

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

February 22, 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 7:00 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. Public Comment – 3 guests in attendance
 - a. No comments.
3. The Board reviewed the minutes from the Board meeting on January 25, 2023.
 - a. Jon moved to approve the minutes; Sue seconded the motion. **Motion passed unanimously.**
4. The Board reviewed the monthly financial reports.
 - a. Reviewed past due accounts. Sue was able to obtain a more readable past due list from Hiland. Jon will work on lien form. Discussed using for balances of \$500 and greater with a lack of substantive recent payments, but not yet final.
 - b. Eric moved to pay the bills as presented; Sue seconded the motion. **Motion passed unanimously.**
5. Old Business
 - a. Tom Ferrell of PACE Engineers updated the Board on their progress.
 - i. Geotech not yet engaged.
 - ii. Continued working with Portland Water.
 - iii. MIT should be in town in February or March for interior tank inspection.
 - iv. Tom is keeping Hiland up to date.
 - v. He needs contract for next stage. Board approved this last month and Whit will sign and get it to Tom.
 - b. Tom still trying to connect with City of Lake Oswego for geotechnical soil samples.
6. New Business
 - a. Reviewed updated spring newsletter and agreed to publish it. Board will hand deliver if Hiland cost is more than \$1 per house. Have not yet heard from Hiland on cost for them to mail.
 - b. Reviewed updated leak adjustment policy. Discussed meaning / intent of 30 day requirement (from identification of leak or bill), whether limiting the number of adjustments was necessary and possibly having the adjustment apply to one billing

cycle only. Would like to obtain photos and receipts if not repaired by plumber. Will obtain Hiland's input to continue discussion next month.

- c. Jon would like to retain Saalfield, Griggs PC as our counsel. Kelli seconded. Motion passed unanimously. Jon will work with them on engagement letter. Board agreed that using them for any matter needs prior board approval. Jon will work with them on drafting lien form and policy.

The Board meeting adjourned at 8:09 pm.