

Southwood Park Water District

Minutes for February 23, 2022

7:03 – Meeting called to order by Kelli Byrd, board chair.

- Met inside church basement and wearing masks.
- Board members present – Kelli Byrd, Sue Weston, Whit Middlecoff, Eric Leatham and Jon Howell.
- Minutes. Eric motioned to approve; Whit seconded. Approved 5-0.
- Signed checks. Eric motioned to approve and pay, Kelli seconded. Approved 5-0.

Old Business.

- Engineering Firm selection – Whit asked attorney Mark Jacobsen to look at contract and he estimated that it would take 1 hour. General Services contract for \$10,000. Task Orders will be issued under that up to \$65,000 for specific projects. Whit motioned that we have Mark look at contracts, Jon seconded. Approved 5-0.
- Water meters – won't get any until 4/15. On order but delayed.
- Rate approval – Jon read minutes that show board approved minutes for the rate increase, and we had the public comment. Minutes don't show approval after comments. ORS264-012 states that notice must be given and then have public meeting. Doesn't say that board has to approve it again. Discussion that while it may not be necessary, seems like a good idea to reaffirm after the public comments. Agreed that our process seems to meet the statute but we will be clearer about it in the future.
- Zoom – state requires meetings to be remotely accessible. Whit brought a sample Owl to test and this meeting is also on Zoom. Device is about \$1,000. Jon's equipment is Cisco based and wouldn't work with Zoom. Whit will record part of meeting as a test so we can review it later.
- Stipend - \$30 now. Max is \$50 per day. Jon doesn't want funds to avoid any tax issues. Maybe into a fund for bill assistance. Whit agreed. Jon will confirm with Dan that this is possible and will report back next month. Keep it simple and use the Oregon Heat approval letter to be eligible for our program up to the extent funds are available.

New business:

- Eric shared what he learned at SDAO conference.
- Storage unit – records need to be kept in a more secure and safe location than Eric's garage. Get one for temporary use but keep top of mind and have the rental period be short until we can sort and scan. Whit is able to scan information quickly at work and will likely need Michelle and maybe board members to rename and save. Need to understand retention rules and county should have schedule. Eric will bring box to next meeting. Whit motioned to get storage unit, Sue seconded. Approved 5-0. Eric will find one.
- Budget – Jon will bring timeline next meeting. Need public members since Jon and Whit are now on board. Michelle and George agreed to be on it. Jon and Whit will be the board members participating.
- Attorney update – tabled for executive session.

Public Comment:

- 6 guests in attendance. One on Zoom.
 - We are doing a good job. Storage units are pretty secure and safe.
 - Owl camera works great, moves around nicely and good sound. Meeting seems like there is less tension on board.

Next meeting is March 23rd.

Adjourned at 8:09. Kelli moved to adjourn meeting, Whit seconded, passed 5-0.

Minutes by Eric Leatham.