

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

## **August 31, 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 7:04 pm

### **Roll Call - In Attendance:**

Whit Middlecoff, Kelli Byrd, 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 July 27, 2022.
  - a. Sue moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the Executive Session on July 27, 2022.
  - a. Sue moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
4. The Board reviewed the monthly financial reports.
  - a. Kelli moved to pay the bills as presented; Sue seconded the motion. **Motion passed unanimously.**
5. Old Business
  - a. Tom Ferrell and Patrick Murphy of PACE Engineers joined the meeting tonight.
    - i. Patrick reported on the structural analysis of the existing storage tank/standpipe in accordance with AWWA D100. The steel water storage tank was originally built in the late 1950s. The storage tank is 17 feet in diameter and 84 feet high. The storage tank consists of (14) 6-foot-tall courses making up the 84-foot height. The storage tank normal operating level (NOL) is 74 feet. The storage tank shell wall is typically 0.31-inches thick. However, the 5th, 6th, and 7th courses from the bottom measured 0.48-inches thick.
    - ii. Pace reviewed both Schneider Water site visit report and Carlson Testing site visit report. Tom requested additional data, files, reports, and system documentation from Hiland Water. Whit can contact Hiland if necessary to speed up their efforts in providing information to Pace. Tom reported that LiquiVision is out of business and they are contacting other well thought-of companies.



## 6. New Business

- a. Michelle asked a SDAO attorney about liens and outstanding water invoices. In the case of water services, the contract is between the water provider and the account holder, not necessarily the property owner. The attorney stated that the best leverage a water provider has is to turn the water off and have the account holder pay what is owed. Michelle did contact Clackamas County and the lien paperwork can be either submitted in person or through the mail. The cost is \$ 93.00 for the 1<sup>st</sup> page and \$ 5 for subsequent pages. Only cash or checks are accepted for payment.
- b. The Board asked Michelle to contact Hiland and review the collection policy.
- c. Hiland notified residents either through text messages or robocalls (or both) in August of an upcoming water shutdown. Kelli alerted Whit and asked Michelle to follow up with Silas. Silas was unaware of the water shutdown but would investigate and get back to the Board. Michelle provided Silas all the Board and her own contact information so that any future water shutdowns, all Board members will be properly notified and Michelle can update the website.
- d. Sue's term on the Board is up in June 2023 and she does not intend to run again. Kelli's term is up in June 2025 and does not wish to continue on the Board. She is actively looking for neighbors to replace her. Eric and his family plan to relocate, outside of the District, sometime within a year. Special District Association of Oregon (SDAO) explains the expectations of a Board member are:
  - i. Be on-time, prepared and informed
  - ii. Be friendly, honest and courteous
  - iii. Be respectful of each other and the District
  - iv. Represent the Board's actions and positions
  - v. Understand your and others' roles and responsibilities
- e. Michelle drafted a 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.
- f. Michelle met Eric at the storage unit today. The State of Oregon has a detailed records retention policy that the Water District is following. The Board has gone through the majority of the boxes and Whit has scanned them and Michelle has loaded them to the Google Drive. Eric will bring the final box to the next Board meeting. The two-drawer file cabinet was moved to Michelle's garage where she will go through it. There is no longer a need for a storage unit and it will save the District, \$65.00 each month.

## 7. Public Comment - 3 guests

- a. George Albrecht commented what a great job the Water District Board is doing. He talks with other in the neighborhood and all agree. The Board thanked George for his comments and support.

The Board meeting adjourned at 9:05 pm.