

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

## June 29, 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 7:07 pm

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

Kelli Byrd, Jon Howell, Whit Middlecoff, Michelle Cushing

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on May 25, 2022.
  - a. Jon moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the Budget Committee meeting on May 25, 2022.
  - a. Jon moved to approve the minutes; Whit seconded the motion. **Motion passed unanimously**
4. The Board reviewed the minutes from the Executive Session on May 25, 2022.
  - a. Jon 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; Jon seconded the motion. **Motion passed unanimously.**
6. Old Business
  - a. Whit and Jon will contact Ryan at OnPoint Community Credit Union and add themselves as authorized check signers on the SPWD's bank account. Currently Kelli, Sue, and Eric are the only authorized signers and only Kelli was available to attend the meeting tonight.
  - b. Whit will contact Ziply Fiber about the service at the pumphouse and possibly revising and updating the connection in hopes to generate real time video.
  - c. Tom Ferrell of PACE Engineers was not able to attend the meeting tonight. Tom did send a written report of their progress on the project.
  - d. Hiland has completed about 20% of the new meter replacement project. They have not encountered any issues. More meter replacements will be done in the new fiscal year.

7. New Business

- a. The Board reviewed the professional services contract with Dan Zimmerman. The term of the contract is July 1, 2022 through June 30, 2023.
  - i. Whit moved to approve the contract with Dan; Kelli seconded the motion.  
**Motion passed unanimously**
- b. The Board reviewed the FY2022-2024 Budget Resolution. Michelle prepared the Budget Resolution and will contact Dan to hear next steps in sending to the State of Oregon.
  - i. Jon moved to approve the FY2022-2024 Budget Resolution; Kelli seconded the motion. **Motion passed unanimously**
- c. Jon, Whit and Eric would like to move the monthly meetings to the last Wednesday of the month. There was some confusion for the meeting in June. Kelli asked that we table this discussion to the next Board meeting when all board members are present. Jon mentioned that in the past if the 4<sup>th</sup> Wednesday of the month was the day before Thanksgiving, the meeting would be moved to the last Wednesday of the month. Michelle will list the 6 upcoming meetings at the bottom of the agenda each month.

8. Public Comment - 2 guests in attendance

- a. Phil Kubischta shared some history of the Water District and water tower going back to events occurring in 1977. The Board thanked Phil for his vast knowledge of the area.

9. Michelle shared the State of Oregon's records retention guidelines with the Board. Michelle summarized it an excel spreadsheet and distributed to the Board in their packet for tonight's meeting. The Board asked Michelle to add to the website.

- a. Jon moved to adopt this records retention guideline provided by the State of Oregon. Kelli seconded the motion. **Motion passed unanimously.**

The Board meeting adjourned at 7:47 pm.