

# Raleigh Water District Board Meeting

## MINUTES

JANUARY 24, 2024

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	Mickiewicz, Ownby, Ems, Visse, Carney, Steidler

### Agenda topics

N/A

MEETING CALLED TO ORDER

CHAIRMAN

DISCUSSION	Meeting called to order at 19:04.		
WEBEX Meeting Link <a href="https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m98bd5ffafef5445813ad6c07b2f422ac">https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m98bd5ffafef5445813ad6c07b2f422ac</a>			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE MINUTES FOR THE 12/20/2023 MEETING

CHAIRMAN

DISCUSSION	Minutes read and reviewed. No comments. Minutes approved. Motioned and seconded, all in favor.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE PAYMENT OF BILLS AND SIGN CHECKS

CHAIRMAN

DISCUSSION	All bills and checks reviewed. All bills approved for payment and all checks approved for signature. Motioned and seconded, all in favor.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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N/A ACCOUNTANTS REPORT CHAIRMAN

<b>DISCUSSION</b>	Pat reviewed 2 <sup>nd</sup> QTR. Profit vs Loss report. Revenues and expenditures are within budget. Total cash all accounts - \$1,378,681.56.	
	Reviewed and discussed FY 22/23 Audit. No comments on our internal controls. Discussed GF transfer to CIRF. Tabled until the Feb. 2024 meeting.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A WINTER STORM UPDATE AND DISCUSSION CHAIRMAN

<b>DISCUSSION</b>	Customer water bill adjustments- Initial discussion leaning toward treating as a normal leak. Determine how other Districts are handling. Discussed power loss and going on the manual PRV. Loss of phones was an issue. Look into dedicated phone lines with Century Link for a hard line And potential to switch call forwarding on as solutions.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A CIP UPDATE CHAIRMAN

<b>DISCUSSION</b>	SW 90 <sup>th</sup> Ct. – Getting paperwork signed. Should be this week or next.	
	Emergency Generator – Delivery estimated for a few months. Issue with bidding and advertising. Third round of advertising.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A WATER MANAGERS ADVISORY/WCSL UPDATE

<b>DISCUSSION</b>	Wholesale Contract – Discuss final draft of the new agreement. Plans are to sign agreement at the February meeting.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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N/A

AGING REPORT

CHAIRMAN

<b>DISCUSSION</b>	Reviewed. Slightly more accounts due to not processing in December.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A

CORRESPONDANCE

CHAIRMAN

<b>DISCUSSION</b>	Discussed the required training notice from SDAO on public meetings. Keep an eye out for scheduled trainings coming up.	
<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.
- 2.
- 3.

**Additional Items:**

1. Bank Statement:

	LGIP	BANNER BANK	CASH RECAP BY FUND	TOTAL
General Account	\$178023.17	\$98972.64		
General Account (CIF)	\$0	\$50097.74	GF - \$286440.56	
General Account (SDF)	\$0	\$184.84	SDF - \$453276.65	
Public Funds Account (GF)	\$0	\$9444.75	CIRF - \$638964.35	
System Development Fund	\$448066.00	\$5025.81		
Capital Improvement Fund	\$552870.19	\$35996.42		
<b>TOTAL</b>	<b>\$1178959.36</b>	<b>\$199722.20</b>		<b>\$1378681.56</b>

2. Checks approved for payment: Banner -#12605 thru #12636.
3. Water loss for the month of January 2024: Water Purchased – 16090ccf, Water Sold – 14522ccf, YTD UAW – 9.75%.
4. Meeting Adjourned at 19:53 pm.
5. Next Meeting: 02/21/2024 at 7:00 pm
6. Russ traveling during the Feb. meeting. May be able to attend.