

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



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

spwd.specialdistrict.org

## September 27, 2023 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 7:17 pm

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

Whit Middlecoff, Jon Howell, Kelli Byrd, Lisa Hilker, Michelle Cushing

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on August 30, 2023.
  - a. Jon moved to approve the minutes; Lisa seconded the motion. **Motion passed unanimously**
3. The Board reviewed the monthly financial reports.
  - a. Jon moved to pay the bills as presented; Lisa seconded the motion. **Motion passed unanimously.**
  - b. Lisa will contact Ryan at OnPoint Credit Union to add herself as an authorized signer on the bank account.
4. Old Business
  - a. Tom Ferrell of PACE Engineers updated the Board of their process. Here's what was worked on since the last Board meeting.
    - i. Coordination with Portland Water Bureau on providing fire flow to Southwood Park and associated intertie costs
    - ii. Portland Water Bureau is re-structuring all its wholesale water contracts. We are waiting to determine what that looks like to determine how it affects recommendations for District-owned improvements.
    - iii. Water demand calculations for City of Portland
    - iv. Modifications to system map
    - v. Edit basic hydraulic model
    - vi. Work on hydraulic profile
    - vii. Internal team coordination and discussion on report
    - viii. Solicited quotes for tank coating, backup power
  - b. The Board discussed the past due balance on Account 1615. In the past when the water has been shut off, the owner has paid the total amount owed before the water has been turned back on. Jon sent an email to the owner and Hiland explaining this policy.

- c. Jon distributed Oak Lodge Water Services District's Rules and Regulations to the Board. Jon asked each Board member to review and plan to discuss at the next Board meeting. There may be various topics the Board would like to adopt for the Southwood Park Water District.
  - d. Southwood Park Water District will need to complete a financial audit for the year ending June 30, 2023. Jon has prepared a Request for Proposal (RFP) to send out. The audit firms the Board is interested in working with are: Grove, Mueller & Swank, Hanford & Associates, Merina & Co. and Talbot, Korvola & Warwick (TKW). Dan has worked with Teresa Hanford and liked her very much.
5. New Business
- a. The Board asked Michelle to write a paragraph for the website about the open Board Commissioner position.
    - i. "Interested in public policy? Work well with others? Community-minded? Good communication skills? Consider joining our Board! The Southwood Park Water District is looking for volunteers for our Water District Board. The Board meets monthly on the last Wednesday of the month. The meetings are held virtually and in-person and are open to the public. If you are interested in joining the Board, please contact us at [spwd.chair@gmail.com](mailto:spwd.chair@gmail.com)." The Water District has heard from some interested residents after this posting. More to follow.
  - b. Hiland has notified SPWD that there are 3 accounts (1618, 1645, 1819) that are to be shutoff shortly. As the Board was reviewing the AR Aging, they asked Michelle to reach out to Hiland and find out why 1728, 1808, 1822 and 1841 had not been listed as shutoffs.

The Board meeting adjourned at 8:08 pm.