



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

November 16th, 2022 at 5:58 PM

County Water District of Billings Heights 1540 Popelka Dr., Board room

The meeting is open to any interested member of the public. Agendas are prepared for the meetings. Agendas may be requested from the General Manager Peyton Brookshire, peyton@heightswaterdistrict.com and are available at <https://heightswaterdistrict.com/agendas-and-minutes/>. Supplemental documents are linked in the Agenda Packet.

CALL MEETING TO ORDER: President Ming Cabrera called the meeting to order at 6:00 p.m.

WELCOME AND INTRODUCTIONS

Board Members present: Ming Cabrera, David Graves, and Brandon Hurst, Laura Drager, Tom Zurbuchen

Staff Members present: Peyton Brookshire, Josh Simpson, and Jenn Burnside

Also present: Frank Ewalt, Wesley Dunn, Mike Macki, Butch Bailey, and Evelyn Pyburn (YCN)

PRESIDENT'S REMARKS: Read by Ming Cabrera

During the course of the meeting the Public may be heard before a vote is cast by the Board. The President will acknowledge the Public once the motion has been made and discussed by the Board for their input. The President will recognize speakers who raise their hand. Once recognized, the speaker should move to the side of the board table so comments can be heard, identify themselves by name, and limit their comments to two minutes. Each speaker will have one opportunity to speak on any agenda item.

PUBLIC COMMENT on Non-Public Hearing Agenda Items: Read by Ming Cabrera

- A. Any member of the public may be heard on any subject that is not on the agenda;
- B. The board will not take action on these items at this time, but may choose to add the item to the agenda for the next scheduled board meeting.

NEW BUSINESS

Public Comment: Peyton reads a letter from Mark Gillett regarding problems he sees with his water bill.

Laura moves to pass the consent agenda Brandon seconds.

Tom: Says Stifel Statements and October Payables are missing and page 3 of 4 is missing.

Peyton: The Stifel statement had just arrived the day before. Page 3 of 4 is blank because our software program leaves it blank.

Laura amends motion to approve all but item 5. Dave seconds. Ming, Brandon Dave, and Laura Approve. Tom opposed.

Changes were discussed about the by-laws regarding the board seats, terms, the nominations and start of terms were clarified. Also, the expectation and restrictions of the board of directors. They did ask that B) be removed from the by-law revision. B) *With the exception of investigations and grievances, all dealings and communications with District employees under the direction and supervision of the General Manager, must be done solely through the General Manager or, in his absence, the Assistant Manager.*

Need more policies for the GM updated.

Removing the Deposits on file with the Heights Water District customers. This is a large accounting issue and the Water District does not have a bad debit issue that would require this to continue. The message will be placed on the November bill that the deposit will be credited to the December bill. This also eliminates fraud by sending out less checks in the mail.

Tom makes a motion to discontinue the deposit and to refund all existing deposits to account. This will be a credit on the bill. Tom amended his motion to adopt the motion as written. Dave seconds. All approved.

Insurance plan increased by 5.5% which was an age-related increase. Guardian had a slight increase of under \$100 overall.

Laura makes motion to renew the insurance plans. Ming seconds: All Approved.

Workers Compensation refund of \$2322.32. Peyton would like this to be distributed to all employees equally. Dave makes a motion to divide up the worker comp refund among the employees. Laura seconds. All Approved

Task order #28 Northwest Transmission Main. This project will alleviate any potential issues for the western area and the Alexander sub-division. Budget was estimated higher due to needing some testing and more in-depth P. E.R. which were not required for this project. We estimated approximately \$230,000 over the final bill.

Butch: asks about the permit for Bar 11 to Sagebrush. Peyton says that requires an RSID.

Dave makes a motion to approve the task order #28 Laura seconds. All approved.

Chlorination project report: walk through was done on Tuesday. There were a couple of plumbing things that need to be taken care of and a lot of clean up. There will be another walk through once those items are addressed. Then final payment will be issued.

Presentation by Raftelis and Interstate Engineering date discussed estimated for December 8th weather permitting. Time will be posted on the website.

Treasure's Report:

Gross income \$1, O&M \$258,911.46, Payroll \$176,185.53 Sweep \$278,562.37 Total \$713,660.63

O&M has been closed and fund will be moved to the Sweep account.

Total investments with Stifel \$6,222,340.12

Savings account interest earned in October \$127.99 Total Interest earned in 2022 \$361.28

Summers Mcnea will be in November 30th and December 1st to wrap up the audit.

Mike asked about the fraud on the O&M account.

Laura said a board member had required us to put copies of our checks in our agenda packets which were posted to our website and the information was taken from there.

Next Meeting December 15th 2022 @ 6:00PM By-laws Meeting December 6th 2022 @ 11:00 AM

Meeting Adjourned 7:24PM

Recording Secretary, Jennifer Burnside

Board President, Ming Cabrera