

BURLINGTON WATER DISTRICT

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DRAFT May 20, 2026 Meeting Minutes Burlington Water District Board Meeting

Meeting called to order: by Chair Lovett at 6:17 pm

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

Contract Staff Present: Seth Olson, Northwest Natural Water Services (NWNWS); Dan Zimmerman, Bookkeeper.

Public Comment: None.

Guest: Gail C. introduced and thanked Kari Schimel, Fire Marshal, Portland Fire and Rescue for attending this evening's Board Meeting. Schimel has been a Fire Marshall with Portland Fire and Rescue since 2021 and she is the liaison between Portland Fire and Rescue and BWD. Schimel, Ricardo L. and Gail C. met two years ago with City budget staff to understand what the 2022-23 fee for services would be. Tonight's meeting was a follow up to promote coordination and for BWD to continue to make clear an alternative fee calculation may be needed if the Five-Year Levy fails. She shared the good news that the Portland City Council reinstated Station 22 funding yesterday (May 19th). Station 22 serves the BWD area and is in St Johns. She shared the average annual calls and how fire and emergency service cost to BWD are calculated. Schimel said 62 percent of calls in Portland are for non-fire service; like the Portland metro area. Based on the Board's request, Schimel said she would follow up with details on the specific nature of BWD fire and emergency calls, which fire department responded and response times. Mutual Aid agreements support fire departments other than the City to respond. *[An outstanding question is whether the incompatible radio systems used between area fire department is being addressed. This topic was not discussed].*

STAFF REPORTS

Seth Olson, NWNWS Water Operator's Report

Seth Olson, NWNWS Water Operator's Report (for related report and graphs see BWD website under "Revised May Agenda"). Per the Board's request, Seth shared his analysis of current water rates versus the estimated water rates under the new City contract (effective July 1, 2026). The bottom line is that under arrangement, BWD receives water at a bulk rate and essentially, never paid for exceeding the bulk amount of water received. Under the City contract, 100% of water usage (including loss) will be charged to BWD. Current BWD regulations allow forgiveness for up to 10% of water loss. Unless the BWD regulations eliminate this provision, BWD will potentially have around \$100 monthly water cost for lost water on Newberry and Logie Road combined.

Seth explained that in April, the Newberry Road water line had a water loss equal to \$70.00. The three customers on the line were not charged because the amount was below 10% of the water loss threshold. Also in April, Logie Trail Road customers had a water loss of \$147.11. After the 10% “forgiveness” provision, the \$133.00 (less \$14.00 for the 10% “forgiveness”) was spread between the nine customers. With the two examples, \$84.00 went uncharged. Starting July 1 BWD will be responsible for all water used and lost.

Board Direction on Water Loss: Chair Lovett asked that no decision be made tonight in order for the Board to consider how best to inform the public and to consider potential options. Chair Lovett asked Seth O. to draft a public notice to explain to customers that explains the 10% “forgiveness” provision will be eliminated (a strong option being considered by the Board). Board members also requested Seth inform his colleagues of the likely, anticipated ordinance change.

Additional Water Cost Information: Seth also explained that customers pay a flat monthly fee for the meter connections in addition to water usage (and in some cases water loss). The monthly meter connection fee is \$74.14 for In-District customers and \$92.71 for Out-of-District customers with exception to the marinas that have various payment arrangements based on the number of units; and in the case of Larson Marina, the monthly meter connection fee is \$6,880. Dan Z. reminded the Board that NWNWS is responsible for conducting an annual inventory of the number of units in all the marinas served. This was supported by Board Members. *[Note: Larson Marina may be an exception to this practice due to the flat fee agreement].*

High Water Pressure information letter to BWD customers: Seth is to revise draft for June meeting. Discussion included whether letter should be apart of a newsletter. Additional topics could include an explanation of the water rate increases, Board accomplishments and the levy results.

Fred’s Marina Leak adjustment request (ordinally from April meeting): Board said documentation from the property owner is needed to substantiate leak was addressed in a timely manner as required by the applicable BWD regulations.

Wholesale Water Managers Group: Seth said attended the May 13, 2026 Wholesale Water Managers Group but there were no topics relating to BWD particularly since the new water rates had not been released.

Bookkeeper/Office Manager’s Report (for monthly budget statement see BWD website under “Revised May Agenda”). Dan Z. summarized the income and expenses for April, 2026. Board discussion centered around the Bollard Project billing with concerns raised about almost a doubling of the project cost estimate and the amount billed. The Board questioned NWNWS’ practice of

deducting project cost expenses from the “receivables” and the lack of detail in their project cost billing.

Consent Agenda:

Board approved paying bills as presented.

Board approved April Board Meeting minutes

Old Business:

Reservoir Security Cameras Update: Chair Lovett suggested we not pursue the security cameras. He summarized that the monthly cost for monitoring security cameras appears to be unavoidable, the signal for monitoring may be sketchy due remote location. Also, the remote location makes it less vulnerable to disturbance. Seth asked and Chair Lovett confirmed that a small repair in the fence should be completed. Seth said he thought it would cost less than \$500.

Five-Year Levy May 19 Election: Chair Lovett asked if anyone had received comments from the community of the proposed levy. No one had. The election results are still pending. Chair Lovett has contacted SDAO to see if someone can identify or develop an alternative formula to proposed to the City of Portland for annual emergency and fire service cost.

File Storage Status: Anne S. reported that the effort is ongoing.

Administrative Assistant Duties and Compensation: Gail C. shared the Administrator Duties and Compensation May 15, 2026 version. It was agreed that Gail and Tami would work together to create a final draft for Board review and approval for the June Board Meeting. Chair Lovett suggested that the SDAO may be a source for a job application form.

New Business: None identified.

Announcements: Chair Lovett announced that he will be out of the country in September and October. The Board discussed temporarily changing the time of day Board Meetings occur to better align with European timetable.

Adjourn: Tami moved and Ricardo L seconded to adjourn the meeting at 8:33. Unanimous.

Minutes prepared by Gail Curtis, Board Member