

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



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

spwd.specialdistrict.org

## **March 27, 2024 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, Kelli Byrd, Michelle Cushing

### **Business:**

1. The Board reviewed the agenda for tonight's meeting.
2. The Board reviewed the minutes from the Work Session and Board meeting on February 28, 2024.
  - a. Jon moved to approve the work session minutes; Lisa seconded the motion. **Motion passed unanimously.**
  - b. Lisa moved to approve the general board minutes; Jon seconded the motion. **Motion passed unanimously.**
3. The Board reviewed the monthly financial reports.
  - a. The Board expressed their frustration with Hiland. Hiland moved to a new accounting system and continues to have hiccups. Hiland has assured the Board they are getting close to getting all the kinks worked out and expects a return to normalcy soon.
  - b. Dan did not issue a check to the City of Portland Water Bureau. The quarterly invoice included a penalty from the storm in January 2024. Jon moved to issue a check for the amount of the water usage to the City of Portland Water Bureau; Lisa seconded the motion. **Motion passed unanimously.** The Board and Hiland will work with the City of Portland on the penalty charged.
  - c. The Board asked Michelle to ask Dan to estimate how much money should be transferred from OnPoint Savings to OnPoint Checking. Once that amount is known, Whit will do the transfer.
4. Old Business
  - a. Tom Ferrell was not able to join the meeting tonight.
  - b. Jon distributed the Oak Lodge Water Services District's Rules and Regulations to the Board members at a prior meeting. 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 and will ask the District's legal counsel to review and comment.
  - c. 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 until April 30, 2024. It was originally due 12/31/2023. Jon has spoken to Teresa Hanford of Hanford & Associates, LLC. Jon and Dan Z will prepare financial

statements and other workpapers to lessen the work Teresa would have to do. Jon will ask Teresa for a quote to complete the review.

- d. Michelle asked the Board 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.

5. New Business

- a. The July 2024 meeting be moved from Wednesday July 31 to Wednesday July 24.
- b. Jon will present the FY2024-25 budget to the Board and Budget Committee on Wednesday May 8 at 7pm. Dan is available to help if needed.
- c. The Board wondered if there would be any Federal Emergency Management Agency or FEMA funds available from the January 2024 ice and snow storm. Jon reported that earlier in March, 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, and if approved, would provide supplemental grants through the FEMA's Public Assistance Program to state and local governments. It typically takes the federal government approximately 4 weeks after submission of a federal major disaster declaration request to respond.
- d. Whit announced that he and Michelle are selling their home in Southwood. This is his final Board meeting. He will be available for a couple of weeks and his resignation is effective Saturday April 20. The Board thanked Whit for his leadership and service to the Water District. He will be missed.
- e. Jon announced that he and Susie are also selling their home in Southwood. They plan to put their house on the market soon. Jon will continue to work on the financial review and budget for FY2024-2025. The Board thanked Jon for his leadership and service to the Water District. The Board appreciates him finishing up these 2 financial projects. He will be missed.
- f. The Board asked Michelle to check into the webinar features through Zoom. She will do so and report back at the next meeting.

The Board meeting adjourned at 7:33 pm.