

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



Commissioners:
C. Whit Middlecoff
Jon Howell
Kelli Byrd
Lisa Hilker

spwd.specialdistrict.org

February 28, 2024 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 7:13 pm

Roll Call - In Attendance:

Whit Middlecoff, Jon Howell, Lisa Hilker, Kelli Byrd, Tom Ferrell of PACE Engineers, Michelle Cushing

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on January 31, 2024.
 - a. Jon moved to approve the minutes; Lisa seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the monthly financial reports.
4. Curtis and JJ Olson with Hiland water Services joined the meeting tonight via Zoom.
 - a. Jon moved to pay the bills as presented; Lisa seconded the motion. **Motion passed unanimously.**
 - b. The Board discussed the past due balances on several accounts. Michelle will continue to follow up with Hiland before each Board meeting for a current list of accounts who are delinquent and what payment plans have been established.
 - c. Last month, Lisa mentioned some customer water consumption amounts didn't look right. She emailed a list of 6 customer accounts to Hiland. The Board discussed these accounts with Curtis and JJ. Going forward, prior to billing, Hiland will verify and potentially correct zero usage readings by visiting the properties/meters a second time.
5. Old Business
 - a. As the Board reviews and evaluates the recommended upgrades to the water system, Tom mentioned an infrastructure financing meeting called a One-stop meeting. The meeting is to bring together all parties and efficiently find funding solutions for community projects. Business Oregon facilitates this monthly meeting to quickly and efficiently find funding solutions for communities. One-stop meeting locations can vary depending on the topic, project or the community requesting the meeting. Any stakeholder (City Manager, Engineer, Elected Official, etc.) working on a potential project or working on behalf of the community can request a meeting. One-stop participants will benefit from the combined experience of participants and gain valuable contacts. As a result of the one-stop, participants will walk away with an understanding of the next steps needed for the project and be provided a variety of funding scenarios.
 - b. Jon distributed the Oak Lodge Water Services District's Rules and Regulations to the Board members. There were several clauses regarding the responsibility of the Water

District and the rate payor the Board found interesting. The Board will discuss again at a future Board meeting and will ask our legal counsel to review and comment.

- c. Southwood Park Water District will need to complete a financial review for the year ending June 30, 2023. Jon has asked the State of Oregon Division of Audits for an extension until April 30, 2024. It was originally due 12/31/2023. Jon has spoken to Teresa Hanford of Hanford & Associates, LLC. Jon and Dan Z will prepare financial statements and other workpapers to lessen the work Teresa would have to do. Jon will ask Teresa for a quote to complete the review.
 - d. The Board signed and completed the forms to setup an account within the Local Government Investment Pool (LGIP)/Oregon Short Term Fund. Michelle will fax the forms to the PFM Asset Management team and they will email login links and instructions to the Board individually.
6. Curtis asked if the Board wanted Schneider Water Services to video the well while the pump is pulled. Their camera equipment will be available next week and are able to do it.
 - a. Jon made a motion to have Schneider video the well while the pump is pulled with a not to exceed price of \$ 1,000; Kelli seconded the motion. **Motion passed unanimously.**
 7. Tom presented the Board with Task Order No. 3. It entails the final phase of a Feasibility Study, which is a comprehensive water system evaluation and analysis, site visits, inspections, and supplementary engineering studies. Task Order No. 3 completes the Feasibility Study began under Task Order No. 1, so the District has a comprehensive document including development of a new prioritized list of capital projects to use as a basis for future CIP work.
 - a. Jon made a motion to have PACE complete Task Order No. 3 with a not to exceed price of \$ 26,000; Lisa seconded the motion. **Motion passed unanimously.**

The Board meeting adjourned at 8:19 pm.