. Net position (net assets to liability ratio) improved by \$90K, cash position increased by \$115,000. Teresa acknowledged Dan Zimmerman as thorough, accurate, efficient and a pleasure to work with.

**Water Operator's Report from Hiland:**

- a. Monthly overview: No coliform detected, no issues this month.
- b. Update on leak detection/repair: Letter notifying all BWD customers of water shut off from 10pm November 1<sup>st</sup> through morning of November 2<sup>nd</sup> going out from Hiland 5 days in advance of shut off. Notice has also posted on the Burlington Water District website.
- c. Water loss: Currently the loss is at 27.55%. Likely to be Mission radio related. Aaron will meet in person with Mission personnel next week to troubleshoot source of issue and implement possible solutions.
- d. Possible meter replacement: No update
- e. Chlorine residual monitoring: No issues
- f. Customer issues? Final payment for Cornelius pass project received, project now complete.
- g. Billing adjustments? No report

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- h. Gail and Aaron attended the Water Advisory Board on behalf of the BWD. After review the advisory board recommended that the Portland Water Bureau overage charge from last January for \$14,000 be forgiven. PWB agreed and the overage charge has been dropped.

## **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 tracking thus far this fiscal year, September at 106.9%, YTD 99.8%.

## **Consent Agenda:**

- d. Board approval to pay bills as presented:  
**ACTION:** Susie H. moved that bills be paid as presented, Dan J. seconded, motion passed unanimously
- e. Approval of September Board Meeting minutes as submitted:  
**ACTION:** Dan J. moved that September minutes be approved as submitted, Gail C. seconded, motion passed unanimously.

## **Administrative Reports:**

- a. Newberry Road petition for variance to join District: No update.
- b. Riverview Water Main Replacement Project: No update.
- c. Application for a grant for BWD meter replacement, amount requested \$70K. Awaiting approval. No update.
- d. BWD Master Plan: Gail has reviewed the 1992 (most recent) 8 page master plan. Gail will share 1992 plan with current board members for historical perspective.

**New Business:** November BWD Board of Commissioners meeting moved from Wednesday, November 16<sup>th</sup> to Tuesday, November 15<sup>th</sup>. The December meeting has been tentatively moved from Wednesday December 21<sup>st</sup> to Tuesday, December 20<sup>th</sup>. Final decision for December meeting date to be made at November meeting.

## **Announcements: N/A**

## **Adjournment:**

Dan J. moved that the meeting be adjourned, Susie H. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:02pm.

**Next Board Meeting:** Tuesday, November 15, 2022, at 6:15pm.

**NOTE DATE CHANGE.**

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**Location:** Meeting to be held by GoToMeeting videoconference.

Susan Hasty,  
Recording Secretary