

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



*Commissioners:*  
KC Rogers  
Kelli Byrd  
Lisa Hilker  
Jim Hilker  
Severin Holden

spwd.specialdistrict.org

## **April 29, 2026 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219**

Board Chair KC Rogers called the General Board meeting to order at 7:02 pm  
An announcement was made that attendees should silence their phones. Attendees were invited to move their chairs forward, if needed. We are guests in this building; as such, food is prohibited and any drinks must have a secure lid or screw-top to prevent spills.

Roll Call - In Attendance:

KC Rogers, Lisa Hilker, Jim Hilker and Severin Holden

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting minutes from March 25, 2026.
  - a. A motion was made to approve the general meeting. **Motion passed unanimously with ayes from: KC Rogers, Lisa Hilker, Jim Hilker and Severin Holden.**
3. Board Chair Report:
  - a. KC briefly discussed day-to-day operations including a few charges from NWNWS that seemed high. NWNWS charged for 3 hours (\$550) to deliver chlorine, which is expected to be delivered during their routine visits. NWNWS charged \$400 to dispose of AC pipe, which may have been able to simply remain buried.
  - b. The issue of the missing keys to the surge protector box has still not been resolved. After much effort from KC for NWNWS to resolve this, KC will go ahead and have the lock/keys replaced and charge NWNWS.
  - c. There were no specific announcements or Board governance matters. The Board discussed and reviewed the monthly financial reports and invoices, all of which were within previously adopted budget appropriations. The expenditures, including auto-pay items and attendance checks, were reviewed with no objections noted.
4. Old Business:
  - a. Regarding increasing the emergency inter-tie size with Portland Water Bureau, PWB – Jim gave an update. PWB has forwarded their estimate. PWB confirmed they would not charge us a System Development Charge. We will need an adjacent vault built downstream from the current one. PWB has sent a schematic of their typical vault for reference.
    - i. Jim has spoken with the Rivergrove Water District's General Manager to get names of engineering firms: RH2 and Kittleson in Lake Oswego are options. KC has a third firm as well.
    - ii. Jim will forward PWB information, including vault information, to Severin. Severin has volunteered to draft a proposal for engineering firms.

- iii. As another option for a larger inter-tie, Jim has volunteered to contact Lake Oswego to see if they are interested in providing an emergency water services for the neighborhood.
  - b. Regarding 13394 SW 64 Ave. – Asphalt Repair: The Board previously approved the estimate of \$8,579.12. The final cost was from the paving company came in at \$5,477.00.
  - c. The Master Meter replacement is scheduled for May 6, 2026.
  - d. Severin will set up another meeting with NWNWS on May 4 for he and KC to attend.
  - e. Regarding 13467 SW 61 Ave. – Damages from customer tampering: SPWD will initially pay the repair costs of \$3,007.85. NWNWS will bill the customer.
  - f. Jim and KC attended the Special District Funding webinar, April 8.
  - g. Severin mentioned he will no longer be updating our Google Drive Jobs/Projects Report because NWNWS is now including that information in their report.
  - h. Regarding 12914 SW 62 Ave. – Cracked Meter: The overcharge by NWNWS has not yet been addressed.
  - i. Regarding tampering – The Board continued the discussion of possibly implementing fees and/or repair costs to customers if tampering with water meter, valve, street valve, service lines, main lines or hydrants. No final decision has been made.
5. New Business:
- a. Regarding a pay increase for accountant – The Board discussed offering the District’s accountant a cost of living increase. A motion was made to increase our accountant’s base monthly fee to \$550. **Motion passed unanimously with ayes from: KC Rogers, Lisa Hilker, Jim Hilker and Severin Holden.**
  - b. Jim volunteered to complete the SDAO survey.
  - c. Jim had an information-gathering meeting with the Rivergrove Water District’s General Manager.
    - i. They discussed funding sources. We may need a loan of \$150,000 for the inter-tie project. Capital One has good rates. The State Drinking Water Revolving Fund is a good option but could take a year to finance.
    - ii. They discussed residential meters. Rivergrove uses Zenner manual-read meters. If we purchased in lots of 20, we’d pay \$68-70 each. We could schedule replacement of 17 each year (retaining 3 for emergency use) on an 18-year cycle. These could be outside of NWNWS and put out for bid.
  - d. We received NWNWS’s first draft of their Water System Management and Services Agreement (contract). The Board discussed many items/changes, including but not limited to:
    - i. Jim noticed there seem to be two separate 20% markups, page 11, Exhibit C, Equipment & Expenses, Direct Expenses Cost + 20% and Subcontractor Cost + 20% but later on that same page, in bold, they state a 20% service fee will be added for all base fee services, labor, and equipment and expenses, and miscellaneous fees incurred unless otherwise stated. (In other words, they markup 20% and then markup 20% more, again.)
    - ii. Severin noticed page 7, Exhibit B, Section B, a) routine visits performed once a week. We should have a specific definition of a routine visit. They do not define what they are sampling yet specify non-routine sampling will be billed on a time and material basis. All sampling should be defined.

- iii. Page 7, Exhibit B Base Fee Services, Section B, c) along with reading meters, this should include a visual inspection of meters and valves. Jim asked if we should schedule exercising valves.
- iv. Severin noted coliform sampling and deliver to lab is in contradiction from page 7, Exhibit B, Section B, Base Fee Services, b. and page 9, Exhibit B, Section 4, Other Services, a.
- v. KC noted the Activation fee contradiction from page 9, Exhibit B, 2., Billing and Collection Policy, e. is \$35.00 and page 11, Exhibit C, Miscellaneous is listed as \$30.00.
- vi. KC noted page 8, Exhibit B, Billing and Collection Policy, c., 3. States variations to standard collection will be reported to Owner. They never have and are in violation with their own contract.
- vii. KC noted there are places in the agreement where customers or rate payers are referred to as clients. That should be changed.
- viii. Severin noticed on page 7, Exhibit B, C. Emergency Services, a., NWNWS considers required dispatch of staff ,with less than 48 hours notice, is considered an emergency. Severin believes this wording should be changed to 24 hours.
- ix. KC noticed page 9, Exhibit B, 4., Other Services, l. flushing should fall under base services.
- x. KC noticed page 9, Exhibit B, 4 Other Services, g. NWNWS should not be guaranteed to install new services.
- xi. KC noticed contradiction in collection fees. Page 8, Exhibit B, 2., Billing and Collection Policy, c., 2., shows a \$45 fee. Page 11, Exhibit C, Miscellaneous, shows a \$40 fee.

The Board meeting adjourned at 8:04 pm.