

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



*Commissioners:*  
Jon Howell  
Kelli Byrd  
Lisa Hilker

spwd.specialdistrict.org

## May 1, 2024 Southwood Park Water District General Board Meeting Minutes Meadow Springs Community Church, Portland, OR 97219

Board Treasurer Jon Howell called the General Board meeting to order at 7:01 pm

### Roll Call - In Attendance:

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 Board meeting on March 27, 2024.
  - a. Lisa moved to approve the work session minutes; Kelli seconded the motion. **Motion passed unanimously.**
3. Since the snow and ice storm in January 2024, Southwood Park Water District has been using the City of Portland Water. Starting April 13, 2024, the Water District is on their own water again. Hooray! Big thanks to everyone who worked on this.
4. The Board reviewed the monthly financial reports.
  - a. Kelli moved to pay the bills as presented; Lisa seconded the motion. **Motion passed unanimously.**
5. Old Business
  - a. Tom Ferrell was not able to join the meeting tonight.
  - b. Jon asked the District's legal counsel to review and comment on the rules and regulations of another water district to see if they can be used by Southwood Park Water District. More to follow.
  - 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. 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.
  - e. Two letters were sent to the City of Portland Water Bureau to discuss the District's account. Lisa provided her phone number and the District's email address. Lisa will follow up and provide an update at the next meeting.
  - f. With Whit moving away and Eric having left last summer there are 2 open Board positions. Jon will be putting his house on the market soon, after living in Southwood Park since 1991, so there will be a third open position.

- i. Lisa nominated KC Rogers; Kelli seconded the motion. **Motion passed unanimously.**
  - ii. Jon nominated Jim Hilker; Kelli seconded the motion. **Motion passed unanimously.**
  - iii. Both men have accepted their nominations and will read the Oath of Office at the next Board meeting on May 29th.
- g. Lisa met with Jose Diaz, a representative from Special District Insurance Services on Tuesday April 30<sup>th</sup>.

6. New Business

- a. 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. The request was granted on April 13, 2024. Federal Emergency Management Agency or FEMA Public Assistance is available to state and eligible local governments and certain private nonprofit organizations in the counties of Clackamas and Multnomah among other counties in the State. The Public Assistance Program provides Federal financial assistance at a cost-sharing basis for emergency work and the repair or replacement of public facilities damaged by the Severe Winter Storms, Straight-line Winds, Landslides and Mudslides that occurred in Oregon from January 10 to January 22, 2024. Eligible applicants include local governments, special districts, state agencies, and certain private nonprofits (PNP) that have incurred cost for response activities and/or have sustained facility damage as a direct result of the event of January 10 - 22, 2024. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration cost. There is an experienced grant writer who lives in the District. Lisa will reach out to her and see about her helping the District.
- b. The prior Board meeting was further discussed. Everyone was reminded that we are in a Church. The Water District meetings are held in the preschool of a Church. Foul language and gestures will not be tolerated. Apologies were given and accepted. Let's move on and work together!

The Board meeting adjourned at 7:49 pm.