

# Raleigh Water District Board Meeting

## MINUTES

DECEMBER 18, 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	Robert Ems, Dick Visse, Dustin Ownby, Russ Mickiewicz, Narjala Bhasker, Pat Carney, Matt Steidler

### Agenda topics

N/A

MEETING CALLED TO ORDER

CHAIRMAN

DISCUSSION	Meeting called to order at 19:05.		
	WEBEX Meeting Link <a href="https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m4315d3ca35ca3244455b72799044d125">https://raleighwaterdistrict.my.webex.com/raleighwaterdistrict.my/j.php?MTID=m4315d3ca35ca3244455b72799044d125</a>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE MINUTES FOR THE 11/13/2024 MEETING

CHAIRMAN

DISCUSSION	Minutes for the 11/13/24 meeting were read and reviewed. After discussion of the minutes, it was motioned, moved and seconded to approve the minutes.		
CONCLUSIONS	Minutes for the 11/13/24 meeting were approved.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

APPROVE PAYMENT OF BILLS AND SIGN CHECKS

CHAIRMAN

DISCUSSION	All bills and checks were reviewed and discussed. Discussion on Business Card, Cable Huston and Jarrard, Seibert, Pollard & Co. It was motioned, moved and seconded to approve bills for payment and sign all checks.		
CONCLUSIONS	All bills were approved for payment and all checks approved for signature.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

N/A

ACCOUNTANTS REPORT

CHAIRMAN

<b>DISCUSSION</b>	Pat reviewed all fund totals. All funds are in order. Pat recommended a \$50,000 transfer from General Fund to Capital Improvement Fund and a \$50,000 transfer from the System Development Fund to the Capital Improvement Fund.		
	It was motioned, moved and seconded to transfer the funds.		
<b>CONCLUSIONS</b>	\$50,000 transfer approved from GF to CIRF and \$50,000 transfer approved from SDC Fund to CIRF.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

CIP UPDATE

CHAIRMAN

<b>DISCUSSION</b>	78 <sup>th</sup> Ave. – 50% drawings. Planning to approve bids at the February meeting.		
	RHES – Consor reviewing conflicts with existing gas line and new sewer line with the waterline installation.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Provide Board with Consor % complete summary.	Matt Steidler		

N/A

WATER MANAGERS ADVISORY BOARD

<b>DISCUSSION</b>	December meeting cancelled.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

AT&T CELLULAR LEASE EXTENTION

CHAIRMAN

<b>DISCUSSION</b>	Review and approve for signature.		
	Board discussed the potential for a new valuation assessment for the cellular sites to be performed by Steel In the Air.		
	Lease extension was motioned, moved and seconded for approval.		
<b>CONCLUSIONS</b>	AT&T Lease Extension approved.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Steel In the Air Valuation	Matt		

N/A

AGING REPORT

CHAIRMAN

<b>DISCUSSION</b>	Aging was reviewed and discussed. Nothing out of the ordinary was noted.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

N/A

CORRESPONDANCE

CHAIRMAN

<b>DISCUSSION</b>	SDAO By-laws Amendments was discussed.		
	SDAO training for Board members on Public Meetings required. Matt to follow up with requirements.		
<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. West Slope Water Inter-Tie issue resolved. The register was incorrectly programmed. It is now programmed for 2" meter as required.
- 2.

**Additional Items:**

1. **Bank Statement:**

	LGIP	BANNER BANK	CASH RECAP BY FUND	TOTAL
General Account	\$393500.39	\$136946.14		
General Account (CIF)	\$0	\$1232.87	GF - \$540373.13	
General Account (SDF)	\$0	\$54927.00	SDF - \$572529.49	
Public Funds Account (GF)	\$0	\$9926.60	CIRF - \$472182.72	
System Development Fund	\$512323.06	\$5279.43		
Capital Improvement Fund	\$433152.80	\$37797.05		
TOTAL	\$1338976.25	\$246109.09		<b>\$1585085.34</b>

2. Checks approved for payment: Banner -#12897 thru #12924.
3. Water loss for the month of December 2024: Water Purchased – 14,024ccf, Water Sold – 13,543ccf, YTD UAW – 3.66%.
4. Meeting Adjourned at **19:35 pm.**  
Next Meeting: 01/15/2025 at 7:00 pm
- 5.