BURLINGTON WATER DISTRICT

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August 19, 2026
Board Meeting Approved Minutes

Call to Order: Chair Lovett called to order the August 19, 2026 Burlington Water District Board Meeting at 6:05 pm.

Board Members Present: Anne Squire, Ricardo Lovett, Tami Ege, creating a quorum. Staff and Guest: Dan Zimmerman, Bookkeeper/Office Manager; Ed Hodges, PE Engineer of Record; Seth Olson, NWNWS Water Operator's Report; and Gail Curtis, former board member

Discussion and Actions:

1. **Meeting Minutes:** The Board discussed using AI to prepare meeting minutes from meeting transcripts. Tami E. reported that AI-generated minutes from the August 12 meeting were well received and included useful action items. The Board agreed to continue testing this approach before hiring an administrative assistant to prepare minutes.

2. **Operations Report** — Seth Olson, Northwest Natural Water Services, (NWNWS) water operator's for BWD representative, reported that district operations are running smoothly. Meter reading has been completed, the reservoir has been painted, and a second leak at the Portland meter connection valve has been repaired by replacing the valve packing. Water-loss factors remain approximately normal. Seth O. reported the graffiti on the reservoir has been painted over. Ed Hodges discussed methyl ethyl ketone (MEK) and alternative solvents that could potentially be used in the future. Because of the potential hazards associated with MEK, the Board agreed to leave the current paint treatment in place and revisit the matter if necessary.

3. **Water-Loss / Leak Forgiveness** – The Board intends to eliminate the 10% water-loss forgiveness provision. The Board agreed that additional review is needed to ensure all rule-change notification requirements are met, including public notice. Gail C. offered to work with Anne S. to research the applicable regulations, notice requirements, and procedures for making the change. The goal is to hold the first reading of the ordinance change at the September meeting and adopt it at the October meeting.

4. Dan Zimmerman, Contracted Bookkeeper, Monthly Financial Report

a. Financial Reports: Dan Z. reviewed the current financial reports and reported that the balance sheet was in good condition. The new fiscal-year budget has been entered into the system, with revenues and expenditures now organized by fund, including the Fire and Emergency Services Fund (fire fund) and General Fund. Dan noted that the fire fund interest is being tracked separately as requested by the Board and that $483.56 in taxes and $30.13 in interest have been collected.

b. Invoices Per the Board's request, invoices are part of the monthly reports. Excess funds from the general checking account are being moved to the LGI savings account to generate interest payments. Per the Board's request and for transparency, Dan Z. will include account transfers in future monthly reports. The July/August monthly expenses included the PGE bill, City of Portland wholesale water, NWNWS and other invoices shown in the monthly report.

c. Audit Update: Dan reported that the audit is progressing and that most of the requested materials have been submitted. Dan will send the executed loan contracts to the auditor. Dan Z. said he plans to present the finished audit at the September Board Meeting. The Board advised that they prefer a thoroughly completed audit versus a rushed report.

d. Water Rate Study: Dan reported that he has completed most of the water rate study questionnaire provided by Tim Tice but needs the Board's input (on what specifically?) to finish it. Next steps Board input and Dan Z. confirming the cost quote for the study remains accurate and the timeline to complete the study. Chair Lovett agreed to send Seth Olson and Ed Hodges the water-rate-study questionnaire for their review and input.

e. Wholesale Water Bill: Dan reported that the July wholesale water bill was $4,575.20. This is the first bill under the new contract based on actual usage rather than the previous minimum purchase amount. The Board discussed the significant increase compared with the June bill of approximately $2,926.06. Dan said he has no current concerns about the District's ability to cover the increased water costs. The increased costs were anticipated and more than twice the prior year's amount was budgeted this year.

f. Dan Zimmerman's Contract: The Board unanimously approved Dan Zimmerman's 2026-27 contract with the first motion to approve by Tami E. and seconded by Anne S.. Dan is to sign and return a fully executed copy.

Unanimous Board Approvals

1. Motion to approve the bills as presented by Anne S. and seconded by Tami E..

2. Chair Lovett motioned to approve the July 2026 meeting minutes with the following corrections; seconded by Anne S..
   - Add the word "rate" to the reference to a possible water rate increase.
   - Correct numbering between pages 2 and 3.
   - Correct the word "potion" to "position."
   - Correct the spelling of Tami Ege's name.
   - Add the previously approved $400 expenditure for the Linnton Picnic banner.

Old Business

1. Fire and Emergency Services Status: Chair Lovett reported that he sent the Board's questions about potential next steps to Fire Marshal Kari Schmiel. Chair Lovett said he would follow up since there had been no response to date.

2. Administrative Assistant Position: The Board tabled the hiring discussion to test the AI-generated minutes. Tami E. said she would send the Chair additional applicant names to ensure the list is complete.

3. Newsletter and Community Outreach: The Board thanks Tami E. for creating and seeing the newsletter was distributed. Chair Lovett and Gail C. plan to have a table at the August Linnton Taco Party/community event. The board approved, banner and information flyers are being developed for the event by Sarah Brice, a graphic artist (and assistant admin. applicant) coordinated by Gail C.. [Note: 20 flyers were printed rather than the Board requested, 150 due to printing cost. Gail C. will send the flyer pdf to Board Members for future use].

New Business

1. Wildfire Preparedness: The Board said they would like a better understanding of the effect wildfire on District customers, infrastructure and water usage. Ed Hodges noted that a concrete, water reservoir tank would generally be expected to withstand fire, but he did not have a definitive answer regarding the AquaStore tank under conditions involving an intense fire surrounding the tank. He said the tank would likely be fine if the fire remained a reasonable distance away. Gail C. said the 2025 Master Plan broadly addresses this topic. The Board requested Seth report on NWNWS' emergency response procedures and priorities including "lessons learned" about fires and emergency power outages from past experience. [Note: Subsequent to the Board meeting there has been discussion about Seth's report being in the form of a memo (rather than verbal) for the October meeting.] Gail C. said she would send Board Members the August 29th community meeting (at Marina Way Moorage) on this topic. She also noted there are several community

members, namely Nancy Hiser and Shawn Looney who have worked tirelessly on this topic, along with Portland Fire and Rescue, for the past 5-10 years. [Many resources exist including on the Linnton Neighborhood Association website]. The Board may incorporate emergency preparedness information in a future newsletter.

September Action Items

1. Dan Z. send water rate study punch list to Seth Olson and copy Ed Hodges and Chair Lovett.
2. Chair Lovett follows up with fire/emergency contacts.
3. Gail Curtis / Anne Squire prepare memo for Board on eliminating the 10% water-loss forgiveness.
4. Dan Z. send executed loan contract for master plan.
5. Dan Z. send his signed, 2026-27 contract.
6. Dan Z. complete water rate study checklist for the Board approval.
7. Tami E. send Chair Lovett additional applicant names to compare and complete application lists.
8. Gail C. lead the development of BWD banner and information flyer for community outreach.
9. Gail C. send Board Members August 29th wildfire-preparedness meeting info.
10. Seth O. research NWNWS's protocols and priorities for water system emergencies.

Unanimous Motion to Adjourn at 7:28 pm: Tami E. moved and Anne S. seconded.

Next Board Meeting: September 16, 2026, 6:15 pm online. Location: All meetings held by GoToMeeting videoconference. See BWD website.

Respectfully Submitted,
Tami E. and Gail C.