

COUNTY WATER DISTRICT OF BILLINGS HEIGHTS  
BOARD OF DIRECTORS MEETING

November 8, 2017

The November 8, 2017 board meeting was called to order by President Wynn Pippin at 6:01 p.m. at 1540 Popelka Drive, Billings, MT.

Board Members: Wynn Pippin, Jim Miller, Bud Dunham (absent),  
Roger Ostermiller, Cliff Jones, Jon Muessig,  
and Donna Dinsmore

Also present: Duke Nieskens, General Managers  
Suzie McKethen, Board Secretary

- **October Minutes for Approval**

Motion: Donna Dinsmore

Motion carried: 5-0

Second: Cliff Jones

- **October Prepaid Bills for Approval**

Motion: Jim Miller

Motion carried: 5-0

Second: Donna Dinsmore

- **October Bills for Approval**

Motion: Jon Muessig

Motion carried: 5-0

Second: Cliff Jones

- **Manager's Report – Duke Nieskens**

- Duke handed out photos of the vandalism that occurred on Saturday, October 21. The building and sign were spray painted; and the fence had some boards broken out. Duke took photographs; and called the Billings Police Department. Duke received three bids to replace the wooden fence with a 6' high chain link fence with razor wire at the top. The bids were from Jares Fence \$5,689; Angel Fence \$5,330; and Frontier Fence \$5745.89. Roger reviewed the bids and noticed that Angel Fence was using a lower gauge wire; and Frontier Fence did not provide a breakdown of what they were providing. The Board discussed options for upgrading after hours security. This item was tabled.
- Duke ran an ad in the Billings Times for a serviceman. He received one application but wanted to postpone this item until the salary and insurance review was completed.
- Duke would like to add verbiage to the Annexation Agreement, item 7 to include, "The buy in fee is non-transferrable and non-refundable." Roger Ostermiller made a motion to amend the Annexation Agreement to state the Buy-In Fee is non-transferrable and non-refundable. Cliff Jones seconded. Motion passed 5-0.

- Duke receive a refund from the State of Montana – Workman’s Compensation Division for 2015 for \$6,353.61. The Board tabled the idea of passing some of the refund on to the employees until the next meeting.
  - Oxbow Tank update. The tank was filled on November 7. Micro-Comm came to work on the Scada system. The tank will go live on November 13.
  - Duke handed out the completed audit for the fiscal year ending June 30, 2017. If the Board has any questions, let Duke know so he can schedule Ted McNea to come to a board meeting. The District’s profit has increased \$788,000 from the previous year.
- **Old Business:**
    - Policy change for the demolition of properties was tabled.
    - Duke checked with the MDOT and found out the District should be conducting random drug testing. Duke checked with St. Vincent – Occupational Health. They charge \$50 per year plus \$65 for each test. The District would receive the test results. Donna Dinsmore made a motion to sign up with St. Vincent – Occupation Health to conduct random drug testing for the employees who have CDL’s. Jon Muessig seconded. Motion passed 5-0.
  - **New Business:**
    - Duke received the Petition for Annexation and \$7578.13 Buy-In fee for 3950 Bitterroot. Jon Muessig made a motion to approve the Petition for Annexation at 3950 Bitterroot. Cliff Jones seconded. Motion passed 5-0.
    - Duke received the Petition for Annexation and Buy-In fee for \$197,514.14 for Bar 11, Amended Phase 1. Originally, Bar 11 only bought in one side of the road, and the District would not allow them to put services on the other side of the road since it wasn’t annexed in to the District. Cliff Jones made a motion to approve the Petition for Annexation for Bar 11 Amended Phase 1. Jon Muessig seconded. Motion passed 5-0.
    - Duke handed out the Wage and Salary proposal; as well as the Blue Cross Blue Shield information. BCBS discontinued our current plan. Duke provided several options for insurance coverage. Because we are a small employer, we are pooled with other similar size companies to get better rates. The Board asked for a breakdown of the current insurance amounts for each employee. A decision for the insurance has to be made at the December board meeting because we have to provide the agent with any changes/updates by December 13. Regarding the wages: Duke provided AWWA comparable salaries for the same size system as the District’s. Item tabled until the December meeting

There being no further business to come before the Board, a motion to adjourn was made by Donna Dinsmore. Jon Muessig seconded. The motion carried 5-0. President Wynn Pippin adjourned the meeting at 7:00 p.m.

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**Suzie McKethen, Board Secretary**

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**Wynn Pippin, President**