

**RAE SUBDIVISION COUNTY WATER & SEWER DISTRICT NO. 313**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**February 21, 2024 at 7 pm**

Present:

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

James Connolly, Hyalite Engineers  
Mike Stenberg, Hyalite Engineers  
Ken Ridgway, General Manager  
Val Nolan, Secretary  
Marlene Sadaj, Synergy Engineering  
& Konsulting  
Casey Durham, Business Owner  
(storage building project)

**ORDER OF BUSINESS:**

The meeting was called to order at 6:58 by Perry Hofferber. The meeting was held in the maintenance building at RAE Water District.

**PUBLIC COMMENT:** No public comment was made.

**APPROVAL OF MINUTES:**

The minutes from the January 2024 board meeting were reviewed. A motion to approve the January 2024 board minutes was made by Nikki Penniman and seconded by Bob Ingram. The motion passed unanimously.

**TREASURER'S REPORT:**

- CDs were purchased by Stifel Nicolaus in \$100,000 increments staged in 1, 2, 3, 4, and 5-year maturity dates.
- It was noted that the decrease in the bank recap balance is mainly due to a bond payment of \$61,275. Val noted these are made twice yearly. We made several payments to contractors for repair and replacement (leak repair), meter supplies and a payment for the wastewater PER. A motion was made by Rich McLane to approve the treasurer's report and seconded by Nikki Penniman. The motion passed unanimously.

**OLD BUSINESS:**

- Hyalite Engineering has received the bids for the RAE Water District office expansion. The low bid was from CS Structures for \$264,999. It was requested to have the engineers check references, etc. After discussion, a motion was made by Rich McLane to approve Resolution R-240221 to accept the winning bid. This was seconded by Nikki Penniman. The motion passed unanimously.

**MANAGERS REPORT:** Ken

- Kevin and John have been repairing broken meters throughout the district. The extreme cold temperatures resulted in many frozen pipes and meters in January. Additional leaks have been discovered in King Arthur Park, which will need to be addressed. Ken has reached out to attorney Susan Swimley concerning King Arthur Park and has had no response. He will continue to try and get in touch with her concerning easements and water leaks. It was suggested we try and keep digital records as opposed to the old files. This will be discussed further.
- Ken is researching on how to get RAE Water set up with a digital GIS mapping system and implementing an asset management program. It was requested he provide a return on investment as it will begin with surveying/engineering costs of \$35,000. Discussion was also held on a system to make sure backup batteries do not fail and necessary warnings to staff are in place.
- Need final head count for the MRWS conference in Great Falls, MT. Ken, Kevin, Perry, and Dean will be attending.

**NEW BUSINESS:**

- District annexation has been requested by Marlene Sadaj with Synergy Engineering and Konsulting. The request is for a storage unit west of the existing district boundary. Marlene Sadaj explained about the property, zero scaping, 13 acres, may need fire suppression etc. Discussion was held. Ken did not recommend the annexation due to other properties coming into the district and we are at capacity at this time. A motion was made by Rich Ingram to approve the annexation and seconded by Bob Ingram. The motion was denied by five votes against. Motion did not pass.

**NEXT MEETING:** The next meeting will be held March 18th, 2024 at 7 pm tentatively. MRWS Conference is that week and Ken and Perry will be attending. We will post on the website if meeting is canceled.

**ADJOURN:** Nikki Penniman motioned to adjourn the meeting at 7:42 and this was seconded by Rich McLane. The motion passed unanimously.

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Manager’s Report:

- Kevin and John have been doing broken meter repairs throughout the district. The extreme cold temperatures froze a lot of pipes and meters in early January. Additional leaks have been discovered in King Arthur trailer park, that will need to be addressed.
- I am researching on how to get RAE Water set up with digital GIS mapping system and implementing an asset management program.
- Need final head count for the MRWS conference in Great Falls MT.