

# 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/>

*April 23, 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.

## **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.

## **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**

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

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.