

# 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

Tuesday, November 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 6:15 pm.

**Present:** Ron Yann; Dan Johnson; Lauren Golar; Susan Hasty; Gail Curtis;  
Dan Zimmerman, bookkeeper; Aaron Olson, Hiland manager.

**Public Comments/Guests:** Teresa Hanford, CPA and Denise Dean, bookkeeper for Channel Island Marina.

**Teresa Hanford, CPA, independent accountant,** reviewed BWD financial reports for fiscal year ending June 30, 2021. Audit included with board packet and posted to BWD website. The financial condition of the district continues to improve. The modified opinion is that all data appears to be accurate and materially correct. Gail Curtis posed a question regarding the minimum debt ratio. Teresa will seek clarification from a third party and reply to Dan.

**Denise Dean, bookkeeper for Channel Island Marina,** requested a credit for a water leak late July and early August. The leak was difficult to locate and therefore occurred over 2 billing periods. A proposal was made (Susie Hasty abstained due to conflict of interest as President of CIMA HOA and secretary of BWD) to allow credit for one month (the higher of the 2 month billing cycles) for \$684.00. Dan J .moved and Gail seconded. Motion passed.

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

- a. Monthly overview: Nothing unusual.
- b. Update on leak detection/repair: Nothing unusual
- c. Meter replacement: Mission Units (communication between BWD reservoir and Portland water pump) and is upgrading radios (3G to 4G). We need to purchase 2 radios, either 2 at \$250.00 each (older style unit which will not be supported in long run) or receive a 20% discount for 2 at \$1831.00 per unit for an upgraded system. Total would be \$3663 for both. Request for clarity on minimum cost (\$250 or \$500) and how long that style will be supported. Aaron will confirm costs of 2 types of radios and report at next meeting.
- d. Chlorine residual monitoring: Lauren was initially measuring chlorine levels at her home but all results were coming up zero due to a carbon filter in her water line. Susie Hasty will do testing going forward. Lauren and Susie will meet for equipment hand off and measuring tutorial.

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- e. Customer issues? Newberry water line request discussed. Aaron confirmed that a 2" line is acceptable for this area. The line is 800 feet long with 3 homes. A 4" line could lead to pooling. Ron relayed that we are still waiting to hear back from Newberry petitioner representative (Kate Moore) re. the questions we posed at the meeting in September (current condition of existing pipe, size of existing pipe and any anticipated growth in area).
- f. Billing adjustments? None
- g. This month water loss is 26.8% (250,000 gallons)= 6 gallons per minute), previous months loss was 10%. This variance could be due metering inaccuracies. Aaron is going to investigate further. He will get a reservoir level measurement at the time the meter is read to determine "real loss factor" and report findings.

## Bookkeeper/Office Manager's Report:

- a. Transition of signers/privileges on accounts
  - i. LGIP: Neither Gail nor Susie have received email correspondence from LGIP. Dan Z. will follow-up with LGIP and let the new board members know what next steps are to secure log-in status.

## Consent Agenda:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed budget vs. actual statements; nothing outstanding/unusual for past month, reserve account continues to build, water sales revenue improved, tax revenue not in yet.
- c. Monthly budget expenditure review: Budget projections remain on track, nothing unexpected. Loan amortization schedule reviewed and included in packet.
- d. Board approval to pay bills presented:  
**ACTION:** Lauren G. moved that the board approve paying all bills as presented, including those that are still in process; Susie H. seconded and the motion carried unanimously.
- e. Approval of October Board Meeting minutes:  
**ACTION:** Dan J. moved and Lauren G. seconded that the minutes be approved as presented. Motion carried unanimously.
- f. Budget Cycle presented by Dan Johnson. December '21 – June '22 budget calendar will be sent for review and approval. Public notice of meetings must be sent in advance, rate increase ordinance must be posted to the BWD website and email customers must be sent out 30 days in advance. More details regarding budget preparation to come.

## Action Items:

Dan J. created 2 accounts for data storage, a board account and a files account. The Board Account will take over the [BWD@gmail.com](mailto:BWD@gmail.com) account. Each account will be a recovery account for the other.

## Administrative Reports:

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- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project: Ed Hodges has not contacted us yet, Ron will reach out.
- b. Update – NW Newberry Road Petition for variance to annex into the District: No response from petitioners regarding request from BWD for more information.

## **As necessary:**

- a. Ron renewed our SAM grant application (System for Award Management, a requirement to be able to apply for federal grants) or one more year.
- b. Portland Fire contract requesting list of all BWD members. Expect to receive a file end of November. Once obtained Ron will send to Portland Fire.
- c. Dan Z. will reach out to insurance agent to review renewal policy at December meeting.

## **Adjournment:**

Gail C. moved and Susie H. seconded a motion to adjourn the meeting. Motion carried unanimously and the meeting ended at 7:49 pm.

## **Next Board Meeting: *Note change in meeting cadence due to holiday season.***

December meeting will be on Tuesday, December 14, 2021 at 6:15pm.

**Location:** Due to the current health emergency resulting from the COVID-19 pandemic, meetings to be held by GoToMeeting videoconference.

Susan Hasty  
Recording Secretary