

BURLINGTON WATER DISTRICT

Manager: NW Natural Water Services - P.O. Box 699 Newberg, OR 97132

Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

**Agenda for June 17, 2026, 6:15 pm
Commissioner of Burlington Water District Board Meeting
Public Meeting invite**

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

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United States:

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Meeting called to order by Chair Lovett and announce Board Members present to establish quorum for meeting.

Opportunity for Public Comment (*limited to 10 minutes*)

2026-27 Budget Recommended for Approval. Public comments? Motion needed.

Staff Reports:

1. Ed Hodges, PE representative (opportunity for comment)

2. Seth Olson, NWNWS Water Operator's Report (*attached*)
 - a. Status of reservoir lock boxes and additional fencing. (*See related Old Business topic a.*)
 - b. Fred's Marina leak forgiveness Board decision needed (*See attached memo from Seth Olson*)
 - c. High Water Pressure information letter (*See attached draft letter from Seth Olson*)
 - Does Board agree highwater pressure letter should be part of a newsletter vs. single letter?
 - Should newsletter also explain water rate increase? Should this be assigned to future, Administrative Assistant or created sooner? By whom?

- d. Status of draft letter to inform customers of the July 1 water cost charges. Should 10% “forgiveness” for water loss amended? *(Note: Board action needed to amend water rate ordinance. See attached April water loss data presented by Seth at May meeting).*

3. Bookkeeper/Office Manager’s Report

- a. Amount of bank interest available for possible use toward the 2027-28 fire and emergency services payment?
- b. Recommended (monthly) data collection to support future water rate study (follow-up)
- c. NWNWS Credit Memo and Accounts Receivable/Payable report summary
- d. Monthly budget statement summary

Consent Agenda:

- a. Board approval to pay bills as presented
- b. Board approval of May Board Meeting minutes

Old Business:

- a. NWNWS billing issue letter status. (Chair Lovett) (Draft letter reviewed by Board Members).
- b. Security Camera Project: Confirm Board support to abandon reservoir security camera project (Chair Lovett review last month’s discussion: Remoteness reduces risk; ongoing cost to monitor with poor signal may not be cost effective).
- c. Five-Year Levy May 19 Election result and next steps (Chair Lovett)
 - Does the Board support maintaining the 2026-2027 amount paid to the City for fire and emergency services?
 - Does Board support the use of bank interest funds to pay for 2027-2028 fire and energy bill or portion thereof?
 - Does Board want to pursue fire and emergency services from Multnomah County? (It is unclear whether county services exists to provide services).
 - Status of SDAO ability to help develop an alternative payment model to present to the City?
 - Should more area be annexed into the fire service boundary to serve more area and collect more property taxes? Requires a vote of the people.
 - Next steps and general timeframe to discuss options with the City. (Note: 2026-27 payment was made June, 2026 with next payment is due June 30, 2027. Fire Marshall Schimel is to provide more nuanced data about the nature of the services received over the past 3 years. This will help us document the over expense of service vs. the number of calls.

- d. Newsletter: Does Board agree highwater pressure letter should be part of a newsletter vs. single letter? Should newsletter also explain water rate increase? Should this be assigned to future, Administrative Assistant or created sooner? By whom? Note: Seth drafted a factual letter about water pressure that needs editing to be more customer friendly. Seth was requested at the last meeting to draft a water cost increase letter. Status? (Gail Curtis)

- e. Administrative Assistant Duties and Compensation (Gail C. and Tami E.) (See Administrative Assistant Duties and Compensation June 10, 2026 version)

- f. Two Year Budget: Board has agreed to continue one-year budgets in order to gain more experience with the new City water rates. Allegra Willhite confirmed in a recent email exchange with Gail C. that, with a Resolution the Board could have a biennial budget. Note: Budgets can be modified; and the amount of public notice is dependent on the extent of changes. Yes, a contracted Administrative Assistant can be the Budget Officer. A Budget Chair is also required.

New Business

Announcements

Adjourn Meeting

Next Board Meeting: July 15, 6:15 pm
videoconference. See BWD website.

Location: All meetings held by GoToMeeting

Attachments:

Recommended Budget 2026-27

Operations Report from Seth Olson

Fred's Leak Adjustment data from Seth Olson

High Water Pressure draft letter Seth Olson

Expense and Revenue Report from Dan Zimmerman (and NWNWS)

Draft May Board Meeting Minutes

Administrative Assistant Duties and Compensation from Gail C. and Tami E. dated June 10, 2026

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/>

RESOLUTION 26/27-01

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Burlington Water District hereby adopts the budget for fiscal year 2026-27 in the total amount of \$1,521,000. This budget is now on file at the Burlington Water District website (burlingtonwater.specialdistrict.org) and at NW Natural Water Services (aka Hiland Water Corporation), Manager for Burlington Water District.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

GENERAL FUND	
Water Utility Program	\$ 516,140
Not Allocated to a Program:	
Debt Service	\$ 90,985
Transfers	\$ 15,000
Operating Contingency	\$ 615,875
Total – General Fund	\$ 1,238,110
SPECIAL FUND	
Fire Protection Program	\$225,000
Total – Special Fund	\$225,000
Total APPROPRIATIONS, All Funds	\$ 1,463,000
Total Unappropriated and Reserve Amounts, All Funds	\$ 58,000
TOTAL ADOPTED BUDGET	\$ 1,521,000

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026-2027 at the rate of \$3.4269 per \$1,000 of assessed value for permanent rate tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and within the General Government limitation.

BE IT ALSO RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026-2027 at the rate of \$1.7000 per \$1,000 of assessed value for local option levy tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and within the General Government limitation.

BURLINGTON WATER DISTRICT

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Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Dated this ____ Day of _____, 2026
BURLINGTON WATER DISTRICT

BY _____
Ricardo Lovett
Chairperson

BY _____
Gail Curtis
Secretary

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/>

DRAFT May 20, 2026 Meeting Minutes Burlington Water District Board Meeting

Meeting called to order: by Chair Lovett at 6:17 pm

Board members present to establish quorum: Chair Ricardo Lovett, Anne Squire, Tami Ege, Gail Curtis

Contract Staff Present: Seth Olson, Northwest Natural Water Services (NWNWS); Dan Zimmerman, Bookkeeper.

Public Comment: None.

Guest: Gail C. introduced and thanked Kari Schimel, Fire Marshal, Portland Fire and Rescue for attending this evening's Board Meeting. Schimel has been a Fire Marshall with Portland Fire and Rescue since 2021 and she is the liaison between Portland Fire and Rescue and BWD. Schimel, Ricardo L. and Gail C. met two years ago with City budget staff to understand what the 2022-23 fee for services would be. Tonight's meeting was a follow up to promote coordination and for BWD to continue to make clear an alternative fee calculation may be needed if the Five-Year Levy fails. She shared the good news that the Portland City Council reinstated Station 22 funding yesterday (May 19th). Station 22 serves the BWD area and is in St Johns. She shared the average annual calls and how fire and emergency service cost to BWD are calculated. Schimel said 62 percent of calls in Portland are for non-fire service; like the Portland metro area. Based on the Board's request, Schimel said she would follow up with details on the specific nature of BWD fire and emergency calls, which fire department responded and response times. Mutual Aid agreements support fire departments other than the City to respond. *[An outstanding question is whether the incompatible radio systems used between area fire department is being addressed. This topic was not discussed].*

STAFF REPORTS

Seth Olson, NWNWS Water Operator's Report

Seth Olson, NWNWS Water Operator's Report (for related report and graphs see BWD website under "Revised May Agenda"). Per the Board's request, Seth shared his analysis of current water rates versus the estimated water rates under the new City contract (effective July 1, 2026). The bottom line is that under arrangement, BWD receives water at a bulk rate and essentially, never paid for exceeding the bulk amount of water received. Under the City contract, 100% of water usage (including loss) will be charged to BWD. Current BWD regulations allow forgiveness for up to 10% of water loss. Unless the BWD regulations eliminate this provision, BWD will potentially have around \$100 monthly water cost for lost water on Newberry and Logie Road combined.

Seth explained that in April, the Newberry Road water line had a water loss equal to \$70.00. The three customers on the line were not charged because the amount was below 10% of the water loss threshold. Also in April, Logie Trail Road customers had a water loss of \$147.11. After the 10% “forgiveness” provision, the \$133.00 (less \$14.00 for the 10% “forgiveness”) was spread between the nine customers. With the two examples, \$84.00 went uncharged. Starting July 1 BWD will be responsible for all water used and lost.

Board Direction on Water Loss: Chair Lovett asked that no decision be made tonight in order for the Board to consider how best to inform the public and to consider potential options. Chair Lovett asked Seth O. to draft a public notice to explain to customers that explains the 10% “forgiveness” provision will be eliminated (a strong option being considered by the Board). Board members also requested Seth inform his colleagues of the likely, anticipated ordinance change.

Additional Water Cost Information: Seth also explained that customers pay a flat monthly fee for the meter connections in addition to water usage (and in some cases water loss). The monthly meter connection fee is \$74.14 for In-District customers and \$92.71 for Out-of-District customers with exception to the marinas that have various payment arrangements based on the number of units; and in the case of Larson Marina, the monthly meter connection fee is \$6,880. Dan Z. reminded the Board that NWNWS is responsible for conducting an annual inventory of the number of units in all the marinas served. This was supported by Board Members. *[Note: Larson Marina may be an exception to this practice due to the flat fee agreement].*

High Water Pressure information letter to BWD customers: Seth is to revise draft for June meeting. Discussion included whether letter should be apart of a newsletter. Additional topics could include an explanation of the water rate increases, Board accomplishments and the levy results.

Fred’s Marina Leak adjustment request (ordinally from April meeting): Board said documentation from the property owner is needed to substantiate leak was addressed in a timely manner as required by the applicable BWD regulations.

Wholesale Water Managers Group: Seth said attended the May 13, 2026 Wholesale Water Managers Group but there were no topics relating to BWD particularly since the new water rates had not been released.

Bookkeeper/Office Manager’s Report (for monthly budget statement see BWD website under “Revised May Agenda”). Dan Z. summarized the income and expenses for April, 2026. Board discussion centered around the Bollard Project billing with concerns raised about almost a doubling of the project cost estimate and the amount billed. The Board questioned NWNWS’ practice of

deducting project cost expenses from the “receivables” and the lack of detail in their project cost billing.

Consent Agenda:

Board approved paying bills as presented.

Board approved April Board Meeting minutes

Old Business:

Reservoir Security Cameras Update: Chair Lovett suggested we not pursue the security cameras. He summarized that the monthly cost for monitoring security cameras appears to be unavoidable, the signal for monitoring may be sketchy due remote location. Also, the remote location makes it less vulnerable to disturbance. Seth asked and Chair Lovett confirmed that a small repair in the fence should be completed. Seth said he thought it would cost less than \$500.

Five-Year Levy May 19 Election: Chair Lovett asked if anyone had received comments from the community of the proposed levy. No one had. The election results are still pending. Chair Lovett has contacted SDAO to see if someone can identify or develop an alternative formula to proposed to the City of Portland for annual emergency and fire service cost.

File Storage Status: Anne S. reported that the effort is ongoing.

Administrative Assistant Duties and Compensation: Gail C. shared the Administrator Duties and Compensation May 15, 2026 version. It was agreed that Gail and Tami would work together to create a final draft for Board review and approval for the June Board Meeting. Chair Lovett suggested that the SDAO may be a source for a job application form.

New Business: None identified.

Announcements: Chair Lovett announced that he will be out of the country in September and October. The Board discussed temporarily changing the time of day Board Meetings occur to better align with European timetable.

Adjourn: Tami moved and Ricardo L seconded to adjourn the meeting at 8:33. Unanimous.

Minutes prepared by Gail Curtis, Board Member

NW Natural Water Services

Monthly SUMMARY REPORT for the Burlington Water District

Note: Report includes Burlington In-District System, N.W. Newberry Road Out-of District System, N.W. Logie Trail Road Out-of-District System, N.W. Chestnut Lane System Out-of-District,

Meter Reading Date: April 16th - May 18th		
Water to Reservoir (from City)		Gallons
Water fr. Reservoir (to customers)	905081	Gallons
Water Sold	703219	Gallons
Water Loss	201862	Gallons
Water Loss %	22.30%	
Total Revenue (total charged in March billing)	\$ 27,813.69	
Total Arrears	\$ 22,891.92	
Difference	\$ 4,921.77	

Total Revenue Detail

Base Fees (in district and out of district)	\$ 15,410.49	
Water Sales	\$ 12,033.17	
Late Fees	\$ 212.40	
Over payments/Not deposited payments	\$ (1,260.53)	
Total Receivables/Revenue	\$ 49,444.47	
Total Receipts on Account	\$ 27,105.94	Collected in May
Total Bank Deposit		

Average Usage for Active Meters	5,909	Gallons
Average Water Charge for Active Meters	\$ 101.12	

Usage Groups	# of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001	4	295779	42.06%	3	\$ 10,137.99
20,001 to 30,000	2	48922	6.96%	2	\$ 2,298.40
6,001 to 20,000	11	99580	14.16%	7	\$ 3,332.36
1 to 6,000	93	258938	36.82%	86	\$ 10,988.76
Zero usage	9	0	0.00%	4	\$ 686.15
Total Meters	119	703219	100.00%	102	\$ 27,443.66

Report Date: June 10th 2026

Burlington In-District System Detailed Report (1 of 5)

NW Natural Water Services

Meter Reading Date: April 16th - May 18th

Water Pumped	905,081	Gallons
Water Sold	818,062	Gallons
Water Loss	87,019	Gallons
Water Loss %	9.61%	
Total Revenue	\$ 23,827.41	
Total Arrears	\$ 6,137.18	
Difference	\$ 17,690.23	

Revenue Detail

Base Fees Marinas	\$ 6,880.15
Base Fees all Others (\$74.18 per home)	\$ 6,305.30
Water Sales Marinas	\$ 5,943.53
Water Sales all Others	\$ 4,698.43
Late Fees	\$ 190.81
Over Payments/Payments Not Deposited	\$ (984.05)
Total Receivables/Revenue	\$ 44,678.37

Total Receipts on Account \$ 23,235.72

Average Usage for Active Meters 8,263 gallons
Average Water Charge for Active Meters \$ 107.49

Usage Groups Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001	6	460649	58.99%	3	\$ 10,137.99
20,001 to 30,000	2	48922	6.26%	2	\$ 2,298.40
6,001 to 20,000	8	71379	9.14%	5	\$ 2,502.88
1 to 6,000	73	199992	25.61%	65	\$ 8,294.70
Zero usage	9	0	0.00%	3	\$ 593.44
Total Meters	98	780942	100.00%	78	\$ 23,827.41

NW Logie Trail Road Out of District System Detailed Report (3 or 5)

NW Natural Water Services

Meter Reading Date: April 16th - May 18th

Water Pumped	123,054	Gallons
Water Sold	26,256	Gallons
Water Loss	96,798	Gallons
Water Loss %	78.66%	
Total Revenue	\$ 1,121.83	
Total Arrears	\$ 320.82	
Difference	\$ 801.01	

Revenue Detail

Base Fees Marinas	\$ -
Base Fees all Others \$92.71	\$ 741.68
Water Sales Marinas	\$ -
Water Sales all Others	\$ 380.15
Late Fees	\$ 21.59
Over Payments/Payments Not Deposited	\$ (276.48)
Total Receivables/Revenue	\$ 2,265.89
Monthly adjustment for loss factor	\$ 18.98 per account
Total Receipts on Account	\$ 1,227.73
Average Usage for Active Meters	3,282 Gallons
Average Water Charge for Active Meters	\$ 47.52

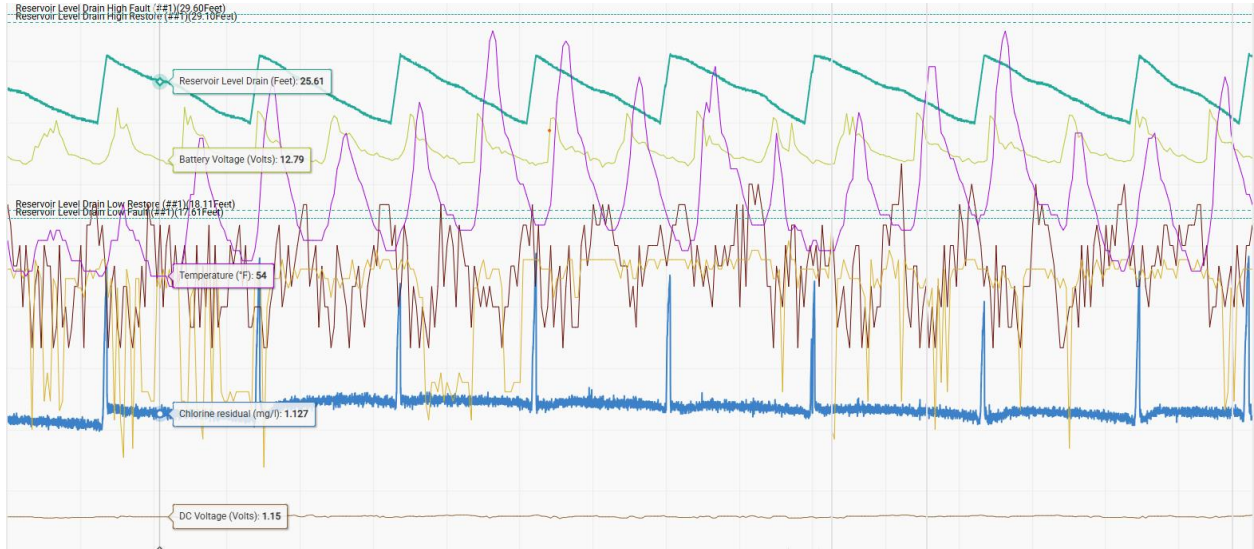
Usage Groups	Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001		0	0	0.00%	0	\$ -
20,001 to 30,000		0	0	0.00%	0	\$ -
6,001 to 20,000		0	0	0.00%	0	\$ -
1 to 6,000		8	26256	100.00%	6	\$ 1,121.83
Zero usage		0	0	0.00%	0	\$ -
Total Meters		8	26256	100.00%	6	\$ 1,121.83



NW Natural WATER™

Operations Report for 2026 June's Meeting

SCADA Report

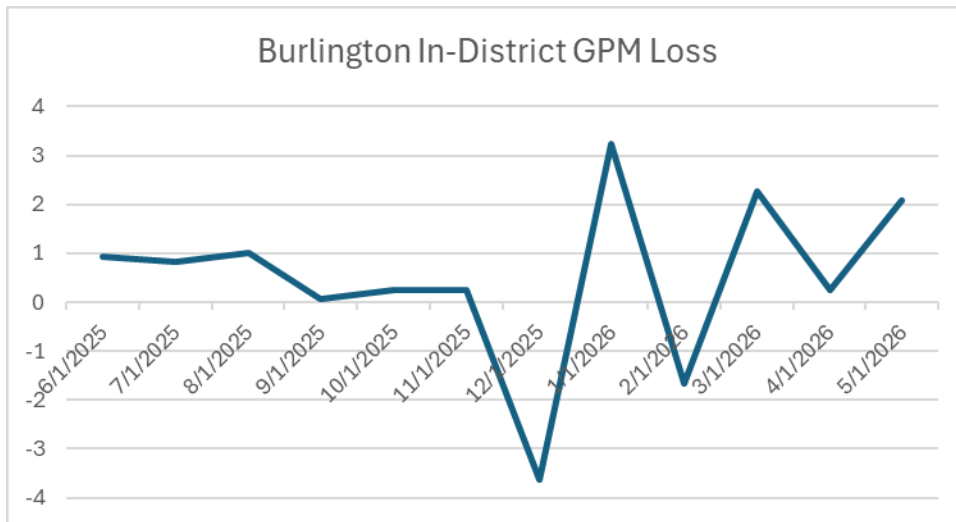


Distribution Overview In-District

Water Pumped: 905,081 Gallons

Water Sold: 818,062 Gallons

Loss Factor: 9.61%



Distribution Overview Logie Trail



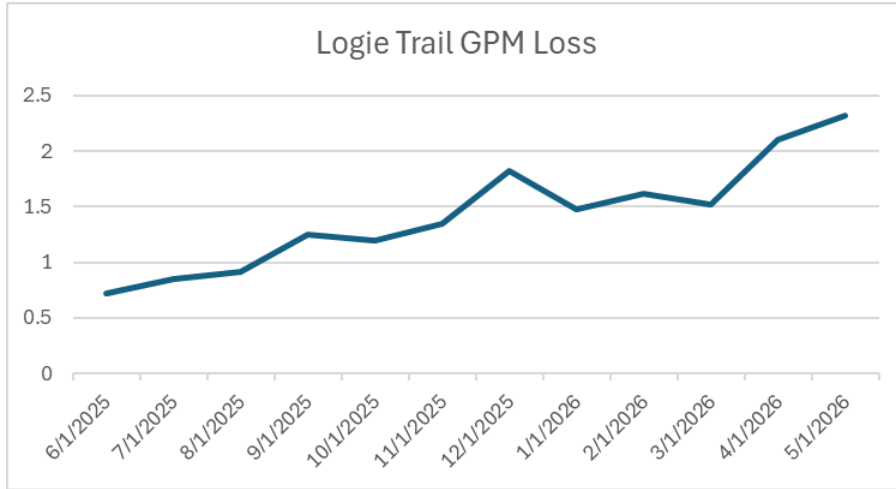
NW Natural WATER™

Water Pumped – 123,054 Gallons

Water Sold – 26,256 Gallons

Loss Factor = 78.66%

Charge per customer: \$18.98



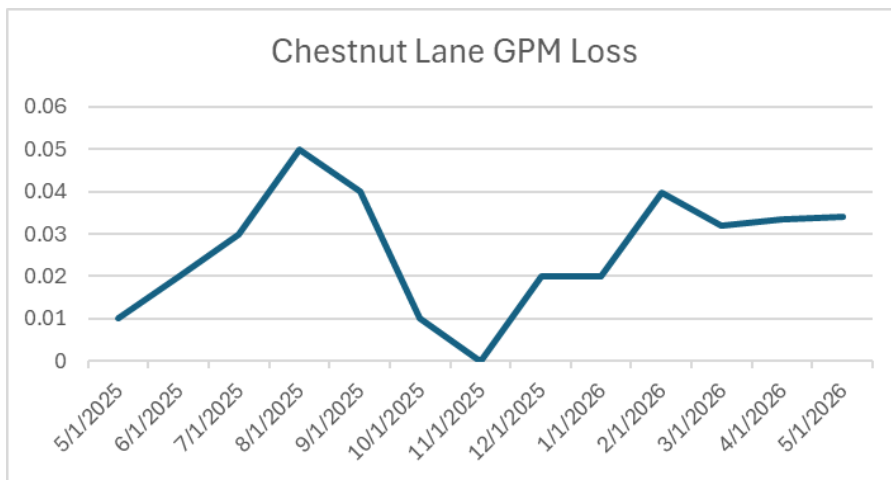
Distribution Overview Chestnut Lane

Water Pumped: 41,816 Gallons

Water Sold: 40,395 Gallons

Loss Factor: 3.40 %

Charge per customer: \$0



Distribution Overview Newberry Lane

Water Pumped – 37,120 Gallons

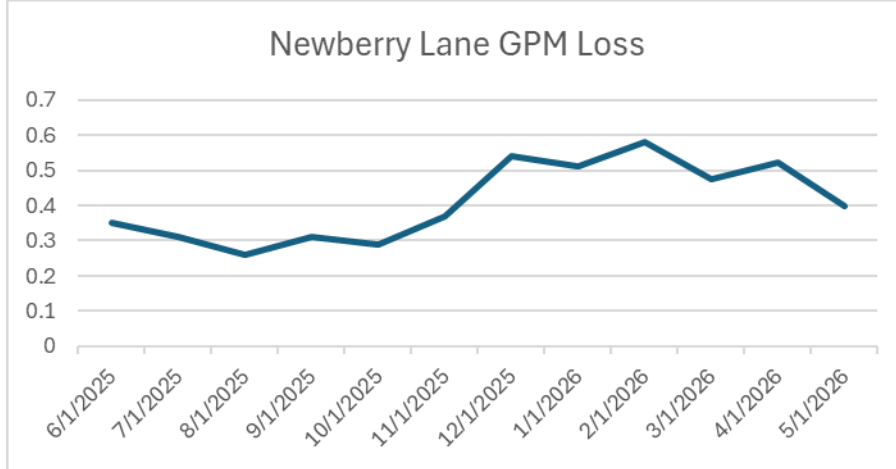


NW Natural WATER™

Water Sold – 20,496 Gallons

Loss Factor = 49.51 %

Charge per customer: \$1.93



Compliance Analysis

Samples Collected: 1 of 1

1. 05/05 – Routine Bacterial Sample

Average Chlorine Residual: 1.127 PPM

Compliance Violations : None

Additional Services

5/05- Loc#26136671



NW Natural
WATER™

5/08- Loc #26140146

5/13- Loc #26146580

5/19- Loc #26153590 �

5/28- Loc #26164520

Recommended Maintenance

Administrative Comments

Re: Leak adjustment request for Miller Creek Holdings/Acct #2487

From Seth Olson <setholson@nwnaturalwaterservices.com>

Date Wed 5/27/2026 11:28 AM

To ricardo <ricardolovettbwd@gmail.com>; Anne Squier <anne.squier.bwd@gmail.com>; gail.curtis.bwd@gmail.com <gail.curtis.bwd@gmail.com>; Tami Ege <bwd.tami@hotmail.com>; Daniel Zimmerman <dzimmerm4085@yahoo.com>

Hello Burlington,

Below is the ordinance and the leak adjustment for a one-month request.

ORDINANCE 18/19-01

One water adjustment allowed per water service for the recovery of up to one half of one month's water leak amount expense if the leak is fixed within a one-month time of discovery. The adjustment will be based on the average monthly use, and cost of excess water, or a Board authorized adjustment.

Leak adjustment Calculator						
Account:	2487	System:	Burlington			
Dates	Pre adjusted usage	Last year usage	Pre adjusted bill	Leaked water	1/2 Adjustment + Regular usage	Adjusted Cost per bill
February	37,701	2,244	\$1,073.25	35,457	19,973	\$659.70

□

Adjusted Bill VS leaked bill
-\$413.55

Total Leak adjustment	\$179.89
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Please let me know if there is anything more that you need.

Thank you,

Seth Olson
NW Natural Water Services – Project Manager
w: 971-412-9460 | nwnatural.com

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Dear Residence of Burlington Water District,

We are writing to provide important information regarding water pressure at your service connection and to clarify the responsibilities of property owners when water pressure exceeds typical household levels.

Oregon Administrative Rules (OAR 333-061-0025) require public water systems to always maintain a minimum pressure of 20 pounds per square inch (psi) at all service connections. This standard ensures adequate flow for public health and safety, including the prevention of backflow or contamination. While 20 psi is the legal minimum, most residential plumbing systems are designed to operate within a typical range of **40–80 psi**.

Because of the topographic of the Burlington water system, we have pressures that exceed 100 psi at the lowest points. Water pressure also fluctuates, particularly those located near pump stations.

If the water pressure at your property is higher than what your plumbing fixtures or appliances are designed to handle, **you may need to install a pressure-reducing valve (PRV)**, also known as a pressure regulator. A PRV helps protect household plumbing, reduces wear on fixtures, and can prevent leaks or other damage caused by high pressure. Installation and maintenance of a PRV are the responsibility of the property owner.

If you are experiencing unusually high pressure, we recommend contacting a licensed plumber to evaluate your system and determine whether a PRV is needed. Our staff can also provide a pressure reading at your meter upon request.

We appreciate your attention to this matter and your partnership in maintaining a safe and reliable water system.

If you have any questions, please contact our office at (503) 554-8333

Sincerely,

NW Natural Water Services

NW Natural Water Services, LLC
PO Box 699
Newberg, OR 97132 US
5035548333
accountsreceivable@nwnaturalwaterservices.com

Credit Memo

CREDIT TO
Burlington Water District
PO Box 1827
Fairview, OR 97024

CREDIT # 83023
DATE 05/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/31/2026	Receipts this month	Receipts this month	1	27,105.94	27,105.94

SUBTOTAL	27,105.94
TAX	0.00
TOTAL	27,105.94
TOTAL CREDIT	\$27,105.94

Less \$4,934.44

Net Total = \$22,171.50

NW Natural Water Services, LLC
 PO Box 699
 Newberg, OR 97132 US
 5035548333
 accountsreceivable@nwnaturalwaterservices.com

Invoice



BILL TO

Burlington Water District
 PO Box 1827
 Fairview, OR 97024

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
83058	05/31/2026	\$4,934.44	06/30/2026	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Operations Base Fee.	1	1,835.00	1,835.00
	Billing Base Fee.	1	1,181.00	1,181.00
	Service Fee - 20%	0.20	3,016.00	603.20
				Subtotal: 3,619.20
	T&M Charges:			
05/05/2026	Work Order to Mark Locate (18319 NW Logie trail)			
	Area Supervisor	1	95.00	95.00
	Service Fee - 20%	0.20	95.00	19.00
				Subtotal: 114.00
05/07/2026	Work Order to Write up 20 PSI document			
	Operations Sr. Manager	0.50	205.00	102.50
	Service Fee - 20%	0.20	102.50	20.50
				Subtotal: 123.00
05/08/2026	Work Order to Mark Locate (Ticket #26140146)			
	Operator 1	1.75	75.00	131.25
	Mileage	30	0.725	21.75
	Service Fee - 20%	0.20	153.00	30.60
				Subtotal: 183.60
05/13/2026	Work Order to Mark Locate (Ticket #26146580)			
	Operator 2	1.50	87.00	130.50
	Mileage	32	0.725	23.20
	Service Fee - 20%	0.20	153.70	30.74
				Subtotal: 184.44
05/19/2026	Work Order to Mark Locates (Tickets #26153590, #26153586)			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Operator 1	3.50	75.00	262.50
	Mileage	69	0.725	50.03
	Service Fee - 20%	0.20	312.53	62.51
				Subtotal: 375.04
05/20/2026	Work Order to Attend Board Meeting			
	Operations Manager	1.25	137.00	171.25
	Service Fee - 20%	0.20	171.25	34.25
				Subtotal: 205.50
05/28/2026	Work Order to Mark Locate (Ticket #26164520)			
	Area Supervisor	1	95.00	95.00T
	Mileage	18	0.725	13.05T
	Service Fee - 20%	0.20	108.05	21.61T
				Subtotal: 129.66

SUBTOTAL	4,934.44
TAX	0.00
TOTAL	4,934.44
BALANCE DUE	\$4,934.44

Burlington Water District
Balance Sheet
As of May 31, 2026

	<u>May 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
10.01 · Bank of the West-General acct.	143,956.31
1004 · OR STATE TREATX POOL-FIRE 4563	203,390.90
1006 · STATE POOL -GEN Savings 3564	623,706.12
1010 · PETTY CASH	30.00
Total Checking/Savings	<u>971,083.33</u>
Total Current Assets	<u>971,083.33</u>
TOTAL ASSETS	<u>971,083.33</u>
LIABILITIES & EQUITY	
Liabilities	-30.00
Equity	<u>971,113.33</u>
TOTAL LIABILITIES & EQUITY	<u>971,083.33</u>

Burlington Water District
Profit & Loss Budget vs. Actual
May 2026

	May 26	Budget	\$ Over Budget	% of Bu...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4002 · WATER SALES	27,105.94	34,000.00	-6,894.06	79.7%
4004 · CURRENT LEVIED TAXES	1,433.48	1,000.00	433.48	143.3%
4005 · NEW WATER SERVICE/OTHER	40.00			
4011 · INTEREST INCOME	2,798.32	1,000.00	1,798.32	279.8%
Total 4000 · INCOME	31,377.74	36,000.00	-4,622.26	87.2%
Total Income	31,377.74	36,000.00	-4,622.26	87.2%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	0.00	0.00	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	2,128.69	1,400.00	728.69	152.0%
5147 · OPERATIONS MANAGEMENT FEE	3,824.70	4,833.33	-1,008.63	79.1%
5109 · GENERAL OPERATING EXPENSES	0.00	83.33	-83.33	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.67	-41.67	0.0%
5103 · BANK FEES	13.40	16.67	-3.27	80.4%
5111 · ELECTRIC	134.41	266.67	-132.26	50.4%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	1,500.00	-1,500.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	0.00	483.33	-483.33	0.0%
5141 · MAINTENANCE	2,308.54	6,500.00	-4,191.46	35.5%
5142 · WATER PURCHASES	3,543.28	5,000.00	-1,456.72	70.9%
5145 · ENGINEER	0.00	1,400.00	-1,400.00	0.0%
Total 5100 · GENERAL OPERATING EXPENS...	11,953.02	21,650.00	-9,696.98	55.2%
Total Expense	11,953.02	21,650.00	-9,696.98	55.2%
Net Ordinary Income	19,424.72	14,350.00	5,074.72	135.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	60,896.40	-60,896.40	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	13,000.00	-13,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	13,000.00	-13,000.00	0.0%
Total Other Expense	0.00	73,896.40	-73,896.40	0.0%
Net Other Income	0.00	-73,896.40	73,896.40	0.0%
Net Income	19,424.72	-59,546.40	78,971.12	-32.6%

Burlington Water District
Profit & Loss Budget vs. Actual
 July 2025 through May 2026

	Jul '25 - May 26	Budget	\$ Over Budget	% of Bu...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4013 · Grant Proceeds	0.00	50,000.00	-50,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	750,000.00	-750,000.00	0.0%
4002 · WATER SALES	318,386.09	307,000.00	11,386.09	103.7%
4004 · CURRENT LEVIED TAXES	178,039.74	178,000.00	39.74	100.0%
4005 · NEW WATER SERVICE/OTHER	1,040.00	0.00	1,040.00	100.0%
4011 · INTEREST INCOME	28,500.76	11,000.00	17,500.76	259.1%
Total 4000 · INCOME	525,966.59	1,296,000.00	-770,033.41	40.6%
Total Income	525,966.59	1,296,000.00	-770,033.41	40.6%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	110,105.50	-110,105.50	0.0%
5152 · CONSULTANTS	0.00	10,000.00	-10,000.00	0.0%
5151 · PROCESSING FEES	0.00	1,375.00	-1,375.00	0.0%
5150 · ACCOUNTING	21,381.16	22,550.00	-1,168.84	94.8%
5147 · OPERATIONS MANAGEMENT FEE	40,941.14	53,166.67	-12,225.53	77.0%
5109 · GENERAL OPERATING EXPENSES	0.00	916.67	-916.67	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	458.33	-458.33	0.0%
5103 · BANK FEES	150.74	183.33	-32.59	82.2%
5111 · ELECTRIC	1,588.63	2,933.33	-1,344.70	54.2%
5117 · ELECTIONS	0.00	500.00	-500.00	0.0%
5119 · INSURANCE	13,040.00	12,000.00	1,040.00	108.7%
5123 · LEGAL	4,330.93	13,500.00	-9,169.07	32.1%
5127 · OFFICE EXPENSE & POSTAGE	3,566.40	5,316.67	-1,750.27	67.1%
5141 · MAINTENANCE	25,763.86	71,500.00	-45,736.14	36.0%
5142 · WATER PURCHASES	34,333.42	47,000.00	-12,666.58	73.0%
5143 · LEASE FEES	2,009.24	2,200.00	-190.76	91.3%
5145 · ENGINEER	5,367.50	13,600.00	-8,232.50	39.5%
Total 5100 · GENERAL OPERATING EXPE...	152,473.02	367,305.50	-214,832.48	41.5%
Total Expense	152,473.02	367,305.50	-214,832.48	41.5%
Net Ordinary Income	373,493.57	928,694.50	-555,200.93	40.2%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	548,067.60	-548,067.60	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	27,426.47	117,000.00	-89,573.53	23.4%
Total 5200 · CAPITAL OUTLAY	27,426.47	117,000.00	-89,573.53	23.4%
5300 · DEBT SERVICE				
5300.1 · IFA Loan Debt - S01006	29,342.00	31,775.00	-2,433.00	92.3%
5300.2 · IFA Loan Debt - S01005	30,446.06	37,150.00	-6,703.94	82.0%
5300.3 · IFA Loan Debt - S22014	11,909.15	15,000.00	-3,090.85	79.4%
5300.4 · IFA Loan Debt - S23003	1,636.94			
5300.5 · Debt Service Interest	17,624.16			
Total 5300 · DEBT SERVICE	90,958.31	83,925.00	7,033.31	108.4%
Total Other Expense	118,384.78	748,992.60	-630,607.82	15.8%
Net Other Income	-118,384.78	-748,992.60	630,607.82	15.8%
Net Income	255,108.79	179,701.90	75,406.89	142.0%

Burlington Water District
Profit & Loss Budget vs. Actual
 July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Bu...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4013 · Grant Proceeds	0.00	50,000.00	-50,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	750,000.00	-750,000.00	0.0%
4002 · WATER SALES	318,386.09	330,000.00	-11,613.91	96.5%
4004 · CURRENT LEVIED TAXES	178,039.74	180,000.00	-1,960.26	98.9%
4005 · NEW WATER SERVICE/OTHER	1,040.00	0.00	1,040.00	100.0%
4011 · INTEREST INCOME	28,500.76	12,000.00	16,500.76	237.5%
Total 4000 · INCOME	<u>525,966.59</u>	<u>1,322,000.00</u>	<u>-796,033.41</u>	<u>39.8%</u>
Total Income	525,966.59	1,322,000.00	-796,033.41	39.8%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	199,569.00	220,211.00	-20,642.00	90.6%
5152 · CONSULTANTS	0.00	10,000.00	-10,000.00	0.0%
5151 · PROCESSING FEES	0.00	1,500.00	-1,500.00	0.0%
5150 · ACCOUNTING	23,046.06	24,000.00	-953.94	96.0%
5147 · OPERATIONS MANAGEMENT FEE	40,941.14	58,000.00	-17,058.86	70.6%
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	150.74	200.00	-49.26	75.4%
5111 · ELECTRIC	1,730.47	3,200.00	-1,469.53	54.1%
5117 · ELECTIONS	0.00	500.00	-500.00	0.0%
5119 · INSURANCE	13,040.00	12,000.00	1,040.00	108.7%
5123 · LEGAL	4,330.93	15,000.00	-10,669.07	28.9%
5127 · OFFICE EXPENSE & POSTAGE	3,566.40	5,800.00	-2,233.60	61.5%
5141 · MAINTENANCE	25,763.86	78,000.00	-52,236.14	33.0%
5142 · WATER PURCHASES	37,883.64	52,000.00	-14,116.36	72.9%
5143 · LEASE FEES	2,009.24	2,200.00	-190.76	91.3%
5145 · ENGINEER	5,747.50	15,000.00	-9,252.50	38.3%
Total 5100 · GENERAL OPERATING EXPE...	<u>357,778.98</u>	<u>499,111.00</u>	<u>-141,332.02</u>	<u>71.7%</u>
Total Expense	357,778.98	499,111.00	-141,332.02	71.7%
Net Ordinary Income	168,187.61	822,889.00	-654,701.39	20.4%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	608,964.00	-608,964.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	28,948.97	130,000.00	-101,051.03	22.3%
Total 5200 · CAPITAL OUTLAY	<u>28,948.97</u>	<u>130,000.00</u>	<u>-101,051.03</u>	<u>22.3%</u>
5300 · DEBT SERVICE				
5300.1 · IFA Loan Debt - S01006	29,342.00	31,775.00	-2,433.00	92.3%
5300.2 · IFA Loan Debt - S01005	30,446.06	37,150.00	-6,703.94	82.0%
5300.3 · IFA Loan Debt - S22014	11,909.15	15,000.00	-3,090.85	79.4%
5300.4 · IFA Loan Debt - S23003	1,636.94			
5300.5 · Debt Service Interest	17,624.16			
Total 5300 · DEBT SERVICE	<u>90,958.31</u>	<u>83,925.00</u>	<u>7,033.31</u>	<u>108.4%</u>
Total Other Expense	119,907.28	822,889.00	-702,981.72	14.6%
Net Other Income	-119,907.28	-822,889.00	702,981.72	14.6%
Net Income	<u><u>48,280.33</u></u>	<u><u>0.00</u></u>	<u><u>48,280.33</u></u>	<u><u>100.0%</u></u>

Burlington Water District

6/12/2026 9:43 PM

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

From 06/01/2026 through 06/30/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/12/2026			1004 · OR STATE TR...	Funds Transfer ...		199,569.00	343,525.31
06/15/2026	AUTO P...	PGE	5100 · GENERAL OP...	electricity	141.84		343,383.47
06/17/2026	3676	City of Portland, Fire...	5100 · GENERAL OP...	CONTRACT: ...	199,569.00		143,814.47
06/17/2026	3677	MACKAY SPOSIT...	-split-		1,902.50		141,911.97
06/17/2026	3678	DANIEL ZIMMER...	5100 · GENERAL OP...	INV: 391 - MA...	1,664.90		140,247.07
06/23/2026	AUTO P...	CITY OF PORTLAND	5100 · GENERAL OP...	May 2026 Wat...	3,550.22		136,696.85

BURLINGTON WATER DISTRICT

Manager: NW Natural Water Services - P.O. Box 699 Newberg, OR 97132

Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

ADMINISTRATIVE ASSISTANT POSITION

The Burlington Water District (BWD) Board seeks to hire an Administrative Assistant on a contract basis. This is a newly created position to allow board members to focus on policy issues and less on administrative functions.

REGULAR DUTIES

Regular duties include attending Board Meetings; preparing draft and final versions of meeting minutes and agendas; distributing material digitally and posting meeting material (and information) on the BWD Website. Responsibilities also include being knowledgeable of the BWD website, Master Plan, Rules and Regulations and month to month board practices. Administrative Assistant supports Board activities in coordination with the Board Members. The Board Chair supervises the Administrative Assistant.

ADDITIONAL DUTIES

Administrative Assistant also assists the Bookkeeper in preparing the Budget Calendar and shall serve as the Budget Chair if requested and approved by the Board. The Budget Chair's primary responsibility is to develop the annual budget calendar, post proposed budgets, post meeting notices and to review the Bookkeepers draft budget material. The Administrative Assistant would be responsible for attending and recording the four Budget Committee Meetings per year.

Administrative Assistant duties may include carrying out research or special projects as jointly agreed upon in coordination with the Board. Special projects may include coordination with other contract staff, water districts, and public agencies.

COMPENSATION

The base monthly fee is \$500 and covers attendance at monthly Board meetings, preparation of draft and final meeting minutes and agendas, and posting and distribution of meeting materials.

Time spent on research or special projects directed by the Board will be compensated at \$50 per hour, up to 30 hours or \$1,500 per month, for a maximum total monthly contract payment of \$2,000. Special research may include coordination with other contract staff, water districts and public agencies.

Budget Meetings are in addition to Board Meetings and held about four times per year. Compensation for budget meetings and related activities is \$50 per hour. Budget related activities include attending budget

meetings; preparing draft and final versions of meeting minutes and agendas; and tracking the budget calendar in coordination with the BWD Bookkeeper.

DOCUMENTATION

For monthly payment, the Administrative Assistant must document the hours worked and describe the work tasks for billing purposes. This documentation shall be submitted to the Bookkeeper for the prior month by the 10th of each month or the second Friday of each month depending on which date comes first. (The Bookkeeper presents billing information monthly for Board approval).

BACKGROUND

Burlington Water District is a small, municipal corporation located in unincorporated Multnomah County generally bordering St Helens Road (Highway 30) northwest of the City of Portland. Burlington Water District serves about 400 residents and a few businesses to provide safe drinking water and updated infrastructure. The BWD Board has other contracted staff who provide bookkeeping, operational and engineering expertise.

IDEAL CANDIDATE

The ideal candidate is someone with strong organizational and communication skills who is also interested in public infrastructure and service. Familiarity with local governmental operations and the BWD geographic area would be a bonus but not necessary.

GC/TE

6-10-26