

# Raleigh Water District Board Meeting

## MINUTES

OCTOBER 18, 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, Mickiewicz, Bhasker, Visse, Carney, Steidler

### Agenda topics

N/A

MEETING CALLED TO ORDER

CHAIRMAN

DISCUSSION	Meeting called to order at 19:03.		
WEBEX Meeting Link <a href="https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m8d7bab2654d8ca7fc1f9e2369da30bff">https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m8d7bab2654d8ca7fc1f9e2369da30bff</a>			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE MINUTES FOR THE 09/13/2023 MEETING

CHAIRMAN

DISCUSSION	Minutes for the 09/13/2023 meeting were read and reviewed.		
CONCLUSIONS	Minutes approved, motioned, and seconded. AI in favor.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE PAYMENT OF BILLS AND SIGN CHECKS

CHAIRMAN

DISCUSSION	All bills reviewed. All checks reviewed. Bills approved for payment, all checks approved for signature. Discussed the Streamline Core & Main, R&W, Blue Fin and Evergreen bills. Robert discussed the RHBA invoice for annual dues of \$75.00. Invoice to be sent, approved by the board.		
CONCLUSIONS	Motioned, seconded and all approved to sign checks and pay bills. Mickiewicz to sign.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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N/A ACCOUNTANTS REPORT CHAIRMAN

<b>DISCUSSION</b>	Carney reviewed cash balances and 1 <sup>st</sup> Qtr. Profit vs Loss report. All funds are in order.	
<b>CONCLUSIONS</b>	Review general engineering expenditures. It appears that a CIRF expenditure has been applied to the General Engineering line item.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A WEBSITE UPDATE CHAIRMAN

<b>DISCUSSION</b>	Streamline has been contracted to upgrade the website. Kick-off meeting on 10/03/2023.	
	Conversion and migration are in the works.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	Board	05/01/2023

N/A CIP UPDATE CHAIRMAN

<b>DISCUSSION</b>	90 <sup>th</sup> Ct. – 50% plans reviewed and amended. Preliminary schedule to go to bid late fall with construction early 2024.	
	Laurelwood Multi-Family Development – Attended a pre-con for the project. Phase 1 of the project is underway.	
	Generator - submittals reviewed, estimated 16 weeks delivery.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A SECURITY UPGRADES CHAIRMAN

<b>DISCUSSION</b>	Signage has been installed. Trying to obtain quotes for security door installation. Reviewed some home security systems for use.	
	Submitted SDAO application for a security grant.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

N/A

LEAD SERVICE LINE INVENTORY

CHAIRMAN

<b>DISCUSSION</b>	Customer mailer has been approved. Trying to work out how to mail to customers with mailing addresses different than the lot.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

WATER MANAGERS ADVISORY/WCSL UPDATE

<b>DISCUSSION</b>	WCSL Future Use – No meeting		
Water Managers –			
Wholesale Contract – Contract available for review. Send to Board.			
<b>CONCLUSIONS</b>	Camp Creek Fire Update – Fire is pretty much contained, normal operations have been recommended by Portland.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

AGING REPORT

CHAIRMAN

<b>DISCUSSION</b>	Provide to board when complete.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

CORRESPONDANCE

CHAIRMAN

<b>DISCUSSION</b>	Discussed the RWPC IGA. Further discussion is required. Russ to look into attending as the Raleigh Representative.		
RHBA to hold a public shred event at Valley Presbyterian 10/21 from 10:00-3:00.			
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

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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. Meters – Kamstrup has switched to HD Fowler and Master Meter is now with Correct Equipment. Assess what direction we want to go with meters in the future.
2. Steidler – Hip replacement surgery 11/06/2023. TVWD will be on standby for any maintenance and emergency needs.

**Additional Items:**

1. **Bank Statement:**

	LGIP	BANNER BANK	CASH RECAP BY FUND	TOTAL
General Account	\$125940.18	\$144528.15		
General Account (CIF)	\$0	\$50097.74	GF - \$279789.97	
General Account (SDF)	\$0	\$184.84	SDF – \$447701.02	
Public Funds Account (GF)	\$0	\$9321.64	CIRF – \$582146.34	
System Development Fund	\$442555.18	\$4961.00		
Capital Improvement Fund	\$496512.21	\$35536.39		
<b>TOTAL</b>	<b>\$1065007.57</b>	<b>\$244629.76</b>		<b>\$1309637.33</b>

2. Checks approved for payment: Banner -#12520 thru #12555.
3. Water loss for the month of October 2023: Water Purchased – 15755ccf, Water Sold – 15254ccf, YTD UAW – 4.07%.
4. Meeting Adjourned at **19:48 pm**.  
Next Meeting: 11/29/2023 at 7:00 pm