

Southwood Park Water District  
PO Box 2024  
Lake Oswego, OR 97035



*Commissioners:*  
Kelli Byrd  
Jon Howell  
Eric Leatham  
C. Whit Middlecoff  
Sue Weston

spwd.specialdistrict.org

## January 26, 2022 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Chair Kelli Byrd President called the General Board meeting to order at 7:00 pm

### Roll Call - In Attendance:

Kelli Byrd, Jon Howell, Eric Leatham, Whit Middlecoff, Sue Weston, Tom Farrell, Michelle Cushing

### Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on December 22, 2021.
  - a. Sue moved to approve the minutes; Whit seconded the motion. **Motion passed unanimously**
3. The Board reviewed the monthly financial reports.
  - a. Jon moved to pay the bills as presented; Eric seconded the motion. **Motion passed unanimously.**
4. Sue will again contact Portland General Electric (PGE). The Water District has a large credit on their account (approx. \$ 7,600) and PGE continues to pull funds from the OnPoint bank account for the current amount due each month. Sue will follow up on and report back to the Board at the next general meeting.
5. Tom Farrell of PACE Engineers joined the Board meeting again tonight. The Board would like to engage PACE Engineers as their Water District engineer. The Board asked Tom and his team to have eyes on the site of the pump, tank and well house to determine the health of the system. The Board needs an expert to evaluate the infrastructure and help them prioritize what needs to be done and in what order. Once this assessment has been done and the data collected, the Board will be able to decide next steps.
  - a. Whit moved to engage PACE Engineers to evaluate and assess the health of the water system (tank, pump and well house) and their costs shall not exceed \$ 75,000; Sue seconded the motion. **Motion passed unanimously.**
6. Old Business
  - a. Sue will forward the requested information to our attorney regarding customer 1722. After review of these documents, Sue and Kelli will meet with the attorney and discuss options.
  - b. Jon asked Silas at Hiland for a status update on the 30 new radio water meters. Silas reported the meters were ordered mid-December and expected to be here on the First of February. If they arrive next week as planned, Hiland should be able to start putting them in the ground during February. Jon reminded the Board that there is \$ 24,000 in

the budget for repairs this fiscal year. The meters cost \$ 220.00 each and the installation cost is about \$ 75.00.

- c. The Board announced that water bill credits were issued to EVERY customer in the District in response to the rate notice complaint on the last bills. The Board considers this matter resolved thereby.

#### 7. New Business

- a. Jon emailed the SDAO's Special District Board Member Handbook to all Commissioners in December. Everyone had a chance to review the handbook and thought it was a great resource. It discusses working together and the commissioner's fiduciary duty to represent the ratepayers. The handbook provides guidelines and policies to govern the operations of the District.

is the link to the handbook.

- i. Jon moved to accept the SDAO's Special District Board Member Handbook as the Southwood Park Water District's handbook; Sue seconded the motion.

**Motion passed unanimously.**

- b. Eric mentioned the SDAO Conference scheduled in February will be virtual this year due to COVID-19. There is no cost for the conference this year.
- c. The Water District renewed their property and liability insurance with SDAO. Eric asked Tom Farrell to determine if the replacement costs that are stated on the insurance invoice are correct and valid if something were to happen.
- d. The Board asked Michelle to setup a Zoom account for the Water District. As of January 2022, public governing bodies in the State of Oregon are required to make most public meetings remotely accessible. Michelle will add the Zoom meeting to the Agenda which is posted on the website.
  - i. Kelli moved to have Michelle set up a District Zoom account; Whit seconded the motion. **Motion passed unanimously.**
- e. Michelle stated she will not be in attendance at the General Board meeting on February 23, due to a prearranged vacation. Eric will take the minutes that evening. Thank you Eric.
- f. Eric stated he will not be in attendance at the General Board meeting on March 23, due to a prearranged vacation.
- g. The Board asked that various reports for the Board meetings be combined into a one pdf file. Jon will work with Dan to complete. Michelle will email the Agenda and the Minutes in one pdf and this second pdf from Dan containing the financial reports and source documents and Hiland's reports.

#### 8. Public Comment - 2 guests in attendance

- a. Kelli asked if there were members of the public who wished to address the Board and the response was no.

The Board meeting adjourned at 8:38 pm.