

RAE SUBDIVISION COUNTY WATER & SEWER DISTRICT NO. 313
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
April 19, 2023 at 7 pm

Present:

Perry Hofferber, Board President
Rich McLane, Board Member
Andrew Williamson, Board Member
Bob Ingram, Board Member
Kevin Cook, Developer

Ken Ridgway, District Manager
Val Nolan, Secretary
Mike Stenberg, Hyalite Engineering
Brock Athman, Allied Engineering
Carl Cook, Developer

ORDER OF BUSINESS:

The meeting was called to order at 7:05 by Perry Hofferber, Board President. The meeting was held in the maintenance building at RAE Water District.

PUBLIC COMMENT: Mike, Brock, Kevin and Karl were available for questions concerning Woodland Park, Sierra Vista, and Woodbury subdivisions and general questions on expansion.

APPROVAL OF MINUTES:

The minutes from the March 2023 board meeting were reviewed. A motion to approve the March 2023 minutes was made by Rich McLane and seconded by Bob Ingram. The motion passed unanimously.

TREASURER'S REPORT:

The treasurer's report was reviewed for March 2023. There was a payment noted for outfall charges for \$6000 to DEQ and two payments to Northwestern Energy. Typically there is one each month, but the March bill was paid end of month instead of first week of April. The accounts receivable account has decreased meaning we collected above what we billed in March. A motion was made by Andrew Williamson and seconded by Rich McLane to approve the treasurer's report. The motion passed unanimously.

OLD BUSINESS:

- Monthly water and wastewater flows have been requested at every board meeting. In Control was to have them ready by April 17th, but were unable to do so. Hopefully reports will be available by May 2023 board meeting.
- System impact fees have been updated to reflect current rates as of April 2023. The in-lieu of water rights fee and system impact fees have been updated to reflect an annual increase of 5% annually. This was changed from 3.5% annually. A motion was made by Andrew Williamson to update the annual rate increase and seconded by Bob Ingram. The motion passed unanimously.

- Ken and Val have been working on changes to the HRA plan and researching health insurance policies and requested input from the board at the last meeting. This was discussed and it was decided to table this discussion until next month. Changes to the health policy will be updated and presented at May 2023 meeting.
- Karl Cook with Woodbury Grove, LLC, is requesting Board approval for **land annexation** of Woodbury Grove subdivision. The Board approved the first reading of Ordinance O-230315 at the March 2023 meeting. A second reading was completed. A motion was made by Rich McLane to approve the annexation ordinance for Woodbury Grove subdivision. It was seconded by Andrew Williamson. The motion passed unanimously.
- Discussion was held with the engineers and developers present at the meeting concerning ways to ensure water supply and capacity for wastewater treatment for future subdivisions. Mike Stenberg sent an email with documents concerning options for a water supply tank, wells, infrastructure and potential ways to pay for the improvements. Board members expressed concern over wastewater capacity and the need for further information. Further discussion on district expansion will continue next month.

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

- Ken had two meetings with Mike Stenberg and Brock Athman since the March board meeting. The meetings were to discuss the Water PER that was done by Pat Murtaugh. We discussed the needs for a water tank and a well to supply the tank at the southwest section of the water district. Please see the attachment from Mike Stenberg concerning funding options and developer preliminary agreements for future expansion.
- Ken and Kevin attended the Montana Rural Water Systems conference last month. Kevin spent his time in operator training while Ken attended several funding classes and met with vendors.
- Ken, Val and Dean met with Mike Stenberg from Hyalite Engineering as well Curtis Smith, mechanical engineer and Scott Stroh, architectural engineer to discuss ideas and plans for main office expansion. We all had input on the options we would like to see in the preliminary plans. More to come on this subject as information allows.
- Ken contacted Kylie Esselstrom from Onsite Energy to pursue the possibility of getting solar panels for the district. She has mentioned that we might qualify for Northwestern Energy grant that could be up to \$50,000 per project.
- Val has been researching email billing options through Black Mountain Software. The more customers that sign up for email billing the more we can save on postage and printed bill cards. Customers will have the opportunity to sign up for email billing on our website. Val has also been researching different website options. Rural Water Impact web provider is more easily navigated and administration friendly than our current website company. Many other districts in the state use this provider for their websites (i.e.) Hill County, Absarokee Water District, Four Corners Water District to name a few.

NEW BUSINESS:

NEXT MEETING: The next meeting will be held May 17, 2023.

ADJOURN: Rich McLane motioned to adjourn the meeting at 8:26 and this was seconded by Andrew Williamson. The motion passed unanimously.

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Attached: Manager's Report: Manager

- Ken had a meeting on 3/28/23 and 4/12/2023 with Mike Stenberg from Hyalite engineering and, Brock Athman, from Allied. The meetings were to discuss the Water PER that was done by Patrick Murtagh from Montana Water Engineering. We discussed the needs for a water tank and a well to supply the tank at the south west section of the water district. Please see the water supply and future development attachment from Mike Stenberg on the funding options and developer preliminary agreements.
- Ken and Kevin attended the Montana Rural Water System conference last month. Kevin spent his time at the conference in an operator training class while Ken attended several funding classes and met with a lot of vendors.
- Ken, Val and Dean met with Mike Stenberg from Hyalite Engineering as well as Architect Curtis Smit on 3/28/23 to discuss ideas and plans for the main office expansion. We all had input on the options we would like to see in the preliminary plans. More to come on this subject as information allows.
- Ken contacted Kylie Esselstrom from Onsite Energy, to pursue the possibility of getting solar panels for the district. She has mentioned we might qualify for a Northwest Energy grant that usually pays out up to 50 thousand dollars per project.
- Val has been researching email billing options through Black Mountain Software. The more customers that sign up for email billing the more we can save on post office costs. Customers will have the opportunity to sign up for email billing on our website. Val has also has been doing some research on different website options. Rural Water Impact web provider is more easily navigated and administration friendly than our current website company. Many other districts in the state use this provider for their websites. (i.e.) Hill County, Absarokee water district, and Four Corners water and sewer district to name a few.