

RAE SUBDIVISION COUNTY WATER & SEWER DISTRICT NO. 313
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
March 15, 2023 at 7 pm

Present:

Nikki Penniman, Vice President
Rich McLane, Board Member
Andrew Williamson, Board Member
Bob Ingram, Board Member

Ken Ridgway, District Manager
Val Nolan, Secretary
Mike Stenberg, Hyalite Engineering

ORDER OF BUSINESS:

The meeting was called to order at 7:04 by Nikki Penniman, Vice President. Perry Hofferber, Board President was unable to attend. The meeting was held in the maintenance building at RAE Water District.

PUBLIC COMMENT: Mike Stenberg, Hyalite Engineering, was available for questions concerning Woodland Park subdivisions and general questions on expansion.

APPROVAL OF MINUTES:

The minutes from the January 2023 board meeting were reviewed. The meeting in February 2023 was canceled. A motion to approve the January 2023 minutes was made by Andrew Williamson and seconded by Rich McLane. The motion passed unanimously.

TREASURER'S REPORT:

The treasurer's report was reviewed for February 2023. There were no questions on the January report. There was a payment noted for Gooch Hill Investments for lift station payback and it was noted that contract ends in April 2023. There also a payment to Karnath Contracting for the well building with a final amount left of \$20,000 to be billing in the next few months. A motion was made by Nikki Penniman and seconded by Andrew Williamson to approve the treasurer's report. The motion passed unanimously.

OLD BUSINESS:

- Main office expansion is being worked on through Hyalite Engineering. They have provided a preliminary cost estimate based on known factors as of now. A copy of the preliminary estimates was attached to the board packet for board review. It was requested that Ken update the capital plan for the next meeting to see where we can budget an office expansion. Mike Stenberg stated that it would be approximately \$14,000 for planning and design on expansion. A motion was made to by Rich McLane to authorize funds up to \$20,000 for planning and design of office expansion and seconded by Andrew Williamson. The motion passed unanimously.

MANAGERS REPORT: (Ken highlighted the Manager’s Report-attached)

- Ken had a meeting on 3/7/23 with Mike Stenberg from Hyalite Engineering and Brock Athman from Allied Engineering to further discuss needs, capacity levels for starting a Preliminary Engineering Report (PER) for the wastewater system. Estimated price points will need to be researched to determine if a Request for Proposal will be needed or if we can direct hire.
- Ken, John and Kevin have been doing work on the main office including the floors, painting and rewaxing along with a dividing wall and windows in the doors going in and out of the building. We are hoping to order two new desks, table with chairs and a new credenza for the printer to further update the Main office. Discussion was held and the Board suggested Ken make the decision on this.
- The Montana Rural Water Systems will have a 3-day conference March 22-24 in Great Falls. Ken, Kevin, and Perry are registered to attend the conference.

NEW BUSINESS:

- Mark Fasting with Falcon Heights subdivision is requesting a service agreement to proceed with Phase 2 of this development. The whole property was annexed in 2019 but a service agreement was only approved at that time for 5 lots in Phase 1. The request for the remaining 9 lots in Phase 2 needs its own service agreement for them to proceed. There is a total of 14 lots in Falcon Heights subdivision. Request motion to approve. A motion was made by Rich McLane to approve the service agreement and seconded by Andrew Williamson. The motion passed unanimously.
- Karl Cook with Woodbury Grove, LLC is requesting Board approval for land annexation of Woodbury Grove subdivision. This subdivision would consist of 111 residential lots. Request discussion and first reading of O-230315. The Board would like to take another look at the PER study concerning water supply to make sure we do not push over the EDU numbers recommended by Mt. Water Engineering, (Pat Murtaugh). The O-230315 ordinance was read by Andrew Williamson. A motion to accept the first reading was made by Rich McLane and seconded by Andrew Williamson. The motion passed unanimously. This will be posted on the website for public viewing and discussion.

NEXT MEETING: The next meeting will be held April 19, 2023.

ADJOURN: Andrew Williamson motioned to adjourn the meeting at 8:32 and this was seconded by Nikki Penniman. The motion passed unanimously.

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Attached: Manager's Report: Manager

- Ken had a meeting on 3/7/23 with Mike Stenberg from Hyalite engineering and, Brock Athman, from Allied. The meeting was to further discuss needs, and capacity levels for starting a P.E.R. for the wastewater system. Estimated price points will need to be researched to determine if a Request For Proposal will be needed, or if we can direct hire.
- Ken, John, and Kevin have been doing some main office renovations. Much needed floor scrubbing and re-waxing was done, a dividing wall/door was constructed between the lab and main office, interior walls now have a fresh coat of paint on them, and windows were installed in the dividing door as well as the door to the main office and garage. We are hoping to order 2 new desks, table with chairs, and a new credenza for the printer to further update the look of the Main office.
- The Montana Rural Water System will have a 3-day conference March 22-24 in Great falls. Ken, Kevin, and Perry will be attending this conference.
- Ken and Val have worked on ideas for medical benefits provided by RAE Water. Please see the attached letter for information on what is being considered for an update to the current policy. Request discussion to move forward.