

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/>

DRAFT April 15, 2026 Meeting Minutes Burlington Water District Board Meeting

Meeting called to order: by Chair Lovett at 6:20 pm

Board members present to establish quorum: Chair Ricardo Lovett, Anne Squire, Tami Ege, Gail Curtis

Contract Staff Present: Ed Hodges, Engineer of Record, MacKay Sposito; Seth Olson, Northwest Natural Water Services (NWNWS); Dan Zimmerman, Bookkeeper.

Public Comment: None; Guest: Unidentified guest; possibly Artificial Intelligence monitoring meeting for marketing purposes.

STAFF REPORTS

Ed Hodges, Engineer of Record: Ed said **Curran-Mcleod Inc.** has been acquired by MacKay Sposito engineering. Ed will continue to serve in his BWD role. The BWD Board unanimously approved of an agreement that acknowledges Ed's current contract under the new ownership.

Board Action and Discussion: The Board moved and unanimously approved Ed Hodges continued contract under the new ownership. The board asked for and received an update from Ed on the water tank drainage project. Ed confirmed the project has been completed and approved. Two board members toured the project in March after the completion. Ed also confirmed the former water tank had been demolished and removed from the site.

Seth Olson, NWNWS Water Operator's Report

- a. **NWNWS Contract:** The Board requested, and Seth agreed to send future annual contract renewals 90 days prior to the new contract date. Chair Lovett asked about NWNWS withholding payments to BWD. After discussion it was recognized as an error and Seth said he was not aware of payment being withheld and would work to ensure timely payments to BWD.
- b. **Customer Water Loss Charges:** Seth provided In-District and Out-of-District customer water loss charges. Out-of-District: Logie Trail Road: \$13.27 per customer and Newberry Road: \$2.58 per customer. **Board Discussion:** Chair Lovett said the Board needs to better understand the water loss charges, and whether we want to continue or change them. Is 30 days to make repairs appropriate and then the full charge apply versus being limited to 10 percent?

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c. Marina Way Water Pressure Valve Installation Options

- Issue: Last winter a Marina Way customer suggested that a water pressure valve is needed to regulate water pressure on Marina Way to prevent pressure spikes and potential, resulting leaks. In February the Board asked how many pressure valves would be needed, should the valve(s) had been installed with the new hydrants (around 2018) and what would new valve(s) cost? Seth O. reported in March the cost would be \$10,000. Following the March meeting, Seth sent the project contract to Chair Lovett.
- Options: This month Seth O. reported two options: 1) Customers can be advised of the high water and option to install their own water pressure valves; or 2) for \$10,000 the BWD can install a water pressure valve at the master meter (where the City of Portland water enters). In both cases water loss will likely occur.
- Background on Issue: The Marina Water water pressure is consistently high fluctuating between 110-120 PSI meeting the required, 40-65 PSI standard range. The water service must be a minimum of 20 pounds PSI at the connection, and it is preferable that the line does not exceed 110 PSI. Seth O. said leaks do occur under a variety of scenarios. BWD could inform customers of the high-pressure situation and option to add their own pressure regulator. NWNWS does not recommend this option because the valves lose water during water pressure spikes. The excess water is “dumped” versus “moved” back to the reservoir. Alternatively, a water valve could be installed for \$10,000 (per Feb. report) at the vault where the master meter from Portland exists to reduce the 120 PSI. Seth O. does not recommend this action because the excess water would also be “dumped.” Seth O. said the system is intended to return excess water but probably will not.
- Board Direction: Chair Lovett asked Seth O. to draft an explanation of how water pressure may affect BWD customers for the Board’s review and approval. The intent is to help customers understand the benefit of pressure regulators to avoid pressure spikes and potential damage to water lines.

d. Fire Hydrant Protection at Fred’s Marina driveway entrance: NWNWS’ installation of four bollard for \$2,500 is underway. While at the site workers addressed a broken pipe at Fred’s Marina. [Note: Following April board meeting, NWNWS construction staff told Gail C. they chose not to straighten the bent hydrant due to liability concerns]

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e. Leak Adjustment Request: The owners of Fred’s Marina requested to have their water bill reduced due to the water leak. The leak was first identified by NWNWS staff while installing the new bollards. Board Discussion: The owners are welcome to provide documentation to support their request satisfies the applicable, BWD leak adjustment regulations.

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- f. ADT Security Camera at Reservoir status. Ability to serve site and cost of service remain outstanding issues. Chair Lovett reported he met with Central Alarm System, a local alarm company. Their method is: BWD buys the equipment, they will monitor still photos (versus videos) and contact a designated person [likely NWNWS] for around \$15/mo. A power source for the cameras is yet to be determined.
- g. Water Managers Advisory Board April 8, 2026 Meeting: The City of Portland City Council meets May 20th to decide the new water rate effective July 1, 2026.
- h. Chlorine Analyzer Part Replacement Status: The system is up and running consistently. Seth O. explained that the solar panel create and store power in two batteries. The two batteries run on transducers that monitor the equipment. If there is a power outage, NWNWS is able to monitor the water levels including overflows to determine if personnel are needed to go shut the system off versus “dumping water.” *[Does this mean there is no remote shut down option?]*

Dan Zimmerman, Bookkeeper/Office Manager’s Report: *(You can access the report on the BWD website by looking under the April 2026 board meeting).* For March, 2026 the monthly income was \$39,014.66; monthly expenses were \$17,712.77 leaving a net income of \$8,185.11. The budget is tracking at 103.4% and there are sufficient funds to pay the loan and debt payments and the for the 2025/2026 emergency and fire fund to the City of Portland.

Consent Agenda:

- a. Board approval to pay bills was motioned by Tami E. and seconded by Gail C. with unanimous approval.
- b. Board approval of March Board Meeting minutes was motioned by Chair Lovett, seconded by Anne S. with unanimous approval.

Old Business:

- a. **Five-Year Levy** status and next steps (Chair Lovett). The Board requested that Dan Z. send out a second notice to alert voters about the Five-Year Levy to pay for emergency and fire service.
- b. **Audit status.** (tabled to later meeting)
- c. **Applicable Rules and Regulations.** in coordination with Chair Lovett, Gail C review the leak adjustment regulations and report back to the Board.

New Business: Hire staff to perform secretarial/administrative duties: Board generally supports Gail and Tami’s idea to hire staff and will consider duties and appropriate payment at future meetings.

Adjourn: Unanimous motion to adjourn 8:07 **Minute submitted by:** Gail Curtis, Recording Secretary