

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

DRAFT August 20, 2025 Meeting Minutes

Meeting called to order by Ricardo Lovett at 6:15 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, Curtis Olson, NW Natural Water Services representative, Dan Zimmerman, bookkeeper, and Ed Hodges, engineer of record for BWD were present.

Absent: NA

Public Comment (limited to 10 min./issue): None.

Ed Hodges, engineer of record for BWD: Ed reported he is in the process of gathering permit related information for capital projects outlined during the July meeting and apologized for the delay. The capital improvement projects the board wishes to accomplish in 2025/2026 include chlorine sampler device may be in several different locations and a pipe to route reservoir discharge. Ricardo asked from which jurisdiction permits would be needed and Ed said Multnomah County, but Metro may have interest because it may involve Metro owned property.

The SDAO Safety and Security Grant was discussed. Dan Z. reminded the board that the capital projects being discussed would likely qualify for this grant. The application is due Nov. 12, 2025 and the grant will fund up to \$2,500 in matching funds. Each year there is a different focus and this year is safety related projects.

Water Operator's Report from NW Natural Water Systems (NWNWS) representative: Curtis Olson Curtis Olson discussed five topics: August water reports; a leak adjustment request; NWNWS provided a contractor a "system locate" at an expense to BWD; Highway 30 valve box repair is needed; and protocol for water boil alerts.

August Summary Report Curtis Olson said the water system leaks are minimal and the system is running. Well.

Arrears: Gail asked Curtis about the reported \$80,000 total customer arrears. Curtis said it was an error, the correct total was \$30,000 and that he would see to a correction. Anne asked if the board was concerned about the \$30,000 in customer arrears. The board agreed and Anne said she would follow up with NWNWS. Ricardo asked if auto payments are available and Curtis said yes plus other

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methods. Dan said the industry standard is that about 20% of customers will make past due payments.

Leak Adjustment Request #2510: Ricardo directed the leak adjustment discussion be tabled until the September board meeting. This will enable NWNWS/Curtis time to determine if the applicable BWD ordinance criteria has been met which includes whether the leak had been addressed within one month of discovery. Ricardo and Gail will follow up with Curtis to get the needed information for September month.

System Locate: Curtis Olson said NWNWS provided a contractor a “system locate” for culvert cleaning along the west side of Highway 30 for the entirety of the district. The GPS information provided by the contractor was both inaccurate and unusable resulting in NWNWS staff surveying and marking possibly more area than necessary to complete the work. He would have liked to have had the Board’s approval in advance but had a 48-hour turnaround timeline. Curtis said had the locate request been called in properly, NWNWS would have had 30 days to respond and cost \$300 to \$400 for the survey work and field markings rather than an estimated, \$750 to \$800. Curtis also said if NWNWS had not completed the work, and the contractor broke a water line with an excavator for example, NWNWS would be liable. Tami reported no work appears to be underway and Curtis said the work is scheduled for the fall. Ed Hodges raised the concern that the markings may wash away if the rains come prior to the culvert cleaning. Curtis said in the future they would make change the request to allow 30 days.

Highway 30 Valve Box Repair: Curtis reported that there is a valve box lid on Highway 30 that is upside down and presents a potential driving hazard. Curtis said he will get back to the Board (Ricardo) next week with cost of estimate of under \$1,500 as he intends to carry out the blow torch fix also next week.

Boil Alert: The Board asked what happens in the case of a “water boil” alert. Curtis said NWNWS receives alert notifications and responds by sending out email and phone blast to district customers. No action on the part of the Board is necessary.

Dan Zimmerman, Bookkeeper/Office Manager’s Report:

- a. NW Natural Water Systems Credit Memo and Accounts Receivable/Payable reports: credit memo (revenues collected by the district) shows \$28,891.59 from NWNWS. Expenditures totaled \$3,960.36. Dan confirmed \$130,000 is budgeted for capital improvements.
- b. Monthly budget statements: Balance sheet: \$737,329.94 Profit and Loss shows water sales at 8.8% of projected budget. Taxes collected at 2% of projected annual budget. Total operating expenses at 2.9% of projected budget.
- c. Monthly budget expenditure review: As presented.

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Consent Agenda:

- a. Board approval to pay bills as presented was unanimous with Kris making the motion to approve as submitted and Anne seconding.

- b. Board approval of July 2025 Board meeting minutes was unanimous with Anne making the motion to approve as submitted and Kris seconding.

Administrative Reports:

Old Business:

BWD Fire Service Next Steps: Gail contacted SDAO recently to inquire about their interest in the formation of a separate fire district but has not heard back. Tabled for future Board discussion.

New Business:

Biennial Budget: Kris, the Board Budget Officer raised the idea of changing from an annual budget to a biennial budget. Kris noted that expenses stay fairly constant year to year and that a biennial budget would consume considerably less board time. After board discussion, with Dan Z's input, it was decided to table the discussion until 2028. The board would continue with an annual budget to gain experience with the new, City of Portland water service contract that shifts from a flat monthly fee to a fee that fluctuates based on water usage. It was stated the board has been informed by the City of Portland that a 6% annual increase for six years is expected. Dan said we need to report our budget to the state annually; and that rate modelers could be hired to forecast future water costs. Dan also reminded the board that the board can amend a budget to access the contingency funds; and more than a 10% budget increase requires public notice.

Board Member Announcements:

Facility Field Trip: September 23, 2025 facility field trip is scheduled to start at 10:00. Gail said she would work with Curtis to determine the meeting and stop locations. Two hours is a likely timeframe. Tami and Kris are unable to attend. Tami will be attending a SDAO board training course on 9/23/25.

Absences: Gail will be participating in the Sept. meeting from Canada. Ricardo will be absent for the October meeting.

Adjourn: Anne moved and Kris seconded to adjourn the meeting at 7:26 pm.

Next meeting: Wednesday, September 17, 2025 at 6:15 pm held by GoToMeeting videoconference.

Respectfully submitted,
Gail Curtis, Recording Secretary