

# 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/>

## Commissioner of Burlington Water District Board Meeting

### **REVISED** Agenda for May 20, 2026, 6:15 pm

Public Meeting invite

**Commissioners of Burlington Water District Board Meeting**

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

<https://meet.goto.com/330031029>

**You can also dial in using your phone.** Access

Code:

330-031-029

United States:

[+1 \(872\) 240-3311](tel:+18722403311)

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**Meeting called to order Chair Lovett.**

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

**Absent:** Ed Hodges, PE, Engineer of Record for BWD *(no topics this evening)*

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

**Guest:** Kari Schimel, Fire Marshal, Portland Fire and Rescue to share information about city budget discussions.

#### **Staff Reports:**

1. Seth Olson, NWNWS Water Operator's Report *(sent separately or see website)*
  - a. Summary of Wholesale Water Managers Group, May 13, 2026 meeting
  - b. Information letter to BWD customers regarding potential, high water pressure (see attached draft).
2. Bookkeeper/Office Manager's Report
  - a. Water leak costs recommendation. *(Should water loss cost to customers be based on wholesale water rate without additional costs?)*.
  - b. Recommended monthly data collection for *potential* water rate study *(follow-up)*

- c. Audit timeframe recommendation.
- d. NWNWS Credit Memo and Accounts Receivable/Payable report summary
- e. Monthly budget statement summary

**Consent Agenda:**

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

**Administrative Reports:**

**Old Business:**

- a. Reservoir cameras update (Chair Lovett)
- b. Multnomah Tax Supervising Commission May 7, 2026 joint meeting on Five-Year Levy May 19 Election; any community comments to date (Chair Lovett)
- c. File storage status (Anne S.)
- d. Administrator Duties and Compensation (Gail C.) (*See attached Draft Administrator Duties and Compensation May 15, 2026 version*)

**New Business:**

**Announcements:**

**Adjourn:**

**Next Board Meeting:** June 17, 6:15 pm online **Major Topic:** BWD Motion to approve 2026/27 budget as approved and recommended by the BWD Budget Committee at the May 13, 2026 budget meeting.

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

Respectfully submitted,  
Gail Curtis, Recording Secretary

Attachments:  
Draft Administrator Duties and Compensation

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*May 15, 2026 draft version prepared by Gail Curtis*

## **ADMINISTRATIVE SUPPORT SERVICES POSITION**

The Burlington Water District (BWD) Board seeks to hire an Administrator. This is a newly created position to allow board members to focus on policy topics and less on administrative functions. The Administrator is responsible to the Board Chair and this is a contract position.

## **REGULAR DUTIES**

Regular duties are attending Board and Budget 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 assisting the Bookkeeper in preparing the Budget Calendar and carrying out occasional, special projects. Prepare annual customer newsletter.

## **COMPENSATION**

The Base Monthly Fee is \$500 for attending monthly board meetings; preparing draft and final versions of meeting minutes and agendas; posting and distributing meeting materials.

Budget meetings are in addition to board meetings and held about four times per year. Compensation for budget meetings and related activities is \$60 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.

Assistance with occasional, special research will be compensated at \$60 per hour. Special research may include coordination with other water districts and public agencies.

## **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.

**(ATTACHMENT)**

**BURLINGTON WATER DISTRICT**

**ADMINISTRATIVE SUPPORT SERVICES CONTRACT DRAFT EXAMPLE**

THIS AGREEMENT entered into this date \_\_\_\_\_ by and between the BURLINGTON WATER DISTRICT (BWD), a municipal corporation existing by and under the laws of the State of Oregon, herein referred to as

"DISTRICT", and \_\_\_\_\_(contracted person)\_\_\_\_\_, whose address is \_\_\_\_\_, hereinafter referred to as ADMINISTRATOR.

***[REGULAR DUTIES and COMPENSATION CUT AND PASTED FROM ABOVE].***

The ADMINISTRATOR agrees to work on a contract basis (1099 employment status and.....Compensation will be based on xxxx and monthly checks will be issued by the BWD.

(Address liabilities as Contractor and if legal review is recommended by the Board).

Plus:

**PERFORMANCE REVIEW TO CREATE POSITIVE COMMUNICATION**

ADMINISTRATOR agrees to performance reviews at six-month intervals with the BWD Chair to exchange feedback to create positive communication.

GC/gc