

Southwood Park Water District

Minutes for September 22, 2021

7:00 – Meeting called to order by Kelli Byrd, interim board co-chair.

- Met inside church and wearing masks.
- Board members present – Kelli Byrd, Jon Howell, Sue Weston and Eric Leatham.
- Minutes of August 25th – Sue motioned to approve; Jon seconded. Passed 4-0.
- Reports reviewed. Sue to call PGE on City of Portland and Multnomah County taxes.
- Checks reviewed and signed.

Old Business:

- Kelli will deposit the check for \$944.02 to close the Key Bank account. She will go with Jon to add him to the account and remove KC.
- 6141 SW Southwood – Sue presented new information for May repair charge and had previously forwarded Silas's e-mails and photos. Discussed that customer moved dirt around pipe but there were no obvious markings on pipe that it had been hit. Customer has been billed but Silas says that pipe should support itself with the dirt in place and that charging may not be appropriate. Jon will contact prior commissioners to obtain more facts / their recollections and Sue will review prior minutes to see what was done in the past for prior breaks (one near Jon's house was obvious in 2015). Unrelated, Jon will contact Hiland to ensure that the meter gets raised to the new yard height as previously discussed. Also need to develop a procedure for future instances based on what is discovered.

New Business.

- Olson Engineering – Chad (Charles) McMurry attended meeting to discuss his business - open since 1968, 20 years working with small water districts in the local area, has also worked with Hiland many times, can help us find contractors, bid jobs and maybe find funding sources. We need a system assessment that could cost \$8,000 to \$15,000. He will send billing rates.
- KC's resignation – KC notified county and us that he was resigning, and we acknowledge his resignation. Need a new member. Eric motioned to announce vacancy at this meeting, post on website, put on Facebook neighborhood page and see if CPO will send a message. Decide at next meeting from any interested persons. Sue seconded. Vote 2-2 (Kelli and Jon no). Amendment – only post on web site and this notice does not establish a new policy and is just being done this time. Sue seconded. Vote 3-0 (Kelli abstained). Whit is interested. Vote on next month.
- KC monitored security system and read meter on 1st of every month. Kelli will monitor security system this month and Jon will ask KC about it. Jon will read meter and KC will show him how on 10/1. Need to change door codes and passwords. Kelli will update passwords tonight.
- Administrative support – Considering hiring someone to help with minutes, public records requests, web site, etc. Jon motioned that we hire Michelle to do some routine tasks. She attended last month's meeting and we met her. She does similar work for the Lake Grove Fire District. Discussion – need to prepare memo of understanding for her to cover her cost, that she would be a 1099 independent contractor, etc. Eric seconded, Vote 4-0. Jon will prepare letter to send her and will prepare and send to others for review.
- Officers – President / Chair – Sue nominated Kelli, Jon seconded passed 4-0, Kelli accepted. Treasurer – Kelli nominated Jon, Sue seconded, passed 4-0, Jon accepted. Secretary – Kelli nominated Eric, Jon seconded, passed 4-0, Eric accepted.
- Public comment policy – Sue prepared some language. "The Water Board will welcome public comments & questions at the end of each regular business meeting; however, such comments or questions must be limited to 3 minutes per person". Jon motioned to accept as written, Sue seconded, passed 4-0.
- Training policy – Sue prepared some language. "When a Water Board commissioner attends a convention, information session or similar meeting paid for at least in part by the rate payers of our

District—whether in person or virtual—whose purpose is to increase their understanding of our mission with the Southwood Park Water District, they must share a summary of what they learned at the next regular monthly board meeting. It is also requested that commissioners share information from such meetings attended even if no costs were incurred”. Eric motioned to approve as written, Jon seconded, passed 4-0.

- Files – Eric would like the file cabinet and boxes out of his garage. Ask Michelle if she has done digitization before or has idea on how to get it done.
- Engineers – Kelli will try to get Pace here next month. Have heard from two now. Look to pick one next month.

Public Comment:

- 7 guests in attendance.
 - Engineering firms – wouldn't necessarily expect that they would have a grant writer on staff.
 - Documents – Whit volunteered to digitize documents.
 - Whit would also volunteer to be on the board.
 - CPO meeting 10/25. Would like a board member to attend to share what water board is up to. Kelli volunteered to do it. Mention vacancy also.
 - Potential new board members would probably do short intro at next meeting if more than one person is interested.
 - Saddle supports water pipe.
 - Lisa Hilker's sister-in-law is a retired professional grant writer, lives in the neighborhood and could be available to help us when we start to look for funding sources.

Next meeting is October 27th.

Adjourned at 8:55. Kelli moved to adjourn meeting, Sue seconded, passed 4-0.

Minutes by Eric Leatham.