

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



*Commissioners:*  
Jon Howell  
Kelli Byrd  
Lisa Hilker  
KC Rogers  
Jim Hilker

spwd.specialdistrict.org

## May 29, 2024 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Treasurer Jon Howell called the General Board meeting to order at 7:04 pm

### Roll Call - In Attendance:

Jon Howell, Lisa Hilker, Michelle Cushing

### Business:

1. The Board reviewed the agenda for tonight's meeting.
2. Oath of Office - K.C. Rogers and Jim Hilker read and accepted the Oath of Office of the Southwood Park Water District. KC was appointed to Position Number 4 and Jim was appointed to Position Number 5. KC had served on the Board in the past and we are happy to have him back. KC and Jim will be added to the OnPoint checking account as authorized signers. Michelle asked if either gentleman wants their photo and bio on the SPWD website to please forward them to her and she will post.
3. The Board asked Michelle to revise the summary of the session on April 24, 2024 to: "There was a significant disruption that violated public meeting law questioning the legal residency of a Board Commissioner."
  - a. Lisa moved to approve the revised summary of the session on April 24, 2024; Jon seconded the motion. **Motion passed unanimously.**
4. The Board reviewed the minutes from the Board meeting on May 1, 2024.
  - a. Jon moved to approve the general meeting minutes; Lisa seconded the motion. **Motion passed unanimously.**
5. The Board reviewed the monthly financial reports.
  - a. KC mentioned that Hiland is charging the District for something that is included in Hiland's monthly base fee. Michelle will ask Dan to void the check and reissue. Going forward, KC and Lisa will be the District contacts for Hiland.
  - b. Jon moved to pay the remaining bills as presented; Lisa seconded the motion. **Motion passed unanimously.**
6. Old Business
  - a. Tom Ferrell from PACE updated the Board tonight.
    - i. Tom brought additional copies of the draft of the water system feasibility study and asked that any Board members, who had not already done so, to please provide any comments to him by Wednesday June 5.
    - ii. Tom reviewed items for the Board to prioritize such as updating the pump control panel with overload protection and to codify that the District cannot add new service connections.

- iii. Tom continues to coordinate with Hiland and the District and would like to schedule a meeting with the City of Portland Water Bureau to discuss a new service contract.
  - b. Southwood Park Water District will need to complete a financial review for the year ending June 30, 2023. Jon has asked the State of Oregon Division of Audits for an extension. Jon and Dan Zimmerman have contacted Teresa Hanford of Hanford & Associates, LLC. Jon and Dan will prepare financial statements and other workpapers to lessen the work Teresa would have to do. Michelle is available to pull any documents Teresa may need.
  - c. Michelle asked the Board members, who had not already done so, to please to sign in to the new Local Government Investment Pool bank account. Just confirm they can access the website and the new account. They will all do so prior to the next Board meeting on June 26th.
    - i. Jon mentioned Treasury Direct may be another resource the Board could use to earn some interest on their available funds. Treasury Direct is a US Treasury depository to buy and redeem US Savings bonds and other US backed investments.
  - d. Lisa has had discussions with both Hiland and the City of Portland Water Bureau. Hiland notified the City of Portland on Saturday January 13 that they would be opening the intertie. Lisa is working on getting call logs and email logs from Hiland, documenting this contact as the City of Portland has not record of it. Hiland and the City of Portland representatives had a conference call at the end of February with no resolution. Lisa will continue to work on and provide an update at the next Board meeting.
- 7. New Business
  - a. Governor Tina Kotek sent a letter to President Biden requesting a federal major disaster declaration on behalf of the State of Oregon. The request follows the January 2024 weather emergency. The request was granted on April 13, 2024. Lisa and Michelle worked together to submit the SPWD application for FEMA funds. After 4 hours and numerous emails and phone calls, we were notified verbally later that day that our application was accepted. We were formally notified via email on Friday May 24. Eligible applicants include special districts that have incurred cost for response activities and/or have sustained facility damage as a direct result of the event of January 10 - 22, 2024. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration cost. There is an experienced grant writer who lives in the District who is available to help. Her rate is \$ 80.00 per hour.
    - i. KC moved to hire the grant writer; Lisa seconded the motion. **Motion passed unanimously.**
    - ii. KC and Lisa will arrange to meet with the grant writer and report back at the next Board meeting.
  - b. Saturday June 8, Lisa, Jim and KC are going to meet at the pumphouse to do some much needed cleanup. A big "Thank You" to you three!
  - c. The Board suggested a signup sheet at the Church door for residents to sign and ask questions of the Board. The Board also suggested adding language to the website for residents to contact the Board and ask questions during an upcoming Board meeting. Questions may or may not be answered during the Board meeting. The answer(s) given

by the Board will not be open to discussion during the meeting since they'll continue with no public comment. Michelle will draft both the website language and a signup sheet for the Board's review and comment.

- d. KC suggested that the Board have action items that they work on for the next Board meeting. The entire Board liked that idea. Below is the first list:
  - i. Jon - FYE 2023 financial review with Teresa, Rules and Regulations review from the District's legal counsel
  - ii. Lisa - Contact City of Portland, Contact FEMA grant writer, Contact Hiland, Pumphouse cleanup, Sign in to LGIP
  - iii. Kelli - Water System Feasibility Study review and any comments to Tom, Sign in to LGIP
  - iv. KC - Contact FEMA grant writer, Contact Hiland, Pumphouse cleanup
  - v. Jim - Water System Feasibility Study review and any comments to Tom, Pumphouse cleanup

The Board meeting adjourned at 8:48 pm.