

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

December 17, 2025 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 November 19, 2025.
 - a. A motion was made to approve the general meeting minutes. **Motion passed unanimously.**
3. The Board reviewed the monthly financial reports.
 - a. There was a discussion regarding recent NWNWS issues.
 - i. KC still wants conversations with them in writing.
 - ii. 2 RFID meters are broken and NWNWS wants us to buy new ones while they are being repaired, which could be \$600 for 2 and take 6 to 12 months for repair. The Board generally liked mechanical vs. RFID meters.
 - b. Both Kelli and KC said the upper 63 Place repair was not 11-1/2 hours labor but more like 8 hours max.
 - c. This month all calculations look correct from NWNWS. A motion was made to pay the bills as presented. **Motion passed unanimously.**
4. Old Business:
 - a. Regarding clarification of billing statements: Severin and Kelli will get together in the new year to go over a system for staying on top of billing statements. Severin still would like NWNWS to provide reports in Excell.
 - b. Regarding 13394 SW 64 Ave. - Hydrant: parts are ordered and not received. Not on schedule yet.
 - i. Asphalt Repair: KC called NWNWS for update. They forgot to call Clackamas County but it is approved now. We are awaiting a cost estimate for repair and asphalt as well as date for work schedule.
 - c. Regarding 13562 SW 63 Place - Hydrant: parts are ordered and not received. Severin volunteered to contact Seth and ask for timing.
 - d. Regarding SPWD website - KC was able to shrink 2 photos. Kelli successfully removed the main page banner. Severin will submit a photo and biography.

- e. Regarding State Drinking Water Revolving Fund - Jim met with Jeff Hampton, a Regional Development Officer with Business Oregon.
 - i. OHA's website shows ownership of SPWD as "private" and that is incorrect. Jim will contact JJ Olsen at NWNWS so they can correct our profile. Without that correction, outside finding is curtailed. Jim also learned from Jeff Hampton that our neighborhood's medium household income is too high for grants.
 - ii. They discussed our top 3 priorities. The new inter-tie is a high priority to allow further improvements. Jim will contact Portland Water Bureau to possibly start the process. February 15 is the deadline to submit intake forms to the State Drinking Water Revolving Fund. We cannot be ready in this timeline.
 - f. KC emailed Devin at NWNWS and last month's \$797 over-charge was removed.
5. New Business:
- a. After changes, KC would like to better understand the El Dorado report and set up a meeting with NWNWS. Severin volunteered to set up a meeting on January 4th or 5th for the meeting to take place the second week of January. This could be either a Teams or in-person meeting. Severin will reach out to Board members so they can submit questions for NWNWS, in advance.
 - b. Regarding the Master Meter Repair - KC emailed Curtis at NWNWS asking what the issue actually is, does it require repair or replacement and the estimated cost.
 - c. Regarding 13512 SW 63 Place - Leak: saddle leak reported November 29, 2025. They've billed \$1,404.30 but this may not be final.
6. Other Business:
- a. No questions from emails or attendees.

The Board meeting adjourned at 7:44 pm.