

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

September 28, 2022 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, Kelli Byrd, Sue Weston, Eric Leatham, Jon Howell, Michelle Cushing

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on August 31, 2022.
 - a. Sue moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the monthly financial reports.
 - a. Sue moved to pay the bills as presented; Eric seconded the motion. **Motion passed unanimously.**
 - b. Jon remarked that there was less water usage last month and in turn less revenue. Did the water rate increase last September cause ratepayers to conserve and use less water? Generally, the months of July, August and September are the largest consumption of water.
4. Old Business
 - a. Tom Ferrell of PACE Engineers updated the Board on their progress.
 - i. Preliminary calculations of water production and usage based on Oregon Water Resources Department data and reviewed water quality data.
 - ii. Began writing on compiling appendices for Comprehensive Plan.
 - iii. Continued work on level of service goals.
 - iv. Requested additional data, files, reports, and system documentation from Hiland Water.
 - v. Preliminarily scheduled Marine Industrial Tank Diving and Coating for October 17. Contract was forwarded to the SPWD Board for review and approval.
 - vi. Began work on District Map. Contacted Clean Water Services for electronic files.
 - vii. Contacted City of Lake Oswego to begin discussion on use of park plans.
 - viii. Contacted Portland Water Bureau to discuss existing intertie.

- b. Michelle drafted the resolution for the Board on "Nominating and Electing Board Officer Positions." The Board reviewed the resolution and had some revisions for Michelle. She will make those changes and add it to the Agenda next month for discussion.
 - c. The Board asked Michelle at the last Board meeting to email Silas at Hiland some concerns the Board has. Silas responded that he is aware that his office team may have not handled some past situations the best. Kelli suggested inviting Silas to an upcoming Board meeting so that the Board may ask him questions and share various concerns. Jon suggested an Executive Session prior to the General Meeting on October 26, with Silas to discuss Hiland's contract with SPWD. Michelle will extend the invitation to Silas for the meeting on October 26 at 6pm.
 - d. The latest invoice from Hiland includes some costs that should be passed on to the homeowner as they are responsible and caused the water damage. Jon will contact Silas and ask Hiland to invoice the homeowner for these expenses.
 - e. Placing liens on properties with delinquent water and/or repair bills was further discussed. Michelle contacted Clackamas County and the lien paperwork can be either submitted in person or through the mail. The cost is \$ 93.00 for the 1st page and \$ 5 for subsequent pages and only cash or checks is accepted as payment. The County does not have a form or example to follow or use. Jon has a client who was involved with liens from Oak Lodge Water Services and will share the form with SPWD to use.
5. New Business
- a. Jon had some business dealings with the law firm of Saalfield, Griggs PC, in Salem. Jon described SPWD to the 2 attorneys, Paul Sundermier and Jennifer Paul, he was working with and asked if their firm would be interested in handling SPWD's legal matters. They said yes and Jon will invite them to an upcoming meeting.
6. Public Comment – 2 guests in attendance
No Public Comment

The Board meeting adjourned at 9:06 pm.