

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

July 19, 2023, 6:15 – 8:45 PM

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Minutes

Meeting called to Order by Gail Curtis at 6:15

Board members present to establish quorum for meeting:

Present: Gail Curtis, chair; Tiff Wood, treasurer; Susie Hasty, secretary; Anne Squier, vice chair; quorum present. Also present is Dan Zimmerman, bookkeeper and Aaron Olson, Hiland Water Operator.

Absent: Kris Hines.

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

Guests: None

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

Ed is unable to attend the meeting this evening but sent this report. Susie Hasty read it aloud a long with the letter from Kevin Morgan (below):

I will be unable to attend the meeting this month. A brief summary of current items of interest is that the Meter project is out to bid, and the bids will be received on August 3. The bid was direct emailed to six contractors. The Engineer's estimate is \$80,000.

In the meantime, the NW Riverview Project will be starting shortly. Some good news on that project was that the Contractor performed test pitting along the west side of the road and determined that suitable backfill, i.e. absence of significant amounts of shallow undiggable bedrock, was generally present where the new line is to be installed. Bottom line while it won't be the easiest job in places, in general, the waterline should be able to be installed without significant problems. The watermain Contractor just notified us that they will be starting on-site at NW Riverview on Monday, July 21 (corrected to July 31st).

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This letter was sent to the Riverview residents from Kevin Morgan, EI Civil Designer at Curran-McKeod.

July 10, 2023

Current Resident NW Riverview Dr Portland, OR

RE: BURLINGTON WATER DISTRICT
NW RIVERVIEW DR WATERLINE REPLACEMENT

Dear. NW Riverview Drive Resident;

Beginning in late July, a construction project will be replacing the waterline along the full length of NW Riverview Dr. The contractor will excavate a trench along the west side of the road and install a new water main, install new fire hydrants, and new service lines up to the water meters. The project is expected to last approximately two months. During this time, there will be construction equipment on the road, and active work will take place between 7 AM and 5 PM, Monday through Friday. The work may cause some inconveniences and traffic delays of up to ten minutes, but the contractor is required to always accommodate access along the road. If you have any questions or concerns, please call me or Ed Hodges at 503-684-3478, or email kpm@curran-mcleod.com and eph@curran-mcleod.com.

Sincerely,

CURRAN-McLEOD, INC.

Kevin Morgan, EI Civil Designer

Water Operator's Report from Aaron Olson, Hiland:

- a. Locates: Hiland Water responded to 2 locate requests.
- b. Compliance testing: No coliform/e. coli detected
- c. Notes from the field: Hiland has marked all the system water meters with a blue flag as well as marked the entire length of mainline and water services on Riverview per the Board's request for the upcoming meter replacement project.
- d. Leak detection: 3 gal./min
- e. Chlorine residual: N/A
- f. Billing adjustments: There are 4 homes with meters scheduled to be shut off. Hiland is still actively working on converting customers set up auto pay.
- g. At the last meeting the property owner at 12443 NW Mountain View Rd. had requested consideration of a refund for the SDC and estimated construction costs he paid for a new meter connection in 2020. His septic plan was denied therefore he will not be building on the property after all. He paid \$6,201 in February 2020. Fire pressure/flow tests were conducted by Hiland but no other work was performed in the field. Aaron verified that the work Hiland

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did on the property and the associated cost was \$306.75. The board discussed the request and agreed to the recommended refund of \$5894.25.

ACTION: Anne Squier moved that BWD refund \$5894.25 to the property owner as requested and back date the check to June 30, 2023 to allow refund to be recorded in prior fiscal year's budget. Susie Hasty seconded, motion passed unanimously.

- h. Hiland responded to a water service outage on Logie Trail. There appeared to be no leak but the meter itself has a small restriction. Hiland will respond to Logie trail customers with plans to replace all water meters withing a few months.

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 July '22 – June '23 at 111.7%.
- d. Brief review of new audit requirements for levels of expenditures. New thresholds are \$500,000 (review of financial statements required) and \$1M (full audit required). Dan Z. will contact the auditor to clarify requirement for audits associated with levels of loan proceeds and Federal vs. State funds.

ACTION: Gail moved that the board authorize Dan to use up to \$200.00 if necessary to contact auditor to discuss and clarify new audit requirements as related to BWD and recent loan proceeds for Riverview and meter replacement projects. Anne S. seconded, motion passed unanimously.

Consent Agenda:

- a. Board approval to pay bills as presented:
ACTION: Anne S. moved that bills be paid as presented, Tiff W. seconded, motion passed unanimously.
- b. Board approval of June Board Meeting minutes as submitted:
ACTION: Anne S. moved that June board minutes be approved as submitted, Tiff W. seconded, motion passed unanimously.

Administrative Reports:

Gail C. attends City of Portland Water Managers meeting. City plans to draw from the well starting in late August. Bull Run tour offered by City of Portland. Gail will let us know when the tours are scheduled so that those interested can attend.

Old Business:

Onboarding status update for Anne, Kris and Tiff:

- Complete signature cards with Bank of the West: Jonathan will be back in the office tomorrow July 20th.
- Complete the Oregon State Treasury LGIP contact registration:

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- Establish a BWD email address: **Done**
- Send address and new BWD email to Susie for completion of the on-line roster: **Done**

New Business: N/A

Announcements: N/A

Adjournment:

Gail C. moved that the meeting be adjourned, Tiff W. seconded, and the motion passed unanimously.

Meeting Adjourned at 7:25pm.

Next Board Meeting:

Wednesday, August 16, at pm, 2023.

Location: Meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary