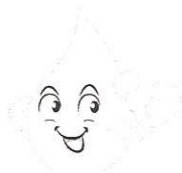


Southwood Park Water District  
PO Box 2024  
Lake Oswego, OR 97035



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

spwd.specialdistrict.org

## January 31, 2024 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 7:02 pm

### Roll Call - In Attendance:

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

### Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on December 27, 2023.
  - a. Lisa moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the monthly financial reports.
  - a. Jon moved to pay the bills as presented; Lisa seconded the motion. **Motion passed unanimously.**
  - b. The Board discussed the past due balances on several accounts. Michelle will continue to follow up with Hiland before each Board meeting for a current list of accounts who are delinquent and what payment plans have been established.
  - c. Lisa mentioned some customer water consumption amounts didn't look right. She will reach out to Hiland with a list of accounts for them to review and investigate.
4. Old Business
  - a. Tom Ferrell of PACE Engineers updated the Board on their process.
    - i. Preliminary Feasibility Study
    - ii. Running hydraulic model for fire flows with current system, identifying deficiencies
    - iii. Running hydraulic model for fire flows with recommended improvements
    - iv. Modifications to system map
    - v. Compiling pertinent documents in the appendices
    - vi. Internal team coordination and discussion on report
  - b. Tom distributed the Water System Feasibility Study and a detailed map of the water system of the Southwood Park Water District. The Board and Tom discussed and the Board would like to review on their own and come up with questions and/or comments. The Board will discuss further in a work session on February 28 at 6pm, ahead of the general meeting at 7pm.
  - c. Jon had distributed the Oak Lodge Water Services District's Rules and Regulations to the Board members. There were several clauses regarding the responsibility of the Water District and the rate payor the Board found interesting. The Board will discuss again at a future Board meeting and will ask our legal counsel to review and comment.

- d. Southwood Park Water District will need to complete a financial review for the year ending June 30, 2023. Jon has asked the State of Oregon Division of Audits for an extension until April 30, 2024. It was originally due 12/31/2023. Jon has spoken to Teresa Hanford of Hanford & Associates, LLC. Jon and Dan Z will prepare financial statements and other workpapers to lessen the work Teresa would have to do. Jon will ask Teresa for a quote to complete the review.
  - e. There is an open Board position available. There has been some interest from residents of the Water District. The position is posted on both the District's website and the Southwood Park Facebook page.
  - f. Whit signed and completed the participant application form to open an account within the Local Government Investment Pool (LGIP)/Oregon Short Term Fund. Michelle will return the form with the approved Board minutes outlining the Board's desire to open an account. If the new account request is approved, LGIP will provide additional forms to be completed by the Board Chair.
5. There was an ice and snow storm in January 2024 throughout the Portland area. Aaron Olson from NW Natural Water joined the Board meeting via Zoom and spoke of the repairs and maintenance that were done during and after the storm. He shared photos and explained what was done and what needs to be done. Aaron stated Schneider Water Services visited the Southwood reservoir site and confirmed that the well motor is short circuiting to ground. Unfortunately, that does mean the well pump will need to be pulled and replaced with a new motor. While the pump is pulled they can check the condition of the pump turbine, wiring, and drop pipe. Aaron spoke with the Schneider Water Services office about their expected availability and they are currently scheduling out for the next 6-8 weeks. Schneider's quote seemed fair to Aaron and he would recommend authorizing Schneider to complete the work.

The Board meeting adjourned at 8:25 pm.