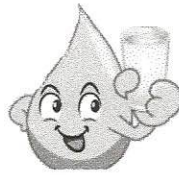


Southwood Park Water District
PO Box 2024
Lake Oswego, OR 97035



Commissioners:
Kelli Byrd
Jon Howell
Eric Leatham
C. Whit Middlecoff
Sue Weston

spwd.specialdistrict.org

December 22, 2021 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 7:05 pm

Roll Call - In Attendance:

Kelli Byrd, Jon Howell, Eric Leatham, Whit Middlecoff, Sue Weston, Tom Farrell, Michelle Cushing

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on December 1, 2021.
 - a. Eric moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the monthly financial reports.
 - a. Jon moved to pay the bills as presented; Eric seconded the motion. **Motion passed unanimously.**
4. Sue contacted Portland General Electric. They had changed the Water District county of record and our rate increased. Sue worked with PGE diligently and her effects paid off resulting in a credit of over \$ 7,600. Nice work Sue. Thank you!
5. Tom Farrell of PACE Engineers joined the Board meeting tonight. Tom presented a preliminary proposal for a Master Plan and Engineering Study for the Southwood Park Water District (SPWD). Tom put together an extensive proposal outlining PACE's professional civil engineering and planning services. SPWD currently has 298 connections and a master plan, prepared and stamped by an Oregon Professional Engineer, is required for existing community water systems with 300 or more connections. The master plan should evaluate the needs of the water system for at least a 20-year period and shall include at a minimum all of the required elements outlined in Oregon Administrative Rule. (OAR) 333- 061-0060 (5). The master plan must include: Water quality and service goals; Present and future water system deficiencies; The engineer's recommended alternative for achieving the goals and correcting the deficiencies; The recommended implementation schedule; and a financing program for constructing improvements. The Board would like to review and discuss further at their work session on January 12, 2022.
6. Old Business
 - a. The customer on Southwood Drive has engaged an attorney to represent them regarding the repair issues and charges. Kelli and Sue will contact the District's attorney and brief her on the situation. Hiland has spoken to the customer and may have stated something incorrect.

- i. Jon moved to instruct Hiland that in the future, submit a written report to the Board to be reviewed and acted on in a public meeting; to explain and advise concerning any potential customer-responsibility for any repair, emergency or otherwise, BEFORE billing the Customer and will at all times refrain from discussing matters of financial responsibility with the customer. The Board will then inform the customer of the action on the matter from the public meeting; Whit seconded the motion. **Motion passed unanimously.** More to follow.
 - b. Whit worked with KC Rogers to do the monthly meter read and revise the door codes. Whit will finish up some security system instructions and document the passwords. Once all is done, the Board would like a copy.
 - c. Jon asked Silas at Hiland to order 30 Hersey/Mueller radio meters to begin replacing water meters. A map of the District was provided to the Board. The map showed water meters that have been replaced since January 2014, when the Water District began contracting with Hiland. Jon stated there is \$ 24,000 in the budget for repairs. The Board would like to start replacing water meters that are older than 2014 first. Jon will communicate with Silas and have his team replace the meters on SW 61st Avenue first. There is cost savings to the District once the meters are replaced as they will all be the same and uniform and will be read by a radio versus being individually hand read.
- 7. New Business
 - a. Public Records Request was discussed and a request template form was distributed. Within five business days, the District will acknowledge receipt of the records request and advise of the custody status of the requested public record. The fee to locate, copy and email the records (staff time up to one hour) is \$35.
 - i. Jon moved to approve the public records request; Kelli seconded the motion. **Motion passed unanimously.**
 - b. Eric asked the Board about attending the SDAO Conference in Eugene. The conference starts Thursday morning February 10 and concludes Saturday afternoon February 12th. Eric will use his vacation time from the bank to attend. The Board agreed to reimburse Eric for his conference registration fee, lodging, meals and mileage. Michelle suggested Eric ask SDAO if they would waive his conference registration fee as this is the first conference he has attended.
 - i. Kelli moved to approve Eric attending the SDAO Conference in Eugene; Jon seconded the motion. **Motion passed unanimously.**
 - c. The Board received an undated, unsigned document entitled "Southwood Park Water District - Duties and Responsibilities of the Board" from a former Chair in their emails on Monday December 20, 2021. The document may be from 2014.
 - i. Jon moved to suspend immediately as policy until it can undergo formal review, updating and be re-adopted; Sue seconded the motion. **Motion passed unanimously**
 - ii. Jon will email the link to the SDAO Board Member Handbook and the Board can review and comment.
- 8. Public Comment – 2 guests in attendance
 - a. George Albrecht praised the Board for their teamwork and efforts to get things done.

The Board meeting adjourned at 8:52 pm.