

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

Tuesday, Dec 19, 2023
6:15 – 8:00 PM

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/894997213>

You can also dial in using your phone.

Access Code: 894-997-213
United States: [+1 \(224\) 501-3412](tel:+12245013412)

Meeting called to Order by Gail Curtis at 6:15 pm.

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Anne Squier, vice chair; Susie Hasty, secretary; Kris Hines, board member, quorum present. Also, present Dan Zimmerman, bookkeeper; Aaron Olson, Hiland Water Operator.

Absent: Tiff Wood, board member; Ed Hodges, engineer of record.

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

Guests: Teresa Hanford, BWD auditor. Teresa presented her findings and fielded questions related to the current audit. "Everything looks good again this year." Our cash position increased about \$120K. Teresa is comfortable with controls that are in place. No disclaimers are needed. Gail noted that the report shows Fire Protection at \$160K and we are anticipating closer to \$176K and Teresa agreed BWD needs to plan how to meet those increased costs. No concerns about our debt service. Debt service is covered through user fees. Anne had a question about our cash accounting method, should we consider another method? Teresa recommends modified cash or continuing with cash accounting. Does Teresa have any concerns about our concentration of funds at 82% in our LGIP fund? At this point it's a risk-free account so Teresa has no concerns. Teresa is also comfortable that we are on target with our insurance coverage. There is a new standard for audits and reviews coming up over the next few months that Teresa will keep us apprised of through communication with Dan Z.

Ed Hodges, Engineer Curran-McLeod, Inc. and BWD Engineer of Record Reports is unable to attend the meeting this week. Gail read Ed's report as submitted.

- a. **Water Meter Replacement project:** No update.
- b. **Riverview Watermain Replacement project:** Finishing this week, installing a 2" meter vault, paving, clean up. Final inspection after Christmas. Funding reimbursement has been requested for disbursement request #7A \$133,844 as construction billing from the contractor.

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ACTION: Gail moved that the board approve \$133,844 for construction billing from the contractor. Anne seconded, all approved, motion passed unanimously. Gail will connect with Susie to sign request as submitted.

- c. **Master Plan update:** Ed recommends that we communicate with Matt Mattia regarding the items that we wish to have covered in the master plan. Anne posed that while looking towards the future are there any points of future planning that we should include in our plan such as Increased number of homes in the district and available water for those additional homes? Should we be testing for additional contaminants in addition to E Coli and Coliform? Aaron responded that other bacterial tests are done on a regular basis and results can be found on the OHA website. Suggestion made to post existing BWD master plan on the website.

Water Operator's Report from Aaron Olson:

- a. Locates: Hiland responded to 5 locate requests, water lines marked as needed.
- b. Compliance testing: No coliform/e. coli detected in October tests. In addition, a special sample was taken at the Riverview site which also showed no presence of coliform or E-Coli.
- c. Notes from the field: Hiland Water responded to broken service at 12800 NW Marina Way, and also performed a pressure test on the line for Riverview Drive that passed.
- d. Leak detection: Loss at 61.46% or 33.5 gal./min. Unusually high loss could be due to the changeover to our new meters. Or could be due an undetected leak in the system or could be due to additional Riverview usage. Board requested that Hiland proceed with the leak detection process.

ACTION: Board discussed, and Susie moved that Hiland perform leak detection up to \$2000 and to notify the board if costs are likely to go over that before the leak is found. Also keep board apprised of progress on a weekly basis. Kris H. seconded, the motion passed unanimously.

- e. Billing adjustments: Hiland is still converting to autopay process, 5 accounts are scheduled to be shut off, 3 accounts have been shut off due to vacant lot or absent owner.

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. *Water sales YTD: 88% from July through November '23.*
- c. Monthly budget expenditures reviewed. Dan will connect with Ed to review capital outlay and engineering expenditures.
- d. Board discussed the possible need to change from Bank of the West (now BMO). After discussion it was decided to stay with BMO for now.

Consent Agenda:

- a. Board approval to pay bills as presented:

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ACTION: Anne S. moved that the November bills be paid as presented, Susie H. seconded, motion passed unanimously.

ACTION: Anne S. moved that the increase in cost to the City of Portland for Fire Protection be approved (\$176,391 to be paid in 2 installments), Kris H. seconded, motion passed unanimously.

- b. Board approval of October and November meeting minutes as submitted.

ACTION: Anne moved that October and November meeting minutes be approved as submitted, Kris H. seconded, motion passed unanimously.

FY 24/25 Budget Prep

- a. Appoint Budget Officer:

ACTION: After board discussion Gail C. made a motion that Kris Hines to be our BWD 2024 budget officer, Anne S. seconded, the passed unanimously.

- b. Prepare draft budget calendar: The draft budget calendar was reviewed by the board members present.

ACTION: Kris H. moved the 2024 budget calendar be approved as presented, Anne S. seconded motion passed unanimously.

ACTION: Kris and Dan will collaborate and submit budget calendar to TSCC following meeting.

Administrative Reports: N/A

Old Business: None

Announcements: None

Adjournment: Gail moved that the board meeting be adjourned, Anne seconded, the motion passed unanimously. Meeting adjourned at 7:52.

Next Board Meeting: Wednesday, January 17, at 6:15pm, 2024.

Location: Meeting to be held by GoToMeeting videoconference.

Susie Hasty
BWD Board Recording Secretary