

**RAE SUBDIVISION COUNTY WATER & SEWER DISTRICT NO. 313**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**September 20, 2023 at 7 pm**

Present:

Perry Hofferber, Board President  
Andrew Williamson, Board Member  
Rich McLane, Board Member  
Mike Stenberg, Hyalite Engineering

Bob Ingram, Board Member  
Ken Ridgway, Manager  
Val Nolan, Secretary  
Susan Swimley, Attorney for District

**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 Stenberg and Susan Swimley, attorney for RAE Water District, were available for questions concerning expansion of the water district and contracts.

**APPROVAL OF MINUTES:**

The minutes from the August 2023 board meeting were reviewed. A motion to approve the August 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 August 2023. Val Nolan noted the payment made to DLM for reed bed rehabilitation for \$157,284.32. Ken was asked if he felt this cost was appropriate and he felt it was higher than anticipated. It was discussed to remove employees name from certain payments. The name will be removed. A motion was made by Rich McLane and seconded by Andrew Williamson to approve the treasurer's report. The motion passed unanimously.

**OLD BUSINESS:**

- Memorandum Of Understanding between RAE Water District has been finalized through Hyalite Engineering and out attorney, Susan Swimley, for the Board to review. Requesting discussion on MOU. Concerns were discussed about making sure the contract specifies who is responsible for each item of development. Susan Swimley noted the requirements may be different and will be specifically noted in each individual service agreement and that the service agreement form ties in with the MOU. A motion was made by Andrew Williamson to approve the Memorandum of Understanding. This was seconded by Rich McLane. The motion passed unanimously.
- Wastewater PER scope of work is still being processed by the three engineering firms. Once we have a cost projection it will be presented to the board for approval.

- Architecture 118 is in the process of finalizing the RAE Water main office expansion plans. We are waiting for cost estimations from contractors to get a reasonable project cost. We have received one estimate CS Structures with a cost of \$250,000 to \$300,000. Ken is suggesting we wait for other estimates and then the project will be presented to the Board for approval.

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

- King Arthur Park is replacing six leaking water lines in the trailer park. Once this round of repairs is completed, RAE Water will conduct another leak detection survey of King Arthur Park to determine which other lines need to be repaired.
- Irrigation in the District has been declining. Many of the residents are blowing out their irrigation systems for the winter. Ken has noticed a significant decline in water demand and we are not using much out of the water tank. Ken and Kevin have also responded to calls for assistance with some high-water use residents, most of which were coming from leaking sprinkler systems.
- Ken has coordinated with Dave Lyons Excavation concerning six fire hydrants that need to be replaced in RAE subdivision. The existing hydrants are from 1978 and have a leaking main valve at the bottom of the hydrant. Due to the difficulty in getting replacement parts it is advantageous to the District to replace them with new hydrants. That work will start early October. Notices to RAE subdivision residents have been posted.
- Val has been working with Morgan Scarr from Amatics CPA Group on the mandatory two-year District audit. Preliminary audit preparation information has been submitted to Morgan. Their projected start date is 9/25/2023. Susan Swimley stated that the auditor would need a document from her as our attorney stating we have no law suits in progress.
- Val has contacted BMS in reference to online bill pay. They are currently beta testing the process. Hopefully they will have that option in the next couple months. It is preferred to utilize Black Mountain so we do not have to pay for the interface with a credit card company.

**NEW BUSINESS:**

- Denny Menholt Honda dealership has requested annexation into RAE Water District. The District currently provides fire flow services through Easton Companies fire booster building. Denny Menholt Honda will be using their existing domestic well for irrigation purposes. Honda has already paid for water services in the past, but they will need to pay for the development fees, water rights fee, and new wastewater hookup fees. All fees will be laid out in a new service agreement resolution. Request first reading of O-230920. Discussion was held and it was requested that the annexation state the District is not providing irrigation and to make oil and sand filtering part of the annexation. A motion was made by Andrew Williamson to table the ordinance until the next meeting. This was seconded by Rich McLane. Motion passed unanimously.

- A new service agreement has been drafted by the District’s attorney, Susan Swimley for RAE Water District in relation to the Developer and District MOU agreement. Attached is a blank service agreement for Board review. Discussion was held. The Board will continue to review the service agreement and provide further discussion at the next meeting.

**NEXT MEETING:** The next meeting will be held October 18th, 2023 at 7 pm.

**ADJOURN:** Andrew Williamson motioned to adjourn the meeting at 8:01 and this was seconded by Bob Ingram. The motion passed unanimously.

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Attached: Manager’s Report: Manager

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- Ken has coordinated with Dave Lyons Excavation about 6 Fire Hydrants that need to be replaced in RAE Subdivision. The existing hydrants are from 1978 and have a leaking main valve at the bottom of the hydrant. Due to the difficulty in getting replacement parts it is advantageous to the district to replace them with new hydrants. That work will start early October, and notices to RAE Subdivision residents have been posted.
- Val has been working with Morgan Scarr from Amatics CPA Group on the mandatory two-year District audit. Preliminary audit preparation information has been submitted to Morgan, and their projected contract start date is 09/25/2023.
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