



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

February 21st, 2024 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 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 online and can download them or print them at their own expense.

CALL MEETING TO ORDER: President Doug Kary called the meeting to order at 6:01 PM

WELCOME AND INTRODUCTIONS

Board Members present: Doug Kary, Frank Ewalt, Tom Zurbuchen, Ming Caberera, Jeff Essmann & Laura Drager (On Zoom)

Jenn Burnside (Board Secretary)

Staff Members present: Josh Simpson

Also present: Butch and Judy Bailey, Mike Macki, Pam Ellis, and

Michael Marino (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.

February 21st, 2024 6:01 PM

PUBLIC COMMENT:

Pam Ellis: Hailey Grieves mentioned we had one employee making \$130,000 in salary and that was the General Manager. I couldn't find any evidence of it being approved in a public session. Was this approved by the board?

Doug said that was not a comment that was made by them.

Laura said this comment was in response to Laura's question which was about the 551 testing. Kaylee said we didn't have any employees making \$130,000.

Mike Macky: You cleared 6,900,000 last year. Is that right? Went up from 41 million to 48.5 million. You won't have extra revenue off of that? We aren't looking at improving the heights you are looking more at handing it over to Billings.

Doug said we are here to represent the ratepayers.

MINUTES:

Tom moves for approval of the minutes as presented. Ming seconds.

Frank asks about the no second on two of the motions one of which was fixed. He asked why the other was not fixed.

Doug said that there was a vote taken on one of them.

Further discussion was had regarding the no second on the minutes.

Motion and Vote:

Tom moves for approval of the minutes as presented. Ming seconds. All Approved

CONSENT AGENDA:

Tom moves for approval of the consent agenda. Laura seconds.

Franks asks for everyone to take notice on page 43 of the agenda packet. He goes on the explain where we are with our budget percentages.

Jeff asks about the engineering costs for the year. He asked if it was correct that we are over budget by almost \$50,000 for engineering. He asks Josh if he expects that to continue to rise.

Josh said some of that is carried over from when Peyton was doing the budget. Those amounts are broken out into each task order.

Jeff: so, the total for our year to date is \$589,969

Public comment:

Pam: Questioned why the amounts paid on the itemized breakdown and the amounts paid on the MasterCard bill were different.

Laura explains that is because those are from two different months. It's a timing thing.

Motion and Vote:

Tom moves for approval of the consent agenda. Laura seconds. All Approved

MANAGERS REPORT: presented by Josh (Acting General Manager)

Leak on St. Andrews which was a main line break. We were short-staffed at the time so Western was contacted to complete that repair. True North did the cold patch and will return in the spring to do the permanent patch. Western was up there again today to take care of any of the settlement issues.

On January 21st, which was a Sunday, we had a service line leak at 1113 Reece. The service broke at the curb stop so we had to go out and dig up in the driveway, and patch it. We will be back in the spring to do a new service line.

The Ixom spare parts that we ordered were received on January 26th. That was the invoice for \$35,000.

We continued work on the lead service line inventory. We received a grant that pays for 100 hours of Interstate Engineering's time to help with the lead service line. Rather than use them for data entry we met with them and are looking at ways of updating our GIS map system.

Frank asks if we have any lead service lines.

Josh said no we are just having to complete all of the required paperwork.

We received a quote from Summers Mcnea for next year's audit. Brian came back with a price of \$14,500 and he would honor that for three years. They would like to be on-site in August.

Jeff asks how many years has it been since we had someone else do an audit.

Josh said this would be the third year.

Tom asks to have a contract brought to next month's meeting.

The city storm drain project on Wicks and Bitterroot which has been an ongoing mess. We have had 4 main line breaks and 2 service lines in the last month. We have met with the city and project engineer to try and iron out some different means and methods to protect our utility. We brought forth the possibility of us furnishing materials and the city paying the installation costs to replace the main that keeps being broken. The city said they would not do that. We received a quote for the three different supply houses for what the materials would cost. Also received the bid from Western for what they would charge for installation.

Doug asks if there is anyone who can inspect the A/C pipe that was retrieved from the last break to have it analyzed.

Josh said he would check into that.

Tom said with their stormwater pipe being within ten feet of our water pipe that doesn't meet DEQ specs. The City has offered to allow us to use their permits for the storm drain to replace the water line under an emergency repair.

Doug asks if the City gave a variance that they could dig within the ten-foot DEQ regulation.

Josh said we had the ten-foot separation at the time the storm drain was originally installed but with the larger size pipe they are putting in now it is no longer ten feet.

Frank thinks we should get at least three bids for replacing that water line.

Jeff asks if we are preserving the evidence in case we cannot come to an amicable decision.

Josh said we had guys go down to do inspections and take some pictures.

Josh continues with the annexation, and system development fees. He asks the board how they want to continue with those. Laura will bring up some of the Stifel stuff when she does her treasures report.

Laura asks about the bills from Western for the repair on St. Andrews and if it has been paid in full.

Josh said that Suzie held the bill because everyone wanted it withheld to be voted on.

Laura asks Frank if the 30% markup on labor, equipment, and material was normal.

Frank said it was steep but wages did go up.

Further discussion was had regarding the Western bill.

Frank asked about the unhappy homeowners regarding the St. Andrews break and asked if we had heard from them again.

Josh said we haven't heard from them since.

Motion and Vote:

Tom moves to accept the manager's report. Frank seconds. All Approved

TREASURES REPORT:

Laura explained Gross Income account is \$1. Service charge \$810.63. Sweep account \$746,590.50. Payroll account. \$122,768.99 First Interstate Savings account \$257648.91. Earned \$639.00 Yellowstone Bank Savings account \$219,584.53. Stifel investments \$6,621,727.31. Total cash position \$7,968,321.24. Change to cash position \$132,271.93 Change in cash position for the year of \$713,850.61.

Email from Steve regarding a proposal for new CDs to invest in, at 5.10% with a due date of four years out. We had some areas we were lacking in which he is trying to fill. We don't currently own any CDs that pay at that 5% within that four-year range. He suggested we exchange the \$300,000 in the smart rate account for the three highest-yielding CDs.

Jeff, there was a motion that passed about the new signatories. Has that been done yet?

Josh said not yet no.

Tom said need to have funds available in case we need them for the repairs. It's the wrong time of year to be replacing the water line but we don't have much choice.

Further discussion was had regarding the investments.

Public comment:

Pam said she spoke with Jennifer Duray and asked that she be prepared to tell everyone when the project on Bitterroot will be finished.

Motion and Vote:

Tom moves to approve the Treasures report. Frank seconds. All Approved

COMMITTEE REPORTS:

Tom said we interviewed two attorneys to represent the board. Tom recommends going with Martin Smith at Felt Martin Law Firm.

Discussion was had regarding each attorney's capabilities and which would suit the District best.

Tom moves to accept Martin Smith with Felt Martin as the District's attorney. Ming seconds.

Public comment:

Pam said we should hire the one who is the most competent.

Motion and Vote:

Tom moves to accept Martin Smith with Felt Martin as the District's attorney. Ming seconds. All Approved

OLD BUSINESS:

Resolution to consider consolidation with the City of Billings

Frank moves to approve the resolution as written. Jeff seconds.

Ming calls a point of order and reads a policy in the Board Policy and Procedures part 4 rule of board presentation.

The chair did not recognize the point of order as it had nothing to do with what was being discussed.

Jeff said this is not a determination of what the final outcome will be. This is simply about exploration.

Ming amends the resolution to take place in 2025. No second.

Tom moves to amend the resolution to add the following: and compose a consolidation proposal. Frank seconds

Tom goes on to say he wants the consolidation in writing.

Ming says it cannot be brought up according to Robert's Rules Of Order.

Laura says she thinks we have some other things that we should be looking at for the District rather than continually looking at this consolidation. She said she would like to see the Board of directors have the attorney in place, work on getting a General Manager hired, and develop a strategic plan so that we have some direction. She feels that the board doesn't have a direction and if they don't have a direction, it is difficult for them to provide direction for the staff.

More discussion was had regarding the exploration of consolidation.

Public comment:

Mike said the director who works for the City should recuse himself from this vote.

Motion and Vote:

Frank moves to approve the resolution as written. Jeff seconds.

Tom moves to amend the resolution to add the following: and compose a consolidation proposal. Frank seconds. Doug, Frank, Jeff, Tom For. Ming Laura Against. Motion Passed.

NEW BUSINESS:

Renew Randall & Hurley contract

Doug addressed the board on who should be authorized to sign the Randall & Hurley contract.

Tom makes a motion that our existing contract with Randall & Hurley be signed by the existing Board President and co-signed Board Secretary. Laura seconds.

Public comment:

Pam comments that the contract that is in the agenda packet started over a year ago. She feels this contract should be modified.

Jeff amends Tom's motion to include the altered signature page to reflect the new changes. Tom seconds.

Motion and Vote:

Jeff amends Tom's motion to include the altered signature page to reflect the new changes. Tom seconds. All Approved

Tom makes a motion that our existing contract with Randall & Hurley be signed by the existing Board President and co-signed Board Secretary. Laura seconds. All Approved

Monthly Bills Format

There was a discussion on adding additional information on the postcard bills.

Jenn explained that there was no way to add any additional information with the limited amount of room on the postcards.

Tom moves to stay with the existing format. Ming seconds.

Frank asks if there is room to display the tiers on the bills.

Jenn said there was no way to add more information.

Jeff asks how many of our bills are sent via email.

Jenn said about 535 of the 6100 are sent through email.

Jeff suggests a discount for emailed billing.

Further discussion was had regarding adding the tier information to the bill.

Laura asks Jenn to speak with Black Mountain about setting up to different template for email and postcard bills.

Motion and Vote:

Tom moves to stay with the existing format. Ming seconds. All Approved

Cleaning contract for the District office

We received four quotes for the cleaning service. All of these cleaning companies quoted the same services to perform. The quotes are as follows: Executive \$949/month, Finishing touches \$780/month, Berry Clean \$900/month, and Brenda's cleaning \$1000/month.

Frank asks about Josh's opinion of the different companies

Josh said Jenn was the one who spoke with them.

Jenn explained she thought that Finishing Touches and Berry Clean were the better options.

Jeff recommends not doing a contract with the cleaning company because we should see their quality of work before we think long-term.

Ming makes a motion to approve Finishing Touches for \$780 a month as our cleaning company. Jeff seconds.

Frank amends the motion to have the price guaranteed for a year. Ming seconds.

Public comment:

Pam said she feels it is important to make sure the companies are bonded and insured. She also recommends clarifying their price and if it would change on the number of cleaning days in a month.

Motion and Vote:

Ming makes a motion to approve Finishing Touches for \$780 a month as our cleaning company. Jeff seconds. All Approved

Frank amends the motion to have the price guaranteed for a year. Ming seconds. All Approved

Raftelis contract for reviewing City of Billings rate increase to the District

Laura makes a motion to accept the contract with Raftelis. Tom seconds.

Public comment:

Pam at one point we had paid Raftelis \$30,000 and he generated 15 questions that Jennifer Duray answered. He then generated 8 more questions and her response was asked and answered. That's what we got for \$30,000. Last year the rate increase was 0%. Where he was helpful was in helping the District get legal with their rates. There is potential for a 3% increase once the plant is completed on the west end. She doesn't think the cost is worth it.

Jeff makes a substitute motion to defer this until next month. Frank seconds.

Tom doesn't want to wait

Ming agrees with Tom.

Frank asks when does he start and how long does he work?

Josh said Raftelis broke it down in the contract.

More discussion was had regarding the start time and if the board wishes to approve the contract with Raftelis.

Jeff makes a substitute motion to defer this until next month. Frank seconds. Frank yes, Jeff, Tom, Doug, Ming, Laura No. Motion Failed

Laura makes a motion to accept the contract with Raftelis. Tom seconds. Jeff, Tom, Doug, Ming, Laura For, Frank against. Motion Passed

RFQ on emergency excavations

Doug asks if Josh has gotten any of the RFQs for the excavation companies.

Josh said no but those digs are so random that he just starts with one company and works his way down the list until someone says they have a crew available.

Frank would like to get a one-year contract from each company with a pricing list. He also feels that we should request that there aren't five operators on site when a few laborers would work for cheaper.

Jeff thinks we should ask them all for their pricing and if they will commit to a one-year period. This way we will know which order to contact the companies.

Further discussion was had regarding getting costs for each company and the break down of costs.

The board asked that Josh get the RFQ from the excavation companies.

System development fees and new subdivisions

Josh asks if are we charging the SDFs upfront or if are we playing banker. Do we charge for all of the lots that the developer is bringing in at the same time, or do we charge as they are being hooked up?

Frank said that everyone else charges when you hook up.

Josh said so we are on the hook for a service that hasn't been paid for.

Further discussion was had regarding the charging upfront vs charging at hook-up.

Jeff makes a motion to pay at the time the meter is installed. Ming seconds.

Public comment:

Butch said he paid a fee as the line went by, and then we paid the other part when we hooked up to it. He asked for clarification on if that's what they were talking about.

Doug said yes, the fee would be when you hook up.

Motion and Vote:

Jeff makes a motion to pay at the time the meter is installed. Ming seconds. All Approved

Work Session Wednesday, March 6th @ 9:00 AM

Next Board meeting Wednesday, March 20th @ 6:00 PM

Meeting adjourned @ 8:20 pm

Board Secretary, Jennifer Burnside

Board President, Doug Kary

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Report ID: AP300

[illegible]

03/01/24
09:58:04

BILLINGS HEIGHTS WATER DISTRICT
Check Register for Gross Receipts
For the Accounting Period: 2/24

Page: 3 of 4
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
11011	S	366 SUSAN SWIMLEY	4301.15	02/23/24			
11012	S	390 TRUE NORTH CONTRACTING LLC	800.00	02/23/24		CL 998	4301.15
11013	S	415 WESTERN MUNICIPAL CONSTRUCTION, INC.	15492.23	02/23/24		CL 997	800.00
11014	S	429 YELLOWSTONE COUNTY NEWS	189.25	02/23/24		CL 995	15492.23
11015	M	399 UNITED STATES POST OFFIC	1843.80	02/28/24		CL 996	189.25
11016	S	268 MONTANA LEGISLATIVE SERVICES DIVISION	350.00	02/29/24		CL 1008	1843.80
						CL 1010	350.00
Total for Claim Checks			301572.18				
Count for Claim Checks				54			

* denotes missing check number(s)

of Checks: 54 Total: 301572.18

03/01/24
09:58:04

BILLINGS HEIGHTS WATER DISTRICT
Fund Summary for Claim Check Register
For the Accounting Period: 2/24

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Report ID: AP110

Fund/Account	Amount
5210 Water 101012	301,572.18
Total:	301,572.18

03/01/24
09:59:13

BILLINGS HEIGHTS WATER DISTRICT
Payroll Check Register for Accounting Period 2/24

Page: 1 of 2
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period	
				Redeemed	
-89495	6 JENNIFER M BURNSIDE	1628.45	02/02/24	2/24	
-89494	10 QUIN T FUHRMAN	2833.37	02/02/24	2/24	
-89493	13 MATTHEW KADLEC	2442.68	02/02/24	2/24	
-89492	2 CLAY J MCCAFFREE	1982.61	02/02/24	2/24	
-89491	11 SUZANNE M MCKETHEN	1344.38	02/02/24	2/24	
-89490	12 AUSTIN MISTRETTA	1635.16	02/02/24	2/24	
-89489	1 ANDREW W REICHENBACH	1851.10	02/02/24	2/24	
-89488	7 JOSHUA C SIMPSON	2602.18	02/02/24	2/24	
-89487	FIT EFTPS	4824.74	02/02/24	2/24	
-89486	SIT MT DEPT OF REVENUE	635.00	02/02/24	2/24	
-89485	401K ASCENSUS	2149.94	02/02/24	2/24	
-89484	401K PS ASCENSUS	836.32	02/02/24	2/24	
-89483	12 AUSTIN MISTRETTA	282.06	02/08/24	2/24	
-89482	Medicare EFTPS	67.08	02/07/24	2/24	
-89481	SIT MT DEPT OF REVENUE	26.30	02/07/24	2/24	
-89479	6 JENNIFER M BURNSIDE	1628.45	02/16/24	2/24	
-89478	10 QUIN T FUHRMAN	1941.36	02/16/24	2/24	
-89477	13 MATTHEW KADLEC	961.18	02/16/24	2/24	
-89476	2 CLAY J MCCAFFREE	1951.76	02/16/24	2/24	
-89475	11 SUZANNE M MCKETHEN	1344.38	02/16/24	2/24	
-89474	1 ANDREW W REICHENBACH	1793.44	02/16/24	2/24	
-89473	7 JOSHUA C SIMPSON	2602.18	02/16/24	2/24	
-89472	FIT EFTPS	3680.74	02/16/24	2/24	
-89471	SIT MT DEPT OF REVENUE	401.00	02/16/24	2/24	
-89470	401K ASCENSUS	2030.00	02/16/24	2/24	
-89469	401K PS ASCENSUS	766.30	02/16/24	2/24	

03/01/24
09:59:13

BILLINGS HEIGHTS WATER DISTRICT
Payroll Check Register for Accounting Period 2/24

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Report ID: W100A

Check #	Payee #/Name		Check Amount	Date Issued	Period	
					Redeemed	
-89468	HEALTH INS	BCBS	14687.48	03/01/24	2/24	
-89467	DENTAL	GUARDIAN	1470.14	02/29/24	2/24	
* denotes missing check number(s)						
# of Checks:		28	Total:	60399.78	Electronic Checks:	60,399.78
					Non-electronic Checks:	0.00

03/13/24
12:26:55

BILLINGS HEIGHTS WATER DISTRICT
Object Summary Budget vs. Actual Query
For the Accounting Period: 3 / 24

Page: 1 of 2
Report ID: B100S0

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
110 Salary	0.00	380,785.05	596,082.00	596,082.00	215,296.95	64%
112 Directors Fees	0.00	6,650.00	23,776.00	23,776.00	17,126.00	28%
114 Salary - Bonus	0.00	0.00	0.00	0.00	0.00	0%
141	0.00	0.00	0.00	0.00	0.00	0%
142 FICA - SS/Medicare	0.00	29,107.30	45,607.00	45,607.00	16,499.70	64%
145 Unemployment	0.00	1,246.57	3,908.00	3,908.00	2,661.43	32%
146 Workers Comp	574.43	5,554.31	10,313.00	10,313.00	4,758.69	54%
147 Retirement Benefits	848.75	32,810.91	48,680.00	48,680.00	15,869.09	67%
148 Employee Insurance	0.00	138,844.88	212,680.00	212,680.00	73,835.12	65%
149 Payroll Taxes	0.00	75.22	0.00	0.00	-75.22	0%
1XX Object Group Total	1,423.18	595,074.24	941,046.00	941,046.00	345,971.76	63%
211 Office Supplies & Equip	0.00	13,034.63	4,596.00	4,596.00	-8,438.63	284%
221 Operating Supplies	0.00	1,599.27	4,789.00	4,789.00	3,189.73	33%
222 Lab and Medical Supplies	0.00	302.02	317.00	317.00	14.98	95%
226 Clothing & Uniforms	0.00	-9.99	1,946.00	1,946.00	1,955.99	-1%
231 Gas, Oil, Fuel	715.36	11,774.70	18,875.00	18,875.00	7,100.30	62%
233 Machinery & Equip Parts	30.98	6,253.34	17,285.00	17,285.00	11,031.66	36%
236 Water Main & Line Repair	0.00	11,705.32	23,140.00	23,140.00	11,434.68	51%
241 Consumable Tools	180.00	4,246.17	1,817.00	1,817.00	-2,429.17	234%
243 Safety Supplies	0.00	2,717.50	127.00	127.00	-2,590.50	***%
2XX Object Group Total	926.34	51,622.96	72,892.00	72,892.00	21,269.04	71%
311 Communication & Postage	0.00	20,141.06	28,441.00	28,441.00	8,299.94	71%
321 Printing & Forms	1,507.19	2,016.47	1,879.00	1,879.00	-137.47	107%
331 Subscriptions & Legal Notices	0.00	914.95	855.00	855.00	-59.95	107%
335 Memberships & Dues	0.00	2,517.00	2,055.00	2,055.00	-462.00	122%
339 Certification Renewals	0.00	409.30	1,070.00	1,070.00	660.70	38%
341 Electricity	1,633.28	37,543.95	49,096.00	49,096.00	11,552.05	76%
342 Gas	331.41	1,885.43	3,699.00	3,699.00	1,813.57	51%
343 Sewer	0.00	911.65	1,516.00	1,516.00	604.35	60%
344 Telephone & Internet Access	158.30	2,633.95	3,395.00	3,395.00	761.05	78%
345 Cell Phone	0.00	1,442.79	2,373.00	2,373.00	930.21	61%
346 Elm-Utilities Underground	326.52	5,007.19	5,254.00	5,254.00	246.81	95%
347 Permits	0.00	102.50	103.00	103.00	0.50	100%
348 Billings Alarm	0.00	780.00	655.00	655.00	-125.00	119%
349 Quality Testing	250.50	6,398.31	7,196.00	7,196.00	797.69	89%
351 Legal Fees	0.00	19,115.20	22,771.00	22,771.00	3,655.80	84%
352 Accounting Fees	0.00	14,000.00	14,956.00	14,956.00	956.00	94%
353 Engineering Fees	0.00	2,573.30	167,370.00	167,370.00	164,796.70	2%
355 Data Processing Services	25,721.93	40,334.94	49,578.00	49,578.00	9,243.06	81%
361 Repair & Maint. Contract Service	0.00	63,986.19	21,801.00	21,801.00	-42,185.19	294%
363 Meters Repair & Maintenance	0.00	22,572.17	57,660.00	57,660.00	35,087.83	39%
366 Building Maintenance	0.00	0.00	1,355.00	1,355.00	1,355.00	0%
371 Travel & Lodging	0.00	1,124.69	2,023.00	2,023.00	898.31	56%
381 Training & Tuition	0.00	1,645.00	1,392.00	1,392.00	-253.00	118%

03/13/24
12: 26: 55

BILLINGS HEIGHTS WATER DISTRICT
Object Summary Budget vs. Actual Query
For the Accounting Period: 3 / 24

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Report ID: B100S0

Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
3XX	Object Group Total	29,929.13	248,056.04	446,493.00	446,493.00	198,436.96	56%
	411 Concrete	0.00	5,600.00	5,351.00	5,351.00	-249.00	105%
	451 Gravel & Sand	0.00	2,174.28	3,203.00	3,203.00	1,028.72	68%
	471 Asphalt & Cold Mix	0.00	6,929.00	15,660.00	15,660.00	8,731.00	44%
4XX	Object Group Total	0.00	14,703.28	24,214.00	24,214.00	9,510.72	61%
	510 Business Insurance	0.00	94,557.00	12,910.00	94,146.00	-411.00	100%
	533 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0%
	555 Bank Service Charges	0.00	9,125.49	8,178.00	8,178.00	-947.49	112%
	591 Taxes	0.00	12,995.46	7,897.00	7,897.00	-5,098.46	165%
	592 DEQ Service Connection Fee	0.00	12,030.00	11,962.00	11,962.00	-68.00	101%
5XX	Object Group Total	0.00	128,707.95	40,947.00	122,183.00	-6,524.95	105%
	620 Interest	0.00	0.00	0.00	0.00	0.00	0%
6XX	Object Group Total	0.00	0.00	0.00	0.00	0.00	0%
	810 Losses (Bad Debt)	0.00	7.35	0.00	0.00	-7.35	0%
	890 Miscellaneous	0.00	0.00	0.00	0.00	0.00	0%
	892 Bank Reconciliation-Cash	0.00	917.96	0.00	0.00	-917.96	0%
	899 Water Purchased	0.00	1,774,690.40	3,026,106.00	3,026,106.00	1,251,415.60	59%
8XX	Object Group Total	0.00	1,775,615.71	3,026,106.00	3,026,106.00	1,250,490.29	59%
	920 Capital Improvements	0.00	184,720.00	183,405.00	183,405.00	-1,315.00	101%
	930 Capital Outlay-Improvements to	0.00	47,412.92	443,437.00	443,437.00	396,024.08	11%
	940 Capital Outlay-Building &	0.00	16,266.01	162,372.00	162,372.00	146,105.99	10%
	970 Project Engineering	0.00	148,647.06	162,416.00	162,416.00	13,768.94	92%
9XX	Object Group Total	0.00	397,045.99	951,630.00	951,630.00	554,584.01	42%
	Grand Total :	32,278.65	3,210,826.17	5,503,328.00	5,584,564.00	2,373,737.83	57%

03/13/24
12: 29: 27

BILLINGS HEIGHTS WATER DISTRICT
Income Statement
For the Accounting Period: 3 / 24

Page: 1 of 2
Report ID: LB170AX

Combined Funds

----- Current Year -----					
	Current Month	Current YTD	Budget	Variance	%
Revenue					
Revenue Charges for Service					
343021 Water Revenue		3,560,871.16	4,815,130.00	-1,254,258.84	74
343023 Hydrant Rental		2,015.00	1,360.00	655.00	148
343026 Service Line Fee		60,543.39	205,323.00	-144,779.61	29
343027 Misc Water Revenue		6,715.55	512,264.00	-505,548.45	1
343028 Buy-In Fees		1,830.14		1,830.14	
343300 Misc Charges for Services		16,220.61	2,913.00	13,307.61	557
343380 Inspection Fees		2,650.00	1,100.00	1,550.00	241
369899 Interest Paid on Security Deposits			-6,519.00	6,519.00	
Total Revenue Charges for		3,650,845.85	5,531,571.00	-1,880,725.15	66
Total Revenue		3,650,845.85	5,531,571.00	-1,880,725.15	66
Cost of Goods Sold					
430100 Cost of Good Sold		1,774,690.40	3,026,106.00	1,251,415.60	59
					59
Total Cost of Goods Sold		1,774,690.40	3,026,106.00	1,251,415.60	59
Gross Profit		1,876,155.45			
Operating Expenses					
430510 Administrative		280,606.49	453,486.00	172,879.51	62
430520 Water	32,278.65	758,483.29	993,767.00	235,283.71	76
					72
Total Operating Expenses	32,278.65	1,039,089.78	1,447,253.00	408,163.22	72
Net Income (Loss) from Operations	-32,278.65	837,065.67			
Other Income					
371010 Investment Earnings		5,084.58	3,579.00	1,505.58	142
					142
Total Other Income		5,084.58	3,579.00	1,505.58	142
Other Expenses					
490700 Capital Improvements		397,045.99	1,111,205.00	714,159.01	36
					36
Total Other Expenses		397,045.99	1,111,205.00	714,159.01	36
Net Income (Loss)	-32,278.65	445,104.26			

Combined Funds

Assets

Current Assets

Operations & Maint Ckg	(70.00)	
Gross Income Fund Ckg		786,596.58	
Payroll Checking		237,293.99	
Undeposited Funds		1,802.58	
First Interstate Savings		258,211.86	
Yellowstone Bank		221,503.09	
D A Davidson Money Market		13.00	
D A Davidson	(100,000.00)	
D A Davidson Investment		100,000.00	
Stifel Nicolaus		6,288,000.00	
Stifel Money Market		273,581.53	
Discount/Premium - Solomon S.B.	(36,282.04)	
Petty Cash		100.00	
Change Fund		150.00	
Accts Rec - Water		64,720.74	
Accts Rec		1,422.13	
Accrued Investment Interest		44,592.86	
Prepaid Expense		2,193.91	
Inventory - Supplies		158,347.57	

Total Current Assets			8,302,177.80

Fixed Assets

Land		245,961.00	
Buildings		575,033.40	
Maint Equip & Vehicles		956,966.20	
Office Equipment		138,738.12	
Maint & Equipment		22,420,330.99	
Accumulated Depreciation	(11,321,899.51)	

Total Fixed Assets			13,015,130.20

Total Assets	-----	21,317,308.00
--------------	-------	---------------

Combined Funds

Liabilities and Equity

Current Liabilities

Checks Payable	39,732.62	
CONVERSION Accounts Payable	2,844.67	
Comp Abs Payable	81,391.75	
Social Security Payable	(120.58)	
Medicare Payable	(28.20)	
FIT Payable	6,853.28	
SIT Payable	(51.00)	
State UCC Payable	671.32	
MT Unemp Payable	216.30	
401k Payable	5,195.77	
BCBS Health Ins Payable	2,630.77	
Guardian-Dental Payable	347.07	
Guardian-Vision Payable	51.66	
Guardian-LTD Payable	52.89	
Guardian-STD Payable	42.33	
Guardian-Life Payable	18.37	
Refunds Payable	(9,121.38)	

Total Current Liabilities		130,727.64

Long-Term Liabilities

Bonds Payable - Series 2011 Bond B Loan	243,000.00	
Bonds Payable - Series 2016 Bond C Loan	2,035,000.00	
Bonds Payable - Series 2017 Bond A Loan	1,651,000.00	

Total Long-Term Liabilities		3,929,000.00

Total Liabilities 4,059,727.64

Equity

Fund Balance - Operations & Maint Fund	565,257.45	
Fund Balance - Acquisition Fund	8,857,227.00	
Fund Balance - Capital Improv Fund	6,651,560.00	
Fund Balance - Reserve Fund	184,383.00	
Retained Earnings	554,048.65	
CURRENT YEAR INCOME/(LOSS)	445,104.26	

Total Equity		17,257,580.36

Total Liabilities & Equity 21,317,308.00

STIFEL

6836 72559 36280 4032 SNFSNF001_R_R_009p_001

COUNTY WATER DISTRICT
OF BILLINGS HEIGHTS

1540 POPELKA
BILLINGS MT 59105-4468



February 1 -
February 29, 2024
Account Number:

Page 1 of 18

STIFEL ACCOUNT STATEMENT

PORTFOLIO SUMMARY

	February 29	January 31
Net Cash Equivalents **	558.21	24,907.42
Net Portfolio Assets held at Stifel ⁴	6,635,574.37	6,596,819.89
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$6,636,132.58	\$6,621,727.31

YOUR CHANGE IN PORTFOLIO VALUE

	February 29	January 31
Net Cash Flow (Inflows/Outflows) ²		
Securities Transferred In/Out		
Income and Distributions	21,218.76	23,244.83
Change in Securities Value	-6,813.49	48,787.91
Net Change in Portfolio Value	\$14,405.27	\$72,032.74

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.

² Does not include cost or proceeds for buy or sell transactions.

⁴ Includes balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

Your Financial Advisor (M805):

STEPHEN KNUDSON, CFP (R)
Telephone: (406) 252-2447

Office Serving Your Account:

401 NORTH 31ST STREET
SUITE 1610
BILLINGS, MT 59101

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderately Conservative

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD : First In, First Out

INVESTOR UPDATE

Are you getting ready to do a little spring cleaning with your finances? There's no better time than the present to get organized, and downloading the Stifel Wealth Tracker app is a great way to start. To learn more, visit www.stifelwealthtracker.com.

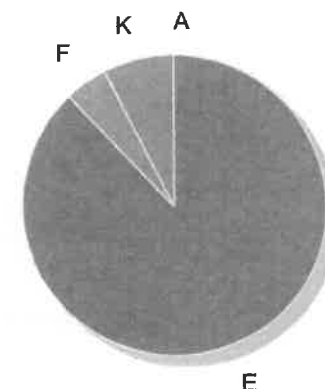
ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

YOUR ASSET SUMMARY

	Value on February 29, 2024 (\$)	Percentage of your account
A Net Cash Equivalents**	558.21	0.01%
E Fixed Income-Other	5,827,039.26	87.81%
F Mutual Funds	304,000.00	4.58%
K Stifel Smart Rate ⁴	504,535.11	7.60%
Total Assets	\$6,636,132.58	100.00%



ASSET SUMMARY

Value as of February 29, 2024					Gains/(-)Losses		
	At Stifel	Not at Stifel	Total	% of assets *	Unrealized	Realized This Period	Year-to-date
Cash	-304,000.00		-304,000.00				
Cash Sweep**	304,558.21		304,558.21				
Margin Balance							
A. Net Cash Equivalents	\$558.21		\$558.21	0.01%			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni							
E. Fixed Income-Other	5,827,039.26		5,827,039.26	87.81%	-9,526.60		
F. Mutual Funds	304,000.00		304,000.00	4.58%			
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **	504,535.11		504,535.11	7.60%			
Net Portfolio Assets	\$6,635,574.37	\$0.00	\$6,635,574.37	99.99%	-\$9,526.60	\$0.00	\$0.00
Net Portfolio Value	\$6,636,132.58	\$0.00	\$6,636,132.58	100.00%	-\$9,526.60	\$0.00	\$0.00

INCOME & DISTRIBUTION SUMMARY

	Security Type	Year-to-date	This period
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	44,463.59	21,218.76
Capital Gain Distributions			
Return of Principal			
Other			
Total Income & Distributions		\$44,463.59	\$21,218.76

INFORMATION SUMMARY

	Security Type	Year-to-date	This period
Accrued Interest Paid	Tax-Exempt		
	Taxable		
Accrued Interest Received	Tax-Exempt		
	Taxable		
Gross Proceeds		500,000.00	500,000.00
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged			

* Please note "% of assets" figures are shown gross of any amounts owed to Stifel and/or net short positions.

** Include balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

ASSET DETAILS

This section shows the cash equivalents and/or securities in your account. Prices obtained from outside sources are considered reliable but are not guaranteed by Stifel. Actual prices may vary, and upon sale, you may receive more or less than your original purchase price. Contact your Financial Advisor for current price quotes. Gain/Loss is provided for informational purposes only. Cost basis may be adjusted for, but not limited to, amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. The Gain/Loss information should not be used for tax preparation without the assistance of your tax advisor. Lot detail quantity displayed is truncated to the one thousandth of a share.

NET CASH EQUIVALENTS

	Current value	Cost Basis	Estimated Annualized Income	Estimate Yield %
CASH	-304,000.00	-304,000.00		
STIFEL FDIC INSURED	304,558.21	304,558.21	1,370.51	0.45%
Total Net Cash Equivalents	\$558.21	\$558.21	\$1,370.51	245.52%

STIFEL INSURED BANK DEPOSIT PROGRAM

Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be deposited at multiple banks. The Program's Disclosure Statement is available at www.stifel.com/disclosures/account-agreement. The deposits are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposits are insured by the FDIC within applicable limits.

Balances in the Program or in any money market fund offered as an available fund for Cash Investment Services at Stifel, subject to applicable limits, can be liquidated upon request and the proceeds returned to your securities account or can be distributed directly to you with the proper withdrawal form on file.

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimate Yield %
LIVE OAK BANKING CO WILMINGTON NC CD FDIC #58665 CPN 0.350% DUE 04/22/24 DTD 04/20/21 FC 05/01/21 CUSIP: 538036PQ1	Cash	200,000	99.2940" 198,588.00	100.0000 200,000.00	55.62	-1,412.00	700.00	0.35%
MEGA BANK SAN GABRIEL CA CD FDIC #58401 CPN 0.250% DUE 04/22/24 DTD 04/22/21 FC 10/22/21 CUSIP: 58517JAG7	Cash	250,000	99.2710" 248,177.50	100.0000 250,000.00	224.31	-1,822.50	625.00	0.25%
MEDALLION BANK SALT LAKE CITY UT CD FDIC #57449 CPN 0.300% DUE 04/23/24 DTD 04/23/21 FC 05/23/21 CUSIP: 58404DKE0	Cash	250,000	99.2730" 248,182.50	100.0000 250,000.00	14.39	-1,817.50	750.00	0.30%

STIP Program Documents - Revised 01/19/2023

STATE AGENCY STIP PARTICIPATION AGREEMENT							
STIP Program Manager Montana Board of Investments boi_stip@mt.gov P.O. Box 200126 Helena, MT 59620-0126 Phone (406)444-0003						<i>For Official Use Only</i> TA Account Number	
<i>The State agency listed below hereby agrees to participate in the STIP Program as established under Section 17-6-202, MCA, and the terms and conditions of the STIP operations as determined by the Montana Board of Investments (Board):</i>							
Section 1. State Agency Information Summary							
State Agency →					Tax Identification Number (TIN) →	81-0302402	
Mailing Address →		City →		State →	MT	Zip →	
Contact Name →							
Phone →		E-mail →					
Section 2. SABHRS Investment and Earnings Information							
Please complete the following investment accounting information. <i>If the agency chooses to have the STIP earnings reinvested, the earnings must be reinvested to the SABHRS Business Unit and Fund holding the STIP investment.</i>							
Investment Business Unit →		Investment Fund Number →		Investment Fund Name →			
Reinvest Earnings <input type="checkbox"/>				Distribute Earnings <input type="checkbox"/>			
STIP Earnings Business Unit →				STIP Earnings Business Unit →			
STIP Earnings Fund Number →				STIP Earnings Fund Number →			
STIP Earnings Fund Name →				STIP Earnings Fund Name →			
STIP Earnings Org/Project →				STIP Earnings Org/Project →			
Section 3. Endorsement							
The person(s) whose name(s) appears below is (are) the employee of State Agency with authority to authorize the purchase and sale of shares in the STIP for the accounts of the State Agency, and the Board shall be notified promptly of any changes in authorized personnel. *							
Name→		Phone →		E-Mail →			
Name→		Phone →		E-Mail →			
Name→		Phone →		E-Mail →			
On behalf of the State Agency, as the preparer, I certify that all the information contained within the agreement is true, accurate and complete as of the date hereof.							
Signed:				Date:			
Printed Name:				Title:			
Section 4. Authorization of Interest Retention							
On the next line, please cite the relevant legal authority (i.e., sections of state law, court decree, trust agreement, etc.) that authorizes the fund to retain interest earnings in their account and that the fund is legally entitled to participate in the STIP.							
Signature of State Agency Legal Counsel verifying information.							
Signed:				Date:			
Printed Name:				Title:			

**The Board shall instruct STIP transactions for this STIP investment account to offset transactions for the purchase or sale of other pools or separately managed investments.*

Exhibit A

STIP PARTICIPATION INFORMATION SHEET							
STIP Program Manager Montana Board of Investments boi_stip@mt.gov PO Box 200126 Helena, MT 59620-0126 Phone 406.444.0003					<i>For Official Use Only</i>		
Requests must be submitted by Authorized Representative of the Participant.					STIP DATA INVEST TA ACCT ID		
<i>The STIP Participant listed below agrees to participate in the STIP Program as established under § 17-6-204, MCA, and the terms and conditions of STIP operations as determined by the Montana Board of Investments as follows:</i>							
Section 1. STIP Participant Information Summary							
STIP Participant Name →				Tax Identification Number (TIN) →			
Mailing Address →		City →		State →	MT	Zip →	
STIP Account # → <i>(For official use only)</i>							
Authorized Representative Name, First →		Name, Last →		Title →			
Telephone Number →		Fax Number →		E-mail →			
Section 2. Investment and Earnings Information							
The STIP Participant has the option to either reinvest their earnings or distribute earnings. Check one box only.							
Reinvest Earnings <input type="checkbox"/>				Distribute Earnings <input type="checkbox"/>			
Section 3. Authorized Delegates							
The Authorized Delegate(s) whose name(s) appears below is (are) authorized to purchase and sell shares in STIP for the Participant.							
Name, First →		Name, Last →		E-Mail →			
Name, First →		Name, Last →		E-Mail →			
Name, First →		Name, Last →		E-Mail →			
I hereby certify as the Authorized Representative of the STIP Participant that the information contained herein is true, accurate and complete as of the date hereof.							
Signature →				Date →			
Printed Name →				Title →			

Exhibit B

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM											
STIP Program Manager Montana Board of Investments boi_stip@mt.gov PO Box 200126 Phone 406.444.0003				Helena, MT 59620-0126							
Local Government Name:											
STIP Account #: <i>(For official use only)</i>											
<p>I, the undersigned, a duly Authorized Representative of the local governing board, hereby authorize the Montana Board of Investments to initiate electronic debit and/or credit to the account listed below. The Authorized Representative acknowledges the origination of ACH transactions to the listed account complies with the provisions of federal law.</p> <p>Any sale, purchase, or distribution of funds will be made by Electronic Funds Transfer or wire debiting or crediting to the appropriate treasury or shareholder bank account. Please specify the local government depository.</p> <p style="text-align: center;">Check one transaction type only.</p> <table border="1" style="width: 100%;"><tr><td colspan="3">Checking Account <input type="checkbox"/></td><td colspan="3">Savings Account <input type="checkbox"/></td></tr></table>						Checking Account <input type="checkbox"/>			Savings Account <input type="checkbox"/>		
Checking Account <input type="checkbox"/>			Savings Account <input type="checkbox"/>								
Name of Bank→		Routing/ABA No→									
Address→											
City→		State→		MT	Zip→						
Account Number→											
I hereby certify as the Authorized Representative of the STIP Participant that the information contained herein is true, accurate and complete as of the date below.											
Signature →		Date→									
Printed Name→		Title→									
<p>Please notify the Board if you have applied a filter or a block to your account.</p>											

RESOLUTION AUTHORIZING PARTICIPATION IN THE MONTANA BOARD OF INVESTMENTS
SHORT-TERM INVESTMENT POOL (STIP)

CERTIFICATE AS TO
RESOLUTION NO. _____ AND ADOPTING VOTE

Political Subdivision: _____
Governing Body: _____

Type, date, time, and place of meeting: A _____ meeting held on _____
at _____ o'clock ____m. in _____, Montana.

Members present:

Members absent:

I, the undersigned, being the qualified and acting recording officer for the political subdivision identified above ("Participant"), certify that the attached RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS SHORT-TERM INVESTMENT POOL AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO and Exhibits A and B ("Resolution"):

- (1) is a true and correct copies of the original Resolution on file in the Participant's original records.
- (2) was approved and adopted by the Participant's Governing Body as required by law; and
- (3) has not been amended or repealed.

DATED this ____ day of _____, 20__.

By _____
Its _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PARTICIPATION IN THE MONTANA BOARD OF INVESTMENTS OF SHORT-TERM INVESTMENT POOL AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE _____ (the "Governing Body")
of _____ (the "Participant") AS FOLLOWS:

ARTICLE I

DEFINITIONS

The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise:

"Account" means a specific Participant Bank account to be used in conducting STIP Program transactions.

"Agreement" means the agreements of the Participant contained within this Resolution.

"Authorized Representative" means the officer or official of the Participant designated and authorized by the Governing Body to act on behalf of Participant in the STIP Program.

"Authorized Delegate" means any officer, official, or employee of the Participant delegated authority by the Authorized Representative to initiate transactions using the STIP Program.

"Bank" means a financial institution designated and authorized to send and receive money on behalf of the Participant for purposes of participation in the STIP Program.

"Board" means the Board of Investments, a state agency organized and existing under the laws of the State.

"Exhibit A" means the STIP Participation Information Sheet attached to and incorporated into this Resolution as provided in Article IV, Section 3.01.

"Exhibit B" means the Electronic Funds Transfer Authorization Form attached to and incorporated into this Resolution as provided in Article IV, Section 3.01.

"Governing Body" means the governing body of political subdivision (Participant) authorized by Montana state law to participate in the STIP Program.

"Participant" means the political subdivision requesting participation in the Board's STIP Program.

"Short-Term Investment Pool" means the Board's investment program administered under the direction of the Board of Investments as authorized by the Unified Investment Program and as more fully defined and described by the Montana Code Annotated and in the Board's Governing Policies. "Short-Term Investment Pool" is synonymous with "STIP" and "Program" as used in this Resolution and Exhibits A and B.

ARTICLE I

SHORT-TERM INVESTMENT POOL PARTICIPATION AGREEMENT

Section 1.01 Participation Agreement. The Governing Body requests participation in the STIP Program and agrees that Participant will comply with and be bound by all laws, policies, procedures, and participation requirements applicable to the Program, as may be amended from time to time.

Section 1.02 STIP Program. STIP is available to state and local governments to serve their short-term cash flow and deposit needs. The Program's objectives are to preserve capital and maintain high liquidity. The Program has the following attributes:

- 1) STIP transactions are fixed at \$1 per share;
- 2) STIP interest on pool assets accrues daily;
- 3) STIP earnings distribution methods are:
 - (a) Interest is distributed at the beginning of the month and can be distributed as cash to the designated Bank; or
 - (b) earnings can be reinvested into STIP;
- 4) Buying or selling shares in STIP requires one (1) business day's notice (transactions for which notice is received after 2:00 p.m. will be processed two (2) business days after receipt of the original notice);
- 5) Access to STIP is only through the Board's electronic web-based portal (no cash, checks or notifications by fax, phone or email will be accepted);
- 6) The Board's STIP web portal provides real-time information on each account including investment balances, buys, sells, pending transactions, and transaction notes, as determined by the authorized user; and
- 7) The Board reports the Short-Term Investment Pool on a Net Asset Value (NAV) basis on its financial statements. A NAV per share of STIP will be reflected on the Board's website for each month-end period.

Section 1.03 Review of Policies, Procedures, and Participation Requirements. Participant represents that it has reviewed to its satisfaction all Board policies, procedures, and participation requirements applicable to the STIP Program. See, Board Governance Policies 40.600, 40.601, and 40.602.

Section 1.04 Authorized Representative: The Governing Body designates _____, who holds the position of _____ as the Participant's Authorized Representative to execute transactions between STIP and the Bank.

The Governing Body (check one) DOES ☐ DOES NOT ☐ allow the Authorized Representative to appoint and remove additional Authorized Delegate(s) on behalf of the Participant. If "DOES" is checked, any addition or removal of an Authorized Delegate requires notice via the submission of a completed Exhibit A (STIP Participation Information Sheet) to the Board by the Authorized Representative before transactions will be accepted and processed.

The Governing Body designates and authorizes the Participant's Bank, (the "Bank"), identified in Exhibit B, with the Account Number and American Bankers Association (ABA) Number, for settlement of STIP participant transactions. The account is a (check one): Checking account ☐ Savings account ☐.

The Governing Body (check one): DOES ☐ DOES NOT ☐ allow the Authorized Representative to change either the Bank or the Account. If 'DOES' is checked, the Board will notify both the office of the Authorized Representative AND the office of the Governing Body within three (3) business days that such a change has been made.

The Governing Body (check one): DOES ☐ DOES NOT ☐ allow the Authorized Representative to change the earnings distribution method. If DOES NOT is checked, the Governing Body chooses the following earnings distribution method (check one): Reinvest cash earnings into STIP ☐ Distribute cash earnings to the Bank ☐.

Section 1.05 Change of Authorized Representative. Any change to the Authorized Representative requires a new Resolution adopted by the Governing Body. However, the absence of an Authorized Representative does not nullify the current authority of the Authorized Delegate(s) to make STIP transactions.

Section 1.06 Annual Confirmation. The Board will annually confirm with the Governing Body and the Authorized Representative the:

1. Name of the Authorized Representative;
2. Name(s) of any Authorized Delegate(s); and
3. Name of the Bank and the associated Account Numbers (truncated).

Section 1.07 Effective Date. Participant's Agreement will take effect when the Resolution Certificate, this Resolution, and completed and executed Exhibits A and B are received by the Board. The Participant's Agreement will stay in effect until terminated in writing by the Governing Body.

ARTICLE II

MISCELLANEOUS

Section 2.01 No Guaranteed Return. The Governing Body understands and agrees that there is no minimum or maximum interest rate or any guaranteed rate of return on STIP shares or funds invested in STIP shares.

Section 2.02 Voluntary Participation. By adopting this Resolution, the Governing Body acknowledges that it is not compelled to participate in STIP, that its participation in STIP is voluntary, and agrees to the Board's administration and governance of the Program according to the Board's policies, procedures, and participation requirements.

Section 2.03 Responsibility for Participant Mistakes. The Governing Body and Participant agree to hold harmless the state of Montana, the Board, and the Board's members, officials, and employees for the acts, omissions, mistakes, and negligence of the Participant, Governing Body, and their members, officials, and employees, including but not limited to an Authorized Representative or Authorized Delegate who, for any reason, is not qualified or mistakenly listed with the Board as a permissible representative to authorize transactions using the STIP Program, incorrect instructions as to amounts or timing of sales or purchases, or missed deadlines.

Section 2.04 No Warranty. The Governing Body and Participant agree that the Board makes no warranty that funds will be immediately available in the event of any failure of a third party or that Governing Body will not suffer losses due to acts of God, natural disasters, terrorism or threats of terrorism, civil disorder, medical epidemics or other calamities, or other market dislocations or interruptions.

Section 2.05 Participation Conditions; STIP Administration. The Governing Body and Participant acknowledge and agree that the Board will allow participation in STIP by and conduct STIP business with only those parties it determines are qualified and authorized to participate in the Program who abide by the Board's policies, procedures, and participation requirements. The Governing Body and Participant understand that the Board administers the STIP Program subject to Montana law and prudent fiduciary practices as required by Montana law and Board policy and that the Board is legally charged to manage the Unified Investment Program, which includes STIP, in accordance with the prudent expert rule as set forth in Montana law.

Section 2.06 STIP Not Insured Against Loss. The Governing Body and Participant understand and acknowledge that the Board's STIP Program is NOT FDIC insured or otherwise insured or guaranteed by the federal government, the state of Montana, the Board, or any other entity against investment losses.

ARTICLE III

EXHIBITS A AND B

Section 3.01 Approval and Adoption of Exhibits A and B. Attached to this Resolution are Exhibit A, the STIP Participation Information Sheet, and Exhibit B, the Electronic Funds Transfer Authorization Form, which together provide the instructions required by the Board to enable Participant's participation in the STIP Program. The Governing Body and Participant represent that Exhibits A and B have been completed and executed by the Participant's Authorized Representative and that Exhibits A and B must be complete and accepted by the Board before participation is allowed in the STIP Program. Exhibits A and B are hereby incorporated into and made a part of this Resolution and are approved and adopted by the Governing Body as if set forth fully herein.

APPROVED AND ADOPTED by the _____ this ____ day
of _____, 20____.

By _____
Its _____

Attest:

By _____
Its _____

ESTIMATE

Burnside Industries

925 Mossman Dr
Billings, MT 59105
406-529-9887

Date 03/11/2024
Estimate # 1

To

Billings Heights Water District
Billings, MT 59105

Item	Hours	Rate	Total
Element Design	2	\$120.00	\$240.00
Discussions for requirements, elements needed and options available. Also time spent gathering information for calculations.			
Writing Program	20	\$120.00	\$2,400.00
Time spent on coding for the different elements of the web app calculator.			
Debugging and testing	5	\$120.00	\$600.00
time spent on the debugging and testing process to ensure functions of the product			
Office Staff training	2	\$120.00	\$240.00
This is for the cost of various office supplies			
Various Supplies	1	\$80.00	\$80.00
This is for the cost of various office supplies			
Sub Total			\$3,560.00
Total			\$3,560.00

Terms and Conditions

This is an estimated cost for the developement of the Web App "Water Usage Cost Calculator". The cost is subject to change depending on additional content needed as well if there are any changes requested before final delivery of the product. Any updates or alterations made after final delivery will be subject to a new estimate and additional cost.



2511 Holman Avenue
P. O. Box 80190
Billings, Montana 59108-0190
p: 406.652.3930; f: 406.652.3944
www.skgeotechnical.com

March 15, 2024

Proposal P-23047R1

Mr. Brad Boehm, PE
Interstate Engineering
Via EMAIL: Brad.Boehm@InterstateEng.com

Dear Eric:

Re: Proposal for a Geotechnical Evaluation along the proposed WR22-00-135: CWDBH NW
Transmission Main, Billings Heights, Montana

As you requested on March 11, 2024, we are pleased to furnish this proposal for a geotechnical evaluation for the above-referenced site.

We propose to provide 10 borings along watermain and four borings at horizontal directional drill (HDD) crossings for a lump sum of \$26,800 in accordance with our attached scope of services. If 10 additional watermain locations are requested, the borings and associated lab work will be an additional cost of \$17,200. If additional services are needed, we will contact you for authorization. If this proposal is acceptable, we have assumed you will prepare a subcontract agreement for our review and signature.

Current scheduling would permit us to begin the fieldwork within three to four weeks after authorization to proceed, weather permitting. We anticipate the fieldwork will take about seven days. Approximately five to seven weeks will then be required for laboratory testing and preparation of the engineering report, unless there are delays due to circumstances beyond our control.

We appreciate the opportunity to present this proposal. If you have any questions, please contact us at your convenience.

Sincerely,

A handwritten signature in blue ink that reads 'JOE B. DEBAR'.

Joe B. DeBar, PE
Project Engineer

A handwritten signature in blue ink that reads 'Gregory T. Staffileno'.

Gregory T. Staffileno, PE
Reviewing Engineer

Attachments:
Proposed Scope of Services
Signature Page
Proposed Boring Locations

Proposed Scope of Services

Description of Project

The purpose of the geotechnical evaluation will be to characterize and evaluate subsurface soil and groundwater conditions at the selected boring locations for the project.

The proposed project will consist of construction of new watermain extending from the intersection of Alexander Road and Lake Elmo Drive and then travel about 1 ½ miles west before turning south. The watermain will then travel 1 mile south to connect with the High Sierra Subdivision and tie-in on Gleneagles Boulevard. The majority of the watermain construction will be conventional cut and cover with an assumed cover depth of about 7 feet. The pipe will likely be C-900 PVC pipe with diameters ranging from 18 to 24 inches. However, horizontal directional drilling (HDD) may be required where the pipeline crosses below the Billings Bench Water Association (BBWA) canal and Five-Mile Creek. At these locations, we have assumed the maximum depth of the HDD will be 20 feet below the original ground surface.

We have assumed we will be provided with a to-scale site plan showing the location of the proposed waterline and nearby fixed features prior to the fieldwork. We have also assumed the boring locations will be accessible to our truck-mounted drill rig, and no towing, snow removal, or special site-preparation services will be required. The borings will be performed, weather permitting, and generally require ambient temperatures of 20 degrees and rising for auger drilling and 32 degrees and rising for core drilling. Access delays due to circumstances beyond our control could result in additional charges. We have also assumed our current insurance amounts are acceptable, and we can provide you with a certificate of insurance.

Scope of Services

Borehole Staking. SK Geotechnical will stake the boring locations along the watermain prior to drilling. We propose to set stakes marked with the boring number having pink and blue ribbon tied near the top and use spray paint for borings in pavement. We will obtain the boring latitude, longitude, and ground surface elevation using a commercial-grade GPS, but it would be beneficial if these boring locations could be included in the project land survey, which is more accurate.

Soil Borings. We propose to provide 10 test borings to a depth of 15 feet along the proposed watermain alignment. We propose to provide 4 test borings to a depth of 25 feet at the future HDD crossings (2 at each crossing). The borings will be performed to these depths or to auger refusal, whichever is less. We have included an additional cost for the additional 15-foot watermain borings, as needed. We propose to conduct penetration tests in the borings to assist in evaluating bearing capacities of the subsoils and to obtain representative samples for classification. The penetration tests will be conducted at 2 1/2-foot intervals to a depth of 15 feet and at 5-foot intervals below a depth of 15 feet. Some tube samples may be taken for laboratory strength testing. If groundwater is encountered, its depth will be recorded. At five of the boring

locations, we will install a 1-inch PVC piezometer to allow for extended water level measurements by others. These will generally be installed in borings completed off of the existing roadway, with a steel stovepipe about three feet above the surface. Piezometers are not planned within paved roadways. Upon completion, we will backfill the remaining boreholes with auger cuttings to the ground surface. Borings performed in the existing paved roadway will be patched with cold mix asphalt pavement.

Laboratory Testing. The samples will be returned to our laboratory and visually classified and logged by a geotechnical engineer. Laboratory tests will be conducted to assist us in evaluating the strength and compressibility of the soils. Depending on the subsurface conditions, typical tests are penetrometer, moisture content, Atterberg limits, unconfined compression, Proctor moisture-density, consolidation, and and corrosion.

Geotechnical Report. After the field and laboratory tests have been completed, the results will be analyzed and discussed with you. A geotechnical engineering report will then be prepared. The report will address suitability of the soils to support the proposed watermain bedding and pipe, recommendations for Type II bedding, if required, reuse of excavated materials as backfill and recommendation for compaction. Recommended pavement sections for asphalt patches will be provided, but detailed pavement analysis is not proposed. Recommendations for small structures such as meters and vaults supported on shallow-spread footings will also be provided. General recommendations related to trench excavation, OSHA soil types, and dewatering will also be included. One electronic copy will be emailed to you upon completion. Hard copies will not be provided.

At this time, our scope of services does not include HQ or NQ coring of bedrock. If bedrock is encountered at shallow depths, resulting in auger refusal, core drilling should be performed to identify subsurface bedrock strength and relative excavatability. If needed, we will contact you and submit a supplement for core drilling.

Utility Clearance. SK Geotechnical will contact the local utilities one-call number to notify the local telephone, electric, gas, sewer, water, and cable TV companies to determine the location of underground utilities. We request that you or your authorized representative notify the SK Geotechnical project manager immediately of the presence and location of any underground objects on private property which are not the responsibility of public utilities. Our services do not include subcontracting a private utility locator or conducting additional research to identify other utilities. SK Geotechnical will take reasonable precautions to avoid underground objects. In authorizing this contract, you agree to waive any claim against SK Geotechnical and will indemnify and hold SK Geotechnical harmless from any claim of liability, injury, or loss allegedly arising from our damaging of underground objects that were not called to our attention prior to beginning the work.

Signature Page

Re: Proposal for a Geotechnical Evaluation, Proposed NW Transmission Main, Billings Heights, Montana

We appreciate the opportunity to present this proposed contract to you. If it is acceptable to you, a copy should be signed and returned to us as written authorization to proceed. We will begin the project, in accordance with our schedule, upon receipt of your written authorization.

Costs presented in this proposal are based on the assumption that the proposal will be authorized within 30 days and that the project will be completed within the proposed schedule. If the project is not authorized within 30 days, we may need to modify the cost estimate. If the project cannot be completed within the proposed schedule due to circumstances beyond our control, revising the cost estimate may be required for completion of the remaining tasks.

Terms on payment for services are net within 60 days after invoicing with interest added to unpaid balances in accordance with the attached General Conditions that are a part of this proposed contract.

Authorization to Proceed:

Please proceed according to the described scope of services and attached General Conditions. By authorizing this proposal, you are accepting responsibility for payment of SK Geotechnical's services.

Authorizer's Name (PLEASE PRINT)

Authorizer's Signature

Title (PLEASE PRINT)

Date

Email address

If this proposal is signed by anyone other than who it is addressed to, please complete the following:

Company Name (PLEASE PRINT)

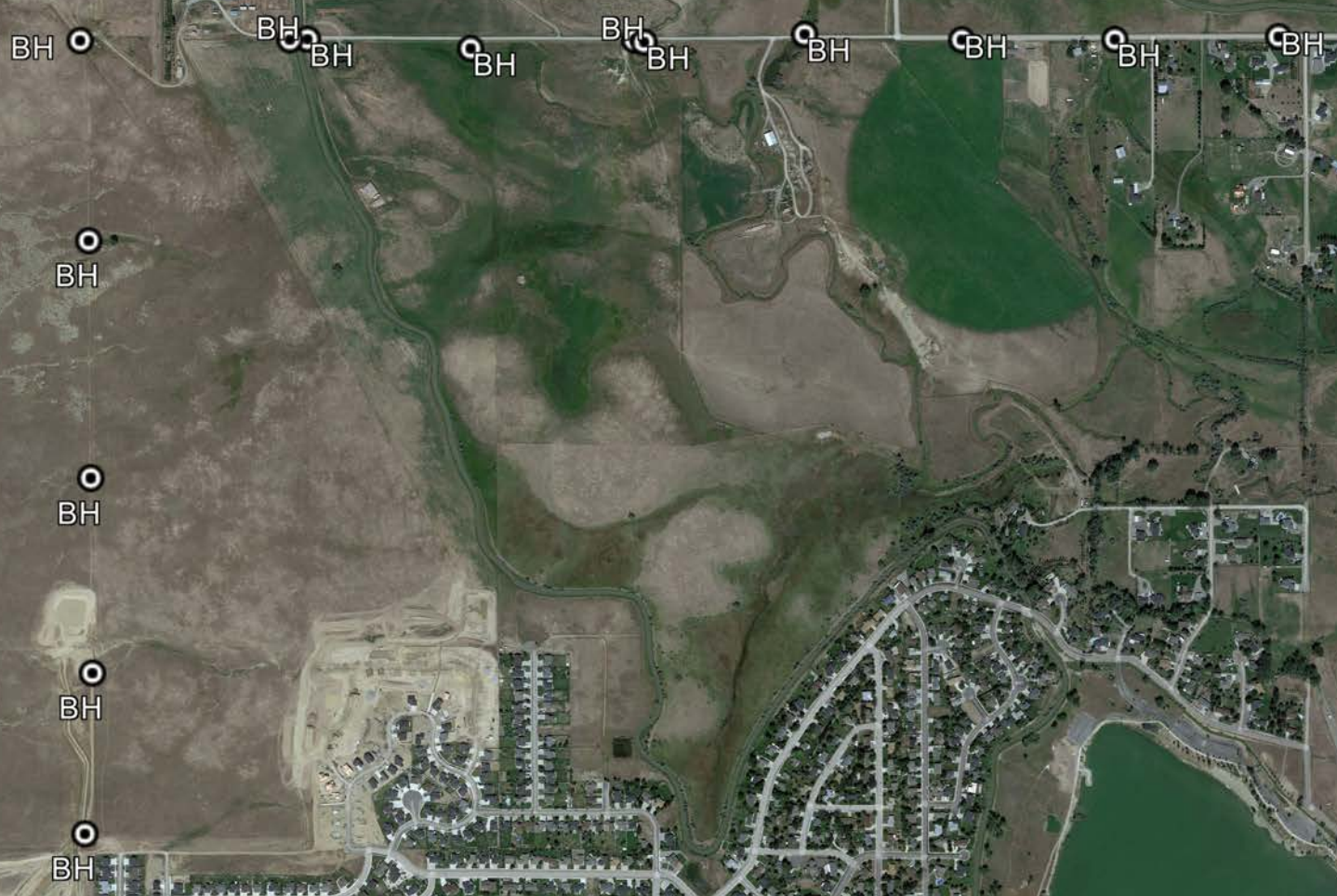
Telephone Number

Fax Number

Billing Address (PLEASE PRINT)

Email address

NW Transmission Main Proposed Boring Location Map 14 Borings



NW Transmission Main Proposed Boring Location Map 24 Borings

