

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

December 1, 2021 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, Michelle Cushing

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. Dan Zimmerman joined the meeting tonight. Dan has been working with the Southwood Park Water District (SPWD) for the past 5 years issuing the monthly checks and generating monthly financial reports. Dan is the Senior Accountant for the Rockwood Water PUD and also does the bookkeeping for Burlington Water District. The Board praised Dan for the quality, timely, clear and concise reporting that he does for the Water District. Jon and Dan work together on the annual budget and will work together on any financial audit that may be required in the future.
3. The Board reviewed the minutes from the Board meeting on October 27, 2021.
 - a. Sue moved to approve the minutes; Jon seconded the motion. **Motion passed unanimously**
4. The Board reviewed the minutes from the Board meeting on November 3, 2021.
 - a. Kelli moved to approve the minutes; Jon seconded the motion. **Motion passed unanimously**
5. Whit Middlecoff read and recited the Oath of Office of the Southwood Park Water District. Whit's term on the board is through June 30, 2023. Welcome Whit!
6. The Board reviewed the monthly financial reports.
 - a. Whit moved to pay the bills as presented; Eric seconded the motion. **Motion passed unanimously.**
7. Old Business
 - a. There is a customer on Southwood Drive who would like to meet with the Board virtually to discuss some repair issues and a leak that occurred on their property this last Spring. The customer would like to have all meeting minutes where their home was discussed. Chair Byrd will email the customer instructing them to visit the website to review past meeting minutes and to document, in writing to the Board, their questions and concerns.
 - b. After many years of providing the Southwood Park residents with an ongoing supply of clean, safe water, the Water District was long overdue for a rate increase. The District's infrastructure needs to be addressed including but not limited to deferred maintenance,

upgrades, and capital improvements. The new rates went into effect September 1, 2021. The meter reads were done approximately the week before in August. The Board discussed solutions to address residents' concerns.

- i. Jon moved to adjust and prorate residents' water bills (based on estimated usage) to use the lower rate from when the meter reads were done in late August until September 1 when the higher rate commenced; Sue seconded the motion. **Motion passed unanimously.** While this rate increase is substantial, Southwood Park's water rates are still well below those of most neighboring water districts.
- c. Sue contacted PGE again. Boundary issues take longer to investigate. PGE may have changed the Water District to Multnomah County in 2018. If this is correct, Sue will request a refund of any and all fees paid.
- d. Whit will work with KC Rogers to do the monthly meter read, revise the door codes and any security system instructions KC may have for the water tank and pump house. Once everything is updated, the Board would like a copy.
- e. Whit and Jon met with PACE Engineering on Tuesday November 16. They discussed the master plan and capital improvement plan for the Water District. The Board would like PACE to analyze the structures, assess the water system, identify priorities and come up with the order to get the infrastructure updated. PACE needs additional information from the Water District to do their due diligence. Whit and Eric will review the records and architecture plans in Eric's garage and provide guidance to PACE.

8. New Business

- a. Jon had a discussion with Silas Olson at Hiland about residential water meter replacement. PACE Engineering recommends a 10-year replacement cycle for water meters. Since January 2014, when the Water District began contracting with Hiland, 50 meters have been replaced and only 1 in the 5 months of this fiscal year has been replaced. Sue reminded the Board there are 298 connections in the District. Jon provided Hiland's recommendations and stated there is \$ 24,000 in the budget for repairs. There is cost savings to the District once the meters are replaced as they will all be the same and uniform and will be read by a radio versus being individually hand read. Silas and his team will recommend certain areas of the District where there is the greatest need to replace the meters.
 - i. Jon moved to have Hiland start replacing 30 Hersey/Mueller radio meters, at an approximate total cost including labor and install of \$ 8,850 this fiscal year; Whit seconded the motion. **Motion passed unanimously.** The Board discussed spending \$ 10,000 this fiscal year to replace the meters but started with approving Hiland's estimate of \$ 8,850.
- b. Kelli proposed making a donation to the Meadow Springs Community Church for the use of their building for the District's public meetings.
 - i. Kelli moved to make a donation in the same amount as last year to Meadow Springs Community Church; Eric seconded the motion. **Motion passed unanimously.**
- c. Eric completed and submitted the insurance coverage information to SDAO/SDIS. He did question the replacement cost values of the water tank, pump and well house and the 17 fire hydrants in the District. Whit will mention to PACE and see if these values are reasonable or should they be revised.

- d. Some of the yard signs announcing the Water District's public meetings need to be replaced. Kelli offered to handle this.
 - i. Eric moved to allow Kelli to purchase some new signs and/or sign materials; Sue seconded the motion. **Motion passed unanimously.**
- 9. Public Comment - 2 guests in attendance
 - a. Phil Kubischta asked for clarification on the recent water rate increase. Unfortunately, not all the current Board members were on the Board at the time of when the rate increase was proposed and approved. Kelli and Sue will work together to address Phil's question and concern and provide clarity at a future meeting.

The Board meeting adjourned at 8:48 pm.