BURLINGTON WATER DISTRICT

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BURLINGTON WATER DISTRICT BOARD

MEETING MINUTES

October 21, 2026

The meeting was called to order at 6:23 p.m. A quorum was confirmed. Guests: Chris Frank and Rick Pepperling, BWD customers.

Board/Staff Members Present: Ricardo Lovett, Chaiman, Anne Squire and Tami Ege, Robin Walden, Appointee to be sworn in at this meeting. Seth Olson, NWNWS and Dan Zimmerman, Bookkeeper. (It was noted that Anne Squire had a difficult time connecting through the GoTo.com app.)

Public Comment: Welcome, Chris Frank and Nick Pepperling BWD customers.

Ricardo asked Robin Warden to read the “Oath of Office” to be sworn in. Welcome to Robin as the new BWD Board Member.

Staff Reports:
NWNWS Manager Report - Seth Olson

Seth began with the notice that they had received from the City of Portland regarding a monthly sample that had come back regarding a boil order. At this time the notice is being regarded as a false positive and additional testing will be completed today. If the sample comes back requiring a boil order, NWNWS will send out notification to BWD customer base to inform them of this needed precaution. Seth was asked if he would be boiling his water and stated not in this district but would not with the information given thus far.

1. Seth asked the BWD Board to consider a contractor’s request to obtain approximately 100,000 gallons of water through a district hydrant for construction work. Seth explained that the district could secure a hydrant meter to the hydrant and require the contractor to operate only the meter valve, reducing the risk of damage to the hydrant. The Board discussed potential service interruption, contractor responsibility for damage, proof of insurance and licensing, limits on quantity or duration, and whether approval would set a precedent for future requests.

2. Seth reported that charging the district’s existing highest-tier rate for 100,000 gallons would generate approximately $2,300 in revenue, while the estimated wholesale water cost to the district would be about $36.36. The discussion concluded with a motion to provide 100,000 gallons to the contractor at the district’s highest tier rate. Seth said they could check the meter to make sure the

gallons used did not exceed the 100,000 gallons agreed to. Anne Squire made a motion to sell water to the contractor, Tami second, all in favor.

3. Seth reported district water usage was below one million gallons for the current month, compared with a typical level of approximately 1.2 million gallons.

4. Seth also noted that the district's new rates for 2027 had been circulated to Board members. The Board will review the rates at the next meeting.

5. Tami reported that the payment link on the BWD website could not be set up due to it directing customers to a third-party payment process. Tami will attempt to set it up with a link to go directly to NWNWS website.

6. Ricardo asked NWNWS to pause additional work at the reservoir for the time being. Board members may organize a work party to rake and clear vegetation already cut down. Seth reported

that the major fire hazard from standing vegetation had been reduced, although cut material remained on the ground.

Dan Zimmerman, Bookkeeper

1. Dan Zimmerman reviewed the financial materials. Reported receipts for the month were $40,367.95 and the invoice for services and related work was $5,008.92. September budget-to-actual results were described as tracking normally for this early point in the fiscal year. Water-rate revenues were reported at 108% of budget to date. The Board was advised that additional debt-service payments would be due in December. Dan noted that a transfer from checking to an interest-bearing account might be considered the following month as the checking balance rises.

2. The Board also discussed check-signature procedures. Dan noted that checks require dual signatures even though the bank may process a check with only one. The two checks discussed had been mailed; the Board would address any rejection if one occurred.

3. The Board discussed the planned closure of the BMO branch in St. Helens and the fees charged on the district's accounts. Dan reported fees of approximately $16 per month and no interest on a balance of roughly $100,000. Dan stated he has very few checks left on hand, and this would be a good time to look at changing banks and suggested OnPoint Community Credit Union as an alternative because of lower fees and modest interest. Anne made a motion to move banking to OnPoint, Tami second, vote unanimous. Anne and Tami will visit the Scappoose OnPoint branch and ask about moving the district accounts to OnPoint and obtaining signature cards to make for an easy transition.

4. Dan proposed changing the Board's online meeting platform from GoTo to Zoom, noting that Zoom was familiar to more users and cost approximately $2 more per month. Members discussed usability and meeting documentation. Tami moved to switch from GoTo to Zoom; Ricardo second and voted unanimous. The Board discussed keeping GoTo active temporarily while Zoom is set up and tested, then discontinuing GoTo once satisfied with the transition.

5. Dan requested ensuring storage-unit receipts and communications go to the appropriate district email address. Anne said she would contact the storage provider and notify them of the redirect.

6. Move to pay bills as presented; Tami made a motion to approve to pay bills, Anne second, vote unanimous.

7. Move to approve BWD September meeting minutes as presented. Ricardo made a motion to approve September minutes, Anne second, vote unanimous.

8. Dan agreed to send Tami Nick Pepperling's contact information after Nick expressed interest in attending future meetings.

The next meeting was clarified as Tuesday, November 17, 2026, at 6:15 p.m. (rather than November 18 as shown on the existing agenda).

Tami will correct the date in the minutes and update the website/meeting setup. The Board intended to use Zoom for the next meeting if setup can be completed.

Tami Ege moved to adjourn. Anne seconded the motion. The meeting adjourned at approximately 7:06 p.m.

Action Items

• **Seth Olson:** Provide the hydrant-rental to the contractor and arrange the approved 100,000- gallon sale at the highest-tier rate; clarify any written terms, insurance/licensing checks, quantity/time limits, and responsibility for hydrant damage.

- **Board /** Northwest Natural Water Services rate notice; review the rates at the November meeting.
- **Tami Ege:** Review/update the district website so customers are directed to the correct Northwest

  Natural Water Services payment website.
- **Ricardo:** Coordinate a reservoir work party and defer further contractor work for the time being.
- **Anne Squire / Tami Ege:** Visit OnPoint, inquire regarding district moving accounts, interest rates

  and obtain signature card.; maintain required dual-signature procedures for checks.
- **Tami Ege / Dan Zimmerman:** Set up Zoom for the next meeting, retain GoTo during

  transition/testing, and update the meeting information on the website.
- **Anne Squire:** Contact the storage provider about receipt/communication email settings and check

  spam for missing messages.
- **Tami Ege:** Correct the next meeting date to November 17, 2026, and update the posted

  information. Chat GPT/Tami Ege