



## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

### Board of Directors Meeting Minutes

September 14<sup>th</sup>, 2022 at 6:00 PM

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

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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](mailto:peyton@heightswaterdistrict.com) and are available at <https://heightswaterdistrict.com/agendas-and-minutes/>. Supplemental documents are linked in the Agenda Packet.

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**CALL MEETING TO ORDER:** President Ming Cabrera called the meeting to order at 6:00 p.m.

#### **WELCOME AND INTRODUCTIONS**

Board Members present: Ming Cabrera, David Graves, and Brandon Hurst, Laura Drager, Tom Zurbuchen

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

Also present: Kelly Brookshire, Frank Ewalt, Pam Purrington, Pam Ellis, and Evelyn Plyburn (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.

**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.

#### **NEW BUSINESS**

Public Comments: Pam Ellis states that she is represented by a different attorney in regards to the issues with the board. Her attorney has advised her to sit in the audience. She states she has had complaints of the district not answering the emergency phone. She has concerns of legal issues when someone is unable to be reached on the emergency phone. She goes on to say the board packet wasn't up until the last legal minute and that emails have been removed from the website aside from Laura's.

Consent agenda:

Tom states he needs to separate two items from the consent agenda. Hendrickson Law invoice, and Susan Swimily, Tom makes a motion for removal of these two items, and accept the remaining items, Laura second.

Public Comment: Pam states that by leaving her out of the minutes it is in violation of the law. She also says that it is all recorded. She says that the minutes should be more accurate. She also states the board members were paid \$100 twice for one meeting.

These board members were not paid twice for a single board meeting.

Consent agenda Motion: All approved

Tom stated that Hendrickson Law invoice appears to be for the complaint filled against the board for which he was involved in. He understood that suit was dropped in April or May and we are still paying. He thinks that we are being charged for work that has already been done. Also, the lawsuit has been dropped and Tom questions why we are stilling paying them. Both Ming and Peyton have tried to contact the lawyers regarding this matter with no response. Tom recuses himself for that item. Tom says on the issue of Susan Swimily, she did work before he was hired and any comments done on this subject cannot be done in an open meeting. He asked to be recused from that item as well.

David makes a motion to table paying the bills until we receive an answer back from those offices. Ming Seconds.

Public Comment: Pam says that everyone had signed off on the settlement agreement except Tom. Pam also wants to know how Tom had the invoices from Hendrickson Law and Susan Swimily because they were not included in the board packet. Peyton says the invoice wasn't received until Monday or Tuesday of the week of the board meeting.

Consent agenda motion: All approved for consent agenda and to tabling paying bills.

Clarifying the snowbird rate: Peyton says he is wanting to clarify the wording for the rate for the snowbirds because at this time the snowbirds are not being charged while they are gone. He would like to make it so that all snowbirds have a minimum monthly rate. He also says that Black Mountain kicks out the meter number for all snowbirds and that if they do not inform CWD when they return, then when we catch it, they have a large bill. Laura states if we do enact this, we should match what the city's minimum is.

Motion to table until rate study: Laura makes the motion, David second. All approved.

SRF reimbursement statement. We have to give our information and financials. Peyton states that when/if the district spends money out of reserves for the project, we would be able to reimburse ourselves with SRF funds.

Laura makes a motion passing SRF reimbursement, Tom Second. All approved

Chlorination project will be up and operational by the end of the week. There were a few minor snags getting it connected on the computers but those have been fixed. We will have training shortly for all of the guys. This will help with the flows, chlorine levels, and it will help to maintain pressures. Tom asks how much chlorine are we going to be storing at oxbow. Peyton says we have 2/250-gallon containers up there. By chlorinating the tanks, it will help to regulate the chlorine levels within the district.

Treasurer's report: Laura says the meter count has gone up to 6027 meters this month. She goes on to discuss bank balances. Ming asks about the ARPA grant if it has come in yet. Peyton says we are still waiting.

Public Comment: Pam states that ARPA does not disperse any of the funds until the project is complete. She also says she has some issues with Laura operating independently when instructing the staff to invest in a 5-year CD at Yellowstone Bank. She says that Laura has no authority to make that decision as a single board member. She also comments about the interest rates and that our money is not secure in First Interstate bank.

Ming states that he was completely aware of what Laura was doing with the investment so she was not acting alone.

Next board meeting will be October 19<sup>th</sup> 2022

Meeting Adjourned 6:38pm

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Recording Secretary, Jennifer Burnside

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Board President, Ming Cabrera

FIRST INTERSTATE BANK  
PO BOX 31438  
BILLINGS, MT 59107-1438

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ACCOUNT: XXXXXXXXXXXX2349  
DOCUMENTS: 67

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TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
GROSS INCOME ACCT  
1540 POPELKA DR  
BILLINGS MT 59105-4468

30  
43  
24

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To contact your local branch call 406-255-5800

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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			08/31/22	287,106.61
DEPOSIT		15,114.37	09/01/22	302,220.98
DEPOSIT		15,773.71	09/01/22	317,994.69
IPAY SOLUTIONS BILL PMT BILL PMT		95.83	09/01/22	318,090.52
METAVANTE CORP BILL PAYMT 11176-00		305.18	09/01/22	318,395.70
MERCHANT BANKCD DEPOSIT 496391735883		1,487.51	09/01/22	319,883.21
CHECKFREE COUNTY WAT XXXXXX5397		3,043.37	09/01/22	322,926.58
DEPOSIT CORRECTION	95.39		09/01/22	322,831.19
Money Transfer	100,000.00		09/01/22	222,831.19
Money Transfer	100,000.00		09/01/22	122,831.19
CHECK(S)	13.06		09/01/22	122,818.13
DEPOSIT		5,229.88	09/02/22	128,048.01
DEPOSIT		5,290.02	09/02/22	133,338.03
DEPOSIT		7,747.30	09/02/22	141,085.33
DEPOSIT		8,215.37	09/02/22	149,300.70
METAVANTE CORP BILL PAYMT 16433-00		1,052.95	09/02/22	150,353.65
IPAY SOLUTIONS BILL PMT BILL PMT		3,513.41	09/02/22	153,867.06
MERCHANT BANKCD DEPOSIT 496391735883		4,219.02	09/02/22	158,086.08
CHECKFREE COUNTY WAT XXXXXX5397		8,798.92	09/02/22	166,885.00
DEPOSIT		5,598.91	09/06/22	172,483.91
DEPOSIT		10,057.66	09/06/22	182,541.57
DEPOSIT		10,585.68	09/06/22	193,127.25
DEPOSIT		10,671.12	09/06/22	203,798.37
DEPOSIT		26,179.32	09/06/22	229,977.69
METAVANTE CORP BILL PAYMT 1612200		1,577.77	09/06/22	231,555.46
MERCHANT BANKCD DEPOSIT 496391735883		2,141.52	09/06/22	233,696.98
IPAY SOLUTIONS BILL PMT BILL PMT		4,416.06	09/06/22	238,113.04
MERCHANT BANKCD DEPOSIT 496391735883		4,977.09	09/06/22	243,090.13
MERCHANT BANKCD DEPOSIT 496391735883		6,048.11	09/06/22	249,138.24
CHECKFREE COUNTY WAT XXXXXX5397		6,212.01	09/06/22	255,350.25
MERCHANT BANKCD DEPOSIT 496391735883		11,654.22	09/06/22	267,004.47
* * * C O N T I N U E D * * *				

FIRST INTERSTATE BANK  
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COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
GROSS INCOME ACCT

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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECK(S)	341.34		09/06/22	266,663.13
DEPOSIT		15,150.34	09/07/22	281,813.47
METAVANTE CORP BILL PAYMT 16780-00		1,065.28	09/07/22	282,878.75
MERCHANT BANKCD DEPOSIT 496391735883		4,511.08	09/07/22	287,389.83
IPAY SOLUTIONS BILL PMT BILL PMT		5,260.11	09/07/22	292,649.94
CHECKFREE COUNTY WAT XXXXXX5397		8,742.93	09/07/22	301,392.87
CHECK(S)	25.44		09/07/22	301,367.43
DEPOSIT		6,420.60	09/08/22	307,788.03
DEPOSIT		6,924.69	09/08/22	314,712.72
DEPOSIT		8,129.96	09/08/22	322,842.68
DEPOSIT		15,596.17	09/08/22	338,438.85
IPAY SOLUTIONS BILL PMT BILL PMT		880.75	09/08/22	339,319.60
METAVANTE CORP BILL PAYMT 1635900		2,138.05	09/08/22	341,457.65
MERCHANT BANKCD DEPOSIT 496391735883		6,311.15	09/08/22	347,768.80
CHECKFREE COUNTY WAT XXXXXX5397		7,377.27	09/08/22	355,146.07
DEPOSIT CORRECTION	43.04		09/08/22	355,103.03

CHECK(S)	12.38	09/08/22	355,090.65
DEPOSIT	130.99	09/09/22	355,221.64
DEPOSIT	5,796.98	09/09/22	361,018.62
DEPOSIT	8,544.93	09/09/22	369,563.55
DEPOSIT	18,372.61	09/09/22	387,936.16
DEPOSIT	60,603.39	09/09/22	448,539.55
METAVANTE CORP BILL PAYMT 1650700	1,635.00	09/09/22	450,174.55
IPAY SOLUTIONS BILL PMT BILL PMT	1,854.48	09/09/22	452,029.03
MERCHANT BANKCD DEPOSIT 496391735883	5,676.73	09/09/22	457,705.76
CHECKFREE COUNTY WAT XXXXXX5397	8,315.25	09/09/22	466,021.01
ICORP TRANSFER TO XXXXXX976 9/09/22 AT 10:40 SEQ			
118237219	50,000.00	09/09/22	416,021.01
Money Transfer	150,000.00	09/09/22	266,021.01
CHECK(S)	23.36	09/09/22	265,997.65
DEPOSIT	5,530.07	09/12/22	271,527.72
DEPOSIT	7,943.35	09/12/22	279,471.07
DEPOSIT	8,222.04	09/12/22	287,693.11
DEPOSIT	16,733.05	09/12/22	304,426.16
County Water Dis Budget Bil XXXXX1683	1,446.83	09/12/22	305,872.99
METAVANTE CORP BILL PAYMT 1625000	2,220.52	09/12/22	308,093.51
IPAY SOLUTIONS BILL PMT BILL PMT	2,319.34	09/12/22	310,412.85
MERCHANT BANKCD DEPOSIT 496391735883	3,478.24	09/12/22	313,891.09
MERCHANT BANKCD DEPOSIT 496391735883	4,871.34	09/12/22	318,762.43
MERCHANT BANKCD DEPOSIT 496391735883	7,948.34	09/12/22	326,710.77
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COUNTY WATER DISTRICT OF  
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GROSS INCOME ACCT

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECKFREE COUNTY WAT XXXXXX5397		9,571.48	09/12/22	336,282.25
Money Transfer	50,000.00		09/12/22	286,282.25
DEPOSIT		20,035.66	09/13/22	306,317.91
DEPOSIT		26,128.17	09/13/22	332,446.08
IPAY SOLUTIONS BILL PMT BILL PMT		2,387.75	09/13/22	334,833.83
MERCHANT BANKCD DEPOSIT 496391735883		2,938.84	09/13/22	337,772.67
CHECKFREE COUNTY WAT XXXXXX5397		4,433.50	09/13/22	342,206.17
DEPOSIT		9,975.10	09/14/22	352,181.27
METAVANTE CORP BILL PAYMT 11178-00		93.19	09/14/22	352,274.46
METAVANTE CORP BILL PAYMT 18113-00		292.71	09/14/22	352,567.17
CHECKFREE COUNTY WAT XXXXXX5397		2,744.31	09/14/22	355,311.48
MERCHANT BANKCD DEPOSIT 496391735883		7,028.66	09/14/22	362,340.14
County Water Dis August 17 XXXXX1683				
	750.00		09/14/22	361,590.14
DEPOSIT		12,300.38	09/15/22	373,890.52
IPAY SOLUTIONS BILL PMT BILL PMT		819.09	09/15/22	374,709.61
CHECKFREE COUNTY WAT XXXXXX5397		1,688.67	09/15/22	376,398.28
MERCHANT BANKCD DEPOSIT 496391735883		2,843.47	09/15/22	379,241.75
Service Charges August 2022	472.05		09/15/22	378,769.70
Money Transfer	300,000.00		09/15/22	78,769.70
FDMS FDMS PYMT 052-1480741-000	29.93		09/15/22	78,739.77
CHECK(S)	24.32		09/15/22	78,715.45
DEPOSIT		34,355.73	09/16/22	113,071.18
METAVANTE CORP BILL PAYMT 0414800		556.65	09/16/22	113,627.83
IPAY SOLUTIONS BILL PMT BILL PMT		771.78	09/16/22	114,399.61
CHECKFREE COUNTY WAT XXXXXX5397		1,485.23	09/16/22	115,884.84
MERCHANT BANKCD DEPOSIT 496391735883		4,148.47	09/16/22	120,033.31
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D		70,188.69	09/16/22	190,222.00
CHECKFREE REVERSIBLE CKFXXXXX9999NEG				
	22.04		09/16/22	190,199.96
DEPOSIT		8,320.57	09/19/22	198,520.53
IPAY SOLUTIONS BILL PMT BILL PMT		338.24	09/19/22	198,858.77
METAVANTE CORP BILL PAYMT 29084-00		675.97	09/19/22	199,534.74
MERCHANT BANKCD DEPOSIT 496391735883		1,566.75	09/19/22	201,101.49
CHECKFREE COUNTY WAT XXXXXX5397		1,690.22	09/19/22	202,791.71
MERCHANT BANKCD DEPOSIT 496391735883		3,249.70	09/19/22	206,041.41
MERCHANT BANKCD DEPOSIT 496391735883		3,863.08	09/19/22	209,904.49
RETURNED DEPOSITED ITEM	388.01		09/19/22	209,516.48
CHECK(S)	71.33		09/19/22	209,445.15
DEPOSIT		25,133.19	09/20/22	234,578.34
* * * C O N T I N U E D * * *				

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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
METAVANTE CORP BILL PAYMT 2300300		92.17	09/20/22	234,670.51
County Water Dis Payments XXXXX1683		934.37	09/20/22	235,604.88
IPAY SOLUTIONS BILL PMT BILL PMT		953.25	09/20/22	236,558.13
MERCHANT BANKCD DEPOSIT 496391735883		1,345.53	09/20/22	237,903.66
CHECKFREE COUNTY WAT XXXXXX5397		2,583.09	09/20/22	240,486.75
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D		27,060.62	09/20/22	267,547.37
RETURNED DEPOSITED ITEM 290.00			09/20/22	267,257.37
ACH RETURNED ITEM R01 27104-00 314074268509011				
	19.34		09/20/22	267,238.03
CHECK(S)	137.39		09/20/22	267,100.64
DEPOSIT		11,213.98	09/21/22	278,314.62
DEPOSIT		153,423.93	09/21/22	431,738.55
METAVANTE CORP BILL PAYMT 16143-00		56.33	09/21/22	431,794.88
IPAY SOLUTIONS BILL PMT BILL PMT		824.33	09/21/22	432,619.21
CHECKFREE COUNTY WAT XXXXXX5397		1,100.75	09/21/22	433,719.96
MERCHANT BANKCD DEPOSIT 496391735883		3,171.77	09/21/22	436,891.73
ACH RTRN R01 BOYER, CHRISTINE 09027-00				
	163.79		09/21/22	436,727.94
DEPOSIT		3,763.74	09/22/22	440,491.68
METAVANTE CORP BILL PAYMT 2808800		100.00	09/22/22	440,591.68
IPAY SOLUTIONS BILL PMT BILL PMT		244.08	09/22/22	440,835.76
CHECKFREE COUNTY WAT XXXXXX5397		302.53	09/22/22	441,138.29
MERCHANT BANKCD DEPOSIT 496391735883		2,372.54	09/22/22	443,510.83
Money Transfer 200,000.00			09/22/22	243,510.83
ACH RETURNED ITEM R02 15016-00 092905248731325				
	57.09		09/22/22	243,453.74
ACH RETURNED ITEM R02 15143-00 092905248731326				
	63.95		09/22/22	243,389.79
ACH RETURNED ITEM R02 17159-00 292970820000401				
	169.98		09/22/22	243,219.81
CHECK(S)	22.65		09/22/22	243,197.16
DEPOSIT		2,579.81	09/23/22	245,776.97
IPAY SOLUTIONS BILL PMT BILL PMT		259.49	09/23/22	246,036.46
METAVANTE CORP BILL PAYMT 11196-00		332.26	09/23/22	246,368.72
CHECKFREE COUNTY WAT XXXXXX5397		463.65	09/23/22	246,832.37
MERCHANT BANKCD DEPOSIT 496391735883		2,434.50	09/23/22	249,266.87
CHECK(S)	63.15		09/23/22	249,203.72
DEPOSIT		290.00	09/26/22	249,493.72
METAVANTE CORP BILL PAYMT 11209-00		242.19	09/26/22	249,735.91
IPAY SOLUTIONS BILL PMT BILL PMT		646.90	09/26/22	250,382.81
* * * C O N T I N U E D * * *				

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COUNTY WATER DISTRICT OF  
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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECKFREE COUNTY WAT XXXXXX5397		812.02	09/26/22	251,194.83
MERCHANT BANKCD DEPOSIT 496391735883		891.10	09/26/22	252,085.93
MERCHANT BANKCD DEPOSIT 496391735883		3,262.65	09/26/22	255,348.58
MERCHANT BANKCD DEPOSIT 496391735883		3,659.30	09/26/22	259,007.88
DEPOSIT		7,316.00	09/27/22	266,323.88
IPAY SOLUTIONS BILL PMT BILL PMT		265.02	09/27/22	266,588.90
METAVANTE CORP BILL PAYMT 18113-00		626.99	09/27/22	267,215.89
MERCHANT BANKCD DEPOSIT 496391735883		710.49	09/27/22	267,926.38
CHECKFREE COUNTY WAT XXXXXX5397		1,255.51	09/27/22	269,181.89
FDMS FDMS PYMT 052-1480741-000 10.20			09/27/22	269,171.69
DEPOSIT		388.01	09/28/22	269,559.70
County Water Dis Special XXXXX1683		45.00	09/28/22	269,604.70
METAVANTE CORP BILL PAYMT 0502800		383.41	09/28/22	269,988.11
CHECKFREE COUNTY WAT XXXXXX5397		1,345.13	09/28/22	271,333.24
MERCHANT BANKCD DEPOSIT 496391735883		7,351.27	09/28/22	278,684.51
CHECK(S)	21.05		09/28/22	278,663.46
METAVANTE CORP BILL PAYMT 2911000		121.73	09/29/22	278,785.19
CHECKFREE COUNTY WAT XXXXXX5397		709.99	09/29/22	279,495.18
IPAY SOLUTIONS BILL PMT BILL PMT		718.81	09/29/22	280,213.99
MERCHANT BANKCD DEPOSIT 496391735883		7,310.56	09/29/22	287,524.55
CHECK(S)	129.53		09/29/22	287,395.02
DEPOSIT		6,334.84	09/30/22	293,729.86
DEPOSIT		6,516.20	09/30/22	300,246.06
DEPOSIT		7,469.69	09/30/22	307,715.75
DEPOSIT		23,355.64	09/30/22	331,071.39
IPAY SOLUTIONS BILL PMT BILL PMT		267.88	09/30/22	331,339.27
METAVANTE CORP BILL PAYMT 11176-00		405.17	09/30/22	331,744.44

MERCHANT BANKCD DEPOSIT 496391735883  
CHECKFREE COUNTY WAT XXXXXX5397  
BALANCE THIS STATEMENT .....

2,108.87 09/30/22  
2,320.19 09/30/22  
09/30/22

333,853.31  
336,173.50  
336,173.50

TOTAL CREDITS (138)  
TOTAL DEBITS (43)

1,002,526.70  
953,459.81

MINIMUM BALANCE  
AVG AVAILABLE BALANCE  
AVERAGE BALANCE

78,715.45  
249,511.99  
249,511.99

\* \* \* C O N T I N U E D \* \* \*

FIRST INTERSTATE BANK  
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COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
GROSS INCOME ACCT

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YOUR CHECKS SEQUENCED											
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DATE...CHECK #.....AMOUNT			DATE...CHECK #.....AMOUNT			DATE...CHECK #.....AMOUNT			DATE...CHECK #.....AMOUNT		
09/19	10502*	44.31	09/15	10588	24.32	09/20	10601	22.04			
09/09	10526*	23.36	09/06	10589*	45.68	09/29	10602*	9.21			
09/28	10533*	21.05	09/06	10592*	47.48	09/20	10604	19.05			
09/20	10548*	5.66	09/06	10594	239.41	09/20	10605*	48.41			
09/01	10555*	13.06	09/20	10595	17.47	09/20	10607*	24.76			
09/08	10583	12.38	09/23	10596*	63.15	09/29	10614	120.32			
09/07	10584*	25.44	09/19	10599	27.02						
09/06	10586*	8.77	09/22	10600	22.65						

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

*****											
*				TOTAL FOR			TOTAL	*			
*				THIS PERIOD			YEAR TO DATE	*			
*-----*											
*	TOTAL OVERDRAFT FEES:			\$ .00			\$ .00	*			
*-----*											
*	TOTAL RETURNED ITEM FEES:			\$ .00			\$ .00	*			
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## Balancing Your Checking Account

This form will assist you in balancing your checking account. Please complete all the information for the Statement Balance and Register Balance forms, and click the Calculate Balance buttons near the bottom of the page. **When the Adjusted Statement and Adjusted Check Register Balances at the bottom of the page equals each other, you have balanced your checking account.** If they do not equal each other, make sure all the information entered is correct and complete, and calculate and compare balances again.

Statement Balance Adjustment

Step 1: Enter Ending Balance of Statement:

Step 2:  
Go through your check copies/stubs or check register and mark off each check listed as paid, as well as deposits and withdrawals, on your statement. If you have written a check, deposited funds/money, or made withdrawals not listed on your statement, follow the instructions below to complete the fill-in section.

• Enter type of transaction (unpaid checks, deposits, and withdrawals) shown in your register and not on your statement.

• Enter amount of the transaction

• The BALANCE column is computed for you when you click the CALCULATE BALANCE button near the bottom of the page

Transaction	Amount	Balance
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		

file:///C:/Users/pbrookshire/Desktop/FIB%20Gross%20Income%20September%202022.html[10/4/2022 11:18:37 AM]

FIRST INTERSTATE BANK  
PO BOX 31438  
BILLINGS, MT 59107-1438

030 00012 01  
ACCOUNT: XXXXXXXXXXXX1008  
DOCUMENTS: 50

PAGE: 1  
09/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
OPERATIONAL & MAINTENANCE FUND  
1540 POPELKA DR  
BILLINGS MT 59105-4468

30  
0  
50

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To contact your local branch call 406-255-5800

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STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX1008

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			08/31/22	62,007.43
Money Transfer	100,000.00		09/01/22	162,007.43
CREDIT BACK CHECK #19697 - ALTERED/FICTITIOUS	2,445.55		09/01/22	164,452.98
CHECK(S) 945.67			09/01/22	163,507.31
CREDIT BACK CHECK #17160 - ALTERED/FICTITIOUS	945.67		09/02/22	164,452.98
THE GUARDIAN SEP GP INS 76988900WWA0000				
	1,829.81		09/02/22	162,623.17
CHECK(S) 3,094.05			09/02/22	159,529.12
CREDIT BACK CHECK # 17960 - ALTERED/FICTITIOUS		1,250.50	09/06/22	160,779.62
CHECK(S) 31,318.82			09/06/22	129,460.80
CREDIT BACK CHECK # 77707 -ALTERED FICTITIOUS		1,650.00	09/07/22	131,110.80
CREDIT BACK CHECK # 179876 -ALTERED/FICTITIOUS		20,000.00	09/07/22	151,110.80
CHECK(S) 31,626.38			09/07/22	119,484.42
WEX INC FLEET DEBI 9100009036252				
	2,215.39		09/08/22	117,269.03
CHECK(S) 5,838.26			09/08/22	111,430.77
Money Transfer		150,000.00	09/09/22	261,430.77
CHECK(S) 6,887.48			09/09/22	254,543.29
CREDIT BACK CHECK #179877 - ALTERED/FICTITIOUS		5,500.00	09/12/22	260,043.29
CHECK(S) 198.73			09/12/22	259,844.56
CHECK(S) 3,680.40			09/13/22	256,164.16
Money Transfer		300,000.00	09/15/22	556,164.16
Service Charges August 2022	96.51		09/15/22	556,067.65
CHECK(S) 469,877.66			09/15/22	86,189.99
CREDIT BACK CHECK #91919 - ALTERED/FICTITIOUS	1,500.55		09/16/22	87,690.54
CREDIT BACK CHECK #91911 - ALTERED/FICTITIOUS	1,700.50		09/16/22	89,391.04
CHECK(S) 339.17			09/16/22	89,051.87
* * * C O N T I N U E D * * *				

FIRST INTERSTATE BANK  
PO BOX 31438  
BILLINGS, MT 59107-1438

030 00012 01  
ACCOUNT: XXXXXXXXXXXX1008  
DOCUMENTS: 50

PAGE: 2  
09/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
OPERATIONAL & MAINTENANCE FUND

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STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX1008

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECK(S) 2,342.66			09/19/22	86,709.21
CHECK(S) 970.30			09/20/22	85,738.91
THE GUARDIAN OCT GP INS 76988900WWA0000				
	1,829.81		09/21/22	83,909.10
CHECK(S) 138.12			09/21/22	83,770.98
Money Transfer		200,000.00	09/22/22	283,770.98
CHECK(S) 934.02			09/22/22	282,836.96
CHECK(S) 2,026.19			09/23/22	280,810.77
CHECK(S) 29,811.00			09/26/22	250,999.77
MONTANASTATEFUND PREMIUM XXXXX9518				
	938.35		09/27/22	250,061.42
CHECK(S) 14,194.76			09/27/22	235,866.66
CREDIT BACK CHECK #17900 - ALTERED/FICTITIOUS	5,500.00		09/28/22	241,366.66
CHECK(S) 7,279.98			09/28/22	234,086.68
CREDIT BACK CHECK #17900 - ALTERED/FICTITIOUS	7,000.00		09/29/22	241,086.68
CHECK(S) 675.00			09/29/22	240,411.68





FIRST INTERSTATE BANK  
PO BOX 31438  
BILLINGS, MT 59107-1438

030 00012 01  
ACCOUNT: XXXXXXXXXXXX0976  
DOCUMENTS: 0

PAGE: 1  
09/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
PAYROLL ACCOUNT  
1540 POPELKA DR  
BILLINGS MT 59105-4468

30  
0  
0

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To contact your local branch call 406-255-5800

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STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX0976

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			08/31/22	79,709.80
Money Transfer		100,000.00	09/01/22	179,709.80
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH	1,124.00		09/02/22	178,585.80
ASCENSUS TRUST RET PLAN 259835 09022022	2,057.62		09/02/22	176,528.18
ASCENSUS TRUST RET PLAN 259835 09022022	2,125.91		09/02/22	174,402.27
IRS USATAXPYMT 270264564416607 5,285.25			09/02/22	169,117.02
County Water Dis Payroll 09 XXXXX1683	16,549.75		09/02/22	152,567.27
ICORP TRANSFER FROM XXXXXX2349 9/09/22 AT 10:40 SEQ				
118237219		50,000.00	09/09/22	202,567.27
Money Transfer		50,000.00	09/12/22	252,567.27
Service Charges August 2022 15.86			09/15/22	252,551.41
ASCENSUS TRUST RET PLAN 259835 09162022	1,683.44		09/16/22	250,867.97
ASCENSUS TRUST RET PLAN 259835 09162022	1,814.93		09/16/22	249,053.04
IRS USATAXPYMT 270265934426109 5,303.76			09/16/22	243,749.28
County Water Dis Payroll 09 XXXXX1683	16,574.52		09/16/22	227,174.76
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH	1,126.00		09/20/22	226,048.76
IRS USATAXPYMT 270267323966221 5,261.86			09/30/22	220,786.90
County Water Dis Payroll 09 XXXXX1683	16,717.98		09/30/22	204,068.92
BALANCE THIS STATEMENT .....			09/30/22	204,068.92
TOTAL CREDITS (3)	200,000.00	MINIMUM BALANCE		152,567.27
TOTAL DEBITS (13)	75,640.88	AVG AVAILABLE BALANCE		207,963.04
		AVERAGE BALANCE		207,963.04
* * * C O N T I N U E D * * *				

FIRST INTERSTATE BANK  
PO BOX 31438  
BILLINGS, MT 59107-1438

030 00012 01  
ACCOUNT: XXXXXXXXXXXX0976  
DOCUMENTS: 0

PAGE: 2  
09/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
PAYROLL ACCOUNT

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STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX0976

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- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

*****				
*		TOTAL FOR		TOTAL *
*		THIS PERIOD		YEAR TO DATE *
*-----*				
* TOTAL OVERDRAFT FEES:		\$ .00		\$ .00 *
*-----*				
* TOTAL RETURNED ITEM FEES:		\$ .00		\$ .00 *
*****				

10/17/22  
13:45:44

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Gross Receipts  
For the Accounting Period: 10/22

Page: 1 of 2  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99875	E	418 WEX	1076.13	10/05/22	10/22	CL 225	1076.13
-99874	E	262 MONTANA DAKOTA UTILITIES	68.95	10/12/22	10/22	CL 240	68.95
-99873	E	442 Jennifer Burnside	150.00	10/12/22	10/22	CL 241	150.00
-99872	E	440 Brandon Hurst	150.00	10/12/22	10/22	CL 242	150.00
-99871	E	227 LAURA DRAGER	150.00	10/12/22	10/22	CL 243	150.00
-99870	E	439 David Graves	150.00	10/12/22	10/22	CL 244	150.00
-99869	E	258 MING CABRERA	150.00	10/12/22	10/22	CL 245	150.00
-99868	E	468 Thomas Zurbuchen	150.00	10/12/22	10/22	CL 247	150.00
10620	S	27 BADGER METER, INC.	361.68	10/04/22		CL 220	361.68
10621	S	265 MONTANA DEPT OF REVENUE	1027.30	10/04/22		CL 216	1027.30
10622	S	296 NORTHWEST PIPE FITTINGS INC	322.10	10/04/22		CL 218	322.10
10623	S	371 TCT	157.74	10/04/22		CL 222	157.74
10624	S	391 TVETENE TURF	27.75	10/04/22		CL 219	27.75
10625	S	404 UTILITIES UNDERGROUND LOCATION CENTER	416.05	10/04/22		CL 217	416.05
10626	S	415 WESTERN MUNICIPAL CONSTRUCTION, INC.	102459.41	10/04/22		CL 214	102459.41
10627	S	436 YELLOWSTONE WATERWORKS1	7216.13	10/04/22		CL 221	7216.13
10632 *	S	999999	26.23	10/07/22		CL 226	26.23
10633	S	999999	24.18	10/07/22		CL 227	24.18
10634	S	999999	11.37	10/07/22		CL 228	11.37
10635	S	999999	44.85	10/07/22		CL 229	44.85
10636	S	113 Ditch Witch West	56.44	10/11/22		CL 238	56.44
10637	S	51 BILLINGS/CITY OF (WATER-WASTE	423302.10	10/11/22		CL 239	423302.10
10638	S	135 EXECUTIVE CLEANING CO., INC.	807.30	10/11/22		CL 235	807.30
10639	S	184 HENDRICKSON LAW FIRM, P.C.	385.43	10/11/22		CL 233	385.43

10/17/22  
13:45:44

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Gross Receipts  
For the Accounting Period: 10/22

Page: 2 of 2  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
10640	S	201 INTERSTATE ENGINEERING, INC.	32059.64	10/11/22	_____	CL 230	32059.64
10641	S	279 MORRISON MAIERLE, INC.	455.00	10/11/22	_____	CL 236	455.00
10642	S	298 NORTHWESTERN ENERGY	2337.22	10/11/22	_____	CL 237	2337.22
10643	S	366 SUSAN SWIMLEY	1232.00	10/11/22	_____	CL 232	1232.00
10644	S	391 TVETENE TURF	31.50	10/11/22	_____	CL 231	31.50
10645	S	416 WESTERN OFFICE EQUIPMENT, INC.	160.00	10/11/22	_____	CL 234	160.00
Total for Claim Checks			574966.50				
Count for Claim Checks			30				

\* denotes missing check number(s)

# of Checks: 30                      Total: 574966.50

BILLINGS HEIGHTS WATER DISTRICT  
Quarterly Income Statement  
For the Year 2022-2023

Fund Description	FUND	Account	Account Description	Object	Object Desc	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Water		5210 0		343021		-2,123,435.12				-2,123,435.12	4,795,496.00	6,918,931.12
Water		5210 0		343023		-720.00				-720.00		720.00
Water		5210 0		343026		-172,380.75	-3,660.28			-176,041.03	184,000.00	360,041.03
Water		5210 0		343027		40,674.64	-350.00			40,324.64	396.00	-39,928.64
Water		5210 0		343028							187,835.00	187,835.00
Water		5210 0		343300		-1,465.07				-1,465.07	107,176.00	108,641.07
Water		5210 0		343380		-800.00				-800.00	314.00	1,114.00
Water		5210 0		343810							535,182.00	535,182.00
Water		5210 0		369899		4,253.96				4,253.96		-4,253.96
Water		5210 430100	Cost of Good Sold	899	Water Purchased	992,455.23	423,128.44			1,415,583.67	2,844,229.00	1,428,645.33
Water		5210 430520	Water	110	Salary	159,968.98	24,580.14			184,549.12	590,160.00	405,610.88
Water		5210 430510	Administrative	112	Directors Fees	2,050.00	900.00			2,950.00	11,400.00	8,450.00
Water		5210 430520	Water	114	Salary - Bonus						2,000.00	2,000.00
Water		5210 430520	Water	141							8,426.00	8,426.00
Water		5210 430520	Water	142	FICA - SS/Medicare	12,242.99	1,880.34			14,123.33	45,562.00	31,438.67
Water		5210 430520	Water	145	Unemployment	1,256.44	15.07			1,271.51	3,545.00	2,273.49
Water		5210 430520	Water	146	Workers Comp	2,815.05				2,815.05	13,150.00	10,334.95
Water		5210 430520	Water	147	Retirement Benefits	15,723.42	1,763.54			17,486.96	55,840.00	38,353.04
Water		5210 430520	Water	148	Employee Insurance	51,777.51	8,629.48			60,406.99	227,732.00	167,325.01
Water		5210 430520	Water	149	Payroll Taxes						5,745.00	5,745.00
Water		5210 430520	Water	211	Office Supplies & Equip	500.00				500.00	24,342.00	23,842.00
Water		5210 430520	Water	221	Operating Supplies	920.84	160.00			1,080.84	6,000.00	4,919.16
Water		5210 430520	Water	222	Lab and Medical Supplies	302.00				302.00	262.00	-40.00
Water		5210 430520	Water	226	Clothing & Uniforms	623.50				623.50	800.00	176.50
Water		5210 430520	Water	231	Gas, Oil, Fuel	7,495.13	1,076.13			8,571.26	14,058.00	5,486.74
Water		5210 430520	Water	233	Machinery & Equip Parts	12,762.33	56.44			12,818.77	20,000.00	7,181.23
Water		5210 430520	Water	236	Water Main & Line Repair	7,587.97	322.10			7,910.07	67,042.00	59,131.93
Water		5210 430520	Water	241	Consumable Tools	1,125.89				1,125.89	2,500.00	1,374.11
Water		5210 430520	Water	243	Safety Supplies						1,615.00	1,615.00
Water		5210 430520	Water	311	Communication & Postage	6,844.15				6,844.15	25,643.00	18,798.85
Water		5210 430520	Water	321	Printing & Forms	1,525.35				1,525.35	2,999.00	1,473.65
Water		5210 430520	Water	331	Subscriptions & Legal Not	650.00				650.00	1,916.00	1,266.00
Water		5210 430520	Water	335	Memberships & Dues	2,055.00				2,055.00	2,589.00	534.00
Water		5210 430520	Water	339	Certification Renewals	140.00				140.00	7,617.00	7,477.00
Water		5210 430520	Water	341	Electricity	14,507.01	2,337.22			16,844.23	41,712.00	24,867.77
Water		5210 430520	Water	342	Gas	210.79	68.95			279.74	2,493.00	2,213.26
Water		5210 430520	Water	343	Sewer	174.60	173.66			348.26	633.00	284.74
Water		5210 430520	Water	344	Telephone & Internet Acce	730.50	157.74			888.24	3,831.00	2,942.76
Water		5210 430520	Water	345	Cell Phone	686.58	210.08			896.66	2,811.00	1,914.34
Water		5210 430520	Water	346	Elm-Utilities Underground	1,623.43	416.05			2,039.48	3,031.00	991.52
Water		5210 430520	Water	347	Permits						1,129.00	1,129.00
Water		5210 430520	Water	348	Billings Alarm						623.00	623.00
Water		5210 430520	Water	349	Quality Testing	1,440.00				1,440.00	7,662.00	6,222.00
Water		5210 430520	Water	351	Legal Fees	1,772.10	1,617.43			3,389.53	11,220.00	7,830.47
Water		5210 430520	Water	352	Accounting Fees	92.51				92.51	18,000.00	17,907.49
Water		5210 430520	Water	353	Engineering Fees						70,695.00	70,695.00
Water		5210 430520	Water	355	Data Processing Services	10,779.72	816.68			11,596.40	50,000.00	38,403.60
Water		5210 430520	Water	361	Repair & Maint. Contract	5,052.37	807.30			5,859.67	53,907.00	48,047.33
Water		5210 430520	Water	363	Meters Repair & Maintenanc	17,491.95	7,247.63			24,739.58	60,000.00	35,260.42
Water		5210 430520	Water	366	Building Maintenance	644.02				644.02	6,296.00	5,651.98
Water		5210 430520	Water	371	Travel & Lodging						633.00	633.00
Water		5210 430520	Water	381	Training & Tuition	138.12				138.12	451.00	312.88
Water		5210 430520	Water	411	Concrete	2,400.00				2,400.00	2,741.00	341.00
Water		5210 430520	Water	451	Gravel & Sand	1,494.82	27.75			1,522.57	3,000.00	1,477.43
Water		5210 430520	Water	471	Asphalt & Cold Mix	4,744.50				4,744.50	14,973.00	10,228.50
Water		5210 430520	Water	510	Business Insurance	12,910.00				12,910.00	112,258.00	99,348.00
Water		5210 430520	Water	533	Equipment Rental						475.00	475.00
Water		5210 430520	Water	555	Bank Service Charges	1,315.25				1,315.25	6,000.00	4,684.75
Water		5210 430520	Water	591	Taxes	1,003.92	1,027.30			2,031.22	4,408.00	2,376.78
Water		5210 430520	Water	592	DEQ Service Connection Fe						12,226.00	12,226.00
Water		5210 430520	Water	810	Losses (Bad Debt)						1,497.00	1,497.00
Water		5210 430520	Water	890	Miscellaneous						1,840.00	1,840.00
Water		5210 430510	Administrative	892	Bank Reconciliation-Cash	-3,776.35				-3,776.35		3,776.35
Water		5210 371010	Investment Earnings			-221.36				-221.36	124,564.00	124,785.36
Water		5210 490500	Debt Service	620	Interest						12,199.00	12,199.00
Water		5210 490700	Capital Improvements	353	Engineering Fees	127,515.02	32,059.64			159,574.66		-159,574.66
Water		5210 490700	Capital Improvements	930	Capital Outlay-Improvement	173,014.38				173,014.38		-173,014.38
Water		5210 490700	Capital Improvements	940	Capital Outlay-Building &		102,459.41			102,459.41		-102,459.41
Water		5210 490700	Capital Improvements	970	Project Engineering						830,000.00	830,000.00

## METER SIZES SUMMARY

Data for Meter Sizes as of 10/14/2022 Metered Accounts Only  
Primary Accounts Only

Meter Size	Count
0.625	8
0.625P	292
0.75	4955
0.75P	49
0.75S	37
1.00	438
1.00P	54
1.50	76
1.50P	25
2.00	49
2.00P	10
3.00	9
4.00	15
4.00P	4
6.00	8
6.00P	3
8.00	3

Total Count: 6035



# Offer Sheet-Client Use

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*report as of 10/14/2022*

*Prepared for*

**Board of Directors**  
COUNTY WATER DIST. BILLINGS HEIGHTS

*Presented by*

**Steve Knudson, CFP**  
(406)252-3068  
knudsons@stifel.com

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Offerings

CUSIP Asset	Curr Face	Mdy / S&P (Underlying)	Issue Description	Coupon Maturity	Price Duration	Px To	Date	Yield	ATY	TEY	Principal Accrued	Net Amount	Settlement
20402PAM8 CD	249	FedFIS 1.99	COMMUNITY RESOURCE BK MN FDIC Cert #: 5219	4.350% 10/13/2026	99.132 3.615	Next Call Maturity Curr Yield	04/13/2023 10/13/2026 -	6.190% 4.590% (w) 4.388%	3.899% 2.891%	6.190% 4.590%	\$246,838.68 148.38	\$246,987.06	10/18/2022
Callable   Death Put     CMNTBK   Semi-Annual Pay													
316077EM4 CD	250	FedFIS 2.74	FIDELITY CO-OPERATIVE BK FIT FDIC Cert #: 26451	4.700% 10/26/2026	100.000 3.642	Next Call Maturity Curr Yield	04/26/2023 10/26/2026 -	4.700% 4.700% (w) 4.700%	2.961% 2.961%	4.700% 4.700%	\$250,000.00 0.00	\$250,000.00	10/26/2022
Callable   Death Put     FIDCOP   Monthly Pay													
52470QCS1 CD	185	FedFIS 1.88	LEGACY BANK & TRUST CO FDIC Cert #: 22319	4.500% 10/28/2026	100.000 3.656	Next Call Maturity Curr Yield	01/28/2023 10/28/2026 -	4.500% 4.500% (w) 4.500%	2.835% 2.835%	4.500% 4.500%	\$185,000.00 0.00	\$185,000.00	10/28/2022
Callable   Death Put     LEGBKT   Monthly Pay													

Includes all positions with recognized CUSIP. For preferred securities, # of shares is displayed instead of current face value, which is represented in thousands (000).  
The (w) in the Yield column indicates which yield value is the Yield to Worst (YTW).  
Duration and convexity figures represent modified duration to worst.  
ATY/TEY calculations use a Fed Tax rate of 37.00%, a Cap Gains Tax rate of 20.00%, a State of N/A, and a State Tax rate of 0.00% .

## INVESTMENTS COMING DUE IN 2023

### FY 22-23

NOVEMBER	\$202,624	11/21
JANUARY	\$50,481.00	1/11
FEBRUARY	\$252,997.50	2/7
	<u>\$100,000</u>	2/2
	<b>\$606,102.50</b>	

### FY 23-24

JULY	\$92,000	7/11
	\$40,511.60	7/17
AUGUST	\$202,414	8/7
	\$250,000	8/14
SEPTEMBER	\$49,779	9/13
	\$213,175.20	9/25
OCTOBER	\$100,195.92	10/4
	\$194,374	10/23
DECEMBER	\$151,596	12/13
APRIL	\$191,012	04/22
	\$250,000	04/22
	\$250,000	04/23
	\$250,000	04/29
	<u>\$250,000</u>	04/29
	<b>\$2,485,057.72</b>	

# Managers Report

October 2022

1. Liquid Engineering tank cleaning and inspection last done in 2018. We are at the 5-year mark next year. Signed quote to reserve our spot for the fall of 2023 schedule for all three reservoirs to be completed. Quote was \$15,585.00
2. Raftelis rate and CIP update. See attached.
3. Derek Weis to attend fall water school to prep and take certification exam in Bozeman October 27-29<sup>th</sup>.
4. Chlorination project update. As previously stated, the station went online the 16<sup>th</sup> of September and is in operation. It is in the final phase of completion. See Attached.
5. We need to take a look at getting rid of the deposit requirement when setting up an account. This is an outdated burden and bookkeeping nightmare to maintain. I would like the board to consider dropping the requirement and we would credit each account back with their deposit. We could do a notification on the October bills or send a postcard flier if necessary as well as posting the information on the Facebook page and website.
6. Engineering and project clarification. Each engineering project that is outside of the normal operations such as hydraulic modeling, GIS updates etc. is assigned a task order. Each task order comes with an engineering estimate for the project it outlines. Each task order is then brought to the board for approval before I sign the task order.
7. Street opening permit issue. I spoke on the phone with Mac Fogelson of the City of Billings engineering department and am hoping to hear back to resolve the issue.

## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Water System Improvements Project  
Chlorine Disinfection Residual Management  
Hilltop, Lanier, and Oxbow Potable Water Storage Reservoirs  
Project Update for Construction September 15<sup>th</sup> to October 12<sup>th</sup>, 2022  
October 12<sup>th</sup>, 2022  
IE No. Y21-00-018.01(45)

**OXBOW RESERVOIR SITE** – Since the previous update, IXOM Watercare (IXOM) has completed the installation and commissioning of the tank mixers and the ResidualHQ (RHQ) chlorination booster skid at the Oxbow Reservoir. The system is currently operational and functioning as intended.

MicroComm, in turn, has completed its integration of the new monitoring components (as available) into the existing SCADA system managed by the District. Minor integration of incomplete components remains and is pending final material deliveries/installation by the General Contractor.

Both IXOM and MicroComm have provided on-site training to the District's staff for the new components and operation of the system. This training was completed on Thursday, September 15<sup>th</sup>, 2022.

Western Municipal Construction (Western) and its subcontractors are working to finalize several contract items relative to the completion of the building construction. Material and equipment deliveries continue to present logistical challenges due to the availability of some of the materials. Items that are currently preventing substantial completion include: interior and exterior lights, electric unit heaters, exhaust fan and corrosion-resistant ductwork, and corrosion-resistant doors.

Beartooth Holding & Construction, LLC (BHC), Billings, MT, the building/plumbing subcontractor, has received the permanent, corrosion-resistant doors and will install them once the final coating (a combination of epoxy primer and polyurethane topcoat) is applied and cured. This is anticipated to be completed over the course of the next week.

Canyon Electric (Canyon), Billings, MT, the electrical subcontractor, is awaiting the delivery of the interior and exterior lights for the building. The vapor-tight shroud necessary for corrosion protection has caused the material delay, however, delivery is anticipated within the next week and installation will commence shortly thereafter.

Empire Heating and Cooling (Empire), Billings, MT, the HVAC subcontractor, has noted material delays in several of the components within their scope. Delivery for the specified exhaust fan for the building has been delayed by the manufacturer/distributor and currently has an anticipated delivery date for February 2023. However, an alternate unit with a substantially shorter lead is currently being considered by IMEG (MEP subconsultant) for equivalency to aid in expediting this item. The proposed alternate has a lead time of approximately one week. The fiberglass ductwork for the building currently has an anticipated delivery near the end of October (no firm date has been provided by the manufacturer). Finally, the electric heaters have an anticipated delivery between October 20<sup>th</sup> and October 25<sup>th</sup> and will be installed upon receipt. As fall weather is approaching, temporary heating measures for the building will be implemented by Western Municipal to prevent equipment and stored chemicals within the building from freezing.



Upcoming activities planned for the next few weeks include:

- 1) Installation of the corrosion-resistant doors, thresholds, and associated hardware.
- 2) Installation of the permanent LED light fixtures within the chlorination building and exterior, photocell operated lights over the entry doors.
- 3) Installation of the electric unit heaters within the chlorination building.
- 4) Installation of the fiberglass ductwork (long-lead time item) for the exhaust fan located in the sodium hypochlorite storage room. Ductwork is anticipated to arrive at the end of October.
- 5) General site clean-up and minor finishes for items identified during commissioning/start-up.
- 6) Once the remaining contract items identified above are complete, Interstate Engineering will coordinate a Substantial Completion walkthrough with District staff and the General Contractor (Western) to identify potential punch-list items that will need to be addressed prior to final completion of the project.

**HILLTOP AND LANIER RESERVOIR SITES** – IXOM has installed and commissioned the mixers in both the Hilltop and Lanier Reservoirs. MicroComm has completed the SCADA integration at both sites. Both sites are currently functioning as intended. A new aluminum access hatch was installed on the Hilltop tank.

**MISCELLANEOUS/ADDITIONAL WORK** – During the start-up/commissioning of the RHQ skid and MicroComm monitoring, it was discussed that additional monitoring capabilities for the supply and return plumbing heat trace controllers would be beneficial. Canyon Electric will install additional conduit/wiring to implement this monitoring capability. This addition will be completed using the Miscellaneous Work Allowance bid item.

## PROGRESS PHOTOS



1 – RESIDUAL HQ CHLORINATION SKID CONTROL PANEL.



2 – PRIMARY HATCH AT OXBOW RESERVOIR.





**3 – SAFETY SHOWER AND EYEWASH STATION AT OXBOW**



**4 – ELECTRICAL CONNECTIONS AT NEW HILLTOP HATCH FOR MIXER**

If you have any questions regarding the project, I can be reached at 406-489-3410. Eric can be reached at 406-256-1920.

Sincerely,

Lowell J. Cutshaw, PE

Eric Ler, PE

c: Peyton Brookshire, Manager, CWDBH; Josh Simpson, Assistant Manager, CWDBH; Brad Boehm, Interstate Engineering

[https://interstateengineering.sharepoint.com/sites/Y21-00-018CWDBHChlorination/Shared Documents/General/45\\_Proj Updates/2022 10 12 Project Update.docx](https://interstateengineering.sharepoint.com/sites/Y21-00-018CWDBHChlorination/Shared Documents/General/45_Proj Updates/2022 10 12 Project Update.docx)

Hi Peyton,

Thanks for the reminder. Please see below for the updated schedule including completed items as well as the next steps.

- Completed items
  - Financial Planning Workshop held with District staff and Interstate team on August 2<sup>nd</sup>, 2022
  - Cost of Service, Capital Recovery Fee, and Rate Design Workshop held with District staff and Interstate team on October 13<sup>th</sup>, 2022
- Active items
  - Finalize financial plan, cost of service, capital recovery fee, and rate design alternatives in October and November
  - Present study findings and recommendations to the Board at the November Board meeting
    - Information only with no formal action being taken
    - Receive feedback on capital recovery fee recommendations and rate structures recommendations while the rates themselves may change
  - Study report completed and issued in December 2022 or January 2023
    - Draft report will be updated as a final report in Spring 2023 once the city 7/1/23 and 7/1/24 rate adjustments are provided.
  - Update results to incorporate City increases in April / May 2023
  - Provide notice to customers regarding rate change following statutory requirements in advance of the public hearing where the Board will be voting for rates
    - May or June public hearing depending on timing of City report
  - Rate implementation and effective date anticipated as August 1, 2023
    - If we can implement July 1, 2023, we will accelerate the timing



**Proposal Number  
57723**

Please reference the Proposal  
Number above on all Purchase  
Orders issued.

**Costing**

**Cleaning / Inspection & Reporting**

**\$ 15,585.00**

Pricing above is based on 100% scheduling cooperation.

**It is the client's responsibility to ensure all transmitting antenna that create unsafe working conditions for LEC employees are deenergized prior to the start of LEC operations in accordance with OSHA Non-Ionizing Radiation protection guidelines as found in 29 CFR 1910.97.**

*(Prior written approval will be obtained from Client's Authorized Representative for any additional charges outside the Scope described herein).*

1. Bottom sediment in excess of three inches or cubic yards stated above will be removed at \$42.00 per cubic yard.
2. Debris removal in excess of one hour per tank will be charged at a rate of \$425.00 per hour.
3. Unscheduled delays, which are a direct result of the utility's obligations (i.e. access and water level), may incur standby/mobilization charges.
4. Access requiring portable set-up (i.e. truck only), will incur an additional setup/tear-down charge.

*Pricing above does not include Local, State or Franchise Taxes - if any.*

This Proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of Client and LEC hereby represent and certify that they are fully empowered to bind the respective parties to this Contract. Client acknowledges that payment for onsite work is due and payable **Net 30 upon completion of on site work**. Progress billing will be applied on any contract whose duration is longer than ten (10) days. A finance charge on past-due accounts is computed at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

In the event Liquid Engineering Corporation is required to bring suit to enforce its rights under this Agreement, to collect any and all payments due and owing under this Agreement, or to otherwise determine, protect or enforce its rights and remedies under the Agreement or at law or equity, Liquid Engineering Corporation will be entitled to recover from the client its reasonable attorney's fees, expert fees, costs and expenses incurred in connection therewith.

**Billings Heights Water**  
1540 Popelka Drive  
Billings, MT 59105

**LIQUID ENGINEERING CORPORATION**  
P.O. Box 80230  
Billings, MT 59108

Accepted & Agreed per Costing Breakdown  
Attached Hereto and by Reference Included Here Under

(800) 438-2187 Voice / (406) 651-0120 Fax

By: 

By:  - Fred Muller

Title: ASSISTANT MANAGER

Title: **President**

Date: 9-26-22

Date: **September 22, 2022**

Note: This proposal may be withdrawn if not accepted within 90 days from the above LEC signature date.





Proposal Number  
**57723**

Please reference the Proposal  
Number above on all Purchase  
Orders issued.

Billing / Invoice Requirements

Please return Accounting / Billing information to Fax – (406) 651-0120 or [web@liquidengineering.com](mailto:web@liquidengineering.com)

Customer Name: Billings Heights Water, MT

\_\_\_\_\_

Contact for Accounting/Billing

Name: PEYTON BROOKSHIRE Title: GENERAL MANAGER

Phone: 406-252-0539 EXT. 3

Preferred Delivery Method: ☐ Fax, ☒ Email, ☐ Postal Mail ☐ Other \_\_\_\_\_

Is a Purchase Order required? ☐ Yes, ☒ No (Please forward PO when issued)

Fax: \_\_\_\_\_

Email: peyton@heightswaterdistrict.com

Address 1540 POPPLEN DR

City BILLINGS State MT Zip Code 59105

Additional Notes/Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

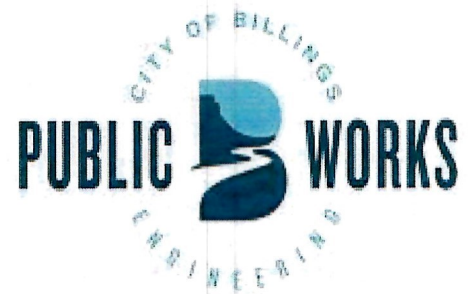
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# CITY OF BILLINGS ENGINEERING DIVISION

2224 Montana Ave  
Billings, MT 59101  
(406) 657-8307 Fax (406) 237-6291



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS  
1540 POPELKA DR  
BILLINGS MT 59105



Bill Date: 09/01/2022  
Invoice #: 201977939  
DUE DATE: 09/16/2022  
Account Number: 101241

Date	Description	Qty	Unit Price	Total
	PREVIOUS BALANCE			0.00
08/31/2022	2022-08-10 ENG-22-03089, 1052 WILOMA DR, ENG - 1 EXCAVATION - UTILITY SERVICE	1	245.00	245.00
08/31/2022	2022-08-10 ENG-22-03089, 1052 WILOMA DR, ENG - 2.1 SURFACE - ASPHALT	1	200.00	200.00
08/31/2022	2022-08-10 ENG-22-03093, 442 KUHLMAN DR, ENG - 1 EXCAVATION - NON-UTILITY	1	340.00	340.00
08/31/2022	2022-08-10 ENG-22-03093, 442 KUHLMAN DR, ENG - 2.1 SURFACE - ASPHALT	1	200.00	200.00
Total Amount Due Upon Receipt				<b>\$985.00</b>

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

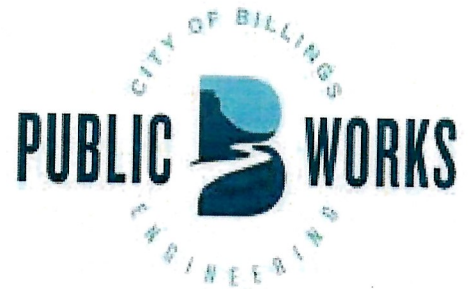
COUNTY WATER DISTRICT OF BILLINGS HEIGHTS  
TYPE: Engineering Permit  
ACCOUNT: 101241  
STATEMENT: 201977939  
AMOUNT DUE: \$985.00  
TERMS: Net 30 Days  
Tax ID# 81-6001237

DATE: 09/01/2022 DUE DATE: 09/16/2022  
MAKE CHECK PAYABLE & REMIT TO:

City of Billings  
2224 Montana Avenue  
Billings, MT 59101

# CITY OF BILLINGS ENGINEERING DIVISION

2224 Montana Ave  
Billings, MT 59101  
(406) 657-8307 Fax (406) 237-6291



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS  
1540 POPELKA DR  
BILLINGS MT 59105

Bill Date: 10/03/2022  
Invoice #: 203344413  
DUE DATE: 10/18/2022  
Account Number: 101241

Date	Description	Qty	Unit Price	Total
	PREVIOUS BALANCE			985.00
Total Amount Due Upon Receipt				<b>\$985.00</b>



PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

COUNTY WATER DISTRICT OF BILLINGS HEIGHTS  
TYPE: Engineering Permit  
ACCOUNT: 101241  
STATEMENT: 203344413  
AMOUNT DUE: \$985.00  
TERMS: Net 30 Days  
Tax ID# 81-6001237

DATE: 10/03/2022 DUE DATE: 10/18/2022  
MAKE CHECK PAYABLE & REMIT TO:

City of Billings  
2224 Montana Avenue  
Billings, MT 59101





**BOARD OF DIRECTORS**

*Ming Cabrera*

*President*

*David Graves*

*Vice President*

BRANDON HURST

LAURA DRAGER

TOM ZURBUCHEN

**GENERAL MANAGER**

PEYTON BROOKSHIRE

September 9<sup>th</sup>, 2022

City of Billings  
Engineering Division  
2224 Montana Ave  
Billings, MT 59101

RE: Invoice #201977939

I am writing in regards to the invoice our office received dated September 1<sup>st</sup>, 2022 for two excavation permits from August of this year. The district did not submit any such permits for these excavations. I was under the impression this matter had been clarified many months ago but it appears some confusion still exists. As you are aware the County Water District of Billings Heights is a governmental entity and is granted access to the right of way by legal statute which I have included. **7-13-2220. Right-of-way across state lands. The right-of-way is given, dedicated, and set apart to locate, construct, and maintain district works over and through any lands which are the property of this state, and the district has the same rights and privileges relating to the right-of-way as are granted to municipalities.** The district does not have an interlocal agreement with the City of Billings. The City of Billings has no legal standing or authority to supersede state law to require or charge the district for street opening permits.

The district is open to being a cooperative partner in the communication between our agencies and would be happy to meet and discuss a practical solution on this particular issue if necessary. It is our hope that we can continue to have a good working relationship going forward. The district will continue to maintain its water system in compliance with state law and will not be remitting payment for this invoice or any future work done in the right of way.

Sincerely,

Peyton Brookshire  
General Manager  
County Water District of Billings Heights