

# 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/>

## Burlington Water District Board of Commissioners Meeting

Aug 16, 2023, 6:15 – 8:45 PM

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**Call Meeting to Order:**

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

**Public Comment (limited to 10 min./issue):**

**Guests:**

**Guest: Ed Hodges, engineer of record for BWD;**

**Project Update:**

1. Update on Riverview Water Main Project
2. Update on Water Meter Replacement Project
3. Update on Master Plan Project

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

- a. Locates:
- b. Compliance Testing:
- c. Leak detection/repair:
- d. Chlorine residual monitoring:
- e. Customer issues:
- f. Billing adjustments:
- g. Update Water Meter Shutoff Replacements

**Bookkeeper/Office Manager's Report:**

- a. Hiland Credit Memo and Accounts Receivable/Payable reports:
- b. Monthly budget statements:
- c. Monthly budget expenditure review:

**Consent Agenda:**

# BURLINGTON WATER DISTRICT

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- a. Board approval to pay bills as presented:
- b. Board approval of July Board Meeting minutes as submitted:

## **Administrative Reports:**

## **Old Business:**

## **New Business:**

## **Announcements:**

## **Adjourn:**

**Next Board Meeting:** Wednesday, September 20, 2023 at 6:15pm

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

Susan Hasty,  
Recording Secretary



# Hiland Water Operator's Report

July 2023

This report is furnished by Hiland Water and outlines the operations during July 2023.

- Locates
  - Hiland Water responded to several locate requests. Water lines were marked as needed. As requested, the list of locates are shown below:

Ticket #	Type	Call Date	Excavator Company	Addr	Street	City
<a href="#">23192287</a>	UI/UX	07/10/23 16:37:54	ODOT		SAINT HELENS	PORTLAND
<a href="#">23206777</a>	UI/UX	07/24/23 10:37:51	ALPHA ENVIRONMENTAL	12928	NEWBERRY	PORTLAND

- Compliance/Testing
  - The coliform sample taken in July showed no presence of coliform or e-coli.
- Notes from Field
  - Hiland met with staff from Small Water Districts for photos of reservoir and pumping station for insurance purposes.
  - Staff responded to emergency outage on Logie Trail. When staff arrived on site, the issue had resolved itself. The same issue occurred the next day and it was discovered a nearby neighbor was filling their pool and taking all the pressure from other customers at higher elevations. Hiland spoke with the customer filling the pool and no future issues have been reported.
- Notes from Office
  - Account 2478: Meter is scheduled to be shut off.
  - Account 2493: Meter is scheduled to be shut off.
  - Account 2517: Had leak, was given leak adjustment.
  - Account 2519: Meter is scheduled to be shut off.

- Account 2525: Attempting to get in contact with customer to set up new auto pay.
- Account 2531: House burnt down.
- Account 2532: Meter is scheduled to be shut off.
- Account 2550: Meter is scheduled to be shut off.
- Account 2554: Meter is scheduled to be shut off.
- Account 2565: Meter is scheduled to be shut off.
- Account 2571: Meter is scheduled to be shut off.
- Account 2577: Meter is scheduled to be shut off.
- Account 2585: Meter is scheduled to be shut off.
- Account 2589: Meter is scheduled to be shut off.
- Account 2591: Meter is scheduled to be shut off.
- Account 3293: Attempting to get in contact with customer to set up new auto pay.
- Account 3294: Attempting to get in contact with customer to set up new auto pay.
- Account 3343: There is no meter in the box, and we have not been able to get in contact with Bryan to pay his bill.

Date: July 2023

# Route 46 Totals Report

Hiland Water Corp.

Water Pumped This Month	1,166,132	Gallons
Water Sold This Month	1,017,988	Gallons
Water Loss	148,144	Gallons
Water Loss %	12.70%	

	Amount (\$)
Total Water	\$ 31,768.33
Total Late Charge	\$ 67.93
Total Adjustments	\$ -
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 31,836.26</b>

Aged 1 Balance	\$ 3,307.56
Aged 2 Balance	\$ 557.19
Aged 3 Balance	\$ 458.49
Aged 4+ Balance	\$ 1,541.75
Overpayments/Undeposited payments	\$ (5,162.38)
<b>Total Receivables</b>	<b>\$ 32,538.87</b>

Total Receipts on Account \$ 19,133.79

Average Usage For Active Meters 8,483

Average Water Charge For Active Meters \$ 264.74

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	3	346,204	34.01%
40,001-50,000	2	89,012	8.74%
30,001-40,000	2	71,509	7.02%
20,001-30,000	2	46,533	4.57%
10,001-20,000	10	122,530	12.04%
8,001-10,000	5	43,190	4.24%
6,001-8,000	14	98,474	9.67%
4,001-6,000	15	74,755	7.34%
2,001-4,000	33	95,699	9.40%
1-2,000	25	30,077	2.95%
Zero Usage	9	-	0.00%
<b>Total Meters</b>	<b>120</b>	<b>1,017,983</b>	<b>100.00%</b>

Date: July 2023

# Pump 461 Totals Report

Hiland Water Corp.

Water Pumped This Month	42,307 Gallons
Water Sold This Month	34,648 Gallons
Water Loss	7,659 Gallons
Water Loss %	18.10%

	Amount (\$)
Total Water	\$ 1,274.05
Total Late Charge	\$ -
Total Adjustments	\$ -
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 1,274.05</b>

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (364.25)
<b>Total Receivables</b>	<b>\$ 909.80</b>

Total Receipts on Account \$ 1,319.22

Average Usage For Active Meters 4,331

Average Water Charge For Active Meters \$ 159.26

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	0	-	0.00%
8,001-10,000	3	25,791	74.44%
6,001-8,000	0	-	0.00%
4,001-6,000	0	-	0.00%
2,001-4,000	2	4,989	14.40%
1-2,000	3	3,867	11.16%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>8</b>	<b>34,647</b>	<b>100.00%</b>

Date: July 2023

# Pump 462 Totals Report

Hiland Water Corp.

Water Pumped This Month	65,704 Gallons
Water Sold This Month	61,881 Gallons
Water Loss	3,823 Gallons
Water Loss %	5.82%

	Amount (\$)
Total Water	\$ 2,035.00
Total Late Charge	\$ 1.91
Total Adjustments	\$ -
Total Activation/Disconnect	
<b>Total Current Charges</b>	<b>\$ 2,036.91</b>

Aged 1 Balance	\$ -
Aged 2 Balance	\$ -
Aged 3 Balance	\$ -
Aged 4+ Balance	\$ -
Overpayments/Undeposited payments	\$ (15.10)
<b>Total Receivables</b>	<b>\$ 2,021.81</b>

Total Receipts on Account \$ 1,279.09

Average Usage For Active Meters 5,157

Average Water Charge For Active Meters \$ 169.58

Usage Groups	# Of Accounts	Gallons	% Of Usage
Over 50,000	0	-	0.00%
40,001-50,000	0	-	0.00%
30,001-40,000	0	-	0.00%
20,001-30,000	0	-	0.00%
10,001-20,000	1	14,264	23.05%
8,001-10,000	0	-	0.00%
6,001-8,000	2	14,182	22.92%
4,001-6,000	4	19,717	31.86%
2,001-4,000	4	12,125	19.59%
1-2,000	1	1,593	2.57%
Zero Usage	0	-	0.00%
<b>Total Meters</b>	<b>12</b>	<b>61,882</b>	<b>100.00%</b>



PO Box 699  
Newberg, OR 97132

# Credit Memo

Date	Credit No.
7/31/23	3970

Customer
Burlington Water District PO Box 1827 Fairview, OR 97024

Served	Description	Qty	Rate	Amount	P.O. No.	Project
	This credit memo is for service provided during July 2023. Service included system operation, customer requests, meter reading, and billing. T&M services are detailed below.					
7/31/23	Burlington Water District July 2023 Base Fee	1	3,025.00	3,025.00		
7/31/23	Receipts this month	-1	19,133.79	-19,133.79		
	Subtotal for monthly base fee & pass-through customer charges			-16,108.79		
	T&M Charges:					
7/5/23	Alex V - Leak check, spoke with customer.	0.5	52.00	26.00		
7/15/23	Robert Trotter - Emergency, troubleshooting customer with no water.	1.5	102.00	153.00		
7/16/23	Devin Geiger - Emergency, provided support for leak investigation.	0.25	108.00	27.00		
7/16/23	Robert Trotter - Emergency, troubleshooting customer with no water, leak investigation.	0.5	102.00	51.00		
7/17/23	Robert Trotter - Inspected possible leak.	1.5	85.00	127.50		
7/17/23	Matthew Jackson - Inspected possible leak.	4.5	61.00	274.50		
7/17/23	Dakota Vansickle - Inspected possible leak.	4.5	52.00	234.00		
7/17/23	Service Truck	4.5	20.00	90.00		
7/17/23	Vac Trailer	4.5	60.00	270.00		
7/19/23	Aaron Olson - Attended board meeting.	1.75	90.00	157.50		
	Labor, Equipment, and Mileage Subtotal			1,410.50		
	Reimbursable Expenses:					
7/31/23	Dan Zimmerman - GoTo Meeting	1	14.00	14.00		
7/31/23	Dan Zimmerman	1	985.00	985.00		
7/31/23	Dan Zimmerman - postage	1	5.52	5.52		
	Total Reimbursable Expenses			1,004.52		
7/31/23	Markup - 10%		10.00%	100.45		
					<b>Total</b>	-13,593.32
					<b>Invoices</b>	\$0.00
					<b>Balance Credit</b>	-13,593.32



**Burlington Water District**  
**Balance Sheet**  
 As of July 31, 2023

	<u>Jul 31, 23</u>	<u>Jul 31, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10.01 · Bank of the West-General acct.	89,544.20	65,455.74	24,088.46
1004 · OR STATE TREATX POOL-FIRE 4563	161,851.90	84,535.83	77,316.07
1006 · STATE POOL -GEN Savings 3564	213,013.45	195,575.85	17,437.60
1010 · PETTY CASH	30.00	30.00	0.00
<b>Total Checking/Savings</b>	<u>464,439.55</u>	<u>345,597.42</u>	<u>118,842.13</u>
<b>Total Current Assets</b>	<u>464,439.55</u>	<u>345,597.42</u>	<u>118,842.13</u>
<b>TOTAL ASSETS</b>	<b><u>464,439.55</u></b>	<b><u>345,597.42</u></b>	<b><u>118,842.13</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>	-30.00	-30.00	0.00
<b>Equity</b>			
3000 · Opening Bal Equity	-656,421.00	-656,421.00	0.00
3900 · Retained Earnings	1,109,600.65	989,055.30	120,545.35
Net Income	11,289.90	12,993.12	-1,703.22
<b>Total Equity</b>	<u>464,469.55</u>	<u>345,627.42</u>	<u>118,842.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>464,439.55</u></b>	<b><u>345,597.42</u></b>	<b><u>118,842.13</u></b>

**Burlington Water District**  
**Profit & Loss Budget vs. Actual**  
**July 2023**

	Jul 23	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	0.00	75,000.00	-75,000.00	0.0%
4013 · Grant Proceeds	0.00	12,000.00	-12,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	19,133.79	35,000.00	-15,866.21	54.7%
4004 · CURRENT LEVIED TAXES	403.31	5,000.00	-4,596.69	8.1%
4011 · INTEREST INCOME	1,302.01	500.00	802.01	260.4%
<b>Total 4000 · INCOME</b>	<b>20,839.11</b>	<b>527,500.00</b>	<b>-506,660.89</b>	<b>4.0%</b>
<b>Total Income</b>	<b>20,839.11</b>	<b>527,500.00</b>	<b>-506,660.89</b>	<b>4.0%</b>
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	416.63	-416.63	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	985.00	1,500.00	-515.00	65.7%
5147 · OPERATIONS MANAGEMENT FEE	3,125.45	3,354.13	-228.68	93.2%
5109 · GENERAL OPERATING EXPENSES	0.00	83.30	-83.30	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	0.00	16.63	-16.63	0.0%
5111 · ELECTRIC	120.00	175.00	-55.00	68.6%
5117 · ELECTIONS	106.36	200.00	-93.64	53.2%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,250.00	-1,250.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	1,531.52	291.66	1,239.86	525.1%
5141 · MAINTENANCE	1,410.50	3,125.00	-1,714.50	45.1%
5142 · WATER PURCHASES	2,270.38	4,000.00	-1,729.62	56.8%
5145 · ENGINEER	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5100 · GENERAL OPERATING EXPENSES</b>	<b>9,549.21</b>	<b>16,579.01</b>	<b>-7,029.80</b>	<b>57.6%</b>
<b>Total Expense</b>	<b>9,549.21</b>	<b>16,579.01</b>	<b>-7,029.80</b>	<b>57.6%</b>
<b>Net Ordinary Income</b>	<b>11,289.90</b>	<b>510,920.99</b>	<b>-499,631.09</b>	<b>2.2%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	31,072.30	-31,072.30	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	0.00	0.00	0.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	0.00	0.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	0.00	0.00	0.0%
<b>Total 5300 · DEBT SERVICE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>36,072.30</b>	<b>-36,072.30</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-36,072.30</b>	<b>36,072.30</b>	<b>0.0%</b>
<b>Net Income</b>	<b>11,289.90</b>	<b>474,848.69</b>	<b>-463,558.79</b>	<b>2.4%</b>

**Burlington Water District**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4014 · Loan Proceeds	0.00	295,000.00	-295,000.00	0.0%
4013 · Grant Proceeds	0.00	72,000.00	-72,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	400,000.00	-400,000.00	0.0%
4002 · WATER SALES	19,133.79	309,563.00	-290,429.21	6.2%
4004 · CURRENT LEVIED TAXES	403.31	158,000.00	-157,596.69	0.3%
4011 · INTEREST INCOME	1,302.01	6,000.00	-4,697.99	21.7%
<b>Total 4000 · INCOME</b>	<b>20,839.11</b>	<b>1,240,563.00</b>	<b>-1,219,723.89</b>	<b>1.7%</b>
<b>Total Income</b>	<b>20,839.11</b>	<b>1,240,563.00</b>	<b>-1,219,723.89</b>	<b>1.7%</b>
<b>Expense</b>				
<b>5100 · GENERAL OPERATING EXPENSES</b>				
5153 · FIRE PROTECTION FEE	0.00	182,700.00	-182,700.00	0.0%
5152 · CONSULTANTS	0.00	5,000.00	-5,000.00	0.0%
5151 · PROCESSING FEES	0.00	1,500.00	-1,500.00	0.0%
5150 · ACCOUNTING	985.00	24,000.00	-23,015.00	4.1%
5147 · OPERATIONS MANAGEMENT FEE	3,125.45	40,250.00	-37,124.55	7.8%
5109 · GENERAL OPERATING EXPENSES	0.00	1,000.00	-1,000.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	0.00	200.00	-200.00	0.0%
5111 · ELECTRIC	257.59	2,100.00	-1,842.41	12.3%
5117 · ELECTIONS	106.36	400.00	-293.64	26.6%
5119 · INSURANCE	0.00	9,120.00	-9,120.00	0.0%
5123 · LEGAL	0.00	15,000.00	-15,000.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	1,531.52	3,500.00	-1,968.48	43.8%
5141 · MAINTENANCE	1,410.50	37,500.00	-36,089.50	3.8%
5142 · WATER PURCHASES	4,461.76	43,000.00	-38,538.24	10.4%
5143 · LEASE FEES	0.00	2,000.00	-2,000.00	0.0%
5145 · ENGINEER	155.00	45,000.00	-44,845.00	0.3%
<b>Total 5100 · GENERAL OPERATING EXPEN...</b>	<b>12,033.18</b>	<b>412,770.00</b>	<b>-400,736.82</b>	<b>2.9%</b>
<b>Total Expense</b>	<b>12,033.18</b>	<b>412,770.00</b>	<b>-400,736.82</b>	<b>2.9%</b>
<b>Net Ordinary Income</b>	<b>8,805.93</b>	<b>827,793.00</b>	<b>-818,987.07</b>	<b>1.1%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
5149 · OPERATING CONTINGENCY	0.00	372,868.00	-372,868.00	0.0%
<b>5200 · CAPITAL OUTLAY</b>				
5200.1 · CAPITAL OUTLAY	0.00	367,000.00	-367,000.00	0.0%
<b>Total 5200 · CAPITAL OUTLAY</b>	<b>0.00</b>	<b>367,000.00</b>	<b>-367,000.00</b>	<b>0.0%</b>
<b>5300 · DEBT SERVICE</b>				
5300.3 · New Loan Debt Service	0.00	19,000.00	-19,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	31,775.00	-31,775.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	37,150.00	-37,150.00	0.0%
<b>Total 5300 · DEBT SERVICE</b>	<b>0.00</b>	<b>87,925.00</b>	<b>-87,925.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>827,793.00</b>	<b>-827,793.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-827,793.00</b>	<b>827,793.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>8,805.93</b>	<b>0.00</b>	<b>8,805.93</b>	<b>100.0%</b>

Burlington Water District

8/11/2023 6:58 PM

Register: 10.01 · Bank of the West-General acct.

From 08/01/2023 through 08/30/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/15/2023	AUTOP...	PGE	5100 · GENERAL OP...	electricity	137.59			89,406.61
08/16/2023	3581	CURRAN-McLEOD...	5100 · GENERAL OP...	INV: 23.06-1008	155.00			89,251.61
08/24/2023	AUTOP...	CITY OF PORTLAND	5100 · GENERAL OP...	July 2023 Wate...	2,191.38			87,060.23

# 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

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

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You can also dial in using your phone.

Access Code: 699-341-269

United States: +1 (408) 650-3123

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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 31<sup>st</sup>).

# 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/>

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](mailto:kpm@curran-mcleod.com) and [eph@curran-mcleod.com](mailto: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 20<sup>th</sup>.
- 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