



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Agenda

May 11, 2022 at 6:00 PM

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

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/> and <https://www.yellowstonecountynews.com/county-water-district-of-billings-heights/> Zoom Meeting ID Meeting ID: 891 4318 4955

CALL MEETING TO ORDER: President Ming Cabrera

WELCOME AND INTRODUCTIONS

PRESIDENT'S REMARKS: 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.

AUDIT REPORT Stefeni Freese, Anderson ZurMuehlen

1. 2021 Financial Report DRAFT Please pay particular attention to the MD & A, page 7 under Economic Factors and Future Rates since I disclosed the settlement in that section. Management is welcome to propose changes to wording in the MD & A if they so choose.

Also page 22 for the Prior Period Adjustment and Subsequent Event footnote has the settlement disclosure the adjustment needed.

The findings start on page 25 and I highlighted the Management Response since I just copied that from last year and will need management's response to these findings to replace or leave as is.

Once you have approved this report, either before or after the Board meeting, I will send a Management Representation Letter for the manager to sign and return to me and then I can issue the final audited financial statements.

FINANCE COMMITTEE REPORT: Laura Drager

2. Jenn Burnside would like to leave three checking accounts in place for about 6 months when she will feel confident with the procedures. Both the auditor and FIB recommended consolidating our accounts into one checking account.

FIB will prepare a report based on the questions asked and bring them back to the staff and Board representatives for discussion and possible recommendations to the full Board. Mike Peterson will reach out to the District to discuss options for credit card processing that may be more cost effective.

FIB would like to do a six month review (September 2022) and then annual relationship reviews going forward.

3. The city of Billings and Yellowstone county invest their short term reserves with the MT Board of Investments. The Muni Official Handbook provides the legal structure for investments; money

markets are not allowed except under some circumstances. By investing in the MT STIP account, we may be able to earn about many times what we are earning on the Money Market at FIB and the money would be available within 24 hours. The FIB Money Market has paid .001 percent; the current average daily yield on STIP funds is 0.6382713 (May 5, 2022) and the monthly average is 0.5015563.

Recommended Motion Having conducted a public hearing, considered written and spoken testimony, I move to approve the purchase of STIP funds and sign the authoritizing Resolution 018-22.

Attached: MCA Investments, Muni Official Handbook, Ch 5 Financial Management; Resolution 018-22, STIP Resolution Letter, STIP Participation Information Sheet, STIP Electronic Funds Transfer, STIP Exhibits A&B

CIP and Rate Study (Interstate Engineering & Raftelis)

PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items

- 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 an item to the next meeting's Agenda for discussion.

CONSENT AGENDA

- 4. Minutes April 13, 2022
- 5. May Payables
- 6. May prepaid bills for approval
- 7. Bank Balances and Profit and Loss Statement
- 8. CWDBH April Check Register
- 9. Stifel Statement pp 1 and 2
- 10. 2022.04.29 FIB Gross Income
- 11. FIB Operations and Maintenance Statement April 29, 2022
- 12. FIB Payroll Statement April 29, 2022
- 13. FIB Savings Statement April 2022
- 14. Billings Stats for April
- 15. Bank Balances and Profit and Loss

GENERAL MANAGER REPORT - Peyton Brookshire

- 16. May Manager's Report
- 17. Annexation Request and Resolution Lot 1 of Cornerstone Meadows Subdivision

Recommended Motion Having conducted a public hearing, considered written and spoken testimony, I move to approve the 1. Jensen Annexation for lot 1 of Cornerstone Meadows Subdivision. 1.08 Acres 47,044.8 SqFt. for a fee of \$10,961.44. Property is along Alexander Road and direct the President to sign Resolution 014-22.

- 18. Cherry Island Annexation Lot 2 Block 1 Cherry Creek Estates Subdivision and Resolution 015-22

Recommended Motion Having conducted a public hearing, considered written and spoken testimony, I move to approve the Cherry Island Annexation Lot 2 Block 1 Cherry Creek Estates Subdivision. This is 7.13 acres 310,450 sqft, 40 single family home lots for a fee of \$72,334.85 and approve Resolution 015-22.

19. Black Mountain Software bid and feedback.

Recommended Motion Having conducted a public hearing, considered written and spoken testimony, I move to approve the purchase of Black Mountain service for \$14,820.00 and approval of Resolution 016-22.

20. Valve Replacement Bid NW Pipe

21. NW Pipe Bid and Resolution 016-22

Recommended Motion Having conducted a public hearing, considered written and spoken testimony, I move to approve the bid from NW Pipe for \$22,120.57 to purchase 20 gate valves and related equipment and approval of Resolution 017-22.

22. Recommended Motion: Having conducted a public hearing, considered written and spoken testimony, I move to approve the Randall Hurley Basic Plan Document, Engagement and approve Resolution 018-22.

Attachments: Restatement Basic Plan, Engagement Form, Resolution 019-22

OLD BUSINESS

23. Board Secretary and Recording Secretary (see attachments Appointment of Administrative Personnel; Jeff Weldon Memo to Board 2021.09.98, Contract for Outside Services Suzie McKethen 2009.12.11, Draft CWDBH Board Secretary Job Description and Evaluation, 2022.02 CWD staffing comparison)

BYLAWS AND GOVERNANCE COMMITTEE REPORT: Pam Ellis

Recommended motion: Having conducted a public hearing, considered written and spoken public testimony, I move to discontinue the month to month agreement with Yellowstone News to post the agenda packet.

24. The website is live. We have access to website support.

SAFETY COMMITTEE REPORT: Jeff Engel

ANNOUNCEMENTS

Next Meeting Wednesday, June 15, 6:00 pm

..Genny Garrick from Municode will train the Board on voting on line; please bring laptop computers to the pre-meeting @ 5:30 pm

....Clay will provide a Quarterly Safety Report to the Board in June 2022.

25. Saving Water and \$\$\$ in Your Yard

ITEMS TO BE CONSIDERED AT FUTURE BOARD MEETINGS

Note: No action can be taken on items that were not on the agenda.