

# 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

### Commissioners of Burlington Water District Meeting

Sep 17, 2025, 6:15 8:00 PM (America/Los\_Angeles)

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## Agenda

### Meeting called to order by Chair:

Announcement of Board members present to establish quorum for meeting

### Guest: Teresa Hanford

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

### Dan Zimmerman (and Teresa Hanford to answer questions)

- a. Audit 2025 with focus on "Exit Recommendations" (attached)
- b. Question and recommended solution regarding potentially applicable ORS on debt ratio

### Ed Hodges, engineer of record

Capital improvement bid status (follow up from August meeting)

See "Priority Improvements Design Services 091025" attachments

### Curtis Olson, Northwest Natural Water Service (NWNWS) representative

- a. Water Operator's Report highlights from submitted monthly report
- b. Leak Adjustment #2510 facts of case and potential, board vote to approve
- c. BWD "locate" cost for fall Highway 30 culvert cleaning project
- d. Other

### Dan Zimmerman, Bookkeeper/Office Manager's Report

- a. Audit 2025

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- b. NWNWS Credit Memo and Accounts Receivable/Payable reports
- c. Monthly budget statement summarized and
- d. Monthly budget expenditure summarized

## **Old Business:**

- a. Safety and Security grant application status (Ricardo)
- b. Rate Model Study Oregon Association of Water Utilities (Dan)
- c. Burlington Fire District: Discuss idea of customer survey to determine public interest (Gail)
- d. Infrastructure tour update Sept 23, 10:00 am meet at Harborton/Highway 30 (Gail)

## **New Business:**

Board Members interested in Filtration Plant site visit on October 8, 2025, 9:30 to 12:30  
(Limit 3) (Ricardo)

## **Consent Agenda:**

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

## **Board Members Announcements:**

Ricardo will be absent from the October meeting, possibly attending remotely.

## **Future Agenda Items:**

## **Motion to Adjourn:**

**Next meeting:** Wednesday, October 15, 2025 at 6:15 pm

**Location:** All meetings to be held by GoToMeeting videoconference.

Respectfully submitted,  
Gail Curtis  
Recording Secretary

## **ATTACHMENTS:**

Priority Improvements Design Services\_091025  
FY 2025 Exit Recommendations, Hanford & Associates  
BWD August, 2025 Minutes Final Draft  
BWD Financial Statements 063035, Hanford & Associates (attached separately)