

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



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

spwd.specialdistrict.org

October 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 7:05 pm

Roll Call - In Attendance:

Whit Middlecoff, Jon Howell, 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 September 27, 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 met with OnPoint Credit Union and is now an authorized signer on the bank account.
4. Old Business
 - a. Tom Ferrell of PACE Engineers was not able to attend the meeting tonight and provided a report update that Whit read aloud.
 - 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 balances on several accounts. On many of the delinquent accounts, the customer has made a payment. Michelle will follow up with Hiland before the next Board meeting for a current list of accounts who are delinquent and soon to receive a shutoff notice.
 - c. Jon had distributed the Oak Lodge Water Services District's Rules and Regulations to the Board members. There were several clauses regarding the responsibility of the Water District and the rate payor the Board found interesting. There was also mention of backflows and how we can protect the District's water system. Jon will add the

suggestions discussed tonight to the document and the Board will discuss again at a future Board meeting.

- d. Southwood Park Water District will need to complete a financial review for the year ending June 30, 2023, by December 31, 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 Zimmerman has worked with Teresa Hanford and liked her very much.

The Board meeting adjourned at 7:33 pm.