



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

May 17th, 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>. Agenda packets, due to their size, will not be printed off for the meetings or at the public's request. The public can access and view the agenda packet on line and can download them or print them at their own expense.

CALL MEETING TO ORDER: President Ming Cabrera called the meeting to order at 10:00 AM

WELCOME AND INTRODUCTIONS

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

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

Also present: Doug Kary, Frank Ewalt, Pam Ellis, Mark Redding, Andrew Rheem, Harold Smith 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. Once the public comment period is over the public may not provide further comment or ask additional questions during remainder of the agenda item discussion, unless specifically requested by the chair or presiding officer of the meeting.

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.

May 17th, 2023 6:02 PM

New board members start on June 1st. A meeting was held on May 17th with the City of Billings and a few people in the room. Ming said he would like to see the minutes from that meeting.

PUBLIC COMMENT:

Pam said the meeting at the department was not a public meeting in terms of an elected board meeting. She said she sent the information to the whole board and to the press. She also sent the PowerPoint to everyone who was at the meeting.

Ming says it was a public meeting and there have to be notes to the meeting.

CONSENT AGENDA:

Dave makes a motion to accept the consent agenda Laura seconds.

Tom wants to amend the minutes because he made a motion and a vote was missing from that motion. He also said that the May 4th special meeting minutes are missing.

Peyton says the special meeting minutes will be at the next meeting.

Tom makes a motion to accept items 3&4 Laura seconds.

Pam says that 3 includes a profit and loss statement and there is no profit and loss statement in the packet.

Laura makes a motion to accept item 4 in the consent agenda Ming seconds.

Ming makes the motion to accept 3&4 and take off the profit and loss statement. Tom seconds. All Approved

Tom makes a motion to amend the minutes from the April 17th meeting to include the fact that the amendment to the motion to accept the consent agenda was voted on and unanimously approved. Laura seconds. Brandon, Laura, David, and Tom approve. Ming Against.

Frank says if you are going to change the minutes the board should wait to see what the changes are before passing them.

Tom had some questions about the monthly prepaid bills. There are two items paid to the Yellowstone county news for \$13.95.

Peyton said we had to post the notice of the CCR report.

David makes a motion to accept consent item 2. Ming seconds. Brandon, Laura, David, and Ming approved. Tom against.

NEW BUSINESS:

Annexation of Kraft Acres which is off of Rawhide strip and Lovers Lane. A total of .51 acres were annexed.

David makes a motion to accept the annexation of 3410 Lovers Lane. Brandon seconds. All Approved.

Pam states that she read the minutes from 2015 to now and that there was a time when the minutes reflected what the annexation fees were.

Peyton feels it is their business what they paid and anyone can look online to see the rates paid to figure it out if they really wanted to.

Task Order 29 District system-wide PER (Professional Engineering Report) and resolution for MCEP and matching grant money.

Peyton said this gives us a chance to get up to \$40,000 matching in grant money.

Tom had questions about the Task Order and the identification of the project to elevate the maintenance needs within the system. Will this identify a replacement plan for the future?

Peyton said yes that is correct and that it is a requirement of DEQ who want an evaluation of the entire system. It will also help us to determine if we are capable of servicing an area.

Tom makes a motion to accept Task Order 29. Laura seconds. All Approved.

Raftelis Report: Andrew Rheem gave his presentation of the final Rate Study results.

Please refer to the information provided in the packet regarding the rate study and possible changes to rates in the future based on the possible rate increase from the city and our adopted CIP needs.

Ming made a motion on the boards acceptance of the final results of the rate study to provide notice of a public hearing before a final vote is cast. David second. Brandon, Laura, David, and Ming approve. Tom against.

MANAGERS REPORT:

Task Order 29 and the MCEP we had discussed earlier. MCEP is a minimum of 20% of \$40,000. No official scoring structure has been released yet. Ixom water care was on site at the chlorination station on the 27th of April to take care of some warranty work on the station that was causing some pump problems. When they set it up there was a kink in the line which was causing it to overheat. This problem has been fixed and the pump

is running again. We are waiting on the appraisal to be done at Dover for a 20ft easement. CCR report is done and available and has been posted on the website and newspaper.

David would like to have Ming take his place as one of the Heights Water District representatives at the meeting with the City.

TREASURES REPORT:

The Gross account was \$1, and the service charges on that account were \$622.22, The O & M account is still closed. In the Payroll account we have \$23,066.23 and this month there was a \$8.12 service charge. The Sweep account has \$616,627.32 and we earned \$293.09 in interest. Total \$639, 694.59. The total net fee cost is \$337.25. Stifel investment account 6,348,851.80. First interstate bank money market account 252,402.65 with earnings 483.13. Yellowstone Bank savings 219,548.53. Total in all 7,460,533.57 Total fees we earned 145.88.

David makes a motion to approve Laura's financial report. Tom seconds. All approved

David makes a motion to make Juneteenth a floating holiday. Ming seconds. Brandon and David approved. Laura Tom and Ming against.

David thinks that the employees deserve this as a floating holiday and this would be a pat on the back for the great work they do.

Tom is against this because this is our busy time of year.

The district gets 10 dates off a year. Juneteenth would make it 11 a year.

Pam says that Bozeman is the only one who gets Juneteenth off.

Meeting adjourned @ 7:56pm

**Recording Secretary, Jennifer
Burnside**

Board President, Ming Cabrera