

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



*Commissioners:*  
C. Whit Middlecoff  
Jon Howell  
Kelli Byrd  
Lisa Hilker

spwd.specialdistrict.org

## August 30, 2023 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Chair Whit Middlecoff called the General Board meeting to order at 7:06 pm

### Roll Call - In Attendance:

Whit Middlecoff, Jon Howell, Kelli Byrd, Lisa Hilker, Michelle Cushing

### Business:

1. The Board reviewed the agenda for tonight's meeting.
2. Public Comment - 3 guests in attendance - No public comment
3. The Board reviewed the minutes from the Board meeting on June 28, 2023.
  - a. Jon moved to approve the minutes; Kelli seconded the motion. Lisa abstained because she was not a member of the SPWD Board yet. **Motion passed unanimously**
4. The Board reviewed the minutes from the Board meeting on July 26, 2023.
  - a. Jon moved to approve the minutes; Lisa seconded the motion. Kelli abstained because she was no present at this Board meeting. **Motion passed unanimously**
5. The Board reviewed the monthly financial reports.
  - a. Jon mentioned that the accounts receivable looks better and Hiland has spent time cleaning up the aged balances.
  - b. Kelli moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
  - c. OnPoint Credit Union will be contacted to add Lisa Hilker as an authorized signer and to remove both Sue Weston and Eric Leatham.
6. Old Business
  - a. Tom Ferrell of PACE Engineers updated the Board of their process. Here's what was worked on since the last Board meeting.
    - i. Coordination with Portland Water Bureau on providing fire flow to Southwood Park and associated intertie costs
    - ii. Water demand calculations for City of Portland
    - iii. Modifications to system map
    - iv. Edit basic hydraulic model
    - v. Work on hydraulic profile
    - vi. Internal team coordination and discussion on report
    - vii. Put Geotech work on hold for now
    - viii. Solicited quotes for tank coating, backup power

## 7. New Business

- a. The Board discussed the past due balance on Account 1615. In the past when the water has been shut off, the requestor to turn the water back on has bought the account current and has paid the total amount owed before the water has been turned back on. Jon will send an email to the requestor and Hiland.
- b. Eric Leatham has sold his home in the District and has resigned from the SPWD Board. The Board thanked Eric for his years of service and wished he and his family well. Michelle will contact Eric for his SPWD email address password and deliver his final stipend check. Kelli suggested a banner be put on the website asking if residents are interested in being on the Board to fill the vacant spot. Michelle will add this to the front page of the website.
- c. Jon distributed Oak Grove Water Services District's Rules and Regulations to the Board. Jon asked each Board member to review and plan to discuss at the next Board meeting. There may be various topics the Board would like to adopt for the Southwood Park Water District.
- d. Jon and Dan have been talking about whether or not SPWD will need an audit or review for fiscal year 2022-2023. The material service expense was \$130,434.48 and capital outlay of \$60,703.54, for a total expense of \$191,138.02. Per ORS 297.435, if total expenditures/disbursements exceed \$150,000, the municipality must have an audit or review for this fiscal year. Jon suggested several firms who have a municipal audit license and will prepare a Request for Proposal (RFP) to send out to them. The Board would like to review the RFPs that are returned and decide on which firm at the next Board meeting.
- e. Jon made a motion to eliminate public comment from future SPWD Board meetings. Whit seconded the motion. A lively discussion followed. **Motion passed 3-1 with Whit, Jon and Lisa voting Yea and Kelli voting Nay.**
- f. Jon made a motion to forbid the District's vendors and contractors from speaking with the public before, during or after the SPWD Board meetings. Whit seconded the motion. The District gets charged for this time and the Board doesn't want to pay for discussions that are held and they are not a part of. **Motion passed unanimously.**

The Board meeting adjourned at 8:05 pm.