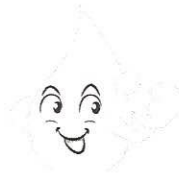


Southwood Park Water District  
PO Box 2024  
Lake Oswego, OR 97035



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

spwd.specialdistrict.org

## December 27, 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 7:06 pm

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

Whit Middlecoff, Jon Howell, Lisa Hilker, Kelli Byrd, Michelle Cushing

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on November 29, 2023.
  - a. Lisa moved to approve the minutes; Jon seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the monthly financial reports.
  - a. Lisa moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
  - b. The Board discussed the past due balances on several accounts. Michelle will continue to follow up with Hiland before each Board meeting for a current list of accounts who are delinquent and what payment plans have been established.
4. Old Business
  - a. Tom Ferrell of PACE Engineers updated the Board on their process.
    - i. Coordination with Portland Water Bureau and Oregon Health Authority on mixing chlorination types for emergencies.
    - ii. Running hydraulic model for fire flows with current system, identifying deficiencies
    - iii. Running hydraulic model for fire flows with recommended improvements
    - iv. Modifications to system map
    - v. Comprehensive plan sections
    - vi. Internal team coordination and discussion on report - PACE plans to have a draft of the report in first quarter 2024.
  - b. Jon had distributed the Oak Lodge Water Services District's Rules and Regulations to the Board members. There were several clauses regarding the responsibility of the Water District and the rate payor the Board found interesting. The Board will discuss again at a future Board meeting and will ask our legal counsel to review and comment.
  - c. Southwood Park Water District will need to complete a financial review for the year ending June 30, 2023. Jon has asked the State of Oregon Division of Audits for an extension until April 30, 2024. Jon has prepared a Request for Proposal (RFP) to distribute. Dan Z has worked with Teresa Hanford of Hanford & Associates and Teresa indicated that she can complete the review for the Water District. Jon will follow up.

- d. There is an open Board position available. There has been some interest from residents of the Water District. The position is posted on both the District's website and the Southwood Park Facebook page.
- e. The Board asked Michelle to contact Local Government Investment Pool (LGIP) about opening up a new investment account. Michelle received a participant application form for the Board Chair to fill out and sign. This form along with the approved Board minutes stating a new account with LGIP is requested needs to be faxed to LGIP. If the request is approved, LGIP will provide additional forms to be completed by the Board Chair to set up a new account.
- f. The Zoom license renewal is due at the end of January 2024. Michelle reached out to Clackamas County about their community Zoom license. Only neighborhood associations, community planning organizations and hamlets are able to use this free Zoom license. Jon suggested Michelle check with SDAO and see if they have one special districts can share.

The Board meeting adjourned at 7:40 pm.