

RAE SUBDIVISION COUNTY WATER & SEWER DISTRICT NO. 313
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
May 17, 2023 at 7 pm

Present:

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

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

ORDER OF BUSINESS:

The meeting was called to order at 7:01 by Perry Hofferber, Board President. The meeting was held in the maintenance building at RAE Water District.

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

APPROVAL OF MINUTES:

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

TREASURER'S REPORT:

The treasurer's report was reviewed for April 2023. Payments were noted to Northwest Pipe for additional work on new infiltration gallery and for Pay App#4 for \$5,593.30 for Falcon Hollow well 2. A motion was made by Nikki Penniman and seconded by Perry Hofferber to approve the treasurer's report. The motion passed unanimously.

OLD BUSINESS:

- A modified Health Reimbursement Arrangement was presented. Discussion was held and it was decided to table this until the June 2023 meeting.
- Ken had a meeting on May 5, 2023, with Mike Stenberg from Hyalite Engineering and Brock Athman from Allied Engineering to discuss how to proceed with development and water system improvements. Discussion was held on concerns over piping and whether we need to go through King Arthur. It is possible that we do not. Also discussion was held concerning a new water tank and piping and if the developers would do this or RAE Water. Ken has a meeting planned with Susan Swimley, attorney, to discuss contracts on who will do the work and it will work with SIF fees. The cost was presented last month.

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

- Woodland Park infiltration galleries are being operationally improved. Kevin and John have constructed a manifold system to prevent treated wastewater from going onto the ground. It will send flush out water back to the sewer system.
- Ken and Val met with Malinda from Arch 118 (architecture firm doing office expansion) and reviewed 3 options for the proposed floor plan. We chose the two best options and are now waiting on the next steps. Discussion was held and it was decided to build straight out the sides instead of doing corners as were drawn to save money. Ken will discuss with Malinda.
- Val has implemented email billing through Black Mountain Software. The first ones will be sent for May billing. We have offset the annual cost and hope to save money on postage and printing. We will continue to get the word out. Val has also started the process of switching our website service to Rural Water Impact. It is easier to use on the administration side and budget friendly. It will take a month or so to bring it up. We are working towards online bill pay as well.
- The Wastewater PER Request for Proposal was sent to the Bozeman Chronicle on 5/1/2023. It will run in the paper once a week for three weeks beginning 5/3/2023. Also, it was posted on the RAE Water website. The proposal deadline is June 9th, 2023. At that time we will select an engineering firm. It was suggested to look at the companies we have had do this in the past for bids.

NEW BUSINESS:

- A new resolution for STIP-Short Term Investment Pool, R-230517, Montana Board of Investments. We need to add Ken Ridgway as Authorized Representative and remove David. We also need to select Authorized Delegates that can be on the account. Val is currently on it in order to access statements. Nothing can be done with this money unless authorized by the Board of Directors. It is also specifically attached to our account at First Interstate Bank. Request motion to approve. Discussion was held and it was decided that Nikki Penniman and Rich McLane will be added as authorized delegates and Val will remain as one as well. A motion was made to approve the resolution by Andrew Williamson and seconded by Rich McLane. Motion passed unanimously.

NEXT MEETING: The next meeting will be held June 21, 2023.

ADJOURN: Andrew Williamson motioned to adjourn the meeting at 8:22 and this was seconded by Rich McLane. The motion passed unanimously. Perry Hofferber moved the meeting to executive session that started at 8:23.

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Attached: Manager's Report: Manager

- Woodland Park infiltration galleries are being operationally improved. The current cleanout procedure puts treated wastewater on the ground surface. Kevin and John have constructed a manifold system to prevent that from happening and waste back to a manhole in the area to send flush out water back to the sewer system.
- Ken and Val met with Malinda from Arch 118 (the architect firm doing the office expansion) and reviewed 3 options for the proposed new office floor plan. We chose two best options and are now waiting for the next steps. More to come on this subject as information allows.
- Val has implemented email billing options through Black Mountain Software. We have had a substantial number of requests for this new billing service. Thank you, Andrew Williamson, for putting the word out on this new service. We have already offset the annual cost for the service by saving money not having to mail out bill cards. We will be further trying to push the word out to our customers about this service. Val has also started the process of switching our web site service provider. Rural Water Impact will be our new website provider. This will be easier to use on the administration side, and more customer friendly to navigate.
- The Wastewater PER Request for Proposal was sent to the Bozeman Daily Chronicle on 5/1/2023. The advertisement will run in the paper one once a week for three weeks beginning May 3rd. Also, it was posted on the RAE Water website. The proposal deadline is June 9th 2023. At that time, we will select an engineering firm to start on the Wastewater PER.