

# Raleigh Water District Board Meeting

## MINUTES

FEBRUARY 21, 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, Bhasker, Visse, Ems, Carney, Steidler

### Agenda topics

N/A

MEETING CALLED TO ORDER

CHAIRMAN

DISCUSSION	Meeting called to order at 19:02.		
WEBEX Meeting Link <a href="https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m98bd5ffaef5445813ad6c07b2f422ac">https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m98bd5ffaef5445813ad6c07b2f422ac</a>			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE MINUTES FOR THE 01/24/2024 MEETING

CHAIRMAN

DISCUSSION	Minutes read and approved.		
CONCLUSIONS	Motioned and seconded to approve the minutes. All in favor.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE PAYMENT OF BILLS AND SIGN CHECKS

CHAIRMAN

DISCUSSION	All bills reviewed. All checks reviewed. Reviewed business card expenses, audit fee and SCADA with Industrial Systems.		
CONCLUSIONS	Motioned and seconded to approve all bills for payment and sign checks. All bills approved for payment; all checks approved for Signature.		
Bhasker to sign on 02/22/2024.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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N/A ACCOUNTANTS REPORT CHAIRMAN

<b>DISCUSSION</b>	Board approved \$50,000 transfer from General Fund to Capital Improvement Reserve Fund.	
	Pat reviewed all funds and balances. All in order. Total cash \$1,366,862.86	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Budget Calendar FY 24-25. Reviewed. All dates look good.		

N/A NEW WHOLESALE CONTRACT DISCUSSION/ADOPTION CHAIRMAN

<b>DISCUSSION</b>	Discussed the new wholesale agreement. Board motioned and seconded to accept and adopt the agreement to purchase water.	
	Resolution 02212024 adopted to accept the agreement. Agreement signed.	
<b>CONCLUSIONS</b>	Matt will submit signature page to City of Portland for execution.	
<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. – Pre-Con on 02/16. Anticipated start date of 03/11.	
	Emergency Generator – Site visit with potential bidders on 02/15.	
	Next year project should be SW 78 <sup>th</sup> extension.	
<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 meetings this month.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A

LEAK DETECTION

CHAIRMAN

<b>DISCUSSION</b>	American Leak Detection performed leak detection in suspect areas. No District leaks discovered, one customer leak discovered.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

AGING REPORT

CHAIRMAN

<b>DISCUSSION</b>	8 accounts for both 60 & 90 days. Nothing abnormal 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. Discussed leak adjustments. 4 leaks requested, 2 approved, 2 awaiting repair.
- 2.
- 3.

**Additional Items:**

1. **Bank Statement:**

	LGIP	BANNER BANK	CASH RECAP BY FUND	TOTAL
General Account	\$329374.42	\$31735.21		
General Account (CIF)	\$0	\$97.74	GF - \$370596.49	
General Account (SDF)	\$0	\$184.84	SDF - \$455117.79	
Public Funds Account (GF)	\$0	\$9486.86	CIRF - \$541148.58	
System Development Fund	\$449884.98	\$5047.97		
Capital Improvement Fund	\$504897.06	\$36153.78		
<b>TOTAL</b>	<b>\$1284156.46</b>	<b>\$82706.40</b>		<b>\$1366862.86</b>

2. Checks approved for payment: Banner -#12638 thru #12658.
3. Water loss for the month of February 2024: Water Purchased – 11917ccf, Water Sold – 11003ccf, YTD UAW – 4.45%.
4. Meeting Adjourned at **19:38 pm**.  
Next Meeting: 03/20/2024 at 7:00 pm