

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



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

spwd.specialdistrict.org

## January 25, 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 7:00 pm

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

Whit Middlecoff, Eric Leatham, Sue Weston, Jon Howell, Kelli Byrd, 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 28, 2022.
  - a. Jon moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the monthly financial reports.
  - a. Jon and Sue are concerned about the past due amounts owed to Southwood Park Water District. Jon will contact Hiland to discuss their collection efforts. Kelli asked Michelle to add to the website and Spring newsletter, a mention about social services that may assist residents with utility invoices.
  - b. Hiland proposed revising the services contract to renew each January rather than every July. Jon will further discuss with Silas.
  - c. Hiland replaced another 60 meters in the month of December. This brings the total meters replaced to 119. **The cost per meter installed is about \$ 300. Hiland states the District will not realize any savings until all meters have been replaced. Both PACE Engineers and Hiland recommended the individual meters be placed on a 10-year replacement cycle. Both PACE and Hiland are qualified experts and the current Board appreciates their knowledge and recommendations for the water district's neglected infrastructure and deferred maintenance issues. The new meters will provide more accurate readings, less billing errors and therefore better service to SPWD customers, as well as obtaining accurate and reliable usage reports to compare to the master well head meter, the only reliable method to measure system loss via leaky mains, laterals and meters. The Board has been told by both PACE and Hiland that old meters read low and dispense more water than the user is billed for.**
  - d. Kelli moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**

4. Old Business

- a. Tom Ferrell of PACE Engineers updated the Board on their progress.
  - i. Internal team coordination and discussion on report.
  - ii. Coordination with MIT for February 2023 work.
  - iii. Continued writing Comprehensive Plan.
  - iv. Task Order for Survey of District Map.
  - v. Continued compiling appendices for Comprehensive Plan.
  - vi. Discussion with Portland Water Bureau on the existing intertie.
- b. Tom expressed concern that the City of Lake Oswego has not returned his calls regarding digging a geotechnical test pit on the site. The Board will assist in these efforts.

5. New Business

- a. Michelle drafted a Spring newsletter for the Board to review and comment. Kelli will write a paragraph for the Spring newsletter. Afterwards, the Board asked Michelle to distribute to them for final review and comment. Silas and his team at Hiland offered to mail the newsletter to all residents of the Water District.
- b. Michelle distributed a leak adjustment policy for the Board's review and comment. A couple of suggestions were made and she will update the policy and redistribute to the Board for final review and comment.
- c. Michelle reminded the Board that she will not be in attendance at the February meeting. Eric will take minutes in her absence.

6. Public Comment - 4 guests in attendance

- a. Jeff Gudman, a friend of the Water District, commented that the proposed tolling of I205 could increase traffic in the Southwood Park neighborhood as drivers attempt to avoid toll costs and hassles. The Board thanked Jeff for his input.

The Board meeting adjourned at 8:00 pm.