

# 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/>

## Burlington Water District Board of Commissioners Meeting

### JULY 16, 2025 MEETING MINUTES FOR BOARD ADOPTION

#### Meeting called to order by Ricardo Lovett at 6:19 pm

**Board members present to establish quorum for meeting:** Ricardo Lovett, chair, Gail Curtis, board secretary, Kris Hines, budget officer, Anne Squier, board member and Tami Ege, board member. Also, Dan Zimmerman, bookkeeper, and Ed Hodges, engineer of record for BWD were present.

**Absent:** Curtis Olson, NW Natural Water Services representative

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

**Chair agenda review and welcome to Tami Ege, new board member:** Ricardo discussed upcoming training opportunities including a discussion of potential, associated expenses. Anne made a motion and Kris seconded that registration and gas-mileage expenses be covered by the BWD for those board members attending the upcoming trainings. The motion passed by the four members present. Tami Ege joined the meeting following this motion and was warmly welcomed.

**Ed Hodges, engineer of record for BWD:** The board again thanked Ed for the Master Plan update. Ed said a pdf version of the Master Plan would be made available to Gail who would forward it to board members.

**Water Operator's Report from NWNWS:** No report given due to absent staff.

#### Dan Zimmerman, Bookkeeper/Office Manager's Report:

- a. **Balance Sheet Overview:** Dan reported the BWD is in a strong financial position at the year's fiscal end. To date, the overall expenses represent 79.4% of the budget. Once the \$157,075 fire services check is cashed by the City of Portland, the checking account will have a \$95,000 balance and the interest-earning, Local Government Investment Pool (LGIP) account has \$440,000. The interest earned for June was \$2,159. Dan reported \$343,566 in annual water sales exceeding the \$320,000 budgeted amount. Dan said \$175,603 in taxes have been collected, exceeding the \$173,000 budgeted amount. No funds were expended for Capital Improvements last year. The master plan was billed under "Engineering". The BAWD debt service is slightly under budget.

**Motion to Pay Bills as Presented:** Gail C. made a motion and Kris H. seconded for the July 2025 bills to be paid as presented. Motion passed unanimously.

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- b. **Audit Necessary:** Dan said an annual audit is necessary because the BWD budget exceeds the applicable Oregon Revised Statue (ORS) \$250,000 threshold. Dan noted the Secretary of State charges \$300 for reviewing the BWD audit. Dan, unsuccessfully tried to challenge that cost.

Dan recommended the board continue working with the current auditor noting her cost is half of other auditors (that are difficult to find). The next audit is schedule for August 10<sup>th</sup>.

**Motion:** Gail C. moved, and Anne S. seconded that the BWD retain the same auditor as the last audit and that Dan be authorized to work with her. The motion passed unanimously.

- c. **>SDAO Safety Matching Grants:** Dan said SDOA is accepting applications for \$5,000 matching grants for security upgrades for which BWD may want to consider. Potential projects could be a reservoir door latch alarm, surveillance camera and reservoir ceiling hatch.

## Old Business:

- a. **Fire and Emergency Services:** Gail reported that the City of Portland informed her this week that the 2025-26 Fire & Emergency Assessment fee will be \$199,569. This leaves the Board a \$20,000 in excess of the budgeted, \$220,000. Gail (and Dan) noted that the budget surplus can be devoted to the forecasted, 10% annual increase in the 26 Fire & Emergency Assessment fee. This means the Board can avoid requesting additional property taxes for fire and emergency services in the form of a tax levy for two years.
- b. **Formation of Separate BWD Fire Board:** Gail requested the board revisit the idea of a separate Fire District being formed through a vote of the public. A board member raised concern that there may be lack of community members to serve. Another board member suggested there may be greater community interest in fire versus water services. It was agreed that Gail would gather information from fire and county officials to help determine the feasibility of a separate BWD Fire Board.
- c. **City Water Agreement:** Tami inquired about the City Water Agreement. Gail said she would send a copy to Tami and Dan suggested that we should invite Mary Leung, of the City staff to a BWD meeting should board members want a briefing. Discussion was tabled.

## New Business

- a. **Capital Improvement Projects:** Ricardo lead a discussion on capital improvements listed under Master Plan Table 15 project list. Board members expressed an interest in combining projects for cost-savings but not at the expense of losing time. Installation of a reservoir drainage system is in this year's budget and remains a board priority. Ed offered to provide the Board a detailed estimate of the budgeted, capital improvements including contractor recommendations and sequencing. Minor engineering hours are anticipated for preliminary

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evaluations. This followed by a brief discussion of different types of bidding processes based on the type and size of a contract; sole source can occur if less than \$25,000; \$25,000 to \$100,000 must solicit bids, etc. Ed assured the board that his firm is well informed of the options and requirements.

Per Ed Hodges' request, Dan outlined the status of various loans. The purpose was to help Ed (and the board) determine which loans to seek and for how much. Dan said the BWD currently has four loans nearly totaling \$1.8 million in debt. BWD's annual debt service is about \$84,000 per year. In 2033, \$31,000 will drop off; in 2045 \$37,000 drops off and in 2054 \$15,000 in debt service for the meter and pipe replacement will be paid off. Ed advised that the board not add more debt.

The board asked what amount had been budgeted for the reservoir drainage project expecting to see \$165,000 but noted \$130,000. It was determined that the correct amount is based on an amount Anne had requested as part of the budget adoption. Dan was asked to look back in the records to determine if a correction is needed.

Dan mentioned that SDAO offers an annual, safety related grant up to \$5,000. Dan said he would forward the SDAO grant information to Ricardo.

**Minutes Approved:** Kris made a motion, seconded by Ricardo to approve the June 2025 meeting minutes. Anne abstained due to June meeting absence.

**Request for August Meeting Topics:** None recommended.

**Board Members Announcements:** Gail reminded the board that Ricardo had suggested the board tour the district infrastructure. It was decided that a date will be established at the August BWD meeting for a fall date and include Ed Hodges and possibly, Curtis Olson. Ed noted he would charge the board for two hours of his time. Gail said she would organize the outing, inquiry as to how much Curtis's time would cost and let the board know.

**Motion to Adjourn:** Kris made a motion, and Ricardo seconded that the meeting be adjourned at 7:23 pm.

Minutes respectfully submitted by Gail Curtis, board secretary

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