

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

November 18, 2025

6:15 pm start

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

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Meeting called to order by Chair: Announce Board members present to establish quorum.

Absent: Gail Curtis

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

Staff Reports

1. Ed Hodges, Engineer of Record
 - a. Marina Way fire hydrant project status (are Odot permits required for bollards?)
 - b. Board approval for bid solicitation for Reservoir drainage rerouting project
2. Curtis Olson and Seth Olson, NWNWS (Hiland) representatives
 - a. Introduction: Seth Olson, Operations Manager for Clackamas and Multnomah Counties (*newly assigned Hiland staff person to BWD*)
 - b. October Water Operator's Report for Nov. Mt. (attached)
 - c. Hiland November, 2025 Chlorine Analyzer and Security Camera report and recommendations (*attached*)
3. Dan Zimmerman, Bookkeeper/Office Manager (*see related attachments*)
 - a. City of Portland 2025/26 Emergency and Fire Service Contract 30007533 Amendment Five (*attached*) for Board consideration for approval (\$199,569, a 27% increase over last year).
 - b. Rate Study status
 - c. NWNWS Credit Memo and Accounts Receivable/Payable reports (*attached*)
 - d. Monthly budget statement and expenditure report summarized

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Old Business:

- a. Separate Fire District Concept: Determine work session date to outline a communication plan for a fire tax increase request to voters and possible, voter request for separate fire district.
- b. Board Member Solicitation: Should the board solicit community members who have either emergency or fire service experience or interest?

New Business:

Consent Agenda:

- a. Board approval to pay bills as presented.
- b. Board approval of October 2025 meeting minutes.

Board Members Announcements:

Future Agenda Items:

Motion to Adjourn:

Next meeting: Tuesday, December 16th, 2025 at 6:15 pm (note date change).

Location: All meetings to be held by GoToMeeting videoconference.

Respectfully submitted,
Gail Curtis
Recording Secretary

ATTACHMENTS:

DRAFT October, 2025 BWD Board Minutes
October Water Operators Report for Nov. Mt.
Hiland November, 2025 Chlorine Analyzer and Security Camera report and recommendations
City of Portland Fire Contract Amendment Five
City of Portland Fire and Rescue Dispatched Incidents for BWD for July 1, 2022 to June 30, 2025
Dan Zimmerman November 11, 2025 Memo on "fire" fund forecast
NWNWS Credit Memo and Accounts Receivable/Payable reports
Monthly Budget Statement and Expenditure Report