

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



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

spwd.specialdistrict.org

May 31, 2023 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Treasurer Jon Howell called the General Board meeting to order at 7:06 pm

Roll Call - In Attendance:

Jon Howell, Eric Leatham, Sue Weston, Kelli Byrd, Michelle Cushing

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. Public Comment - 4 guests in attendance - limited to 3 minutes per attendee
 - a. Phil Kubischta, a resident of Southwood Park, mention some revisions to the website. He had mentioned it to the previous Board in May 2020. Michelle will reach out to Phil and ask for his specific website revisions.
3. The Board reviewed the revised minutes from the Board meeting on March 29, 2023.
 - a. Sue moved to approve the minutes; Eric seconded the motion. **Motion passed unanimously**
4. The Board reviewed the minutes from the Board meeting on April 26, 2023.
 - a. Jon moved to approve the minutes; Eric seconded the motion. **Motion passed unanimously**
5. The Board reviewed the monthly financial reports.
 - a. Sue moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
6. Old Business
 - a. Tom Ferrell of PACE Engineers updated the Board of their process. Tom showed the Board a map with water lines and other utilities shown and labeled within the District. Tom also discussed the geotechnical phase of the project. Here's what was worked on since the last Board meeting.
 - i. Survey of water system components
 - ii. Creation of Digital District Base Map
 - iii. Internal team coordination and discussion on report
 - iv. Coordinate with Hiland Water to locate all waterlines within District
 - v. Discussion with District on land ownership
 - vi. Discussion with District' attorney
 - vii. Geotechnical work proposal scope

- b. The Special District election was held on Tuesday May 16. Sue Weston did not run for re-election for Position 1. Thank you to Sue for her service on the Board. Lisa Hilker ran unopposed for Position 1. Whit Middlecoff ran unopposed for Position 4. Congratulations to both for receiving over 90% of the votes that were casted.

7. New Business

- a. Sue and Eric met with Gary Jackson from SDAO Risk Management on Thursday May 11. The purpose of this meeting was to conduct a voluntary risk management consultation for the water district. The three of them walked through the District. Gary encouraged the Board to apply for matching safety grants through SDAO.
- b. Kelli asked if future Executive Sessions not be held before the general meeting and maybe held after the general meeting. With working a full day, it is hard to get to the church and be settled for the Executive Session at 6pm. Several Board members agreed.
- c. Kelli asked about the legal matter that Saalfeld Griggs is handling for the District. Michelle will email copies of the legal invoices for Kelli's review and Jon offered to update her on the progress of the matter.

The Board meeting adjourned at 8:18 pm.