

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/>

Commissioners of Burlington Water District Meeting

New Meeting

Aug 13, 2025, 6:15 – 8:45 PM (America/Los_Angeles)

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

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Agenda

Meeting called to order by Chair:

- a. Announce Board members present to establish quorum for meeting

Absent:

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

Chair's Announcements and Agenda Review

Ed Hodges, engineer of record opportunity for comments

- a. Capital improvement bid status (follow up from July meeting)

Water Operator's Report from NWNWS representative: Curtis Olson

Dan Zimmerman, Bookkeeper/Office Manager's Report

- a. NWNWS Credit Memo and Accounts Receivable/Payable reports
- b. Monthly budget statement summarized and
- c. Monthly budget expenditure summarized
- d. Follow-up to July meeting about budgeted capital projects

Old Business:

- a. Budgeted capital improvements report.
- b. Continued Board discussion about the creation of a separate Burlington Fire District (Gail Curtis research update)

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- c. Infrastructure tour update proposed for Sept 23 (Gail)

New Business:

- a. Discussion and possible motion for a BWD biennial budget (Kris Hines)
- b. Discussion of applying for SDAO 50/50 max. \$5,000 Safety and Security grant available (\$2,500 each) submittal by 11/12/25(Ricardo Lovett)

Consent Agenda:

- a. Board approval to pay bills as presented:
- b. Board approval of Board Meeting July 2025 meeting minutes as submitted.

Board Members Announcements:

- a. Gail potentially absent for September meeting. Tami to cover minutes.
- b. Ricardo will be absent for October meeting, possibly attending remotely.

Future Agenda Items:

Motion to Adjourn:

Next meeting: Wednesday, September 17, 2025 at 6:15 pm

Location: All meetings to be held by GoToMeeting videoconference.

Respectfully submitted,
Gail Curtis
Recording Secretary

ATTACHMENTS:

DRAFT July, 2025 Minutes



Operations Report July 2025

Base Operations

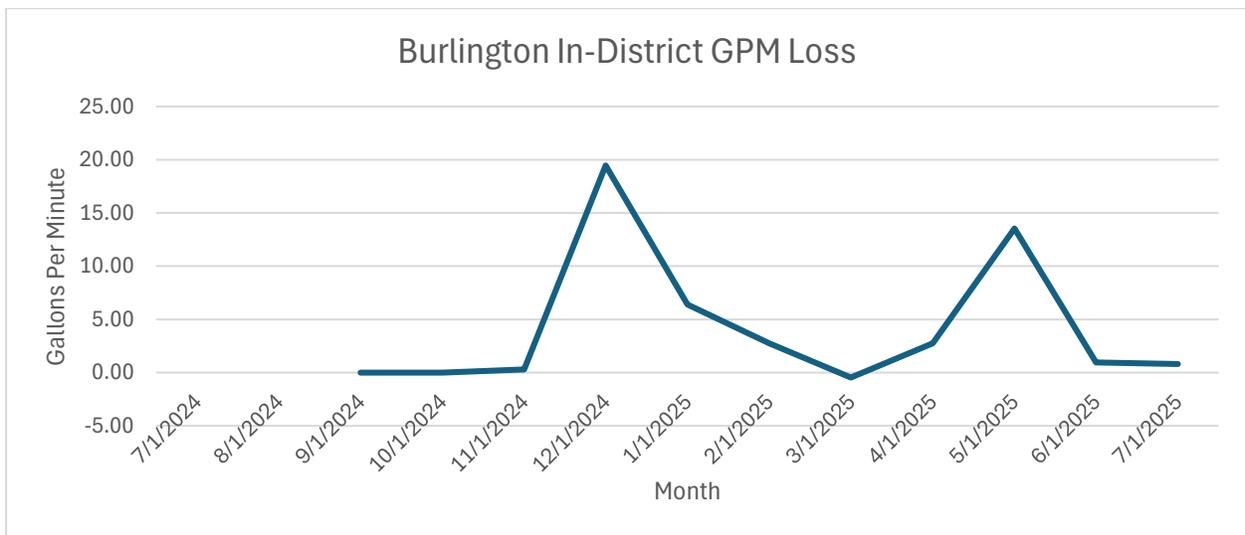
07/18 - Meter Reading

Distribution Overview In-District (July 2025)

Water Pumped: 933,896 Gallons

Water Sold: 897,510 Gallons

Loss Factor: 3.9%



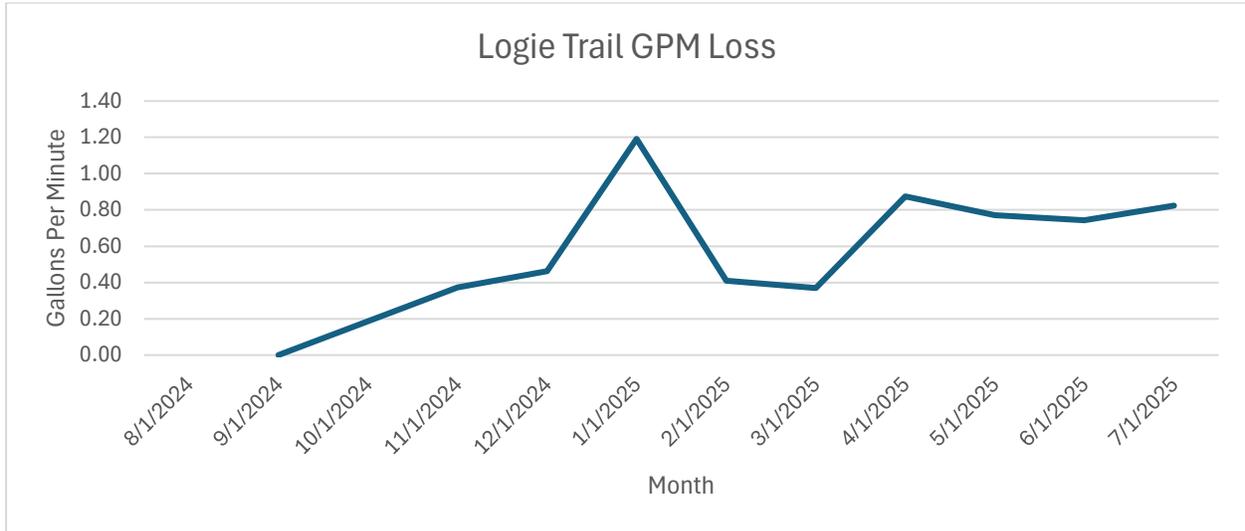


Distribution Overview Logie Trail (July 2025)

Water Pumped – 62,761 Gallons

Water Sold – 25,958 Gallons

Loss Factor = 58.6%

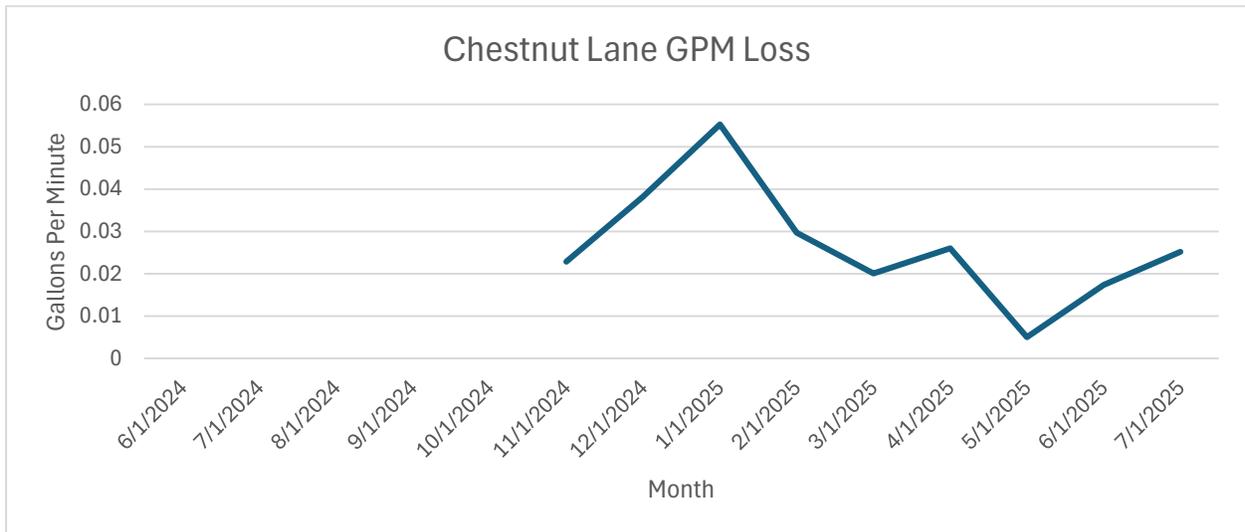


Distribution Overview Chestnut Lane (July 2025)

Water Pumped: 49,521 Gallons

Water Sold: 48,398 Gallons

Loss Factor: 2.3%



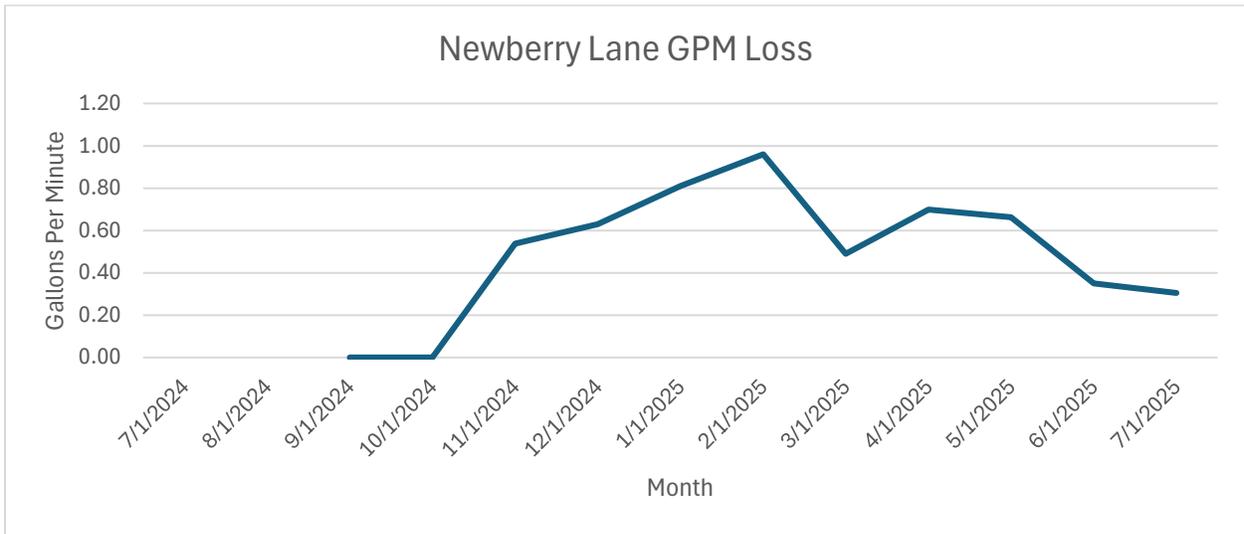


Distribution Overview Newberry Lane (July 2025)

Water Pumped – 42,730 Gallons

Water Sold – 29,099 Gallons

Loss Factor = 31.9%





Compliance Analysis

Samples Collected: 1 of 1

1. 07/017 – Routine Bacterial Sample

Average Chlorine Residual: NA

Average pH: NA

Compliance Violations : None



Additional Services

07/08 – Pulled meter report

07/09 - Pulled meter report

07/21 – Marked locate

Recommended Maintenance

NA

Administrative Comments

1. Gail, Curtis and Ed still need to discuss the costs of installing a chlorine analyzer at the reservoir so it can be budgeted for the coming years. Aaron has found a potential chlorine analyzer that could be used in conjunction with the solar panels at the reservoir.
2. Portland Water Bureau has begun posting expected pricing increases to their wholesalers over the next 10 years. It may benefit the district to notify the residents in advance of the increasing water bill and why it is occurring.
3. A tour of Burlington has been scheduled on Tuesday, September 23rd in addition to the monthly meter reading.

FISCAL YEAR July 1 to June 30

In District

Report Month: Usage Month	2026			2025									TOTAL
	August july	Sept august	Oct. sept	Nov. october	Dec. nov	Jan. dec	Feb january	March feb.	April march	May april	June may	July june	
Water fr. City Water to Customers (gallons)	933898						1135540	1321056	693442	508152	1618892	830336	7041316
Water Sold (gallons)	897727						849572	1210002	714116	923053	1014584	789558	6398612
Water Loss (gallons)	36171						285968	111054	-20674	-414901	604308	40778	642704
Water Loss %	3.87%						25.18%	8.41%	-2.98%	-81.65%	37.33%	4.91%	9.13%
Total Mo. Revenue	\$ 24,292.31						\$ 23,598.16	\$ 30,430.70	\$ 24,618.22	\$ 26,643.84	\$ 31,243.77	\$ 22,787.85	\$ 183,615
Total Arrears	\$ 5,342.17						\$ 9,179.72	\$ 6,468.14	\$ 11,600.08	\$ 9,877.42	\$ 28,270.75	\$ 9,599.25	\$ 80,338
Difference	\$ 18,950.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,418.44	\$ 23,962.56	\$ 13,018.14	\$ 16,766.42	\$ 2,973.02	\$ 13,188.60	

FISCAL YEAR July 1 to June 30

Total System

Report Month:	2026			2025									TOTAL
	August july	Sept august	Oct. sept	Nov. october	Dec. nov	Jan. dec	Feb january	March feb.	April march	May april	June may	July june	
Water fr. City Water to Customers (gallons)	933898						1135540	1321056	693442	508152	1618892	830336	7041316
Water Sold (gallons)	846170						790315	1116913	674815	853952	950376	741625	5974166
Water Loss (gallons)	87728						345225	204143	18627	-345800	668516	88711	1067150
Water Loss %	9.39%						30.40%	15.45%	2.69%	-68.05%	41.29%	10.68	15.16%
Total Mo. Revenue	\$ 23,380.07						\$ 29,558.21	\$ 35,945.94	\$ 28,327.27	\$ 30,706.59	\$ 36,225	\$ 27,084	\$ 211,227
Total Arrears	\$ 29,422.57						\$ 15,943.91	\$ 13,979.51	\$ 20,675.48	\$ 18,683.19	\$ 13,626	\$ 25,995	\$ 138,326
Difference	\$ (6,042.50)						\$ 13,614.30	\$ 21,966.43	\$ 7,651.79	\$ 12,023.40	\$ 22,598.53	\$ 1,089.52	

Hiland Water Corp.

March SUMMARY REPORT for the Burlington Water District

Note: Report includes Burlington In-District System, N.W. Newberry Road Out-of District System, N.W. Logie Trail Road Out-of-District System, N.W. Chestnut Lane System Out-of-District, Larson Marina Out-of-District

Meter Reading Date: June 20th - July 20th

Water to Reservoir (from City)		Gallons
Water tr. Reservoir (to customers)	933898	Gallons
Water Sold	846170	Gallons
Water Loss	87728	Gallons
Water Loss %	9.39%	
Total Revenue (total charged in June billing)	\$ 23,380.07	
Total Arrears	\$ 29,422.57	
Difference	\$ (6,042.50)	

Total Revenue Detail

Base Fees (in district and out of district)	\$ 15,373.43	
Water Sales	\$ 12,777.18	
Late Fees	\$ 239.02	
Over payments/Not deposited payments	\$ 4,489.31	
Total Receivables/Revenue	\$ 57,013.82	
Total Receipts on Account	\$ 28,891.59	Collected in July
Total Bank Deposit		

Average Usage for Active Meters	7,111	Gallons
Average Water Charge for Active Meters	\$ 107.37	

Usage Groups	# of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001	6	400956	47.38%	5	\$ 11,846.75
20,001 to 30,000	1	23713	2.80%	1	\$ 520.87
6,001 to 20,000	21	207958	24.58%	17	\$ 5,520.48
1 to 6,000	83	213544	25.24%	70	\$ 9,669.07
Zero usage	8	0	0.00%	3	\$ 593.44
Total Meters	119	846171	100.00%	96	\$ 28,150.61

Date: July 31st, 2025

Burlington In-District System Detailed Report (1 of 5)

Hiland Water Corp.

Meter Reading Date: June 20th - July 20th

Water Pumped	933,898	Gallons
Water Sold	897,727	Gallons
Water Loss	36,171	Gallons
Water Loss %	3.87%	
Total Revenue	\$ 24,292.31	
Total Arrears	\$ 5,342.17	
Difference	\$ 18,950.14	

Revenue Detail

Base Fees Marinas	\$ 6,880.15
Base Fees all Others (\$74.18 per home)	\$ 6,305.30
Water Sales Marinas	\$ 5,290.04
Water Sales all Others	\$ 5,816.82
Late Fees	\$ 235.50
Over Payments/Payments Not Deposited	\$ 4,575.15
Total Receivables/Revenue	\$ 52,749.33
Total Monthly Bank Deposit	

Total Receipts on Account \$ 25,870.81

Average Usage for Active Meters 9,068 gallons
Average Water Charge for Active Meters \$ 112.19

Usage Groups Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001	9	555969	61.93%	5	\$ 11,846.75
20,001 to 30,000	1	23713	2.64%	1	\$ 520.87
6,001 to 20,000	16	159933	17.82%	13	\$ 4,175.42
1 to 6,000	64	158114	17.61%	52	\$ 7,155.83
Zero usage	8	0	0.00%	3	\$ 593.44
Total Meters	98	897729	100.00%	74	\$ 24,292.31

Date: July 31st, 2025

Page 1 of 1

NW Newberry Road Out of District System Detailed Report (2 of 5)

Hiland Water Corp.

Meter Reading Date: June 20th - July 20th

Water Pumped	42,730	Gallons
Water Sold	29,099	Gallons
Water Loss	13,631	Gallons
Water Loss %	31.90%	
Total Revenue	\$ 865.39	
Total Arrears	\$ -	
Difference	\$ 865.39	

Revenue Detail

Base Fees Marinas	\$ -
Base Fees all Others \$92.71	\$ 278.13
Water Sales Marinas	\$ -
Water Sales all Others	\$ 587.26
Late Fees	\$ -

Over Payments/Payments Not Deposited	\$ -
Total Receivables/Revenue	\$ 865.39
Total Monthly Bank Deposit	

Total Receipts on Account	\$ 737.04
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Average Usage for Active Meters	9,700	Gallons
Average Water Charge for Active Meters	\$ 195.75	

Usage Groups Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001	0	0	0.00%	0	\$ -
20,001 to 30,000	0	0	0.00%	0	\$ -
6,001 to 20,000	2	26182	89.98%	2	\$ 731.67
1 to 6,000	1	2917	10.02%	1	\$ 133.72
Zero usage	0	0	0.00%	0	\$ -
Total Meters	3	29099	100.00%	3	\$ 865.39

Date: July 31st, 2025

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NW Logie Trail Road Out of District System Detailed Report (3 or 5)

Hiland Water Corp.

Meter Reading Date: June 20th - July 20th

Water Pumped	62,761	Gallons
Water Sold	25,958	Gallons
Water Loss	36,803	Gallons
Water Loss %	58.64%	
Total Revenue	\$ 1,122.93	
Total Arrears	\$ -	
Difference	\$ 1,122.93	

Revenue Detail

Base Fees Marinas	\$ -
Base Fees all Others \$92.71	\$ 741.68
Water Sales Marinas	\$ -
Water Sales all Others	\$ 381.25
Late Fees	\$ -

Over Payments/Payments Not Deposited	\$ (279.09)
Total Receivables/Revenue	\$ 843.84
Total Monthly Bank Deposit	

Total Receipts on Account	\$ 1,106.84
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Average Usage for Active Meters	3,245	Gallons
Average Water Charge for Active Meters	\$ 47.66	

Usage Groups	Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001		0	0	0.00%	0	\$ -
20,001 to 30,000		0	0	0.00%	0	\$ -
6,001 to 20,000		2	13839	53.31%	2	\$ 396.27
1 to 6,000		6	12119	46.69%	6	\$ 726.66
Zero usage		0	0	0.00%	0	\$ -
Total Meters		8	25958	100.00%	8	\$ 1,122.93

Date: July 31st, 2025

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NW Chestnut Lane System Detailed Report (4 or 5)

Hiland Water Corp.

Meter Reading Date: June 20th - July 20th

Water Pumped	49,521	Gallons
Water Sold	48,398	Gallons
Water Loss	1,123	Gallons
Water Loss %	2.27%	
Total Revenue	\$ 1,869.98	
Total Arrears	\$ 341.90	
Difference	\$ 1,528.08	

Revenue Detail

Base Fees Marinas	\$ -
Base Fees all Others \$92.71	\$ 1,168.17
Water Sales Marinas	\$ -
Water Sales all Others	\$ 701.81
Late Fees	\$ 3.52

Over Payments/Payments Not Deposited	\$ 193.25
Total Receivables/Revenue	\$ 2,555.26
Total Monthly Bank Deposit	

Total Receipts on Account	\$ 1,176.90
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Average Usage for Active Meters	3,723	Gallons
Average Water Charge for Active Meters	\$ 53.99	

Usage Groups	Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001		0	0	0.00%	0	\$ -
20,001 to 30,000		0	0	0.00%	0	\$ -
6,001 to 20,000		1	8004	16.54%	0	\$ 217.12
1 to 6,000		12	40394	83.46%	8	\$ 1,652.86
Zero usage		0	0	0.00%	0	\$ -
Total Meters		13	48398	100.00%	8	\$ 1,869.98

Date: July 31st, 2025

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Larson Marina Out of District System Detailed Report (5 or 5)

Hiland Water Corp.

Meter Reading Date: June 20th - July 20th

Water Pumped		Gallons
Water Sold	91,711	Gallons
Water Loss		Gallons
Water Loss %		
Total Revenue	\$ 3,724.07	
Total Arrears	\$ 3,429.29	
Difference	\$ 294.78	

Revenue Detail

Base Fees Marinas	\$ 1,780.32
Base Fees all Others	\$ -
Water Sales Marinas	\$ 1,943.75
Water Sales all Others	\$ -
Late Fees	\$ 77.96

Over Payments/Payments Not Deposited	\$ -
Total Receivables/Revenue	\$ 21,177.68
Total Monthly Bank Deposit	

Total Receipts on Account	\$ 10,670.68
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Average Usage for Active Meters	45,856	Gallons
Average Water Charge for Active Meters	\$ 971.88	

Usage Groups	Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001		1	72636	79.20%	0	\$ 2,193.74
20,001 to 30,000		0	0	0.00%	0	\$ -
6,001 to 20,000		1	19075	20.80%	1	\$ 1,530.33
1 to 6,000		0	0	0.00%	0	\$ -
Zero usage		0	0	0.00%	0	\$ -
Total Meters		2	91711	100.00%	1	\$ 3,724.07

NW Natural Water Services, LLC
PO Box 699
Newberg, OR 97132 US
5035548333
accountsreceivable@nwnaturalwaterservices.com

Credit Memo

CREDIT TO
Burlington Water District
PO Box 1827
Fairview, OR 97024

CREDIT # 7297
DATE 07/31/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/31/2025	Receipts this month	Receipts this month	1	28,891.59	28,891.59

TOTAL CREDIT **\$28,891.59**

NW Natural Water Services, LLC
 PO Box 699
 Newberg, OR 97132 US
 5035548333
 accountsreceivable@nwnaturalwaterservices.com

Invoice



BILL TO

Burlington Water District
 PO Box 1827
 Fairview, OR 97024

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
7416	07/31/2025	\$3,960.36	08/30/2025	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Operations Base Fee.	1	1,764.00	1,764.00
	Billing Base Fee.	1	1,136.00	1,136.00
	Service Fee - 20%	0.20	2,900.00	580.00
				Subtotal: 3,480.00
	T&M Charges:			
07/07/2025	Operations Manager - Discussed with Gail RE: Chlorine Analyzer	0.50	130.00	65.00
07/21/2025	Area Supervisor - Locate on Chestnut	1.50	91.00	136.50
07/21/2025	Mileage	34	0.70	23.80
	Service Fee - 20%	0.20	225.30	45.06
				Subtotal: 270.36
	Reimbursable Expenses:			
07/17/2025	OHA - Annual Fee			175.00
				Subtotal: 175.00
	Service Fee - 20%	0.20	175.00	35.00

BALANCE DUE

\$3,960.36

Pay invoice

Burlington Water District
Balance Sheet
As of July 31, 2025

	<u>Jul 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
10.01 · Bank of the West-General acct.	113,869.28
1004 · OR STATE TREATX POOL-FIRE 4563	181,420.02
1006 · STATE POOL -GEN Savings 3564	442,000.64
1010 · PETTY CASH	30.00
Total Checking/Savings	<u>737,319.94</u>
Total Current Assets	<u>737,319.94</u>
TOTAL ASSETS	<u>737,319.94</u>
LIABILITIES & EQUITY	
Liabilities	-30.00
Equity	
3000 · Opening Bal Equity	-656,421.00
3900 · Retained Earnings	1,372,425.54
Net Income	21,345.40
Total Equity	<u>737,349.94</u>
TOTAL LIABILITIES & EQUITY	<u>737,319.94</u>

Burlington Water District
Profit & Loss Budget vs. Actual
July 2025

	Jul 25	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4013 · Grant Proceeds	0.00	0.00	0.00	0.0%
4001 · Beginning Cash General Fund	0.00	750,000.00	-750,000.00	0.0%
4002 · WATER SALES	28,891.59	30,000.00	-1,108.41	96.3%
4004 · CURRENT LEVIED TAXES	438.78	500.00	-61.22	87.8%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	2,425.36	1,000.00	1,425.36	242.5%
Total 4000 · INCOME	31,755.73	781,500.00	-749,744.27	4.1%
Total Income	31,755.73	781,500.00	-749,744.27	4.1%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	0.00	0.00	0.0%
5151 · PROCESSING FEES	0.00	125.00	-125.00	0.0%
5150 · ACCOUNTING	1,155.12	1,300.00	-144.88	88.9%
5147 · OPERATIONS MANAGEMENT FEE	3,515.00	4,833.37	-1,318.37	72.7%
5109 · GENERAL OPERATING EXPENSES	0.00	83.37	-83.37	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	41.66	-41.66	0.0%
5103 · BANK FEES	6.05	16.63	-10.58	36.4%
5111 · ELECTRIC	131.94	266.66	-134.72	49.5%
5117 · ELECTIONS	0.00	0.00	0.00	0.0%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	300.00	0.00	300.00	100.0%
5127 · OFFICE EXPENSE & POSTAGE	2,455.00	483.34	1,971.66	507.9%
5141 · MAINTENANCE	270.36	6,500.00	-6,229.64	4.2%
5142 · WATER PURCHASES	2,396.86	3,500.00	-1,103.14	68.5%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	180.00	500.00	-320.00	36.0%
Total 5100 · GENERAL OPERATING EXPENSES	10,410.33	17,650.03	-7,239.70	59.0%
Total Expense	10,410.33	17,650.03	-7,239.70	59.0%
Net Ordinary Income	21,345.40	763,849.97	-742,504.57	2.8%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	0.00	0.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	0.00	0.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	0.00	0.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	0.00	0.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	0.00	0.00	0.0%
Total 5300 · DEBT SERVICE	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	21,345.40	763,849.97	-742,504.57	2.8%

Burlington Water District
Profit & Loss Budget vs. Actual
 July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of B...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4014 · Loan Proceeds	0.00	0.00	0.00	0.0%
4013 · Grant Proceeds	0.00	50,000.00	-50,000.00	0.0%
4001 · Beginning Cash General Fund	0.00	750,000.00	-750,000.00	0.0%
4002 · WATER SALES	28,891.59	330,000.00	-301,108.41	8.8%
4004 · CURRENT LEVIED TAXES	438.78	180,000.00	-179,561.22	0.2%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	2,425.36	12,000.00	-9,574.64	20.2%
Total 4000 · INCOME	31,755.73	1,322,000.00	-1,290,244.27	2.4%
Total Income	31,755.73	1,322,000.00	-1,290,244.27	2.4%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	220,211.00	-220,211.00	0.0%
5152 · CONSULTANTS	0.00	10,000.00	-10,000.00	0.0%
5151 · PROCESSING FEES	0.00	1,500.00	-1,500.00	0.0%
5150 · ACCOUNTING	2,235.24	24,000.00	-21,764.76	9.3%
5147 · OPERATIONS MANAGEMENT FEE	3,515.00	58,000.00	-54,485.00	6.1%
5109 · GENERAL OPERATING EXPENSES	0.00	1,000.00	-1,000.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	500.00	-500.00	0.0%
5103 · BANK FEES	6.05	200.00	-193.95	3.0%
5111 · ELECTRIC	309.34	3,200.00	-2,890.66	9.7%
5117 · ELECTIONS	0.00	500.00	-500.00	0.0%
5119 · INSURANCE	0.00	12,000.00	-12,000.00	0.0%
5123 · LEGAL	0.00	15,000.00	-15,000.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	2,455.00	5,800.00	-3,345.00	42.3%
5141 · MAINTENANCE	670.36	78,000.00	-77,329.64	0.9%
5142 · WATER PURCHASES	4,771.08	52,000.00	-47,228.92	9.2%
5143 · LEASE FEES	0.00	2,200.00	-2,200.00	0.0%
5145 · ENGINEER	540.00	15,000.00	-14,460.00	3.6%
Total 5100 · GENERAL OPERATING EXPEN...	14,502.07	499,111.00	-484,608.93	2.9%
Total Expense	14,502.07	499,111.00	-484,608.93	2.9%
Net Ordinary Income	17,253.66	822,889.00	-805,635.34	2.1%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	608,964.00	-608,964.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	130,000.00	-130,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	130,000.00	-130,000.00	0.0%
5300 · DEBT SERVICE				
5300.3 · New Loan Debt Service	0.00	15,000.00	-15,000.00	0.0%
5300.1 · Repayment of IFA Loan Debt	0.00	31,775.00	-31,775.00	0.0%
5300.2 · REPAY OF OREGON LOAN DEBT	0.00	37,150.00	-37,150.00	0.0%
Total 5300 · DEBT SERVICE	0.00	83,925.00	-83,925.00	0.0%
Total Other Expense	0.00	822,889.00	-822,889.00	0.0%
Net Other Income	0.00	-822,889.00	822,889.00	0.0%
Net Income	17,253.66	0.00	17,253.66	100.0%

Burlington Water District

8/11/2025 10:27 PM

Register: 10.01 · Bank of the West-General acct.

From 08/01/2025 through 08/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/11/2025	308R	SECRETARY OF S...	5100 · GENERAL OP...	Reverse of GJE...		X	300.00	114,169.28
08/14/2025	AUTO P...	PGE	5100 · GENERAL OP...	electricity	177.40			113,991.88
08/20/2025	3639	CURRAN-McLEOD...	5100 · GENERAL OP...	INV: 25.07-1008	360.00			113,631.88
08/20/2025	3640	ALEXIN ANALYTI...	5100 · GENERAL OP...	INV: 47717	400.00			113,231.88
08/20/2025	3641	DANIEL ZIMMER...	5100 · GENERAL OP...	INV: 340 - JU...	1,080.12			112,151.76
08/25/2025	AUTO P...	CITY OF PORTLAND	5100 · GENERAL OP...	July 2025 Wate...	2,374.22			109,777.54

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 **DRAFT** MEETING MINUTES

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 10th.

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
