



RALEIGH WATER DISTRICT BOARD MEETING WEDNESDAY, NOVEMBER 14, 2012

11/14/2012
7:00 PM
District Office
5010 SW Scholls Ferry Road
Portland, OR 97225

Meeting called by: Board of Commissioners **Type of meeting:** Regular Monthly

Note taker: Phil Gladstein

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

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

Call meeting to order.	Aaron O'Donnell
Approve payment of bills and sign checks.	Aaron O'Donnell
Approve minutes for the 10/17/2012 meeting.	Aaron O'Donnell
Accountants Report.	Matt Steidler
FY 11/12 Audit.	Matt Steidler
FY 12/13 Construction.	Matt Steidler
Portland SCADA	Matt Steidler
SDAO Best Practices Survey.	Matt Steidler
Aging report.	Aaron O'Donnell
Correspondance.	Aaron O'Donnell
Public Comment.	Aaron O'Donnell

Other Information

Special notes:

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

Call meeting to order.

Aaron O'Donnell

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

Conclusions:

Action items:

Person responsible:

Deadline:

Approve payment of bills and sign checks.

Aaron O'Donnell

Discussion: Payment of bills approved without objection. All checks signed.

Conclusions:

Action items:

Person responsible:

Deadline:

Approve minutes for the 10/17/2012 meeting.

Aaron O'Donnell

Discussion: Minutes read and approved.

Conclusions:

Action items:

Person responsible:

Deadline:

Accountants Report.

Matt Steidler

Discussion: Pat reviewed FY 2011/2012 Audit. Discussed the auditors note regarding some checks only having one signature. It was pointed out that these are primarily paychecks or checks written at the end of the month when necessary.

Board approved \$50,000 transfer from General Fund to Capital Improvement Reserve Fund.

Conclusions:

Action items: None.

Person responsible:

Deadline:

FY 11/12 Audit.

Matt Steidler

Discussion: Reviewed under Accountants report.

Conclusions:

Action items:

Person responsible:

Deadline:

FY 12/13 Construction.

Matt Steidler

Discussion: Water system master plan update, 90% complete.

Board approved going ahead with the Hydraulic Model update this fiscal year as part of the master plan update.

Completing the hydraulic model may have an impact on items required in the master plan.

Conclusions:

Action items:

Person responsible:

Deadline:

Portland SCADA

Matt Steidler

Discussion: Discrepancy between meter reads and City of Portland SCADA were caused by a faulty relay switch.

Conclusions: Everything is operating normally now.

Action items:

Person responsible:

Deadline:

SDAO Best Practices Survey.

Matt Steidler

Discussion: Reviewed and approved for submittal.

Conclusions:

Action items:

Person responsible:

Deadline:

Aging report.

Aaron O'Donnell

Discussion: No aging report.

Conclusions:

Action items:

Person responsible:

Deadline:

Correspondance.		Aaron O'Donnell	
<u>Discussion: None.</u>			
<u>Conclusions:</u>			
Action items:	Person responsible:	Deadline:	

Public Comment.		Aaron O'Donnell	
<u>Discussion: None.</u>			
<u>Conclusions:</u>			
Action items:	Person responsible:	Deadline:	

Other Information

Special notes:

1. Bank Statement:

	LGIP	BANNER BANK	BANK OF OSWEGO MONEY MARKET	BANK OF OSWEGO CHECKING	TOTAL
General Account	\$103242.74	\$28783.43	\$	\$	
General Account (CIF)	\$0	\$191.48	\$0		
General Account (SDF)	\$0	\$1427.84	\$0		
Public Funds Account (GF)	\$0	\$144051.32	\$0		
System Development Fund	\$35712.86	\$42917.69	\$		
Capital Improvement Fund	\$308185.08	\$8529.98	\$		
TOTAL	\$447140.68	\$225901.74	\$	\$	\$673042.42

2. Checks approved for payment: Banner - #8012 thru #8043 .

3. Water loss for the month of NOVEMBER. 2012: Water Purchased – 14,865ccf, Water Sold – 14,199ccf, YTD UAW – 4.99%.

4. Meeting Adjourned at **8:00** pm.

Next Meeting: 12/18/2012 at 6:30 pm