

**BURLINGTON WATER DISTRICT
BOARD OF COMMISSIONERS
DRAFT MEETING MINUTES**

September 16, 2026

The meeting was called to order at approximately 6:17 p.m. A quorum was confirmed. No members of the public were noted as attending at the start of the meeting.

Board/Staff Members Present: Ricardo Lovett, Tami Ege, Anne Squire, Dan Zimmerman, Bookkeeper; Seth Olson, NWNWS joined at 6:20. Guest: Teresa Hanford, Auditor, Hanford and Associates, LLC.

Audit Report – Fiscal Year Ended June 30, 2026, Teresa Hanford reviewed the audit and the letter to the governing body. She reported that the district received a clean audit and that she identified no concerns requiring additional management-letter comments.

- No fraud was identified during the audit.
- Internal controls appeared to be in place, including dual controls intended to prevent one person from having complete access to the district's financial system.
- No significant accounting-policy concerns, audit difficulties, disagreements with management, or corrected or uncorrected misstatements were identified.
- The auditor reported no concerns regarding the district's ability to continue operations as expected for the coming year.
- The Board had no questions for Ms. Hanford and thanked her for the audit work. The audit discussion was concluded.

NWNWS Manager's Report – Seth Olson reported that the district's system appeared to be operating well, with routine matters including water-loss factors, utility locates, and meter reading.

Fire mitigation and vegetation maintenance around the district tank were discussed. Seth recommended clearing approximately three feet outside the tank fence to improve access and reduce brush around the facility.

- Estimated work: approximately one to two days, depending on actual conditions.
- Estimated cost: under \$1,000 was expected; up to approximately \$1,500 for two days was discussed.
- Seth agreed to have personnel perform one day of clearing first, then report on the percentage completed

and wait for District confirmation before continuing.

Emergency Preparedness the Board asked about the previously discussed emergency-preparedness memorandum. Seth explained that his company maintains 24-hour/7-day emergency coverage, emergency parts inventory, and procedures for responding to line breaks, damaged hydrants, and other water-system emergencies. He stated that the district would receive a high response priority within his company's regional service area because of its size and customer base.

The Board agreed that the substance of Seth's explanation could be summarized in the meeting minutes rather than requiring a separate memorandum at this time.

Water Loss / 10% Forgiveness Practice the Board discussed the district's existing practice of forgiving 10% of water loss and the change in the City of Portland's billing method. Seth Olson explained that Portland now charges based on actual gallons used rather than the former structure that included a set amount of water.

Discussion continued regarding eliminating the district's 10% water-loss forgiveness so that customers would be charged for the full amount of water loss under the district's billing practice.

Motion: Anne Squire moved that customers be given notice that there will no longer be forgiveness of water loss, with the change taking effect 30 days after the notice. Tami Ege seconded the motion. The motion passed by unanimous voice vote of those voting.

Staff will prepare and send the customer notice with the billing, providing the 30-day notice before implementation.

October 15 Meeting Notice the Board discussed providing notice to District customers of the October 15 meeting concerning the levy measure proposed for the November ballot. Because not all customers receive a bill directly, Dan Zimmerman agreed to mail the notice. Tami Ege will provide the required language. The notice was to be mailed no later than October 10 to meet the discussed five-day advance-notice requirement.

Arrears / Billing Timing the Board discussed approximately \$46,000 shown as arrears on the monthly report. Seth explained that the amount represents unpaid bills expected to be collected and that the accounting system does not readily distinguish collections of prior-period balances from current-period bills.

Tami Ege said that the billings are being received later in the month than prior to the new accounting system transition. Seth agreed to check with accounting regarding the timing of bill processing and mailing.

Website and Online Billing the Board discussed the district website and the online-billing link. A link to the billing system had been provided, and Board members planned to review the website and receive a tutorial to determine whether the link can be incorporated into the district website.

Financial and Check Report Dan Zimmerman reviewed the financial reports, including the August 31 balance sheet, budget-to-actual information, revenues, grant proceeds, and checks.

- A \$20,000 forgivable grant related to the master plan update was received and deposited. The grant offsets a substantial portion of the master plan update costs.
- Revenues were described as tracking normally for the early part of the fiscal year, with no significant concerns reported.
- An \$80,000 transfer between District accounts was reviewed and explained as appearing as an outgoing transaction in one account and an incoming transaction in the receiving account.
- Dan Zimmerman's check was voided and reissued because an invoice contained an incorrect rate.
- A debt-service payment related to the meter replacement project was made in September.
- Teresa Hanford, Audit costs included the \$5,000 audit fee and a \$250 state filing fee.
- The district's check stock is running low; Dan Zimmerman will coordinate ordering additional checks.

Professional Services / Engineering Attendance the Board discussed an engineering/professional-services invoice associated with attendance at Board meetings. Tami Ege will review prior meeting records to determine the nature of the engineer's participation and whether the attendance was requested or otherwise necessary. The Board indicated that it would be appropriate to clarify expectations regarding when professional consultants should attend meetings and when the district should incur meeting-related charges.

Bank Signers and Payment Continuity Tami Ege asked whether she is a signer on the district checking account. The Board agreed that this should be confirmed, particularly to ensure that payments can be processed when Ricardo is traveling and not available.

The Board also discussed contingency options if electronic communication fails during a meeting, including whether a proxy arrangement is legally permissible or whether a special meeting could be called if necessary. No final action was taken on a proxy arrangement.

Approval of Bills Motion: Anne Squire moved to approve the bills as presented. Ricardo Lovett seconded and was approved by unanimous voice vote.

Approval of August Board Meeting Minutes Tami Ege motioned to approve the meeting minutes as presented, Anne Squire seconded and was approved by voice vote.

Water Rate Study the Board discussed the water rate study materials and questions concerning the City of Portland Water Bureau, Portland Fire and Rescue, and Multnomah County. The Board agreed to table the discussion temporarily while developing a broader plan for how to approach the City, County, and fire-service issues together.

Old Business – Storage of Historical Records the District's historical records have been moved to Extra Space Storage in Hillsboro. The new location costs approximately \$18 per month, compared with approximately \$30 per month previously. Dan Zimmerman will contact the storage company to determine whether the district can pay for a full year in advance. If annual payment is not available, the district will continue with monthly payments.

Board Member Recruitment the Board discussed recruitment efforts. Attendance at the August 29 Linton event did not produce prospective Board members. Additional outreach will include distributing flyers and contacting property owners or moorage related contacts.

The Board also discussed the possibility of compensating Board members for meeting attendance. No action was taken; the matter will be considered further.

Administrative Assistant Position the Board discussed the administrative assistant position and agreed to table hiring for the time being while the district determines its future Board membership and organizational needs. Ricardo Lovett will contact individuals who had been identified as possible candidates that hiring is postponed while the Board continues its review of how we proceed.

Fire and Emergency Service Status the Board discussed the status of contacts with Portland Fire and Rescue and other possible service providers. No response had yet been received from Portland Fire and Rescue following recent outreach. Ricardo Lovett said he will contact Tualatin Valley Fire & Rescue to learn whether it has any interest in serving the district and what its rates might be. The Board also discussed the need for public-information materials related to the upcoming levy measure.

Levy Measure Communications the Board discussed updating prior mailers concerning the levy measure. Tami Ege will review the previous letters and prepare proposed edits for Board review. The Board planned to submit the proposed language to Allegra and Brittany at TSCC for review to ensure that the communication remains factual and complies with applicable rules.

Upcoming Meetings / Scheduling the Board confirmed that TSCC representatives are expected to attend the October 15 meeting at 5:30 p.m. Dan Zimmerman stated he may have a scheduling conflict in November, and it was agreed to coordinate by email regarding whether the November meeting date should be changed to Tuesday, November 17th.

Adjournment Tami Ege moved to adjourn, the motion was seconded by Ricardo Lovett and approved by voice vote. The meeting adjourned at approximately 7:34 p.m.

Action Items

- Seth Olson / service contractor: Arrange one day of brush clearing around the tank, report the percentage completed, and obtain confirmation before continuing beyond the first day.
- Seth Olson: Provide the Board with the additional explanation/calculation regarding the water-loss charge. (Email sent 09/16/2026)
- District staff: Provide customers 30 days' notice before ending the 10% water-loss forgiveness.
- Tami Ege: Provide the required notice language for the October 15 levy-related meeting.
- Dan Zimmerman: Mail the October 15 meeting notice no later than October 10.
- Seth Olson: Check with accounting regarding the timing of customer bill processing and mailing.
- Board members: Review the online-billing link and website integration options.
- Dan Zimmerman: Coordinate ordering additional check stock.
- Tami Ege: Review prior meeting records concerning engineering attendance and related charges.
- Dan Zimmerman: Contact Extra Space Storage about annual payment options.
- Board members: Continue recruitment outreach for additional Board members.
- Board: Continue to table the administrative assistant hiring decision pending further organizational clarity.

- Ricardo to send out notice to applicants
- Board representative: Contact Tualatin Valley Fire & Rescue regarding potential service and rates.
- Tami Ege: Review and edit prior levy mailers and circulate them for Board review and TSCC review.
- Dan Zimmerman: Coordinate possible November meeting-date changes by email if a conflict is confirmed.

Source note: These minutes were prepared from the September 16, 2026, Burlington Water District Board Meeting transcript provided by the user. The transcript contains some speaker-label and wording errors; the minutes summarize substantive discussion and recorded motions without adding unsupported facts.

ChatGPT/Tami Ege