

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



Commissioners:
KC Rogers
Kelli Byrd
Lisa Hilker
Jim Hilker

spwd.specialdistrict.org

November 20, 2024 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 7:01 pm

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 October 30, 2024.
 - a. Kelli moved to approve the general meeting minutes; Jim seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the monthly financial reports.
 - a. Jim moved to pay the bills as presented; Lisa seconded the motion. **Motion passed unanimously.**
4. Old Business
 - a. Lisa gave Portland Water Bureau update.
 - i. All requirements have been met and approved to lower fine.
 - ii. SPWD is awaiting new invoice.
 - b. KC gave information regarding the Municipal Review.
 - i. KC will contact the State of Oregon regarding what still needs to be completed.
 - c. KC gave update on surge protection.
 - i. Vendor confirmed they have received our check and parts have been ordered.
 - d. Jim gave update on FEMA grant.
 - i. Jim believes he's had the last meeting with FEMA and everything is closed.
 - ii. We will also receive 75% reimbursement on upgrades (surge protector and install) but need to forward cancelled check(s) to FEMA for payment.
 - iii. We are awaiting their final processing and reimbursement. Jim chose one final payment rather than two smaller ones.
 - iv. FEMA payment should be received 6 to 8 weeks after file completion.
5. New Business
 - i. KC has completed insurance application for the upcoming year.
 - ii. Board discussed starting from scratch with SPWB Rules & Regulations. Including website items as approved, seems to be the best idea for our small district.
 - iii. Board discussed how best to make the "Water System Feasibility Study" public and the burden of complying with ADA accessibility. KC mentioned other

- districts remove their website; the board was not keen on that idea. There is a question as to whether archived documents are exempt from ADA compliance.
- iv. The board discussed the need for rate increases and, specifically getting on a yearly increase plan. KC mentioned how our cost of doing business (Hiland, PGE, etc.) has increased 30 to 40%.
- b. The Board discussed Board Officer positions.
 - i. To be clear, Lisa is position 1, Jim is position 2, Kelli is position 3, and KC is position 4. Position 5 is vacant. Positions 2,3 and 5 are up for election/re-election in May, 2025, filing to be done in March, 2025.
6. Board Actions Items for next meeting
- i. KC – Contact Clackamas County about neighborhood being fully built out. Contact State of Oregon regarding help with Municipal Review. Write and post December 2024 Agenda.
 - ii. Kelli – Research public, ADA-compliant storage of “Water System Feasibility Study” and information on archived documents.
 - iii. Lisa – Write minutes for November 20, 2024 Board Meeting.
 - iv. Jim – Continue to communicate with and share necessary forms with FEMA.

The Board meeting adjourned at 7:56 pm.