

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/>

August 19, 2026 AGENDA

Commissioner of Burlington Water District Board Meeting

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

<https://meet.goto.com/494916381>

You can also dial in using your phone.

Access Code:

494-916-381

United States:

[+1 \(224\) 501-3412](tel:+12245013412)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

Meeting called to order:

Announce Board members present to establish quorum for meeting:

Absent:

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

Staff Reports:

1. Seth Olson, NWNWS Water Operator's Report
2. Bookkeeper/Office Manager's Report
 - a. Motion needed on Dans' contract renewal
 - b. Audit status
 - a. Water Rate Study Goals and Objectives (*questionnaire provided by Dan prior to meeting*).
 - c. NWNWS Credit Memo and Accounts Receivable/Payable report summary
 - d. Monthly budget statement summary
 - e. Questions for Audit? Check List from Auditor?

Consent Agenda:

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

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Administrative Reports

Old Business:

- b. Vote on Revising Water Rates to eliminate 10% water leak forgiveness. Note: District's Water Rates and Other Fees ordinance review needed. BWD Rules and Regulations Section 10.c states: *Leaks in the user's lines shall be repaired as soon as detected, and the District may allow for a water usage adjustment as stated in the District's Water Rates and Other Fees ordinance.*
- c. Fire and Emergency status (Chair Lovett). Tami's question on response times/location?
- d. Criteria to select Admin. Candidates. (All)
- e. Newsletter status (Tami E.)
- f. Board Solicitation: Chair Lovett and Gail C. to attend August 29, 2026 Linnton Taco Party. All are welcome.

New Business:

- 1. Wildfire preparedness? Question for Kari? Guidance from PFD?

Announcements:

Adjourn:

Next Board Meeting: September 16, 6:15 pm online

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

Respectfully submitted,
Gail Curtis

Attachments:
NWNWS report on July data
Bookkeepers report
July 15, 2026 Board Meeting Draft Minutes

Gc/gc

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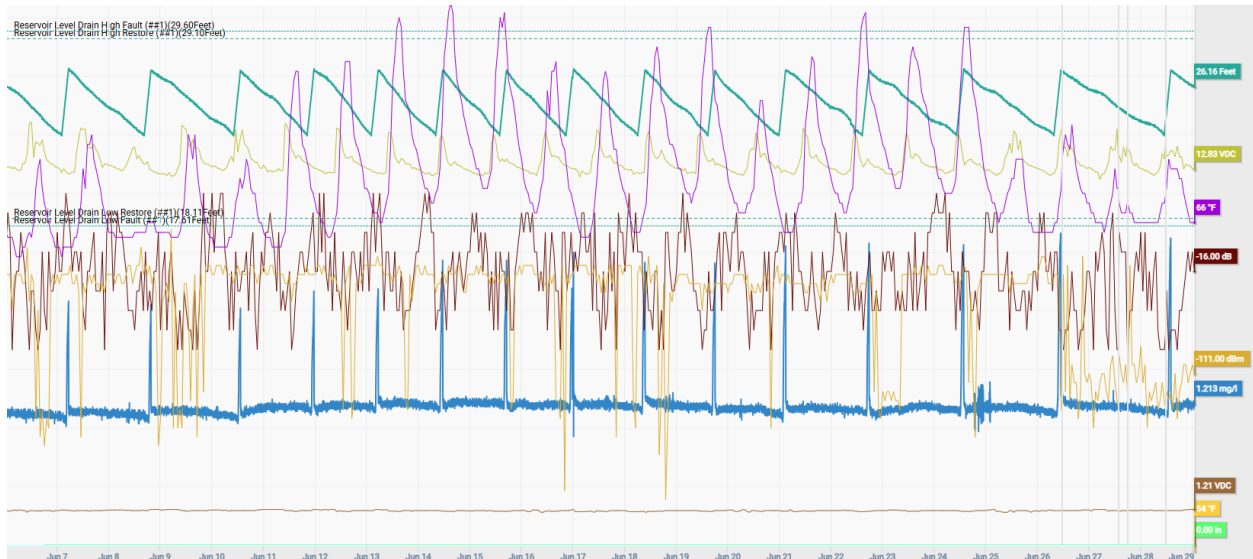
Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>



NW Natural WATER™ Operations Report for 2026 Aug's Meeting

1

SCADA Report

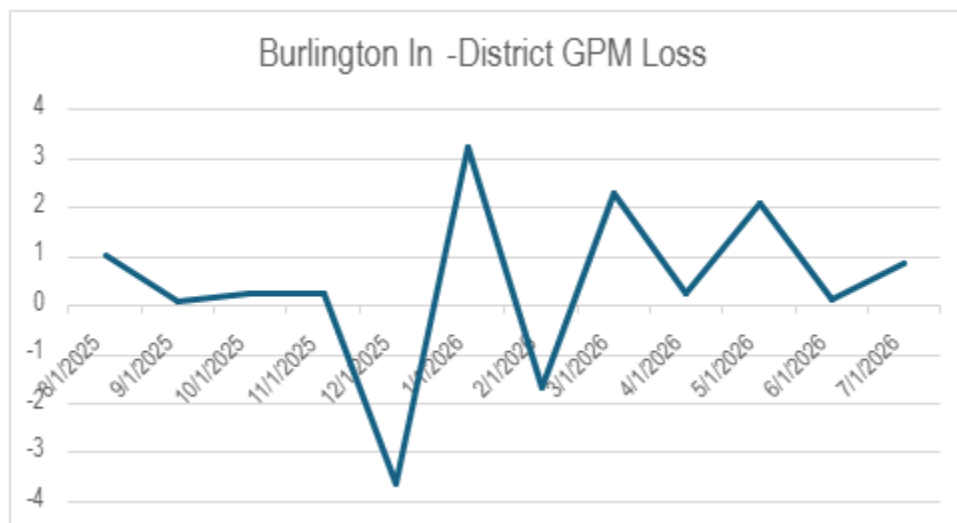


Distribution Overview In-District

Water Pumped: 1,166,734 Gallons

Water Sold: 1,127,577Gallons

Loss Factor: 3.36%





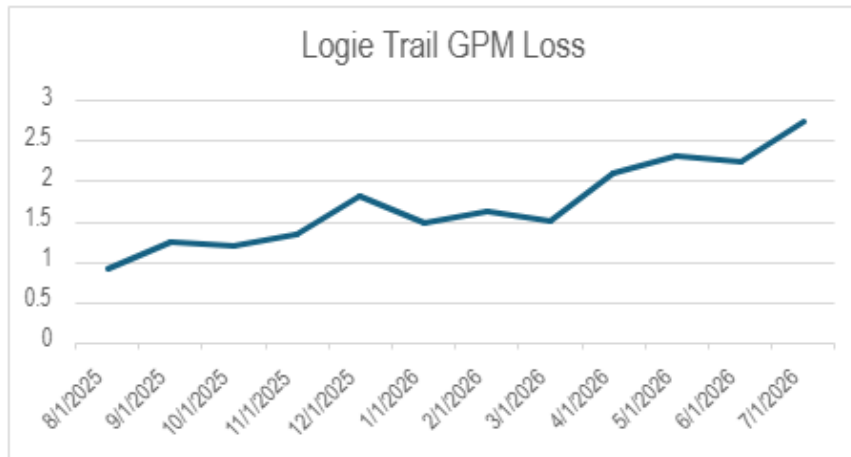
Distribution Overview Logie Trail

Water Pumped – 153,575 Gallons

Water Sold – 31,269 Gallons

Loss Factor = 79.64%

Charge per customer: \$24.02



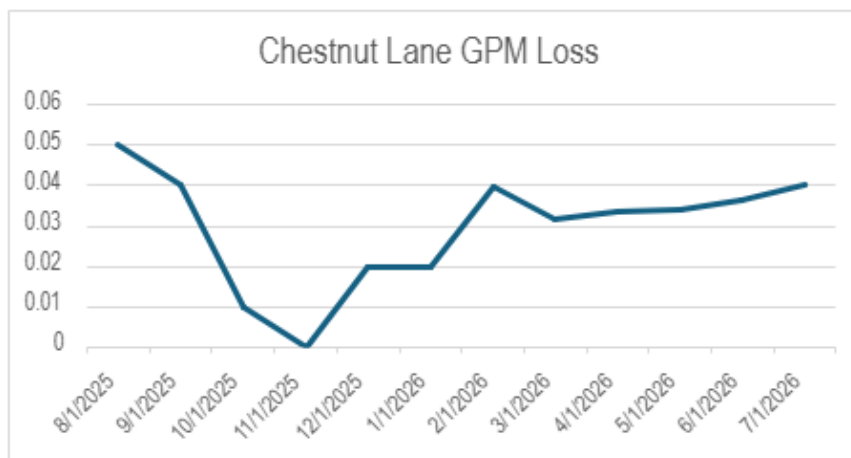
Distribution Overview Chestnut Lane

Water Pumped: 54,682 Gallons

Water Sold: 52,887 Gallons

Loss Factor: 3.28 %

Charge per customer: \$0





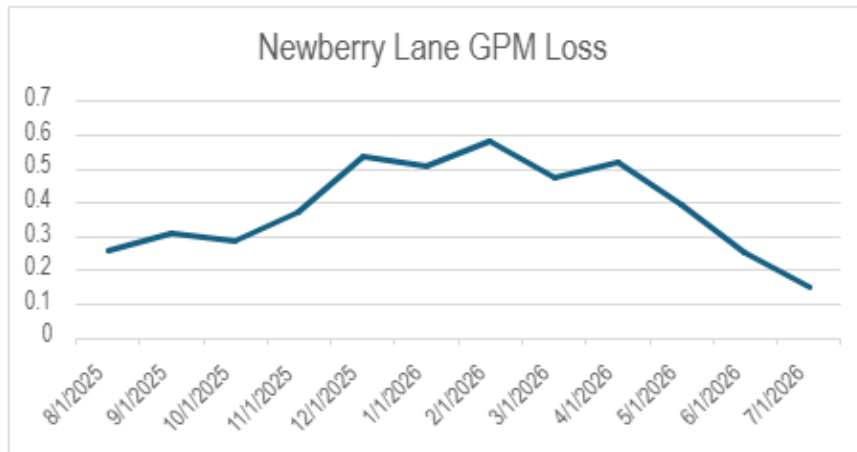
Distribution Overview Newberry Lane

Water Pumped – 36,320 Gallons

Water Sold – 29,698 Gallons

Loss Factor = 18.23 %

Charge per customer: \$0.45



Compliance Analysis

Samples Collected: 1 of 1

1. 07/31 – Routine Bacterial Sample

Average Chlorine Residual: 1.102 PPM

Compliance Violations : None



7/6- Locate #26210713

7/21- Meter reading

7/22- Locates #262344254 and #26234251

7/23- Painted the Reservoir

7/29- Locates #26242349, #26242350, #26242348, #26243572, #262423347

7/31- Repaired leaking valve at Portland connection

Recommended Maintenance

Administrative Comments

FISCAL YEAR July 1 to June 30

2026

In District

2026

Report Month: Usage Month	August july	Sept august	Oct. sept	Nov. october	Dec. nov	Jan. dec	Feb january	March feb.	April march	May april	June may	July june	TOTAL
Water fr. City Water to Customers (gallons)													
Water Sold (gallons)	1166734						851243	763759	767567	749367	905081	1042011	6245762
Water Loss (gallons)	1127577						706979	835795	665790	739625	818062	1036602	5930430
Water Loss %	39157						144264	-72036	101777	9742	87019	5409	315332
Total Mo.	3.36%						16.95%	-9.73%	13.26%	1.30%	9.61%	0.52%	5.05%
Revenue	\$ 28,934.58						\$ 23,043.12	\$ 25,500.71	\$ 22,640.99	\$ 22,920.47	\$ 23,827.41	\$ 28,899.75	\$ 175,767
Total Arrears	\$ 13,711.88						\$ 7,155.60	\$ 7,033.52	\$ 6,154.15	\$ 6,810.14	\$ 6,137.18	\$ 11,912.01	\$ 58,914
Difference	\$ 15,222.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,887.52	\$ 18,467.19	\$ 16,486.84	\$ 16,110.33	\$ 17,690.23	\$ 16,987.74	

FISCAL YEAR July 1 to June 30

2026

Total System

2026

Report Month: Usage Month	August july	Sept august	Oct. sept	Nov. october	Dec. nov	Jan. dec	Feb january	March feb.	April march	May april	June may	July june	TOTAL
Water fr. City Water to Customers (gallons)													
Water Sold (gallons)	1166734						851243	763759	767567	749367	905081	1042011	6245762
Water Loss (gallons)	996854						617443	736561	575418	632321	703219	926781	5188597
Water Loss %	169880						233800	27198	192149	117046	201862	115230	1057165
Total Mo.	14.56%						27.47%	3.56%	25.03%	15.62%	22.30%	11.06%	16.93%
Revenue	\$ 34,697.05						\$ 26,945.06	\$ 29,336.98	\$ 26,283.49	\$ 26,734.37	\$ 27,813.69	\$ 34,382.60	\$ 206,193
Total Arrears	\$ 33,305.56						\$ 20,630.50	\$ 22,276.25	\$ 26,077.11	\$ 23,217.06	\$ 22,891.92	\$ 32,596.76	\$ 180,995
Difference	\$ 1,391.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,314.56	\$ 7,060.73	\$ 206.38	\$ 3,517.31	\$ 4,921.77	\$ 1,785.84	

NW Natural Water Services

Monthly 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,

Meter Reading Date: June 17th - July 21st

Water to Reservoir (from City)		Gallons
Water fr. Reservoir (to		

customers)	1166734	Gallons
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Water Sold	996854	Gallons
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Water Loss	169880	Gallons
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Water Loss %	14.56%	
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Total Revenue (total charged in July billing)	\$ 34,697.05	
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Total Arrears	\$ 33,305.56	
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Difference	\$ 1,391.49	
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Total Revenue Detail

Base Fees (in district and out of district)	\$ 15,410.49	
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Water Sales	\$ 18,653.05	
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Late Fees	\$ 370.00	
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Over payments/Not deposited payments	\$ (197.81)	
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Total Receivables/Revenue	\$ 67,804.80	
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Total Receipts on Account	\$ 36,635.76	Collected in June
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Total Bank Deposit		
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Average Usage for Active Meters	8,377	Gallons
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Average Water Charge for Active Meters	\$ 156.75	
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Usage Groups	# of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001	6	519596	52.12%	4	\$ 16,154.30
20,001 to 30,000	2	46080	4.62%	0	\$ 2,269.25
6,001 to 20,000	25	220900	22.16%	14	\$ 4,971.58
1 to 6,000	77	210278	21.09%	44	\$ 8,795.38
Zero usage	9	0	0.00%	1	\$ 1,873.03
Total Meters	119	996854	100.00%	63	\$ 34,063.54

Report Date: August 13th 2026

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

NW Natural Water Services

Meter Reading Date: June 17th - July 21st

Water Pumped	1,166,734	Gallons
Water Sold	1,127,577	Gallons
Water Loss	39,157	Gallons
Water Loss %	3.36%	
Total Revenue	\$ 28,934.58	
Total Arrears	\$ 13,711.88	
Difference	\$ 15,222.70	

Revenue Detail

Base Fees Marinas	\$ 6,880.15
Base Fees all Others (\$74.18 per home)	\$ 6,305.30
Water Sales Marinas	\$ 9,143.05
Water Sales all Others	\$ 6,606.08
Late Fees	\$ 370.00
Over Payments/Payments Not Deposited	\$ (232.06)
Total Receivables/Revenue	\$ 59,874.75

Total Receipts on Account	\$ 32,285.44
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Average Usage for Active Meters	11,390 gallons
Average Water Charge for Active Meters	\$ 159.08

Usage Groups	Gallons per Month	No. of Accounts	Gallons	% of Usage	Number of Accounts Paid in Full	Revenue Generated
Over 30,001		9	764173	67.77%	4	\$ 16,154.30
20,001 to 30,000		1	25359	2.25%	0	\$ 559.66
6,001 to 20,000		20	181253	16.07%	9	\$ 3,890.87
1 to 6,000		60	156792	13.91%	32	\$ 6,549.43
Zero usage		8	0	0.00%	1	\$ 1,780.32
Total Meters		98	1127577	100.00%	46	\$ 28,934.58

Report Date: August 13th 2026

Page 1 of 1

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

NW Natural Water Services

Meter Reading Date: June 17th - July 21st

Water Pumped	36,320	Gallons
Water Sold	29,698	Gallons
Water Loss	6,622	Gallons
Water Loss %	18.23%	
Total Revenue	\$ 2,024.81	
Total Arrears	\$ 1,168.74	
Difference	\$ 856.07	

Revenue Detail

Base Fees Marinas	\$ -	
Base Fees all Others \$92.71	\$ 278.13	
Water Sales Marinas	\$ -	
Water Sales all Others	\$ 1,746.68	
Late Fees	\$ -	
Over Payments/Payments Not Deposited	\$ 1.10	
Total Receivables/Revenue	\$ 3,196.00	
Monthly adjustment for loss factor	\$ 0.45	per account
Total Receipts on Account	\$ 274.86	
Average Usage for Active Meters	9,899	Gallons
Average Water Charge for Active Meters	\$ 582.23	

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		1	20721	69.77%	0	\$ 1,709.59
6,001 to 20,000		0	0	0.00%	0	\$ -
1 to 6,000		2	8977	30.23%	1	\$ 315.22
Zero usage		0	0	0.00%	0	\$ -
Total Meters		3	29698	100.00%	1	\$ 2,024.81

Report Date: August 13th 2026

Page 1 of 1

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

NW Natural Water Services

Meter Reading Date: June 17th - July 21st

Water Pumped	153,575	Gallons
Water Sold	31,269	Gallons
Water Loss	122,306	Gallons
Water Loss %	79.64%	
Total Revenue	\$ 1,113.09	
Total Arrears	\$ 469.15	
Difference	\$ 643.94	

Revenue Detail

Base Fees Marinas	\$ -
Base Fees all Others \$92.71	\$ 741.68
Water Sales Marinas	\$ -
Water Sales all Others	\$ 371.41
Late Fees	\$ -

Over Payments/Payments Not Deposited	\$ 33.15
Total Receivables/Revenue	\$ 1,842.55
Monthly adjustment for loss factor	\$ 24.02 per account

Total Receipts on Account	\$ 2,625.59
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Average Usage for Active Meters	3,909	Gallons
Average Water Charge for Active Meters	\$ 46.43	

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	15410	49.28%	2	\$ 422.59
1 to 6,000		6	15859	50.72%	4	\$ 690.50
Zero usage		0	0	0.00%	0	\$ -
Total Meters		8	31269	100.00%	6	\$ 1,113.09

Report Date: August 13th 2026

Page 1 of 1

NW Chestnut Lane System Detailed Report (4 or 5)

NW Natural Water Services

Meter Reading Date: June 17th - July 21st

Water Pumped	54,682	Gallons
Water Sold	52,887	Gallons
Water Loss	1,795	Gallons
Water Loss %	3.28%	
Total Revenue	\$ 1,991.06	
Total Arrears	\$ 682.43	
Difference	\$ 1,308.63	

Revenue Detail

Base Fees Marinas	\$ -	
Base Fees all Others \$92.71	\$ 1,205.23	
Water Sales Marinas	\$ -	
Water Sales all Others	\$ 785.83	
Late Fees	\$ -	
Over Payments/Payments Not Deposited	\$ -	
Total Receivables/Revenue	\$ 2,891.50	
Monthly adjustment for loss factor	0	per account
Total Receipts on Account	\$ 1,449.87	
Average Usage for Active Meters	4,068	Gallons
Average Water Charge for Active Meters	\$ 60.45	

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		3	24237	45.83%	3	\$ 658.12
1 to 6,000		9	28650	54.17%	6	\$ 1,240.23
Zero usage		1	0	0.00%	0	\$ 92.71
Total Meters		13	52887	100.00%	9	\$ 1,991.06

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 # 83583
DATE 07/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/31/2026	Receipts this month	Receipts this month	1	36,635.76	36,635.76
SUBTOTAL					36,635.76
TAX					0.00
TOTAL					36,635.76
TOTAL CREDIT				\$36,635.76	

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
83617	07/31/2026	\$6,029.67	08/30/2026	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Operations Base Fee.	1	1,835.00	1,835.00
	Billing Base Fee.	1	1,181.00	1,181.00
	Activation Fees	2	35.00	70.00
	Service Fee - 20%	0.20	3,086.00	617.20
				Subtotal: 3,703.20
	T&M Charges:			
	Locates Marked During July			
	Tickets: #26210713, #26234254, #26234251,			
	#26242349, #26242350, #26242348, #26243572,			
	#262423347			
	Area Supervisor	3.25	95.00	308.75
	Operator 2	3	87.00	261.00
	Mileage	82	0.76	62.32
	Service Fee - 20%	0.20	632.07	126.41
				Subtotal: 758.48
07/15/2026	Compile Data for Rate Creation			
	Accounting Manager	0.75	150.00	112.50
	Monthly Board Meeting			
	Operations Manager	0.75	137.00	102.75
	Service Fee - 20%	0.20	215.25	43.05
				Subtotal: 258.30
07/23/2026	Paint Reservoir Tank			
	Operator Technician	4.25	70.00	297.50
	Mileage	77	0.76	58.52
	Service Fee - 20%	0.20	356.02	71.20
				Subtotal: 427.22

DATE	DESCRIPTION	QTY	RATE	AMOUNT
07/31/2026	Repair Leak in Vault			
	Operations Supervisor	3.50	121.00	423.50
	Operator 1	2.75	75.00	206.25
	Mileage	139	0.76	105.64
	Service Fee - 20%	0.20	735.39	147.08
				Subtotal: 882.47

SUBTOTAL6,029.67

TAX0.00

TOTAL6,029.67

BALANCE DUE\$6,029.67

Burlington Water District
Balance Sheet
As of July 31, 2026

	Jul 31, 26
ASSETS	
Current Assets	
Checking/Savings	
10.01 · Bank of the West-General acct.	177,260.75
1004 · OR STATE TREATX POOL-FIRE 4563	9,118.31
1006 · STATE POOL -GEN Savings 3564	627,882.52
1010 · PETTY CASH	30.00
Total Checking/Savings	814,291.58
Other Current Assets	
6000 · DUE FROM (DUE TO) NWNWS	-6,029.67
Total Other Current Assets	-6,029.67
Total Current Assets	808,261.91
TOTAL ASSETS	808,261.91
LIABILITIES & EQUITY	
Liabilities	-30.00
Equity	
3000 · Opening Bal Equity	-656,421.00
3900 · Retained Earnings	1,436,136.36
Net Income	28,576.55
Total Equity	808,291.91
TOTAL LIABILITIES & EQUITY	808,261.91

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

	Jul 26	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4002 · WATER SALES	36,635.76	28,000.00	8,635.76	130.8%
4004 · CURRENT LEVIED TAXES	0.00	0.00	0.00	0.0%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	2,125.86	666.74	1,459.12	318.8%
Total 4000 · INCOME	38,761.62	28,666.74	10,094.88	135.2%
7000.01 · Fire & Emergency Serv. Revenue				
7000.02 · Permanant Rate Property Tax	483.56	400.00	83.56	120.9%
7000.03 · Local Option Levy	0.00	200.00	-200.00	0.0%
7000.04 · Fire Fund Interest	30.13	200.00	-169.87	15.1%
7000.05 · Transferred IN from other Funds	0.00	0.00	0.00	0.0%
Total 7000.01 · Fire & Emergency Serv. Revenue	513.69	800.00	-286.31	64.2%
Total Income	39,275.31	29,466.74	9,808.57	133.3%
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	0.00	0.00	0.0%
5150 · ACCOUNTING	1,429.46	1,750.00	-320.54	81.7%
5147 · OPERATIONS MANAGEMENT FEE	3,961.50	5,316.66	-1,355.16	74.5%
5109 · GENERAL OPERATING EXPENSES	0.00	60.00	-60.00	0.0%
5102 · ADVERTISING/COLLECTIONS	0.00	0.00	0.00	0.0%
5103 · BANK FEES	9.90	16.66	-6.76	59.4%
5111 · ELECTRIC	183.67	225.00	-41.33	81.6%
5119 · INSURANCE	0.00	0.00	0.00	0.0%
5123 · LEGAL	0.00	0.00	0.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	0.00	500.00	-500.00	0.0%
5141 · MAINTENANCE	2,188.17	1,500.00	688.17	145.9%
5142 · WATER PURCHASES	2,926.06	4,500.00	-1,573.94	65.0%
5143 · LEASE FEES	0.00	0.00	0.00	0.0%
5145 · ENGINEER	0.00	1,250.00	-1,250.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	10,698.76	15,118.32	-4,419.56	70.8%
Total Expense	10,698.76	15,118.32	-4,419.56	70.8%
Net Ordinary Income	28,576.55	14,348.42	14,228.13	199.2%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	51,322.33	-51,322.33	0.0%
5410 · TRANSFERS OUT				
5410.1 · TRANSFER TO FIRE FUND	0.00	0.00	0.00	0.0%
Total 5410 · TRANSFERS OUT	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				
5300.1 · IFA Loan Debt - S01006	0.00	0.00	0.00	0.0%
5300.2 · IFA Loan Debt - S01005	0.00	0.00	0.00	0.0%
5300.3 · IFA Loan Debt - S22014	0.00	0.00	0.00	0.0%
5300.4 · IFA Loan Debt - S23003	0.00	0.00	0.00	0.0%
5300.5 · Debt Service Interest	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	51,322.33	-51,322.33	0.0%
Net Other Income	0.00	-51,322.33	51,322.33	0.0%
Net Income	28,576.55	-36,973.91	65,550.46	-77.3%

8:00 PM

08/16/26

Cash Basis

Burlington Water District
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	Jul '26 - ...	Budget	\$ Over Budget	% of Bu...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4002 · WATER SALES	36,635.76	330,000.00	-293,364.24	11.1%
4004 · CURRENT LEVIED TAXES	0.00	0.00	0.00	0.0%
4005 · NEW WATER SERVICE/OTHER	0.00	0.00	0.00	0.0%
4011 · INTEREST INCOME	2,125.86	8,000.00	-5,874.14	26.6%
Total 4000 · INCOME	38,761.62	338,000.00	-299,238.38	11.5%
7000.01 · Fire & Emergency Serv. Revenue				
7000.02 · Permanant Rate Property Tax	483.56	182,000.00	-181,516.44	0.3%
7000.03 · Local Option Levy	0.00	82,000.00	-82,000.00	0.0%
7000.04 · Fire Fund Interest	30.13	4,000.00	-3,969.87	0.8%
7000.05 · Transferred IN from other Funds	0.00	15,000.00	-15,000.00	0.0%
Total 7000.01 · Fire & Emergency Serv. Revenue	513.69	283,000.00	-282,486.31	0.2%
Total Income	39,275.31	621,000.00	-581,724.69	6.3%
Expense				
5100 · GENERAL OPERATING EXPENSES				
5153 · FIRE PROTECTION FEE	0.00	0.00	0.00	0.0%
5152 · CONSULTANTS	0.00	10,000.00	-10,000.00	0.0%
5151 · PROCESSING FEES	0.00	0.00	0.00	0.0%
5150 · ACCOUNTING	3,123.86	25,000.00	-21,876.14	12.5%
5147 · OPERATIONS MANAGEMENT FEE	3,961.50	63,800.00	-59,838.50	6.2%
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	9.90	200.00	-190.10	5.0%
5111 · ELECTRIC	362.55	3,520.00	-3,157.45	10.3%
5117 · ELECTIONS	0.00	500.00	-500.00	0.0%
5119 · INSURANCE	0.00	13,200.00	-13,200.00	0.0%
5123 · LEGAL	0.00	15,000.00	-15,000.00	0.0%
5127 · OFFICE EXPENSE & POSTAGE	0.00	6,000.00	-6,000.00	0.0%
5141 · MAINTENANCE	2,188.17	80,000.00	-77,811.83	2.7%
5142 · WATER PURCHASES	7,501.26	80,000.00	-72,498.74	9.4%
5143 · LEASE FEES	0.00	2,420.00	-2,420.00	0.0%
5145 · ENGINEER	0.00	15,000.00	-15,000.00	0.0%
Total 5100 · GENERAL OPERATING EXPENSES	17,147.24	316,140.00	-298,992.76	5.4%
Total Expense	17,147.24	316,140.00	-298,992.76	5.4%
Net Ordinary Income	22,128.07	304,860.00	-282,731.93	7.3%
Other Income/Expense				
Other Expense				
5149 · OPERATING CONTINGENCY	0.00	615,875.00	-615,875.00	0.0%
5410 · TRANSFERS OUT				
5410.1 · TRANSFER TO FIRE FUND	0.00	15,000.00	-15,000.00	0.0%
Total 5410 · TRANSFERS OUT	0.00	15,000.00	-15,000.00	0.0%
5200 · CAPITAL OUTLAY				
5200.1 · CAPITAL OUTLAY	0.00	200,000.00	-200,000.00	0.0%
Total 5200 · CAPITAL OUTLAY	0.00	200,000.00	-200,000.00	0.0%
5300 · DEBT SERVICE				
5300.1 · IFA Loan Debt - S01006	0.00	29,345.00	-29,345.00	0.0%
5300.2 · IFA Loan Debt - S01005	0.00	30,450.00	-30,450.00	0.0%
5300.3 · IFA Loan Debt - S22014	0.00	11,915.00	-11,915.00	0.0%
5300.4 · IFA Loan Debt - S23003	0.00	1,640.00	-1,640.00	0.0%
5300.5 · Debt Service Interest	0.00	17,635.00	-17,635.00	0.0%
Total 5300 · DEBT SERVICE	0.00	90,985.00	-90,985.00	0.0%
7000.1 · FIRE & EMERGENCY SERVICE FUND				
7100.1 · Emergency Services Contract	0.00	225,000.00	-225,000.00	0.0%
Total 7000.1 · FIRE & EMERGENCY SERVICE FUND	0.00	225,000.00	-225,000.00	0.0%
Total Other Expense	0.00	1,146,860.00	-1,146,860.00	0.0%
Net Other Income	0.00	-1,146,860.00	1,146,860.00	0.0%
Net Income	22,128.07	-842,000.00	864,128.07	-2.6%

Burlington Water District

8/16/2026 4:32 PM

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

From 08/01/2026 through 08/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/13/2026	AUTO P...	PGE	5100 · GENERAL OP...	electricity	178.88			177,081.87
08/19/2026	3683	NW NATURAL WA...	6000 · DUE FROM (D...	INV:83617	6,029.67			171,052.20
08/19/2026	3684	DANIEL ZIMMER...	5100 · GENERAL OP...	INV: 401 - JU...	1,694.40			169,357.80
08/26/2026	AUTO P...	CITY OF PORTLAND	5100 · GENERAL OP...	July 2026 Wate...	4,575.20			164,782.60



GoTo Technologies USA, LLC
Fed ID# 81-2216538

PAID

INVOICE

Invoice Number 1209580695
Customer # 6013656290
Account Key # 2150381267102560526
Invoice Date 31-Jul-2026
Payment Terms Net 30
Due Date 30-Aug-2026

Bill-To :
Burlington Water
Amanda Schehr
PO Box 1827
Fairview, OR 97024-1802
US

Invoice Total : USD 14.00

page 1 of 2

#	Service Description	Billing Period	Qty	Unit Price	Total
1	GoToMeeting Business	31-Jul-2026 to 30-Aug-2026	1	USD 14.00	USD 14.00
Billing Frequency :		Monthly			
			SUBTOTAL Excl. Tax & Fee		USD 14.00
			Invoice Total :		USD 14.00

Please cut here and send with Payment



GoTo Technologies USA, LLC
Fed ID# 81-2216538

Thank you for your payment.
We've successfully processed the card on file: MasterCard XXXXX0017.

PAID

PAYMENT INFORMATION	
Account Info	Burlington Water
Customer #	6013656290
Invoice Number	1209580695
Due Date	30-Aug-2026
Balance Due	USD 0.00

Please do not send cash or include correspondence.

Manage your products and payments from the Billing Portal

Your self-service billing portal is a one-stop location for your billing needs:

- ✓ Make payments
- ✓ Purchase new products or licenses
- ✓ Update payment methods and payment contact
- ✓ Manage your invoices and purchase orders
- ✓ Update your billing address

[Sign in now](#) with the username you received in this invoice email.

Have billing questions?

Find answers on our [support site](#) or feel free to [contact us](#) directly.

Dan Zimmerman

38468 Maple St
Sandy, OR 97055
Phone 503-318-7732

INVOICE

INVOICE #401

DATE: JULY 31, 2026

TO:

Burlington Water District Board
PO Box 1827
Fairview, OR 97024

FOR:

Burlington Water District services rendered for July 2026

DESCRIPTION	HOURS	RATE	AMOUNT
Monthly Accounting Fee – July 2026		\$570/mo	\$570.00
Attend July Board Meeting		140/meeting	\$140.00
GoToMeeting Fee Reimburse	1 Months	14/Month	\$14.00
Postage Reimburse	\$3.00 + 203 stamps	.82/stamp	\$169.46
Billable Work: Monitor District Email and PO box. Prepared Board packet for regular meeting. Update Districts contacts with SDAO. Submitted quarterly filings Transit & no payroll (included in base fee). Worked on Audit checklist and submitted documents to the share portal. Backed up all district files on to a USB drive.	10.0	\$70.00	\$700.00
August Mailing Supplies – Paper, Printing costs, Envelopes, mailing Labels			\$100.94
TOTAL			\$1,694.40

Make all checks payable to Dan Zimmerman



**Bureau of Environmental Services
Portland Water Bureau**

664 N Tillamook St.
Portland, OR 97227-1828
www.portland.gov/bes
www.portland.gov/water

Telephone: 503-823-7770

Email: PWBCustomerService@portlandoregon.gov

Thank you for paying your utility bill

Your timely payment supports the operation, maintenance, and improvement of Portland's water, sewer, and stormwater systems. This ensures we can provide Portlanders with clean drinking water and reliable sewer and stormwater services 24 hours a day, every day. Learn more about the work your bill payment supports at portland.gov/water/know-your-bill

Account Number 299-230-450-0

Customer Name BURLINGTON WATER DISTRICT

Service Address 16501 NW WAPATO DR

Account Activity

Previous Bill Amount	\$	2,926.06
Net Adjustments	\$	403.00
Late Fees	\$	0.00
Payments - Thank you	\$	-2,926.06
Balance Forward	\$	403.00
Current Charges	\$	4,172.20

Amount Due \$ 4,575.20

Due Date Aug 26, 2026

Billing Details

Billing Date

08/05/26

Billing Period

07/01/26-07/31/26

Days of Service

31

Billing Type

Wholesale/Monthly

Service	Meter Number	Usage	Rate	Charges
Water Volume	101489	0 CCF	\$ 2.720	\$ 0.00
Water Volume	20154307	1473 CCF	\$ 2.720	\$ 4,006.56
Base Charge				\$ 165.64
Total Current Charges				\$ 4,172.20

Meter Detail

Meter	Size	Previous Read	Current Read	Usage
101489M	4"	0	0	0
20154307M	4"	17446	18919	1473



Please detach and return this portion with payment payable to: **City of Portland**



**Bureau of Environmental Services
Portland Water Bureau**

664 N Tillamook St.
Portland, OR 97227-1828

☐ Check this box if you have changes or comments.
Note changes on reverse.

☐ Check here to sign up for GreenBucks
(please see reverse).

PDZ0808A
4000000015 13/1



BURLINGTON WATER DISTRICT
PO BOX 1827
FAIRVIEW OR 97024-1802

Account Number

299-230-450-0

Address Served

16501 NW WAPATO DR

Bill Date

Aug 05, 2026

Due Date

Aug 26, 2026

Amount Due

\$4,575.20

Amount Enclosed \$

DO NOT PAY

The amount due shown on this statement will be automatically paid on the due date in accordance with your Auto Pay authorization.



CITY OF PORTLAND, OR
PO BOX 4216
PORTLAND, OR 97208-4216

Payment Methods

- Mailing AddressPO Box 4216, Portland, OR, 97208-4216
- Online Payments..... www.portland.gov/utilitybill
- Payment via Phone503-823-7770
- In Person Payments.... 664 N. Tillamook St. Portland, OR 97227
- Drop Box Payments.... 664 N. Tillamook St. Portland, OR 97227

Sign Up for AutoPay online atwww.portland.gov/utilitybill**Explanation of Billing Details**

The charges described below help pay for operations, maintenance, repairs, and upgrades to the water, sewer, and stormwater systems. These essential systems protect public health and the environment by delivering clean drinking water, managing stormwater runoff, and treating wastewater.

www.portland.gov/utilitybill

A small percentage covers utility license fees, which help fund general city services like public safety and parks.

- **Sewer volume charge:** Residential sewer volume charges are based on winter average water use or actual use, whichever is lower. Commercial sewer charges are based on actual water use.
- **Stormwater charges:** Include stormwater service unit and stormwater billable area. For single-dwelling residential properties, the stormwater service unit is equal to one, and stormwater billable area is based on size and classed as small, standard, or large. For more information or other customer types, see www.portland.gov/bes/stormwater-charges.
- **Portland Harbor Superfund charge:** Helps fund the city's required participation in the ongoing federal Superfund investigation into historic pollution of the Willamette River.
- **Base charge:** pays for the meter reading, billing, collection, and customer support. This is a daily fixed charge.
- **Water volume charge:** pays for repairs, maintenance, and renewal of the water system. This charge is measured in units of 100 cubic feet (called CCF) used. One CCF = 748 gallons.
- **Flood safety:** pays for flood safety infrastructure along the Columbia River. More information: Portland.gov/fsb

Important Information**Customer Services**

Phone 503-823-7770

Call In Hours Monday-Friday, 8:00 a.m. - 5:00 p.m.

In Person Payments Monday-Friday, 8:00 a.m. - 4:00 p.m.

Paperless Billing EnrollmentSign up at www.portland.gov/utilitybill**Payments**

- Paying by check? You are authorizing us to make a one-time electronic funds transfer from your account or to process the payment as a check transaction.
- Deposits made to the drop box after 2:00 pm will be posted to accounts on the next business day.

Having trouble paying your bill?

- Avoid late payment fees by paying the balance in full or by making payment arrangements prior to the due date.
- Bills become delinquent if not paid by the due date printed on the initial bill or notice.
- Fees may continue to be assessed against any unpaid charges, even after water has been shut off.
- Personal information may be used for account management and collection services.

Financial Assistance

- You may qualify for financial assistance. Please contact Customer Service for information or go to www.portland.gov/water/financialassistance

Typical Billing and Collection Cycle

Day 0	Bill Date	
Day 21	Due Date	
Day 28	Carrying Charge.....	1% penalty
Day 35	Reminder Late Fee.....	\$5.00 charge
Day 42	Pre Shut Off / Urgent Notice Fee.....	\$14.00 charge
Day 56	Shut Off Authorization Late Fee....	\$120.00 charge

Your voluntary GreenBucks contribution helps protect water quality in local rivers and streams.

Select your GreenBucks Contribution Level ☐ \$1 ☐ \$3 ☐ \$5 Contributions will be charged each billing period.

New Mailing Address? Please note changes below and check the box on the reverse side.

New Address _____

Phone Number _____

Comments _____

This change affects your mailing address only and does not close your account.

To close this account and receive a final bill, call Customer Services at 503-823-7770.

Account
299-230-450-0



PortlandGeneral.com
800-542-8818

Please do not pay.
For your records only.

Thank you!

We received your
payments totaling
\$183.67.

Auto Pay amount due
\$178.88

Will be deducted
8/13/26

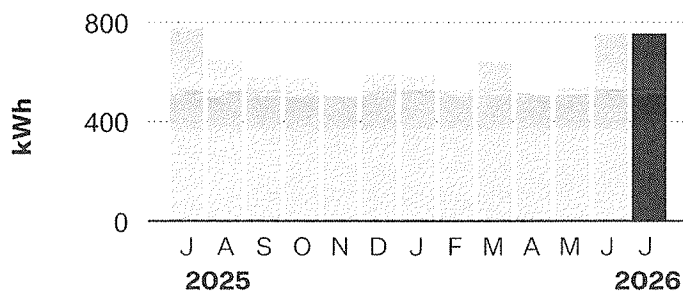
Burlington Water Dist

Account number **1317690000**

Service address **HWY 30 AND NW HARBORTON DR
PORTLAND, OR 97231**

Service period **6/26/26 to 7/28/26**

Your monthly energy use history



New rates for data centers

Starting July 8, most customers will see lower prices as large data centers pay more under new rates. Learn more: [PortlandGeneral.com/MyRates](https://portlandgeneral.com/myrates).

Thank you for being a PGE customer.

Your energy use comparison

**753
kWh
this month**

**4%
from
this month
last year**

**0.9%
from
last month**

Compared to this time last year, this service period was the same number of days and 3 degrees cooler.

Temperature source: Hillsboro Airport
+

P.O. Box 4438
Portland, OR 97208-4438

Account number **1317690000**



Learn how to prepare for wildfire season by **scanning the QR code** or by visiting [PortlandGeneral.com/Prepare](https://portlandgeneral.com/prepare).

Please do not pay.
For your records only.

Amount due: **\$178.88**
Due date: **8/13/26**

004909 000010968



BURLINGTON WATER DIST
PO BOX 1827
FAIRVIEW OR 97024-1802

PGE

12511317690000200000001788800000001788802



Service period **6/26/26 to 7/28/26**

Nickname	Meter number	Service point ID	Schedule	Current read -	Previous read =	Total use
none	31034849AB	5070431207	32	3,744	2,991	753 kWh

Account charges

Balance forward 0.00

Previous amount due 7/16/26 183.67
 Payments through 7/28/26 183.67 (CR)

**HWY 30 AND NW HARBORTON
 DR, SPID 5070431207 178.88**

Energy Charges 148.66

Basic Charge 33.00
 Energy Use Charge (258.844 kWh x \$0.03117) for 11 days 8.07
 Energy Use Charge (494.156 kWh x \$0.02958) for 21 days 14.62
 Transmission Charge (258.844 kWh x \$0.00696) for 11 days 1.80
 Transmission Charge (494.156 kWh x \$0.00346) for 21 days 1.71
 Distribution Charge (258.844 kWh x \$0.06914) for 11 days 17.90
 Distribution Charge (494.156 kWh x \$0.06922) for 21 days 34.21
 Power Cost Adjustment (258.844 kWh x \$0.05006) for 11 days 12.96

Power Cost Adjustment (494.156 kWh x \$0.04936) for 21 days 24.39

Regulatory charges and credits 26.66

Taxes and fees 3.56

Low Income Assistance 1.04

Public Purpose Charge (1.5%) 2.52

Amount due 8/13/26 \$178.88

For a detailed explanation of your account, please visit **PortlandGeneral.com/MyAccount**.

Ways to pay

 On the **PGE app**

 **PortlandGeneral.com**

 **800-542-8818**
Oregon Relay (deaf, deaf-blind, hard-of-hearing, speech-disabled): **711**

 **P.O. Box 4438**
Portland, OR 97208-4438
 Paying by check? PGE will convert your check to an electronic debit.

 **Western Union® and CheckFreePay®**
 To find a nearby location, visit **PortlandGeneral.com/PayInPerson**.

More to know

 **Late payment charge**
 A fee of 2.4% may be applied to past-due bills.

 **Get help with your bill**
 For billing questions, call us at **503-228-6322** or visit **PortlandGeneral.com/Help**. For additional information, call Utility Assistance at **211**.

 **We share with Energy Trust of Oregon**
 They receive some customer information to design, evaluate and improve service to our customers. For details, visit **PortlandGeneral.com/DataShare**.

 **Oregon Public Utility Commission**
 You can contact your public utility commission at **800-522-2404** or **puc.oregon.gov/complaint**.

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/>

July 15, 2026 **Draft** Minutes

Commissioner of Burlington Water District Board Meeting

Meeting called to order at 6:20 by Chair Lovett

Board members present: Ricardo Lovett, Anne Squier, Tami Egi. Quorum established.

Staff Present: Dan Zimmerman, Bookkeeper/Office Manager; Ed Hodges, PE, Engineer of Record
Seth Olson, NWNWS Water Operator's Report

Announcement: Gail Curtis confirmed she is no longer serving on the board due to her term ending and relocating out of district.

Public Comment: None.

Revised Budget Resolution 26-26-02 vote: Ricardo L. moved to approve Budget Resolution 26-27-02, seconded by Anne S; passed unanimously.

Staff Reports:

1. Dan Zimmerman, Bookkeeper/Office Manager Report (July report on BWD website)

At the June, 2026 meeting the Board directed that all invoices be reviewed by the Board prior to payment. Dan confirmed he had received an NWNWS invoice per Chair Ricardo's request of NWNWS. (Previous to July NWNWS had simply deducted their payment). Discussion about the invoice payment turnaround time was discussed. **Dan said he would provide the Board invoices one week prior to the monthly board meeting** with exception to NWNWS. It was determined that if NWNWS could provide their invoice by the 10th of each month (or the previous Friday if the 10th falls on a weekend) and their invoice would be included in that month's board packet. Anne S. also noted that the NWNWS charge for "excise charge" charge is unclear and should be changed to "service fee." Tami E said the NWNWS overcharge and BWD over payment for the NW Marina Way bollard installation still needs to be resolved. The project estimate not to exceed was exceeded. Ricardo said he would follow-up.

On a related note, **Board members are asked to provide Dan comments on his monthly report prior to the Board meeting**. This meeting format change is in effort to only address corrections or questions Board member may have during the Board meeting.

Audit: Dan said the (longstanding) auditor is prepared to start the audit. Dan said he would send a checklist from the auditor to board members for their review and comment. The timeframe for audit completion is the end of the year.

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Dan Zimmerman's 2026-27 contract was discussed by the Board and additions have been agreed upon. Board action is forthcoming. The Board thanked Dan for his greatly appreciated ongoing service.

2. Seth Olson, NWNWS Water Operator's Report (posted July report on BWD website).

Seth reported that additional fencing has been added at the reservoir site. The board asked Seth to have the graffiti painted out (versus chemically removed) when a NWNWS work is in the area.

Seth has drafted two letters explaining water rate increase including loss factor costs information. One letter addresses the water rate increase and intent to eliminate the 10% forgiveness provision. The other letter includes how to come into the district. This letter duplicates an earlier letter prepared by Shroeder, the law office representing BWD and will not be sent out. Gail C. said she would send the Shroeder Law Office letter [sent July 16, 2026]. This letter outlines the process and requirements to come into the district.

Seth said the billing changes are in place. NWNWS lacks a robust computer system to provide information that may be helpful to BWD. This is an ongoing discussion. Tami continues to watch the billing and invoices for accuracy.

Consent Agenda:

- a. Board approval to pay bills as presented
- b. Board approval of June Board Meeting minutes with next meeting date correction with motion by Anne S., seconded by Ricardo passing unanimously.

Administrative Reports

Old Business:

- a. Informing public of water rate increases: The discussion to eliminate the BWD Regulation that allows 10% forgiveness for water loss (under certain circumstances) was tabled to next month. Tami offered to prepare a Newsletter to address several topics including the need for more board members, possible water increase and open administrative position.
- b. Water Rate Study Goals and Objectives: Chair Lovett tabled the discussion. Dan said he would send out a questionnaire from Tim Rice to help the board identify what they want to achieve. Dan has asked that Board member be assigned to assist the project. A signed "Memo of Understanding" from the Board will be needed to carry out the study.
- a. Fire and Emergency future costs and payment: Call response data from the City of Portland was provided to the board. Chair Lovett said he had not heard from SDAO about help developing an alternative payment formula but would follow-up.

BURLINGTON WATER DISTRICT

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- b. Administrator Assistant solicitation status: Tami E. reported she had placed the advertisement for the position on-line. Solicitation will also be in the next Linnton Newsletter. (As of July 23rd 32 applications have been received).
- c. Board member recruitment status. Discuss idea of neighborhood “coffee klatches”. (Gail C.) August 29th

New Business:

- a. Future meeting dates and time: The Board agreed that there is no need to change future meeting dates or times.

Announcements: None with exception to earlier announcement that Gail Curtis is no longer serving as a board member.

Adjourn: Anne S. moved and Tami E. seconded to adjourn the meeting at 7:46 pm.

Next Board Meeting: August 19, 6:15 pm online

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

Gc/gc