

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



Commissioners:
KC Rogers
Kelli Byrd
Lisa Hilker
Jim Hilker
Severin Holden

spwd.specialdistrict.org

March 25, 2026 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Chair KC Rogers called the General Board meeting to order at 7:00 pm. An announcement was made that attendees should silence their phones. Attendees were invited to move their chairs forward, if needed. We are guests in this building; as such, food is prohibited and any drinks must have a secure lid or screw-top to prevent spills.

Roll Call - In Attendance:

KC Rogers, Kelli Byrd, Lisa Hilker, Jim Hilker and Severin Holden

Business:

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Board meeting on February 25, 2026.
 - a. A motion was made to approve the general meeting minutes with 3 minor spelling/grammar changes. **Motion passed unanimously with ayes from: KC Rogers, Kelli Byrd, Lisa Hilker, Jim Hilker and Severin Holden.**
3. The Board discussed and reviewed the monthly financial reports and invoices, all of which were within previously adopted budget appropriations. The expenditures, including auto-pay items and attendance checks, were reviewed with no objections noted.
4. Board Chair Report: KC briefly discussed day-to-day operations with no specific announcements or Board governance matters.
5. Old Business:
 - a. KC and Severin had a meeting with NWNWS on March 10.
 - i. Seth agreed to provide project tracking and Devin has no issues tracking employee hours per job.
 - ii. It appears NWNWS has allowed customers to get behind in payments again. KC said some have not paid their water bills since November, 2025.
 - iii. KC and Severin will attempt to have monthly meetings with NWNWS until we are satisfied our expectations are met.
 - b. NWNWS asked KC to meet locksmith at pumphouse but that fell through. Seth said they will contact us when their locksmith can replace the lock/keys to the surge protector box (after NWNWS lost keys).
 - c. Regarding 13394 SW 64 Ave. - Asphalt Repair: Estimate is \$8,579.12. A motion was made to pay to repair asphalt. **Motion passed unanimously with ayes from: KC Rogers, Kelli Byrd, Lisa Hilker, Jim Hilker and Severin Holden.**
 - d. Regarding 12914 SW 62 Ave. - Cracked Meter: Afterwards a leak was discovered in the service line. \$2,000 has already been paid for repair which we believe excessive. KC & Severin will follow-up, in hopes for refund.

- e. Regarding Master Meter replacement – NWNWS provided further information and options. After discussion of size, cost and operating range, a **Motion passed unanimously with ayes from: KC Rogers, Kelli Byrd, Lisa Hilker, Jim Hilker and Severin Holden** to go with the Kamstrup Ultrasonic Meter. No vote was necessary to approve cost since it will be considerably less than the \$20,000 approved by the Board at the January 28, 2026 Board Meeting.
- f. Regarding water customer’s suspected .05 to .09 cent difference per billing statement – NWNWS is in possession of all information the District was given. NWNWS stated they have reached out to the ratepayer and have resolved the issue.
- g. Regarding increasing the emergency inter-tie size with Portland Water Bureau, PWB – Jim was hoping to have an estimate March 12. When he contacted them shortly after this date, they asked for 2 more weeks to complete their estimate.
- h. Regarding a new role of General Manager – further discussion occurred whether to authorize one Board member as our General Manager. The District’s General Manager would have full authority to manage day-to-day operations with our Service Provider (currently NWNWS).
 - i. District repairs and other day-to-day District decisions could be implemented faster, without operating decisions needing to wait for Board approval. General Manager would offer a report at Board meetings. Report would include items at the General Manager’s discretion.
 - ii. Capital projects and District Policy would continue to go to the Board for approval.
 - iii. The Board overwhelmingly approves but needs to define the role.
- 6. New Business:
 - a. The Board discussed whether to implement fees plus repair costs to customers if tampering with water meter, valve, street valve, service lines, main lines or hydrants. No final decision was made.
- 6. Other Business:
 - a. A reminder was made that we have a base fee/usage rate increase with the April meter reading.
 - b. A meeting attendee submitted a question, asking why KC admitted at the previous meeting that he did not endorse the engineering study commissioned by the Board. Although it was a useful study, KC felt it was not necessary for the company hired to go so far over budget.

The Board meeting adjourned at 8:22 pm.