

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



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

spwd.specialdistrict.org

## November 29, 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 7:03 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 October 25, 2023.
  - a. Jon moved to approve the minutes; Lisa seconded the motion. **Motion passed unanimously.**
3. Dan Zimmerman, the accountant for the water district, joined the meeting tonight.
4. The Board reviewed the monthly financial reports.
  - a. Lisa moved to pay the bills as presented; Jon seconded the motion. **Motion passed unanimously.**
  - b. The Board discussed opening up a new savings account that may pay more interest than what is currently being earned at OnPoint. Dan Z suggested the Board look into opening an account through Local Government Investment Pool (LGIP). Michelle will reach out to LGIP and see what is necessary to open an account.
5. Old Business
  - a. Tom Ferrell of PACE Engineers updated the Board on their process.
    - 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 - PACE plans to have a draft of the report in first quarter 2024.
  - b. The Board discussed the past due balances on several accounts. On many of the delinquent accounts, the customer has come current or has made a payment. Michelle will continue to follow up with Hiland before each 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. 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 Z has worked with Teresa Hanford and Teresa indicated that she does have the bandwidth to get the review done by yearend. Jon will follow up.
  - e. There is an open Board position available. There has been some interest. The position is posted on both the District's website and the Southwood Park Facebook page.
6. Lisa distributed a thank you card for Meadow Springs Community Church for board members to sign. The Board appreciates the Church's willingness to allow SPWD to conduct their monthly meetings in their building. Dan will issue a check, in the same amount as last year, to the Church next month and Michelle will drop off the card and check during normal business hours.

The Board meeting adjourned at 7:35 pm.