

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



*Commissioners:*  
C. Whit Middlecoff  
Jon Howell  
Eric Leatham  
Kelli Byrd  
Lisa Hilker

spwd.specialdistrict.org

## July 26, 2023 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Chair Whit Middlecoff called the General Board meeting to order at 7:00 pm

### **Roll Call - In Attendance:**

Whit Middlecoff, Jon Howell, Eric Leatham, Lisa Hilker, Michelle Cushing

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. Public Comment – 3 guests in attendance
  - a. No Public Comment
3. The Board reviewed the minutes from the Board meeting on June 28, 2023.
  - a. The Board did not have a quorum of Board members present tonight who were also at the last meeting. The Board will review and approve the minutes from June 28 at the next meeting.
4. The Board reviewed the monthly financial reports.
  - a. Jon stated these are the final financial reports for fiscal year 2022-2023.
  - b. Eric moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
5. Oath of Office – Lisa Hilker and Whit Middlecoff read and accepted the Oath of Office of the Southwood Park Water District. Lisa was elected to Position Number 1 and Whit was reelected to Position Number 4. Lisa will be added to the OnPoint checking account as an authorized signer and Sue Weston will be removed. Lisa will also provide a member profile to Michelle for the website.
6. Old Business
  - a. Tom Ferrell of PACE Engineers was not able to join the meeting tonight. He did email an update of their progress.
    - i. Modifications to system map
    - ii. Edit basic hydraulic model and begin work on hydraulic profile
    - iii. Internal team coordination and discussion on report
    - iv. Coordination with Hiland Water
    - v. Water demand calculations and estimations for peak usage
    - vi. Update water system overview
    - vii. Coordination with Portland Water Bureau on system needs and available pressure and flow
    - viii. Solicited quotes for tank coating, backup power

- b. The Culvert Cleanup was discussed. Phil Kubischta, former Board Chair, provided insight into the system infrastructure after nearly 30 years of being actively involved in the Water District management. The Board would like to speak with the District's engineer, Tom Farrell of PACE and hear options to improve the tank discharge and drainage.

7. New Business

a. Board Officer Elections

- i. Lisa moved to nominate Whit Middlecoff to remain as Board Chair; Eric seconded the motion. **Motion passed unanimously**
- ii. Lisa moved to nominate Jon Howell to remain as Board Treasurer; Eric seconded the motion. **Motion passed unanimously**
- iii. Eric has just listed his house for sale. He and his wife will be relocating to Arizona. Eric will be resigning from the Board once his house sells. The Board wanted to wait until the entire Board is present to nominate a new Board Secretary.

The Board meeting adjourned at 7:56 pm.