

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



*Commissioners:*  
KC Rogers  
Kelli Byrd  
Lisa Hilker  
Jim Hilker

spwd.specialdistrict.org

## **January 29, 2025 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219**

Board Chair KC Rogers called the General Board meeting to order at 7:00 pm  
Jim announced attendees are welcome to move closer if necessary to hear discussions.

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

KC Rogers, Kelli Byrd, Lisa Hilker, Jim Hilker

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on December 18, 2024.
  - a. Lisa moved to approve the general meeting minutes; KC seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the monthly financial reports.
  - a. Hiland charged to test standing water; it was not a leak.
  - b. Moved Zippy to auto-pay; it is still \$75 per month.
  - c. Portland Water Bureau has been moved back to auto-pay.
4. Old Business
  - a. KC gave update that the Portland Water Bureau fine has been paid and on time.
  - b. KC updated the board on the 2023 Municipal Review.
    - i. Just before Christmas, our original review accountant informed us she was able to work on our review after all.
    - ii. Dan and KC worked on Christmas Eve to prepare all documents and Dan mailed it on Christmas Day.
    - iii. The total cost should be \$4,650, saving the district almost \$8,000! A huge thank you to KC and Dan for their generous holiday gift to the neighborhood.
  - c. KC gave update on our Surge Protection project. Vendor is just waiting for the panel box and KC may be meeting with him in the upcoming weeks.
  - d. Jim gave Grants update. KC and Jim filed our application with The Oregon Water Caucus. The asked for financial help with 3 projects: the tank reservoir rehab, a new 6-inch inter-tie with Portland water (for emergency use) and to restore 4 fire hydrants previously removed.
  - e. The board discussed the rate increase letter and items to include. With list of inclusions, Lisa volunteered to write the letter and get them mailed as soon as possible.
    - i. The board discussed estimated mailing costs and Jim moved to approved up to \$400, KC seconded. **Motion passed unanimously.**

- f. We need to contact Clackamas County Planning to let them know the neighborhood is now built out, with its 299 connections. KC volunteered to call.
5. New Business
- a. Briefly discussed writing a letter to Hiland requesting them to reimburse us for the fine we paid to PWB. Jim has volunteered to get that written and sent.
  - b. KC has signed the agreement with Meadow Springs Church for use of the meeting room.
  - c. Zoom has been renewed. Unfortunately Zoom had charged the wrong credit card for renewal. KC changed that and we will reimburse original card holder.
  - d. KC has stated the Water System Feasibility Study can now be found on the SPWD website.
  - e. All current board members have committed to continue to serve the Board.
  - f. KC discussed the leak at 12937 SW 61 Ave. The box is above the main and there is no sidewalk involved. The expected cost could be \$2,000.
    - i. Jim moved to approve actual repair costs, up to \$2,000, Lisa seconded. **Motion passed unanimously.**
  - g. Kelli moved to pay bills as presented, Jim seconded. **Motion passed unanimously.**
  - h. Written questions from attendees:
    - i. Phil Kubischta had asked for all board members' email addresses. KC explained that, at this time, all emails addressed either to Board Chair or through the website, were forwarded to all board members.
6. Board Actions Items for next meeting
- i. KC – Put December 18, 2024 Minutes on website.  
Write February 26, 2025 Agenda.  
Follow through with Surge Protection project and meet with electrician.  
Call Clackamas County planning and ask they terminate issuing new home building permits in Southwood Park.
  - ii. Kelli – Help to get out Rate Increase Letter, if needed.
  - iii. Lisa – Write the January 29, 2025 meeting Minutes and forward to Board.  
Write the Rate Increase letter, get it printed, labeled, posted and in the mail.
  - iv. Jim – Continue to follow through with FEMA and the Oregon Water Caucus – submit any necessary paperwork requested.  
Write letter/email and submit to Hiland regarding reimbursement.

The Board meeting adjourned at 7:52 pm.