

# Raleigh Water District Board Meeting

## MINUTES

NOVEMBER 29, 2023

7:00 PM

5010 SW SCHOLLS FERRY ROAD  
PORTLAND, OR 97225

MEETING CALLED BY	Board of Commissioners
TYPE OF MEETING	Regular Monthly
FACILITATOR	
NOTE TAKER	Matt Steidler
TIMEKEEPER	N/A
ATTENDEES	Ems, Bhasker, Mickiewicz, Ownby, Visse, Carney, Steidler

### Agenda topics

N/A

MEETING CALLED TO ORDER

CHAIRMAN

DISCUSSION	Meeting called to order at 19:01.		
WEBEX Meeting Link <a href="https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m7a266e928bef4c8fb537f5f07b67ec6e">https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m7a266e928bef4c8fb537f5f07b67ec6e</a>			
CONCLUSIONS			
ACTION ITEMS			
	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE MINUTES FOR THE 10/18/2023 MEETING

CHAIRMAN

DISCUSSION	Minutes read and approved. All in favor of approval. Bhasker moved, Ownby seconded.		
CONCLUSIONS			
Clarification on where security signs were installed, around perimeter fence.			
ACTION ITEMS			
	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE PAYMENT OF BILLS AND SIGN CHECKS

CHAIRMAN

DISCUSSION	All bills reviewed for payment. All checks reviewed for signature. Business card reviewed. OAWU dues explained. Bhasker moved, Mickiewicz seconded, all in favor. Bills paid, checks signed.		
CONCLUSIONS	Dustin to sign @ 08:00 11/30/2023.		
ACTION ITEMS			
	PERSON RESPONSIBLE	DEADLINE	

--	--	--

N/A ACCOUNTANTS REPORT CHAIRMAN

<b>DISCUSSION</b>	Pat reported n cash balances for each account. \$1,332,142.45 total cash balance.	
<b>CONCLUSIONS</b>	Board approved \$50,000 transfer from General Fund to CIRF.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A WEBSITE UPDATE CHAIRMAN

<b>DISCUSSION</b>	New website is up and live.	
	GoDaddy billing hit right before new site was kicked off. Will need to contact GoDaddy to see if a refund can be issued.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send Bhasker log-in info.	Board	05/01/2023

N/A CIP UPDATE CHAIRMAN

<b>DISCUSSION</b>	90 <sup>th</sup> Ct. – Project has been put out for bidding.	
	Reviewing plans for proposed improvements to Raleigh Hills Elementary School and water system improvements.	
	Generator – 2 <sup>nd</sup> set of revisions have been reviewed and submitted to Peterson Cat. Bidding open until 12/29/23.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A SECURITY UPGRADES CHAIRMAN

<b>DISCUSSION</b>	Obtaining quotes for security door installation. Home Depot not responsive on quote request.	
	SDAO Security Grant time frame is uncertain.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A

WATER MANAGERS ADVISORY/WCSL UPDATE

<b>DISCUSSION</b>	No updates on any of the meetings.		
Water Managers –			
Wholesale Contract – New agreement ready for approval December-January estimate.			
<b>CONCLUSIONS</b>	Camp Creek Fire Update – All emergency conditions have been addressed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

AGING REPORT

CHAIRMAN

<b>DISCUSSION</b>	Reviewed, no significant issues to report.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

CORRESPONDANCE

CHAIRMAN

<b>DISCUSSION</b>	None.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

PUBLIC COMMENT

CHAIRMAN

<b>DISCUSSION</b>	None.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**OTHER DISCUSSION:**

1. Water loss for 2023 so far is 4%. Industry Standard for upper limit is 10%.

**Additional Items:**

1. Bank Statement:

	LGIP	BANNER BANK	CASH RECAP BY FUND	TOTAL
General Account	\$126427.93	\$162384.11		
General Account (CIF)	\$0	\$50097.74	GF - \$298174.48	
General Account (SDF)	\$0	\$184.84	SDF - \$449585.01	
Public Funds Account (GF)	\$0	\$9362.42	CIRF - \$584382.98	
System Development Fund	\$444417.70	\$4982.47		
Capital Improvement Fund	\$498596.46	\$35688.78		
<b>TOTAL</b>	<b>\$1069442.09</b>	<b>\$262700.36</b>		<b>\$1332142.45</b>

2. Checks approved for payment: Banner -#12556 thru #12586.
3. Water loss for the month of November 2023: Water Purchased – 13405ccf, Water Sold – 12404 ccf, YTD UAW –4.26 %.
4. Meeting Adjourned at 19:27 pm.  
Next Meeting: 12/20/2023 at 6:30 pm