

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



Commissioners:
KC Rogers
Lisa Hilker
Kelli Byrd
Jim Hilker
Jon Howell

spwd.specialdistrict.org

June 26, 2024 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Treasurer Jon Howell called the General Board meeting to order at 7:20 pm

Roll Call - In Attendance:

Jon Howell, Lisa Hilker, KC Rogers, Jim Hilker, Michelle Cushing

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Budget meeting on May 29, 2024.
 - a. Jon moved to approve the Budget meeting minutes; Jim seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the minutes from the Board meeting on May 29, 2024.
 - a. Jim moved to approve the general meeting minutes; KC seconded the motion. **Motion passed unanimously.**
4. The Board reviewed the monthly financial reports.
 - a. Hiland emailed their contract for FY2024-2025. KC forwarded it to the Board to review. KC asked for the existing contract and Jon said he would find it and emailed it to the entire Board.
 - b. KC met with JJ Olson and reviewed prior months invoice amounts billed to the District. JJ agreed that the District is being charged for items in error. JJ will work with Devin, Hiland's Accounting Manager, to refund these amounts. KC also asked JJ to have Devin provide corrected invoices for these prior months that were in error.
 - c. Hiland emailed the 2023 Consumer Confidence Report (CCR) and OHA CCR Certification Form and asked for the Board to review and complete. Hiland emailed the CCR to some rate payers this week and the Board asked that Michelle post it to the website. KC will follow up with Hiland to accurately complete the OHA CCR Certification Form.
 - d. Jon moved to pay the bills as presented; Lisa seconded the motion. **Motion passed unanimously.**
5. Old Business
 - a. Tom Ferrell from PACE was not able to join the meeting tonight.
 - i. Tom asked Michelle to have the Board provide any comments on the Water System Feasibility Study to him by Friday June 28.
 - b. Southwood Park Water District will need to complete a financial review for the year ending June 30, 2023. Teresa Hanford of Hanford & Associates, LLC provided an engagement letter which includes a not to exceed amount of \$ 4,000. Jon and Dan will

prepare financial statements and other workpapers to lessen the work Teresa would have to do and hopefully reduce the final amount due.

- i. Jon moved to sign the engagement letter as presented; Jim seconded the motion.

Motion passed unanimously.

- c. Lisa has had discussions with both Hiland and the City of Portland Water Bureau with no resolution to the fine charged by the City. Lisa suggested setting up a meeting with the City, Hiland and SPWD which the Board stated was a great idea.
 - d. There is a preliminary meeting with FEMA to discuss the January 2024 Ice and Snow Storm. KC and Jim plan to participate in the Teams meeting and the entire Board is encouraged to join. Jim is going to be the contact for FEMA and will prepare initial expense amounts.
 - e. KC and Jim spent 2 ½ hours on Saturday June 8 doing pumphouse cleanup. Thank you. The area looks great.
6. New Business
- a. The Board reviewed Resolution 2024-01 for the FY2024-2025 Budget.
 - i. Jon moved to sign and approve Resolution 2024-01; Lisa seconded the motion.
Motion passed unanimously.
 - ii. Michelle will scan the entire budget and post to the website.
 - b. The Board discussed Board Officer positions.
 - i. Jon moved to nominate KC as Board Chair and Lisa as Secretary; Jim seconded the motion. **Motion passed unanimously.**
 - c. The Board discussed Dan Zimmerman's contract for FY2024-2025.
 - i. KC moved to approve Dan's contract; Jon seconded the motion. **Motion passed unanimously.**
 - d. Michelle mentioned the Clackamas County Elections form that was recently received. The Board reviewed and discussed. The form was revised and the Board asked Michelle to mail to Clackamas County Elections Department.
 - e. As mentioned above KC and Jim spent 2 ½ hours on Saturday June 8 doing pumphouse cleanup. KC suggested a couple of purchases (weedkiller, gravel, fence fabric etc) to keep the area nice and clean.
 - i. Lisa moved to purchase pumphouse items not to exceed \$ 500.00; KC seconded the motion. **Motion passed unanimously.**
7. Individual Board Member Actions Items for next meeting
- i. Jon - Guide FYE 2023 financial review with Teresa, Review
 - ii. Lisa - Setup meeting with City of Portland, Hiland and SPWD,
 - iii. Kelli - Water System Feasibility Study review and any comments to Tom,
 - iv. KC - Contact Hiland about prior month's corrected invoices and credits, Pumphouse purchases,
 - v. Jim - Prepare for FEMA meetings on June 28 and July 8,

The Board meeting adjourned at 8:40 pm.