



# RALEIGH WATER DISTRICT BOARD MEETING WEDNESDAY, SEPTEMBER 21, 2011

**9/21/2011**  
**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

**Note taker:** Phil Gladstein

**Attendees:** Aaron O'Donnel, Dick Visse, Babette Horenstein, Phil Gladstein, Russ Mickiewicz, Pat Carney, Matt Steidler

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

Call meeting to order.	Aaron O'Donnell
Approve minutes for the July 20,2011 meeting.	Aaron O'Donnell
Approve payment of bills and sign checks.	Aaron O'Donnell
Accountants Report.	Pat Carney
Verizon cellular proposal	Aaron O'Donnell
DHS Sanitary Survey.	Matt Steidler
Emergency Response Plan.	Matt Steidler
FY 11/12 construction.	
Aging report.	Aaron O'Donnell
Correspondance.	Aaron O'Donnell
Public Comment.	Aaron O'Donnell

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## Other Information

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**Special notes:**

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

Call meeting to order.

Aaron O'Donnell

Discussion: Meeting called to order at 7:05 pm.

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Conclusions:

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Action items:

Person responsible:

Deadline:

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Approve minutes for the July 20,2011 meeting.

Aaron O'Donnell

Discussion: Minutes read and approved.

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Conclusions:

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Action items:

Person responsible:

Deadline:

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Approve payment of bills and sign checks. Aaron O'Donnell

Discussion: All bills approved for payment. All checks signed.

Conclusions:

Action items:

Person responsible:

Deadline:

Accountants Report. Pat Carney

Discussion: All necessary information and data has been provided to the Auditor for FY 2010/2011 Audit.

Conclusions:

Action items:

Person responsible:

Deadline:

Verizon cellular proposal Aaron O'Donnell

Discussion: Board reviewed and discussed comments from Jessica Pierce, Ryka Consulting, who is Verizons lease negotiator. They asked the following: 1. Reduce legal fee payment to \$2,500, 2. Commence rent on the 1<sup>st</sup> of the month following lease execution, 3. \$1500/mon rent not \$2,000/mon, 4. Strike \$2000 deposit, 5. Provide for auto renewal, 6. Remove modification fee, 7. Provide 180 days for relocation instead of 90.

Conclusions: Board resolved the following: 1. Firm on the \$5000 legal fee payment, 2. Commence rent payment on the First of the month following execution of lease, 3. Firm on the \$2000 rent, add review clause every 5 years if Verizon is expanding facilities, 4. Waive \$2000 deposit, 5. Allow for auto-renewal, 6. Keep the \$2000 modification fee or add language for Lessee to reimburse lessor for all fees incurred for modification reviews., 7. Allow 180 days to relocate facilities.

Action items:

Person responsible:

Deadline:

DHS Sanitary Survey.

Matt Steidler

Discussion: Survey completed with no discrepancies.

Conclusions:

Action items:

Person responsible:

Deadline:

Emergency Response Plan.

Matt Steidler

Discussion: Presented the updated version to the Board. Copies to be emailed for review.

Conclusions:

Action items:

Person responsible:

Deadline:

FY 11/12 construction.

Discussion: Design work underway. Surveying needs to be completed to determine if easements exist for the current waterlines.

Conclusions:

Action items:

Person responsible:

Deadline:

Aging report.

Aaron O'Donnell

Discussion: Nothing to review.

Conclusions:

Action items:

Person responsible:

Deadline:

Correspondance.

Aaron O'Donnell

Discussion: Reviewed request of Perry for leak adjustment due to irrigation system leak. Board approved adjustment.

Conclusions:

Action items:

Person responsible:

Deadline:

Public Comment.

Aaron O'Donnell

Discussion: None.

Conclusions:

Action items:

Person responsible:

Deadline:

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## Other Information

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### Special notes:

1. Bank Statement:

	LGIP	BANNER BANK	BANK OF OSWEGO MONEY MARKET	BANK OF OSWEGO CHECKING	TOTAL
General Account	\$92,190.93	\$37,162.78	\$50,202.47	\$500.00	
General Account (CIF)	\$0	\$493.70	\$0		
General Account (SDF)	\$0	\$2,483.45	\$0		
Public Funds Account (GF)	\$0	\$22,424.80	\$0		
System Development Fund	\$9,713.94	\$25,701.58	\$25,786.54		
Capital Improvement Fund	\$50,474.18	\$14,378.28	\$171,386.66		
<b>TOTAL</b>	<b>\$152,379.05</b>	<b>\$102,644.59</b>	<b>\$247,375.67</b>	<b>\$500.00</b>	<b>\$502,899.31</b>

2. Checks approved for payment: Banner - #7489 thru #7571.

3. Water loss for the month of SEPT. 2011: Water Purchased – 30,235ccf, Water Sold –29,336ccf, YTD UAW – 4.78%.

4. Meeting Adjourned at 8:30 pm.

Next Meeting: 10/19/2011 at 7:00 pm