

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

March 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 7:02 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 February 22, 2023.
 - a. Sue moved to approve the minutes; Kelli seconded the motion. **Motion passed unanimously**
3. The Board reviewed the minutes from the Executive Session on February 22, 2023.
 - a. Kelli moved to approve the minutes; Sue seconded the motion. **Motion passed unanimously**
4. Public Comment - 4 guests in attendance - limited to 3 minutes per attendee
 - a. Phil Kubischta, a resident of Southwood Park, suggested some revisions to the January 25, 2023 minutes. The Board agreed and Jon provided some additional language that Michelle will add to the January 25 minutes and she will ask the Board to approve.
 - b. The Board asked Phil to send any Board correspondence to the spwd.chair@gmail.com email address rather than to Board members personal or workplace email addresses.
 - c. Phil shared some suggestions on what another water district in our area does at their Board meetings.
5. The Board reviewed the monthly financial reports.
 - a. The first check was issued to the legal firm of Saalfield, Griggs. The District's attorney, Jennifer Paul, joined the Board in Executive Session last month and prepared and reviewed materials ahead of the meeting.
 - b. Whit stated the dive team from Marine Industrial Tank were out at the water tank for cleaning and inspection. They found a significant amount of sediment in the standpipe. The dive team were able to vacuum the sediment and clean the walls and the liner. Took the team longer than expected and will able to do a great job for the Water District.
 - c. Eric moved to pay the bills as presented; Kelli seconded the motion. **Motion passed unanimously.**

6. Old Business

- a. Tom Ferrell of PACE Engineers was not in attendance tonight but provided Michelle with a project update.
 - i. Tank cleaning by MIT Diving and Coating was complete.
 - ii. Internal team coordination and discussion on report.
 - iii. Continued writing Comprehensive Plan.
 - iv. Scheduling Survey for District Map.
 - v. Continued compiling appendices for Comprehensive Plan.
 - vi. Discussion with District on land ownership.
 - vii. Discussion on location of waterlines on park site.

7. New Business

- a. Michelle drafted a Spring newsletter for the Board to review and comment. Michelle contacted Silas at Hiland and he and Devin thought the cost to print and mail the Spring newsletter would be between \$ 400-\$500. To avoid those costs, the Board agreed to divide the newsletters and walk the District, distributing the newsletter and talking with the residents. Michelle will update the newsletter with the Board edits from tonight, tomorrow and Whit will photocopy.
- 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. Michelle reached out to Silas and he provided an Attachment A from the 2020 Service Agreement between Southwood Park Water District and Hiland. Kelli was the only Board Commissioners who had seen this attachment. This attachment references a leak adjustment policy which the SPWD will use rather than a separate policy. The attachment states late fees are \$ 2.00 and Hiland charges \$ 5.00. Michelle will ask Silas and Devin to review the attachment for any other differences.
- c. The Board discussed about whether public comments should be at the beginning or end of the Board meeting.
 - i. Whit moved to have the public comment at the beginning of the meeting; Jon seconded the motion. Kelli voted to have the public comments at the beginning of the meeting; Sue and Eric voted to have the public comments at the end of the meeting. **Motion passed 3-2.**

The Board meeting adjourned at 8:01 pm.