

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/>

Approved MINUTES for June 17, 2026, 6:15 pm Commissioner of Burlington Water District Board Meeting

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

Board Members present to establish quorum for meeting: Chair Lovett, Anne Squier, Tami Ege, Gail Curtis

Staff Present: Seth Olson and Dan Zimmerman **Opportunity for Public Comment:** None

2026-27 Budget Approved: Gail C. motioned for the approval of the 2026-27 Budget set forth by **RESOLUTION 26/27-01, RESOLUTION ADOPTING THE BUDGET** with a modification the General Fund to total \$1,238,000 and not \$1,238,010. Tami E. seconded the motion, and it passed unanimously. When asked, Dan Z. said the property tax revenue increase from the failed, Measure XXX are reflected in the budget but will never be realized. No budget modification is needed because no such funds will be deposited or withdrawn. No public was present to comment. The signed budget needs to be submitted to Allegra Willhite by July 15th.

Staff Reports:

1. Seth Olson, NWNWS Water Operator's Report: Seth provided the reported that reservoir lock boxes and additional fencing has been installed and that a small amount of additional fencing will be installed. Seth said Devin and Dan have been in communication about a letter to inform customers about water rate increases but was unsure of the status of that letter. Seth said there had been no additional correspondence from Fred's Marina owners about their leak. **ACTION:** Gail Curtis moved that the requested forgiveness for \$179 be denied based on no evidence that the leak has been repaired within one month of knowledge of the incident as required by BWD regulations. The motion was seconded by Rciardo. Per the Board's request, Seth provided a draft letter to inform customers about potential high-water pressure. The Board thanked Seth for the well-written letter to be incorporated into a future newsletter. Regarding the frequency of a future newsletter the Board wants to increase the BWD visibility in the community but agreed that customer correspondence should occur as specific communication is needed (vs. quarterly newsletters). There was a lot of discussion and questions about the 10% water loss rate. Seth said this is the standard for long pipe

systems. Where there is a lot of pipe, up to 10% can be expected. Repair may not be economically feasible given the difficulty in locating leaks in long pipes. There is a distinction between reasonable water loss and who pays for it. The Board may want to continue this discussion to ensure that any amount of water loss is passed to the customers on a given pipe versus the BWD paying for water loss. Seth said he thinks the Board removing the 10% “forgiveness” provision would be prudent given the new, full water charges. The current assumption is that allowing the 10% “forgiveness” to continue under the new City full water cost provision translates to about \$500 a month cost to the BWD. The Board said perhaps, the future, Water Rate Study can help provide data to better understand the loss factors and associated costs. In the short term, the letter being drafted by Devin should help to explain the issue and expected increase water cost due water loss.

2. Bookkeeper/Office Manager’s Report: Dan presented May, 2026 expense and expenditure reports (see June, 2026 agenda packet) and the NWNWS Credit Memo and Accounts Receivable/Payable report summary.

3. Water Rate Study: Dan said the next step for the Water Rate Study is for the Board to develop an agreement [Memorandum of Understanding] what the Board wants to get out of the Water Rate Study. Dan said a Board Member should be assigned to work with the Oregon Association of Water Utilities (OAWU). Dan also reminded the Board that the NWNWS computer program does not presently have the ability to collect data for a nuanced analysis. *(Note: The most recent Water Rate Study completed in 2021 was distributed to the Board subsequent of the June meeting).*

Consent Agenda:

- a. Board approval to pay bills as presented motioned by Tami E, seconded by Ricardo passing unanimously.
- b. Board approval of May Board Meeting minutes motioned by Tami E, seconded by Ricardo passing unanimously.

Old Business:

- a. Security Camera Project: Abandoned due to the difficulty serving the area.
- b. NWNWS billing issue letter status. The NWNWS billing was discussed again. The Board said they want to see the receipts for NWNWS billing to BWD. How the 20% excise charge is being applied is unclear. Additionally, the 20% excise charge has been applied above and beyond fixed cost estimates such as for the bollard installation on NW Marina Way done by NWNWS. Ricardo will send a letter requesting the corrections be made effective for the August billing following the board review of his revised draft letter.

- a. 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).
- b. Five-Year Levy May 19 Election result and next steps: Chair Lovett said the Board will need to continue to discuss options as to how to address the failed measure to cover the fire and emergency costs. The Board wants to seek input from Allegra Willhite and SDAO. Per earlier discussion it appears the collected, bank interest funds can cover the short fall in collected, property taxes for the 2027-2028 for payment to the City of Portland. Board action will be needed. Other potential options:
- Dissolve BWD's fire and emergency role and shift service to Multnomah County.
 - SDAO (or others) develop an alternative payment model to decrease service fee.
 - Explore expanding fire service and emergency boundary service area to increase property tax collection.
 - 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.
 - Dan said the City of Portland informed him that the 2026-27 emergency and fire service cost is \$225,000 [a \$28,000 increase representing a 14% increase over last year's \$199,569 fee]. Dan said he is now tracking interest gained which is presently \$28,500 from the past year. Chair Lovett said the payment gap can be solved by using the interest income this coming year but the solution lies with tax income.
- c. 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)
- d. Administrative Assistant Duties and Compensation (Gail C. and Tami E.) (See Administrative Assistant Duties and Compensation June 10, 2026 version)
- e. 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:

- a. Dan Zimmerman's contract renewal. Board tabled the discussion to allow more review time. Tami to initiate review and provide to Gail to determine whether "marrying" the Administrative Assistant position is warranted.
- b. File Storage: Anne S. said the Board needs to find a secure location that is maintained and accessible. She said she assumes rental space will cost between \$30 to \$50 per month. We were paying \$30 per month for the rail storage. The records are extensive given BWD was incorporated August, 1927. The discussion was tabled to gain more cost information and state requirements for storage. Gail and Anne to collect additional information.

Announcements: None

Adjourn Meeting: Anne motioned to adjourn and Ricardo seconded passed unanimously.

Next Board Meeting: August 19, 6:15 pm

Location: All meetings held by GoToMeeting videoconference. See BWD website.