

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

July 27, 2022 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Chair Kelli Byrd called the General Board meeting to order at 7:05 pm

Roll Call - In Attendance:

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

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on June 29, 2022.
 - a. Jon moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the Executive Session on June 29, 2022.
 - a. Jon moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
4. The Board reviewed the monthly financial reports.
 - a. Eric moved to pay the bills as presented; Sue seconded the motion. **Motion passed unanimously.**
5. Old Business
 - a. Whit and Jon contacted OnPoint Community Credit Union and were able to add themselves as authorized check signers on the SPWD's bank account. Now all 5 Board members are able to sign SPWD's checks.
 - b. Whit contacted Zply Fiber customer service to discuss the options for increased bandwidth at the pump house. They said the pump house site is scheduled to be upgraded for fiber in the next 2 to 3 months. Once the upgrade is complete, we should be able to get near gigabit speeds. As of today, there is no other service available for us except the DSL we currently have in place. Whit also inquired about the recent cost increase on our account. The rep said the costs for DSL service has gone up which is why our monthly amount has increased. He asked if there were any ways for us to decrease the costs, and they offered us a 3-month \$20 (per month) discount. Hopefully fiber service will be available before the discount expires.
 - c. Tom Ferrell of PACE Engineers has Covid and was not able to attend the meeting tonight. Tom did send a written report of their progress on the project.
 - d. Hiland has completed about 20% of the new meter replacement project. They have not encountered any issues thus far. Silas stated they are having supply issues with the vendor and don't expect additional replacement water meters until November 2022.

6. New Business

- a. Kelli would like to step down as Board Chair. Jon suggested that the Board consider nominating and electing officer positions on the even years when none of the 5 Board positions are up for election. For example, it is July 2022, there is a change in Board Chair. The next even year, July 2024, there will be a change in officer positions. The Board asked Michelle to draft a resolution to be reviewed at the next Board meeting.
 - i. Jon nominated Whit to be Board Chair; Sue seconded the motion. **Motion passed unanimously.**
- b. The Board discussed scheduling future monthly Board meetings on the last Wednesday of the month.
 - i. Jon moved to schedule the Board meetings on the last Wednesday of the month; Eric seconded the motion. **Motion passed unanimously.**
- c. Jon reviewed and discussed the accounts receivable report from Hiland. He identified several accounts that are perennial delinquent and in some cases, the occupant of the property has changed. Jon proposed which accounts should have a lien placed on them, which ones Hiland needed to contact to get payment in full, which homes were sold with a delinquent balance owing, and which accounts should not be charged a late fee. The lien secures the Water District's place in line if and when the property sells. The Board takes their fiduciary duty very seriously and can not allow water invoices to go unpaid. Jon asked Hiland for their collection policies and ask that the Board review and discuss them at the next Board meeting. Hiland doesn't place liens on properties that are delinquent.

7. No Public Comment - 2 guests in attendance

The Board meeting adjourned at 7:53 pm.