

September 16, 2026 AGENDA

Commissioner of Burlington Water District Board Meeting

Burlington Water District September 16, 2026 Remote Board Meeting

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Meeting called to order:

Announce Board members present to establish quorum for meeting:

Absent:

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

Welcome Guest: Teresa Hanford, Handford & Associates (Chair Lovett)

Guest: Report on the status of the BWD 2026 Audit, review her letter to the Oregon Secretary of State and answer Board Member questions. (Teresa Hanford, Handford & Associates)

Staff Reports:

1. Ed Hodges (no agenda topics)
2. Seth Olson, NWNWS Water Operator's Report
 - a. Monthly report highlights.
 - b. Current water loss practices – Board request Seth O. prepare report to explain water loss calculations; and consider directing NWNWS to eliminate 10% forgiveness practice on interim basis. See: Water Loss Memo Sept. 11, 2026
 - c. Discuss with Seth O. broken weblinks to Online Bill Payment and NWNWS contact information on the BWD website.
 - d. Board request Seth O. prepare Emergency Preparedness and Protocols Memorandum
3. Dan Zimmerman, Bookkeeper/Office Manager Report (see attached reports)

- a. Monthly Report address anomalies if any; take questions from Board
- b. BWD 2026-27 Water Rate Study (WRS) status

Consent Agenda:

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

BOARD DISCUSSION: Water Rate Study (continued by Chair Lovett)

1. Should BWD Board approach Commissioner Clark to request the City of Portland, Water Bureau (City) co-develop or assist with BWD 2026-27 Water Rate Study?
2. Should goal be for the City to take over and BWD dissolved to improve efficiency?
3. Should WRS include a water rate forecast under: 1. City ownership; and 2. BWD ownership?
4. Should BWD 2025 Master Plan be used as a basis for infrastructure and maintenance needs? (Yes)
5. Should Portland Fire and Rescue (PFR) be brought into this discussion for same purpose to transfer services to PFR?
6. What are the risks and benefits of postponing and prolonging the WRS start to finish to engage the City?
7. Other discussion points.
8. Summarize next steps.

Old Business:

- a. Storage files status report. (Anne S.)
- b. Board member recruitment status – Report on August 29th Linnton Taco Party engagement and next steps (BWD Flyer developed by Sarah Brice attached).(Chair Lovett)
- c. Administrator Assistant solicitation – determine next steps (Chair Lovett)
- d. Fire and Emergence status of contact with the City and SDAO – status and next steps (Chair Lovett)

New Business:

- a. Ballot Measure - Discuss ways to gain support. (Chair Lovett)

Announcements: Chair Lovett may be absent for Oct. and Nov. 2026 meetings.

Adjourn:

Next Board Meeting: October 21, 2026, 6:15 pm online

Location: All meetings held by GoToMeeting videoconference. See BWD website.

Attachments:

BWD 2026-27 Budget Audit Report

NWNWS monthly report (August, 2026 data)

Water Loss Memo, Sept. 11, 2026

Bookkeepers monthly Financial Report

BWD Flyer

August 19, 2026 Board Meeting Minutes Draft

Online Support Material Under September Board Meeting

2025 July Water Rate Checklist

Water Rate Study 2021