



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

February 15th, 2023 at 6:00 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, Tom Zurbuchen, Brandon Hurst (on Zoom)

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

Also present: Doug Kary, Frank Ewalt, Pam Ellis, 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 hands. 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.

Ming starts by asking that direction emails about any board items need to go to the board email or to Peyton's email.

PUBLIC COMMENT

Pam makes comments about punctuation errors in the minutes.

CONSENT AGENDA

Tom would like to publicly thank Jenn for her work on the minutes. Also, her understanding of what is needed in the minutes. He goes on to say that the minutes don't have to be verbatim. We are all human and make errors from time to time. Dave and Ming agree.

Tom would like to separate the Susan Swimley invoice and makes a motion to accept the consent agenda except for the Susan Swimley invoice. Dave seconds. Dave, Ming, and Tom approve

Pam says there is no invoice or January payable in the consent agenda. Peyton says there was no invoice this month.

5-minute recess. Due to Zoom issues with Brandon.

MANAGER'S REPORT

Emails for the office staff at heights water were done by Zee Creative. They are getting out of hosting the emails. He contacted Morrison-Maierle to take over doing the emails. They sent a quote which was an additional \$36 a month. Rackspace said it would be \$3 a month per email.

An individual has claimed vehicle damage. The individual says his daughter hit a pothole on Main Street and the traffic control signs were removed. There was no police report, nor did any contractor request traffic control be removed. We are letting the insurance company handle all claims and issues with this.

We received the grant of \$15,000. Peyton received word from Shawna Swanson that the paperwork was submitted for the ARPA grant, so we should receive funds by the end of the month for \$523,000 for the chlorination station. Task order for the northwest transmission main; we can apply for an MCEP grant for another \$15,000 to match. We can also apply for a renewal of a resource grant that would go to the PER portion of the northwest transmission main which can run up to \$125,000 each.

Ginger Aldridge with Yellowstone County Election office sent Peyton a ballot for any water/sewer property that wasn't registered. Peyton put that on the website under the board of directors so people can get the form. He also put on the website the candidates for the upcoming election.

Those candidates are Frank Ewalt, Doug Kary, David Graves, and Brandon Hurst.

NEW BUSINESS

By-law adoption, no changes since last month.

Ming makes a motion to adopt the by-law revision effective as of February 15th, 2023. Dave seconds. All approved

Pam says this is the first public reading of the by-laws.

Peyton says it has been available on the website for a month.

Hiring Susan Swimley on retainer.

Peyton explains that she charges a discount to us. The cost is \$185 an hour. Dave is in favor of hiring her.

Dave makes a motion to hire Susan Swimley as our attorney. Ming Seconds.

Tom expressed that the board should be the primary contact, not the General Manager. He doesn't feel that Susan should contact Peyton but instead with Board President. He also makes a motion that Susan Swimley contact and converse with the Board President, not the General Manager or the Assistant Manager.

Ming says that he would prefer that not be the case because Peyton contacts him when something comes up.

More discussion was done on who should be the contact person should be and if the board should hire Susan.

Frank says he thinks Tom is right that the contact person should be the President of the Board.

Pam said there is concern from ratepayers about hiring an attorney from out of the city.

This discussion will be brought back in March's meeting.

Dave withdraws his motion and makes a motion to table this until March. All Approve

Adopt CIP from Interstate Engineering.

Dave makes a motion to adopt CIP. Tom Seconds. All Approved

Peyton says the CIP shows a rate study for three years from now. Some projects will be adjusted or dropped because some things may not grow in the areas, they thought they would. All the numbers may change since the report began it is the projects that matter.

Doug mentions issues with the gallons lost per day from July 2021 to June 2022.

Peyton explains that the Orion program has errors that we are asking to be corrected on the beacon system. It is also necessary to use the correct formula to account for all the water, not just metered water.

Doug also brings up that assessing the existing pipe is a priority 3 and asks why it's not a priority 2.

Peyton says no because we have only had one area where as soon as we fixed the pipe by Stillwater the pipe was deteriorating right after we fixed it, so we replaced the entire main line. In most cases, you can still see the writing on the pipe, and we don't have a lot of main breaks here. The pipes are in good shape throughout the district.

Tom brings up that we have 5600 connections but previously we were showing over 6000.

Peyton explains they are not counting snowbirds or irrigation lines because of the time of year.

Frank says the CIP needs to be accurate with the number of connections and gallons lost.

Pam agrees with Doug and Frank and says the information needs to be cleaned up.

Peyton, Dave, Laura, and Josh had a meeting with the city reps Jennifer Duray and Chris Kukulski. Their main focus is over on the west end. They discussed the rate and structure going forward. They agreed to meet up once a month for the next three to four months. This will be to openly discuss any issues that come up so they can be resolved.

Dave felt it was a very good and positive meeting.

TREASURE'S REPORT

Tabled until March board meeting.

OLD BUSINESS

Ordinance 001-23 ratifies the annexation.

Tom moves for approval of ordinance 001-23 on the second reading. Dave seconds All approved

The meeting Adjourned at 7:00 PM

Next Meeting is March 15th, 6:00 pm

Recording Secretary, Jennifer Burnside

Board President, Ming Cabrera