

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



*Commissioners:*  
Kelli Byrd  
Jon Howell  
Eric Leatham  
C. Whit Middlecoff  
Sue Weston

spwd.specialdistrict.org

## **April 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 7:01 pm

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

Kelli Byrd, Jon Howell, Whit Middlecoff, 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 March 23, 2022.
  - a. Sue moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the monthly financial reports.
  - a. Whit moved to pay the bills as presented; Sue seconded the motion. **Motion passed unanimously.**
4. Old Business
  - a. A Meeting Owl device was on loan and used at a recent Board meeting. The State of Oregon requires most public meetings to be accessible remotely. The Meeting Owl is about \$1,000. The consensus of the Board is that they liked the device and thought it provided good coverage of the meeting. Currently, the monthly meetings are held in person with the general public in attendance and broadcast and recorded over Zoom on Whit's personal laptop. There was no one virtually on the meeting tonight. The Board did not want to spend the \$ 1,000 when no one is joining the meeting virtually currently. The topic will be tabled until a later date when there may be more individuals joining the meeting online.
  - b. Jon Howell will discuss with Dan Zimmerman and report at the next meeting about redirecting the meeting stipends to water bill assistance.
  - c. Kelli and Sue will report at the next meeting about the legal matter between the District and a homeowner.
  - d. Sue will report next meeting on her efforts with PGE regarding the large credit the District has with them.
5. New Business
  - a. Whit will contact Ziplly Fiber about the service at the pumphouse and possibly revising and updating the connection in hopes to generate real time video.
  - b. Jon Howell will work with Dan Zimmerman and prepare a 2-year budget for fiscal years 2022-2023 and 2023-2024. Jon asked for volunteers for the budget committee and

- Michelle Middlecoff, Lisa Hilker and George Albrecht offered to help. The first meeting is scheduled for Wednesday, May 11 at 7pm at Meadow Springs Community Church.
- c. The Board asked Michelle to reach out to Jonathan Estrada, the billing specialist at Hiland. She reported on Hiland's collection process and shut off notice procedures.
  - d. Kelli suggested reviewing 2 boxes from storage at the end of each General Board meeting. Whit mentioned the scanning process was quicker since the Board had reviewed the documents. Whit or Eric will scan the documents and Michelle will upload, classify and save them to the District's Google drive.
  - e. Jon reported that Hiland received the first shipment of 30 water meters and installed them all earlier in April. Hiland did not encounter any issues and installed all 30 meters in one day.
  - f. Tom Ferrell of PACE Engineers spoke to the Board on their progress in updating the master capital plan. PACE requested data, files, reports, and system documentation from Hiland Water and has reviewed files and reports received to date, including 2010 SPWD Capital Plan, and 2019 reviews by Hiland Water, Special Districts Association of Oregon (SDAO), and Oregon Association of Water Utilities (OAWU). PACE has coordinated quotes with Schneider Equipment and LiquiVision. Tom will provide an update on their progress the Friday before the General Board Meeting so that Michelle may include in the Board's meeting materials.
  - g. The Board asked Michelle to update the District's website with information about replacing the water meters and about SPWD's master capital plan.
  - h. Jon apologized to the Board. At the March 9 meeting, Jon repeated information about the ownership of the park property by the water tower. A resident in attendance reached out to the Board. Jon apologized to the Board and the public. The entire Water District Board prides themselves on working together with courtesy, respect and integrity.

6. Public Comment - 4 guests in attendance

The Board meeting adjourned at 8:17 pm.