



RALEIGH WATER DISTRICT BOARD MEETING TUESDAY SEPTEMBER 21, 2004

**9/21/2004
7:00 PM
District Office
5010 SW Scholls Ferry Road
Portland, OR 97225**

**Meeting called by:
Board**

**Type of meeting:
Monthly**

**Note taker: Phil
Gladstein**

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

----- Agenda Topics -----

Call meeting to order	Bob Maddock
Approve Minutes for the July 27, 2004 meeting	Bob Maddock
Approve payment of bills and sign checks	Bob Maddock
Construction update	Matt Steidler
Oleson Road vault repair status	Matt Steidler
Discuss accounting procedures for auditing	Pat Carney
Discuss issues with deposit policy	Matt Steidler
Discuss Qwest/Verizon cellular transaction.	Matt Steidler
Update on Zwahlen and Lawrence properties.	Matt Steidler
Aging Report	Bob Maddock
Correspondence	Bob Maddock
Public Comment	Bob Maddock

Other Information

----- Agenda Topics -----

Call meeting to order

Bob Maddock

Discussion: Meeting called to order at 7:00 pm.

Conclusions:

Action items:

Person responsible:

Deadline:

Approve Minutes for the July 27, 2004 meeting

Bob Maddock

Discussion: Minutes approved

Conclusions:

Action items:

Person responsible:

Deadline:

Approve payment of bills and sign checks

Bob Maddock

Discussion: Bills approved and checks signed. Mickiewicz would like CIP bills from MSA itemized.

Conclusions:

Action items:

Person responsible:

Deadline:

Construction update

Matt Steidler

Discussion: Permits from county approved. Awaiting pump station delivery on October 20th.

Conclusions:

Action items:

Person responsible:

Deadline:

Oleson Road vault repair status

Matt Steidler

Discussion: Awaiting correct lid for vault and ODOT will finish sidewalk.

Conclusions:

Action items:

Person responsible:

Deadline:

Discuss accounting procedures for auditing		Pat Carney	
Discussion: Pat Carney reported the Auditor requested that we change our accounting format to a cash basis as per GASB-34 requirements. Board approved and signed resolution to make change.			
Conclusions:			
Action items:		Person responsible:	Deadline:
Discuss issues with deposit policy		Matt Steidler	
Discussion: Discussed requests from several rental property owners to have deposit waived as they were long time Customers. Board discussed and decided to collect deposits on all account changes. Reasoning was that it is a Deposit that they will get back anyway.			
Conclusions:			
Action items:		Person responsible:	Deadline:
Discuss Qwest/Verizon cellular transaction.		Matt Steidler	
Discussion: Discussed that Qwest has sold their cellular interests to Verizon. Board made the decision to require the Ceel companies to adjust their antennas to allow operation of the revolving ladder if and when the replace antennas.			
Conclusions:			
Action items:		Person responsible:	Deadline:

Update on Zwahlen and Lawrence properties.

Matt Steidler

Discussion: Plans for the development of the Zwahlen and Lawrence properties were given to the District.

Conclusions:

Action items:

Person responsible:

Deadline:

Aging Report

Bob Maddock

Discussion: Reviewed.

Conclusions:

Action items:

Person responsible:

Deadline:

Correspondence

Bob Maddock

Discussion: Discussed the RWPC agreement. Changes to be reviewed and will discussed at a later date.

Conclusions:

Action items:

Person responsible:

Deadline:

Public Comment		Bob Maddock	
Discussion: None.			
Conclusions:			
Action items:		Person responsible:	Deadline:

Other Information

Special notes:

1. Bank Statement:

	KEY BANK	LGIP	
GENERAL ACCOUNT	\$47,251.88	\$81,965.27	
TIME DEPOSIT	\$21,393.29		
SYSTEM DEVELOPMENT FUND		\$20,659.91	
CAPITAL IMPROVEMENT FUND		\$279,472.18	
TOTAL	\$68,645.17	\$382,097.36	
TOTAL		\$450,742.53	

2. Checks approved for payment: #3152 thru # 3203.
3. Water loss for the month of August and September:
 - a. August – Purchased – **47,900** ccf, Sold – **41673** ccf, UAW – **13.0%**, 3 month AVG. – **5.81%**
 - b. September – Purchased – **25,300**ccf, Sold – **25,078**ccf, UAW – **0.88%**, 3 month AVG. -**2.92%**
4. Meeting adjourned at 8:15 pm.
5. Next Meeting: Tuesday, October 19, 2004.
6. Additional items: