

Southwood Park Water District

Minutes for October 27, 2021

7:00 – Meeting called to order by Kelli Byrd, board chair.

- Met inside church and wearing masks.
- Board members present – Kelli Byrd, Jon Howell, Sue Weston and Eric Leatham.
- Minutes of September 22nd – Sue motioned to approve; Eric seconded. Passed 4-0.
- Reports reviewed. Sue called PGE on City of Portland and Multnomah County taxes. They will research internally and get back to her.
- Checks reviewed and signed.

Old Business:

- Sue closed Key Bank account. Jon needs to be added to OnPoint account if desired. All old signers have been removed.
- 6141 SW Southwood – Jon tried to talk to KC and Randy but was unable to discuss their reasoning with them. Sue was going to investigate some prior events and will do so for the next meeting. Jon would like to establish a policy for future incidents. Kelli indicated that we've already approved billing the customer and decision should be final. Might be an executive session. Could send letter to customer saying that it's under review. Jon will look for a policy to adopt. Eric mentioned that TVWD has a contractor section.
- Monthly meter read. Jon was unable to do this as KC was not available to meet him there. Kelli will contact Hiland to see if they could do it. Kelli will get door codes to Jon, and he will get those changed. Security cameras – someone needs to monitor notifications. Sue might be willing to do it.
- Administrative support – Michelle was not able to attend tonight due to the late notice but is willing to come next month. She would like to meet with Kelli and Eric to discuss duties. Jon will send contract information to her.

New Business.

- Pace Engineering – Tom Farrell attended meeting to discuss his business – located on Kruse Way and started in 1992 in the Seattle area. Tom is a project engineer and works in the municipal department with special districts like ours and lives near our service area. They can help with planning, construction and funding. He cannot sign any contracts but would be our contact person.
- Members would like time to review all 3 companies. Kelli will contact church to see if 11/3 is available for us to meet, 11/10 if not.
- New board member – one person expressed interest. Jon motioned that we accept Witt Middlecoff, Eric seconded. Passed 4-0.
- Jon mentioned that we will need a citizen to serve on the budget committee next spring. Would like to have people develop some experience
- Work sessions – Eric mentioned that Rivergrove has two meetings per month, a work session and a regular meeting. Board liked the idea.
- Next meeting is 11/24, the day before Thanksgiving. Move to 12/1 and have the regular meeting on 12/22.

Public Comment:

- 11 guests in attendance.
 - Southwood broken pipe. A few months ago, discussed idea of splitting cost. That's one idea. Someone else also liked the idea that not all ratepayers should have to pay for it. Contractors should have to pay for errors that they cause. Policy should include that contractors must be licensed and bonded or that the homeowner would be liable.
 - RFP reviews – start with 3 or 4 main attributes and grade each of them to guide the decision.

- Southwood broken pipe. Just because tractor didn't cause break doesn't mean that moving dirt around didn't cause it. Doesn't need to have direct contact. Highly probable that they caused break.
- Need to ensure that locates are done beforehand.

Next meeting is December 1st and then December 22nd.

Adjourned at 8:22. Sue moved to adjourn meeting, Jon seconded, passed 4-0.

Minutes by Eric Leatham.