

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

## **March 23, 2022 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219**

Board Chair Kelli Byrd President called the General Board meeting to order at 7:01 pm

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

Kelli Byrd, Eric Leatham, 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 February 23, 2022.
  - a. Whit moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the Executive Session on February 23, 2022.
  - a. Sue moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
4. The Board reviewed the minutes from the Work Session on March 9, 2022.
  - a. Sue moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
5. The Board reviewed the monthly financial reports.
  - a. Whit moved to pay the bills as presented; Eric seconded the motion. **Motion passed unanimously.**
6. Old Business
  - a. Whit reported that the District's attorney reviewed the Master Plan and Engineering contract with PACE Engineers. The attorney had some additional items to add to the contract and PACE is in agreement with these revisions.
  - b. Jon Howell was not able to attend tonight and will report at the next meeting about redirecting the meeting stipends to water bill assistance.
  - c. 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 camera is equipped with a 360° lens that captures a panoramic view of the meeting room. Remote meeting attendees on Zoom can see all the Board members present during the meeting. The Meeting Owl includes 8 different microphones and provides audio coverage for the entire meeting room. These microphones can capture high-quality audio regardless of where a Board member or public citizen is, as long as they are within 12 feet of the camera. 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. SDAO is hosting a 30-minute session on remote meeting options on Thursday April 7 at Noon and both Eric and Michelle plan to attend. More to follow.

- d. The Water District's prior years records have been moved out of Eric's garage and over to ExtraSpace Storage on SW 68th Parkway. Both Whit and Eric have volunteered to scan the documents and Michelle will upload, classify and save them to the District's Google drive.
  - e. Sue will report next meeting on the legal matter between the District and a homeowner.
  - f. Sue will report next meeting on her efforts with PGE regarding the large credit the District has with them.
7. New Business
- a. The Board asked Michelle to reach out to Jonathan Estrada, the billing specialist at Hiland. The Board would like to know about Hiland's delinquent account procedures.
  - b. Whit will gather information from Ziply Fiber about the service at the pumphouse and possibly revising and updating the connection.
8. Public Comment - 2 guests in attendance
- a. Phil Kubischta reminded the Board that George Albrecht should not be sitting at the table and not interjecting comments and feedback throughout the meeting. The Board thanked Phil for the reminder and asked George at future meetings, to please sit with other members of the public in the audience and wait for the public comment to share his thoughts.

The Board meeting adjourned at 8:00 pm.