

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

May 25, 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 7:01 pm

Roll Call - In Attendance:

Kelli Byrd, Jon Howell, 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 April 27, 2022.
 - a. Whit moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the monthly financial reports.
 - a. Whit moved to pay the bills as presented; Sue seconded the motion. **Motion passed unanimously.**
4. Old Business
 - a. Sue encouraged both Whit and Jon to become check signers on the OnPoint bank checking account. Currently Sue, Kelli and Eric are the only authorized signers.
 - b. Kelli and Sue reported that the legal matter between the District and a homeowner has been dismissed.
 - c. Sue reported PGE overcharging the District has been resolved. No further action is necessary.
 - d. 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.
 - e. Tom Ferrell of PACE Engineers reported their progress on the project. They completed the structural site reconnaissance (took photos, basic measurements, spoke with Hiland). Pace started planning for structural analysis of reservoir/standpipe. Pace did their civil site visit, pump house inspection and had additional conversations with Hiland.
 - f. Hiland completed their second installation of replacement water meters on May 12. They did not encounter any issues and installed 29 meters in one day. The project is about 20% complete.

5. New Business

- a. The Budget Committee met earlier this evening. The budget committee is Michelle Middlecoff, Lisa Hilker and George Albrecht along with Budget Officer Jon Howell and Whit Middlecoff. Jon presented a biennial budget for FY2022-2023 and FY2023-2024. The budget was approved by the committee and forwarded to the entire Board to review and approve.
 - i. No rate increase is proposed in the upcoming fiscal year budget. Proposed income budget amounts were estimated based on current year receipts. The last rate increase was effective September 1, 2021. The budget expense amounts were derived by reviewing current year actual expense amounts and either current year actual expense amounts were used for future year budgets or expense amounts were increased by no greater than 5%.
 - ii. Whit moved to approve the fiscal year 2022-2024 budget. Kelli seconded the motion. **Motion passed unanimously.**

6. No Public Comment - 3 guests in attendance

The Board meeting adjourned at 8:15 pm.