



# RALEIGH WATER DISTRICT BOARD OF COMMISSIONERS MEETING

**03/23/2004**

**7:00 PM**

**District Office**

**5010 SW Scholls Ferry Road**

**Portland, OR 97225**

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**Meeting called by: Board Of  
Commissioners**

**Type of meeting: Regular Monthly Board  
Meeting**

**Note taker: Phil Gladstein**

**Attendees: Bob Maddock, Russ Mickiewicz, Bob Roseta, Phil Gladstein, Pat Carney,  
Matt Steidler**

## ----- Agenda Topics -----

Call Meeting to order	Bob Maddock
Approve minutes for the 02/17/04 Meeting	Bob Maddock
Approve payment of bills	Bob Maddock
Sign Checks	Bob Maddock
Discuss Bids for Pump Station and water line projects	Matt Steidler
Discuss the Beaverton Urban Services Agreement	Matt Steidler
Discuss Executive Session held 03/09/2004	Bob Maddock
Customer Deposit Policy	Matt Steidler
Aging Report	Bob Maddock
Correspondence	Bob Maddock
Public Comment	Bob Maddock
Adjourn Meeting	Bob Maddock

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## Other Information

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### Special notes:

Items also discussed:

1. Transfer \$50,000 to CIF.
2. Date of the Next Board Meeting
3. Water loss for Calendar year 2003.
4. Matt's surgery.



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Matt Steidler**

## ----- Agenda Topics -----

Call Meeting to order

Bob Maddock

Discussion: Meeting called to order at 7:14

Conclusions:

Action items:

Person responsible:

Deadline:

**Approve minutes for the 02/17/04 Meeting**

**Bob Maddock**

Discussion: Minutes for the 02/17/04 Board Meeting were approved.

Conclusions:

Action items:

Person responsible:

Deadline:

**Approve payment of bills**

**Bob Maddock**

Discussion: Board approved the payment of bills.

Conclusions:

Action items:

Person responsible:

Deadline:

**Sign Checks**

**Bob Maddock**

Discussion: Board signed checks.

Conclusions:

Action items:

Person responsible:

Deadline:

Discuss Bids for Pump Station and water line projects

Matt Steidler

Discussion: Discussed the bids for the Pump station and water line jobs. 3 bids received from Emery & Sons, Banzer Construction and Landis & Landis. Emery was the low bid at \$249,190.93. Board approved awarding the contract to Emery. Questioned the difference in the estimated versus actual price of the pump station.

Conclusions:

Action items: Matt to have MSA prepare a letter explaining why the pump station cost over 20% more than the engineers estimate.

Person responsible: Matt Steidler

Deadline: April Meeting

Discuss the Beaverton Urban Services Agreement

Matt Steidler

Discussion: Discussed the BUSA again. The Board does not feel that it should sign the residents current annexation Rights away in the BUSA as Beaverton has presented. The Board feels that Raleigh is and will be a viable water service provider, and plans to remain independent. Beaverton will not agree to negotiate their annexation plan with the district.

Conclusions: The Board has not made a final decision on the Agreement.

Action items: Meeting with County to discuss the Districts options and course of action.

Person responsible: Matt Steidler

Deadline: April meeting

Discuss Executive Session held 03/09/2004

Bob Maddock

Discussion: Board approved 4.5% raise for Matt. Also approved funding coverage for one weekend a month to allow Matt a free weekend.

Conclusions: Board was satisfied with Matt's performance

Action items:

Person responsible:

Deadline:

Customer Deposit Policy

Matt Steidler

Discussion: Discussed implementing a deposit policy for the District. Discussed the various issues involved. Discussed

The average billings for various service sizes. Board approved implementing a New Customer connection fee of \$25.00

And a \$50 deposit for ¾ and 1” services. All others to be based on 2 months usage.

Conclusions: Board approved implementing a plan.

Action items: Prepare a Deposit ordinance.

Person responsible: Matt Steidler

Deadline: 07/01/04

Aging Report

Bob Maddock

Discussion: Only 2 late customers, and they paid.

Conclusions:

Action items:

Person responsible:

Deadline:

Correspondence

Bob Maddock

Discussion: Letter from Mrs. Miles complimenting the District.

Conclusions:

Action items:

Person responsible:

Deadline:

<b>Public Comment</b>		<b>Bob Maddock</b>	
Discussion: None			
Conclusions:			
Action items:	Person responsible:	Deadline:	
<b>Adjourn Meeting</b>		<b>Bob Maddock</b>	
Discussion: Meeting adjourned at 8:39 PM			
Next Meeting 04/27/04			
Conclusions:			
Action items:	Person responsible:	Deadline:	

### Other Information

**Special notes:**

1. Board approved transferring \$50,000 to CIF.
2. Waterloss for Calendar year 2003 was 8.5%. This figure does not include wheeled COP accounts. Actual number would be less.
3. Matt will have knee surgery 04/06/04. Should only be limited for a few weeks.
4. Checks approved for payments: (Key Bank) Check # 2952 thru # 2989.
5. Revenue Information:
  - a. Water Purchased – 16,806 ccf, Water Sold – 13,833 ccf, Unaccounted for water – 9.77%, 3 month avg. – 11.95%.

**BANK STATEMENT:**

	<b>Key Bank</b>	<b>LPGI</b>	
General Account (checking)	<b>\$60,991.43</b>	<b>\$117,359.24</b>	
Time Deposit	<b>\$20,700.22</b>		
System Development Fund		<b>\$14,731.31</b>	
Capital Improvement Fund		<b>\$319,948.64</b>	
Total	<b>\$81,691.65</b>	<b>452,039.19</b>	
		<b>TOTAL</b>	<b>\$533,730.84</b>