



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

June 21st , 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 6:02 PM

WELCOME AND INTRODUCTIONS

Board Members present: Laura Drager, Ming Cabrera, Doug Kary, Frank Ewalt, Tom Zurbuchen

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

Also present: Pam Ellis, Mark Redding, Andrew Rheem, Terry Odegard 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.

June 21st, 2023 6:02 PM

PUBLIC COMMENT:

Terry would like to thank Doug and Frank for getting elected and becoming members of the Heights Water Board.

Tom said that he and Doug ask for three things to be on the agenda: Clarification on our vote for the rate last month, a 30-day update, and the budget. These were not on the agenda.

Ming says Andrew is here to go over the rates and the budget is from July 1st to June 30th of the following year. This year has not come to a close yet so we don't have the final budget numbers.

Andrew Rheem presented additional information regarding the rate changes and rate study. See attached doc from rate changes.

Andrew will be at the public meeting on June 29th @ 6:00 PM.

CONSENT AGENDA:

Tom had a question about Peyton's check being higher on May 12th.

Peyton explains he paid off the loan that he had taken against his retirement so that amount was no longer coming out of his check.

Tom asked why we don't have the payroll information for June.

Laura said that we are reviewing the previous calendar month which would be May.

He also asked about the prepaid bills of Charter and TCT. He asked if they were the same.

Peyton said TCT is our phone provider and Charter is our internet provider.

He asked about three individuals who receive checks.

Jenn says those are refunds from closed accounts that had overpaid on their bills.

Doug asks to remove line item #1 from the consent agenda.

Tom would like to separate the Susan Swimley bill.

Laura Makes a motion to approve items 3-6. Frank seconds. All approved.

Item #1 minutes of the May board meeting. Frank says has an issue with a miss quoted comment of his.

Laura makes a motion to amend the April 17th mistakes. Ming seconds. All approve

Frank makes a motion to approve May 4th minutes and to bring back the May 17th minutes at the next meeting. Doug seconds. All Approved.

Doug asks if they can get the minutes from our board meeting out in a 96-hour or one-week period.

Jenn said she can try to get them out in that time frame but the meetings land during her busy time at work and she has a busy home life as well.

Item #2 monthly prepaid bills. Tom said there are a lot of bills that can be counted as prepayable. However, he does not feel that bills such as Kinetic and/or Susan Swimley should go into the prepaid bills.

Ming makes a motion to table prepaid bills. Frank seconds. All approved.

NEW BUSINESS:

Officer nominations. Tom nominates Doug Kary for president Frank seconds.

Laura nominates Ming Cabrera for president. Ming Seconds.

Doug for president vote: Doug, Frank, Tom Approve.

Doug is the new Board President

Doug nominates Ming as Vice President. Tom seconds. All approved.

Summers Mcnea audit proposal.

Tom makes a motion to accept Summers Mcnea proposal. Laura Seconds. All approved.

Wage and salary recommendations.

Peyton says he recommended an increase in wages by 3.1% with the exception of Josh, Peyton's recommendation for him is 8% as he feels there was too much compression between Service men and Management.

Tom makes a motion to increase staff 2.5% and Josh an additional 2% Frank seconds.

Doug makes a substitute motion to see the proposed budget and what last year's income was before discussing raises. He asks that it be tabled until July 19th meeting. Ming Seconds. All Approved.

Laura says that the new inflation rates for 2023 are at 4.1% her opinion is that a 3.1% wage increase is still not keeping pace with inflation. She is on board with tabling this until the future, but inflation is still a full percent higher than the proposed wage increase.

Dover Ranch would like payment for the easement at \$50,000 an acre.

Laura makes a motion that the board entertains a price for the easement. Tom seconds. Doug, Frank, Tom, and Laura Approve. Ming says no.

Terry asks what the advantage is to Dover Ranch

Peyton says it is a transmission main which would provide water to the residents.

More discussion was had on Dover Ranch and its requirement for the growth of the district and what the land is worth.

Laura called for a question no second vote on the question was had and passed unanimously.

The original motion was then voted on all approved except Ming.

Tom makes a motion to pay the Yellowstone County election bill. Laura seconds. All approved.

MANAGERS REPORT:

We received a grant for \$15,000 from the Rural Resource Plant for the NW Transmission Main Project.

The budget: this is the first year we have been working with Black Mountain to create a budget. The final number will be done at the end of June which is the end of our fiscal year. Peyton will have the budget done in July for review but he needs the end of the year numbers first.

TREASURES REPORT:

The Gross account was \$1, and the service charges on that account were \$619.23, The O & M account is still closed. In the Payroll account we have \$108,224.43 and this month there was a \$10.61 service charge. The Sweep account has \$590,290.79 and we earned \$329.83 in interest. Total \$698,516.22. The total net fee cost is \$300.01. Stifel investment accounts \$6,343,126.91. First interstate bank money market account 252,993.89 with earnings \$591.24. Yellowstone Bank savings 219,548.53. Total in all \$7,514,221.55 Total fees we earned 291.23.

Frank asks Laura if we have any debt. Laura said yes. She will have those figures at the next meeting.

Tom moves to accept the treasures report Doug seconds. All approved.

Tom makes a motion to have a few items on the next month's agenda. A policy discussion requiring the agenda to be posted the Friday before the monthly meeting. A policy that minutes be available within twenty days of the meeting. Also, a policy change requires that the GM present the budget in May and that it be adopted by the first of July. Doug also asks that we have the entire board packet out a week prior to the meeting. Jenn said that may not be a possibility as we don't always get all of the information until late in the week prior to the meeting.

Doug motions to adjourn Frank seconds.

Meeting adjourned @ 7:56pm

**Recording Secretary, Jennifer
Burnside**

Board President, Ming Cabrera