

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/>

July 15, 2026 **Draft** Minutes

Commissioner of Burlington Water District Board Meeting

Meeting called to order at 6:20 by Chair Lovett

Board members present: Ricardo Lovett, Anne Squier, Tami Egi. Quorum established.

Staff Present: Dan Zimmerman, Bookkeeper/Office Manager; Ed Hodges, PE, Engineer of Record
Seth Olson, NWNWS Water Operator's Report

Announcement: Gail Curtis confirmed she is no longer serving on the board due to her term ending and relocating out of district.

Public Comment: None.

Revised Budget Resolution 26-26-02 vote: Ricardo L. moved to approve Budget Resolution 26-27-02, seconded by Anne S; passed unanimously.

Staff Reports:

1. Dan Zimmerman, Bookkeeper/Office Manager Report (July report on BWD website)
At the June, 2026 meeting the Board directed that all invoices be reviewed by the Board prior to payment. Dan confirmed he had received an NWNWS invoice per Chair Ricardo's request of NWNWS. (Previous to July NWNWS had simply deducted their payment). Discussion about the invoice payment turnaround time was discussed. **Dan said he would provide the Board invoices one week prior to the monthly board meeting** with exception to NWNWS. It was determined that if NWNWS could provide their invoice by the 10th of each month (or the previous Friday if the 10th falls on a weekend) and their invoice would be included in that month's board packet. Anne S. also noted that the NWNWS charge for "excise charge" charge is unclear and should be changed to "service fee." Tami E said the NWNWS overcharge and BWD over payment for the NW Marina Way bollard installation still needs to be resolved. The project estimate not to exceed was exceeded. Ricardo said he would follow-up.

On a related note, **Board members are asked to provide Dan comments on his monthly report prior to the Board meeting**. This meeting format change is in effort to only address corrections or questions Board member may have during the Board meeting.

Audit: Dan said the (longstanding) auditor is prepared to start the audit. Dan said he would send a checklist from the auditor to board members for their review and comment. The timeframe for audit completion is the end of the year.

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Dan Zimmerman's 2026-27 contract was discussed by the Board and additions have been agreed upon. Board action is forthcoming. The Board thanked Dan for his greatly appreciated ongoing service.

2. Seth Olson, NWNWS Water Operator's Report (posted July report on BWD website).

Seth reported that additional fencing has been added at the reservoir site. The board asked Seth to have the graffiti painted out (versus chemically removed) when a NWNWS work is in the area.

Seth has drafted two letters explaining water rate increase including loss factor costs information. One letter addresses the water rate increase and intent to eliminate the 10% forgiveness provision. The other letter includes how to come into the district. This letter duplicates an earlier letter prepared by Shroeder, the law office representing BWD and will not be sent out. Gail C. said she would send the Shroeder Law Office letter [sent July 16, 2026]. This letter outlines the process and requirements to come into the district.

Seth said the billing changes are in place. NWNWS lacks a robust computer system to provide information that may be helpful to BWD. This is an ongoing discussion. Tami continues to watch the billing and invoices for accuracy.

Consent Agenda:

- a. Board approval to pay bills as presented
- b. Board approval of June Board Meeting minutes with next meeting date correction with motion by Anne S., seconded by Ricardo passing unanimously.

Administrative Reports

Old Business:

- a. Informing public of water rate increases: The discussion to eliminate the BWD Regulation that allows 10% forgiveness for water loss (under certain circumstances) was tabled to next month. Tami offered to prepare a Newsletter to address several topics including the need for more board members, possible water increase and open administrative position.
- b. Water Rate Study Goals and Objectives: Chair Lovett tabled the discussion. Dan said he would send out a questionnaire from Tim Rice to help the board identify what they want to achieve. Dan has asked that Board member be assigned to assist the project. A signed "Memo of Understanding" from the Board will be needed to carry out the study.
- a. Fire and Emergency future costs and payment: Call response data from the City of Portland was provided to the board. Chair Lovett said he had not heard from SDAO about help developing an alternative payment formula but would follow-up.

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- b. Administrator Assistant solicitation status: Tami E. reported she had placed the advertisement for the position on-line. Solicitation will also be in the next Linnton Newsletter. (As of July 23rd 32 applications have been received).
- c. Board member recruitment status. Discuss idea of neighborhood “coffee klatches”. (Gail C.) August 29th

New Business:

- a. Future meeting dates and time: The Board agreed that there is no need to change future meeting dates or times.

Announcements: None with exception to earlier announcement that Gail Curtis is no longer serving as a board member.

Adjourn: Anne S. moved and Tami E. seconded to adjourn the meeting at 7:46 pm.

Next Board Meeting: August 19, 6:15 pm online

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

Gc/gc