



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

August 16th, 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 Doug Kary called the meeting to order at 6:00 PM

WELCOME AND INTRODUCTIONS

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

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

Also present: Pam Ellis, and Evelyn Pyburn (YCN)

PRESIDENT'S REMARKS: Read by Doug Kary

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. Once the public comment period is over the public may not provide further comment or ask additional questions during the 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 Doug Kary

- 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.

August 16th, 2023 6:00 PM

PUBLIC COMMENT:

Tom moves to do Andrew's report first.

Laura moves to approve the agenda as changed. Frank seconds. All approved

CONSENT AGENDA:

Frank motions to approve July's minutes and Laura seconds. All Approved

Tom has questions about prepaid bills.

Tom makes a motion to approve 3, 4, 5, 6 Frank seconds. All Approved.

Andrew presented his report with the many options of possible rate changes.

At the end of Andrew's report, Doug asks Andrew where he thinks the District should be.

Andrew said that he thinks the best option would be Peyton or Franks's alternative rate options.

Laura said she appreciated Andrew's comments, that rather than do nothing we at least eliminate the no minimum so that everyone is paying for the water that they get.

More discussion was had regarding several other options.

Doug makes a motion to reject his own rate alternative. Laura seconds. All Approved

Pam says the monthly meter fee is increasing the city only charges yearly not monthly.

Laura said that it was for a fire line, not a water line.

More discussion was had on the rate options.

Tom asked about the employee insurance payment. He says that it is \$4000 more than it was in May.

Jenn explains that since May we have gotten two new employees both with families and one of the employees who left we were only covering the employee no family or children.

Tom also asks about a Master card bill of \$9523 which paid half a dozen bills. He said we are supposed to approve the bills. Instead of the Master card bill, we should be seeing the bills.

Laura asked if Suzie provided him a copy. He said yes, she did.

Pam said if you just get the master card printed out then you have evidence of everywhere the card was used.

Laura said that she thinks seeing the monthly statement is more than adequate.

Tom makes a motion to approve item 2 (prepaid bills) Frank seconds. All Approved

Laura makes a motion to accept the resolution to adopt House Bill 35. Tom Seconds. All Approved.

Laura says in the legislation in 7-13-2262 vacancy on the board of director appointments. Any vacancy in the board of directors whether the vacant office is elected or appointed must be filled by a majority vote of the remaining directors.

Directors pay resolution 006-06.

Each Board member shall be entitled to \$100 per month. Any expenses incurred by the board members must be submitted for reimbursement for those expenses to the board for approval.

Tom moves to adopt the director's pay resolution. Frank seconds. Frank, Tom, and Doug approve. Laura against.

NEW BUSINESS:

Agenda item 4 (Board policies changes and review) will be moved to the next meeting.

Water pressure in the Lake Hills area was discussed.

There are currently low-flow issues at Gleneagles and Wicks. This will be fixed when we finish the Northwest Transmission main. However, we are still running into a snag with the Dover Ranch people.

TREASURES REPORT:

Gross Income account \$1. Sweep account \$383,954.39. Payroll account. \$161,967.14
First Interstate Savings account \$253,539.73. Yellowstone Bank Savings account
\$219,584.53. Stifel investments \$6,388,341.67. Total cash position \$7,407,388.46.

MANAGERS REPORT:

Teleconference with representatives of Dover Ranch on 7/31/2023 regarding the easement and potential price. Received tentative go-ahead to have the right of entry and letter of intent for the easement from the Dover Ranch representatives. The included maps show the extent of what is Dover Ranch-owned property all of which is in the District's service area boundary. They also show the pressure issues with the current

growth and with the NW Transmission main being completed. The project has always been planned to serve as a main loop for the western portion of the District. It is also the main branch to serve any new development within our service boundary. There is not an alternative route that is cost-effective or that can provide future service and alleviate current pressure issues with the continued growth.

Went through the legal bills to fix errors in billing. The error was in a miscommunication on the billing rate for general legal matters. Going forward the rate will be the quoted rate and the correction of \$174.00 will be credited on any future bill.

Got in touch with the State Procurement Bureau's Strategic Sourcing Unit to inquire about our ability to be involved in the future. They will include us in their mid-August meeting to get up to speed on the process.

Meeting with the City of Billings on 08/12/2023. There was no July meeting due to scheduling conflicts. Discussed multiple topics. Appears they will be looking around the new year to begin refactoring the rate for FY 25 and will let us know so we can collaborate on the process. Still no word from the A.G. opinion on the right of way issue. Dover area will be available to petition for annexation to the City should the map get approved. It will be up to the landowners to follow through with that if they should choose to do so.

Contacted the City of Billings Utility Business manager about the possibility of having our meter at Walters Pump Station read either at the beginning or the end of the month instead of a mid-month reading. They have agreed to read us at the end of the month going forward and since their reading cycle was already completed for last month we will be read on the 31st of August. This will include an additional ten or so days on our bill this first read cycle.

Stevens Fire Protection Services was here to recertify all our fire extinguishers in buildings, vehicles, etc. for the year.

Discovered a leak on one of the chlorination lines going into the Oxbow tank. Contacted Western Municipal as it is under warranty to repair it.

The fire event on 08/15/23 could have done some major damage to our pump station at the Lanier Reservoir. It just happened that one of our employees was heading home out there and saw the smoke. He immediately, despite FD personnel refusing to believe the access road to get there was where he was telling them, went up to the station and began efforts to repel the fire from the station. He was soon joined by the on-call operator and they worked using diffusers on the hydrant by the pump station and others to keep the fire away from the building. We especially thank the Shepard Fire Department who put in most of the effort working on the fire and a big thank you to Quin Fuhrman and Austin Mistretta from the District for their efforts to save our resources. A lot of confusion by the Fire Department but in checking with them afterward they seem to have it figured out now.

Meeting adjourned @ 8:32 pm

Board Secretary, Jennifer Burnside

Board President, Doug Kary