



## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

### Board of Directors Meeting Minutes

November 16<sup>th</sup>, 2022 at 5:58 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: Frank Ewalt, Wesley Dunn, Mike Macki, Butch Bailey, and Evelyn Pyburn (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 Comment: Peyton reads a letter from Mark Gillett regarding problems he sees with his water bill.

Laura moves to pass the consent agenda Brandon seconds.

Tom: Says Stifel Statements and October Payables are missing and page 3 of 4 is missing.

Peyton: The Stifel statement had just arrived the day before. Page 3 of 4 is blank because our software program leaves it blank.

Laura amends motion to approve all but item 5. Dave seconds. Ming, Brandon Dave, and Laura Approve. Tom opposed.

Changes were discussed about the by-laws regarding the board seats, terms, the nominations and start of terms were clarified. Also, the expectation and restrictions of the board of directors. They did ask that B) be removed from the by-law revision. B) *With the exception of investigations and grievances, all dealings and communications with District employees under the direction and supervision of the General Manager, must be done solely through the General Manager or, in his absence, the Assistant Manager.*

Need more policies for the GM updated.

Removing the Deposits on file with the Heights Water District customers. This is a large accounting issue and the Water District does not have a bad debit issue that would require this to continue. The message will be placed on the November bill that the deposit will be credited to the December bill. This also eliminates fraud by sending out less checks in the mail.

Tom makes a motion to discontinue the deposit and to refund all existing deposits to account. This will be a credit on the bill. Tom amended his motion to adopt the motion as written. Dave seconds. All approved.

Insurance plan increased by 5.5% which was an age-related increase. Guardian had a slight increase of under \$100 overall.

Laura makes motion to renew the insurance plans. Ming seconds: All Approved.

Workers Compensation refund of \$2322.32. Peyton would like this to be distributed to all employees equally. Dave makes a motion to divide up the worker comp refund among the employees. Laura seconds. All Approved

Task order #28 Northwest Transmission Main. This project will alleviate any potential issues for the western area and the Alexander sub-division. Budget was estimated higher due to needing some testing and more in-depth P. E.R. which were not required for this project. We estimated approximately \$230,000 over the final bill.

Butch: asks about the permit for Bar 11 to Sagebrush. Peyton says that requires an RSID.

Dave makes a motion to approve the task order #28 Laura seconds. All approved.

Chlorination project report: walk through was done on Tuesday. There were a couple of plumbing things that need to be taken care of and a lot of clean up. There will be another walk through once those items are addressed. Then final payment will be issued.

Presentation by Raftelis and Interstate Engineering date discussed estimated for December 8<sup>th</sup> weather permitting. Time will be posted on the website.

Treasure's Report:

Gross income \$1, O&M \$258,911.46, Payroll \$176,185.53 Sweep \$278,562.37 Total \$713,660.63

O&M has been closed and fund will be moved to the Sweep account.

Total investments with Stifel \$6,222,340.12

Savings account interest earned in October \$127.99 Total Interest earned in 2022 \$361.28

Summers Mcnea will be in November 30<sup>th</sup> and December 1<sup>st</sup> to wrap up the audit.

Mike asked about the fraud on the O&M account.

Laura said a board member had required us to put copies of our checks in our agenda packets which were posted to our website and the information was taken from there.

Next Meeting December 15<sup>th</sup> 2022 @ 6:00PM By-laws Meeting December 6<sup>th</sup> 2022 @ 11:00 AM

Meeting Adjourned 7:24PM

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Recording Secretary, Jennifer Burnside

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Board President, Ming Cabrera

FIRST INTERSTATE BANK  
PO BOX 31438  
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COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
GROSS INCOME ACCT  
1540 POPELKA DR  
BILLINGS MT 59105-4468

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36  
41

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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 .....			10/31/22	1.00
METAVANTE CORP BILL PAYMT 2803200		344.25	11/01/22	345.25
IPAY SOLUTIONS BILL PMT BILL PMT		416.52	11/01/22	761.77
MERCHANT BANKCD DEPOSIT 496391735883		540.64	11/01/22	1,302.41
CHECKFREE COUNTY WAT XXXXXX5397		973.07	11/01/22	2,275.48
CHECK(S) 1,938.29			11/01/22	337.19
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXXXXXX4167		233.81	11/01/22	571.00
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167	570.00		11/01/22	1.00
DEPOSIT		3,577.15	11/02/22	3,578.15
DEPOSIT		3,950.31	11/02/22	7,528.46
DEPOSIT		4,027.24	11/02/22	11,555.70
DEPOSIT		4,725.62	11/02/22	16,281.32
DEPOSIT		6,134.18	11/02/22	22,415.50
DEPOSIT		34,700.82	11/02/22	57,116.32
METAVANTE CORP BILL PAYMT 0901500		662.37	11/02/22	57,778.69
IPAY SOLUTIONS BILL PMT BILL PMT		1,808.80	11/02/22	59,587.49
CHECKFREE COUNTY WAT XXXXXX5397		3,238.84	11/02/22	62,826.33
MERCHANT BANKCD DEPOSIT 496391735883		5,078.43	11/02/22	67,904.76
County Water Dis Morrison M XXXXX1683				
	570.00		11/02/22	67,334.76
CHECK(S) 41.63			11/02/22	67,293.13
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167	67,292.13		11/02/22	1.00
DEPOSIT		2,611.61	11/03/22	2,612.61
DEPOSIT		4,538.10	11/03/22	7,150.71
METAVANTE CORP BILL PAYMT 16654-00		691.11	11/03/22	7,841.82
IPAY SOLUTIONS BILL PMT BILL PMT		2,021.37	11/03/22	9,863.19
CHECKFREE COUNTY WAT XXXXXX5397		3,239.36	11/03/22	13,102.55
MERCHANT BANKCD DEPOSIT 496391735883		3,402.89	11/03/22	16,505.44
* * * C O N T I N U E D * * *				

FIRST INTERSTATE BANK  
PO BOX 31438  
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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) 1,356.95			11/03/22	15,148.49
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167	15,147.49		11/03/22	1.00
DEPOSIT		22.18	11/04/22	23.18
DEPOSIT		2,906.59	11/04/22	2,929.77
DEPOSIT		3,167.54	11/04/22	6,097.31
DEPOSIT		3,187.57	11/04/22	9,284.88
DEPOSIT		16,979.72	11/04/22	26,264.60
METAVANTE CORP BILL PAYMT 2305800		443.77	11/04/22	26,708.37
IPAY SOLUTIONS BILL PMT BILL PMT		985.95	11/04/22	27,694.32
MERCHANT BANKCD DEPOSIT 496391735883		2,524.61	11/04/22	30,218.93
CHECKFREE COUNTY WAT XXXXXX5397		2,895.92	11/04/22	33,114.85
RETURNED DEPOSITED ITEM 22.18			11/04/22	33,092.67
WEX INC FLEET DEBI 9100009036252				
	1,685.59		11/04/22	31,407.08
CHECK(S) 36.25			11/04/22	31,370.83

TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	31,369.83		11/04/22	1.00
DEPOSIT		2,518.73	11/07/22	2,519.73
DEPOSIT		2,986.78	11/07/22	5,506.51
DEPOSIT		3,926.06	11/07/22	9,432.57
DEPOSIT		8,807.15	11/07/22	18,239.72
METAVANTE CORP BILL PAYMT 3008000		450.35	11/07/22	18,690.07
IPAY SOLUTIONS BILL PMT BILL PMT		528.09	11/07/22	19,218.16
CHECKFREE COUNTY WAT XXXXXX5397		1,738.21	11/07/22	20,956.37
MERCHANT BANKCD DEPOSIT 496391735883		1,993.37	11/07/22	22,949.74
MERCHANT BANKCD DEPOSIT 496391735883		3,000.26	11/07/22	25,950.00
MERCHANT BANKCD DEPOSIT 496391735883		6,956.53	11/07/22	32,906.53
CHECK(S)	10,802.82		11/07/22	22,103.71
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	22,102.71		11/07/22	1.00
DEPOSIT		3,442.07	11/08/22	3,443.07
DEPOSIT		7,226.39	11/08/22	10,669.46
METAVANTE CORP BILL PAYMT 16780-00		257.57	11/08/22	10,927.03
MERCHANT BANKCD DEPOSIT 496391735883		1,024.67	11/08/22	11,951.70
IPAY SOLUTIONS BILL PMT BILL PMT		1,237.14	11/08/22	13,188.84
CHECKFREE COUNTY WAT XXXXXX5397		2,983.87	11/08/22	16,172.71
CHECK(S)	559.83		11/08/22	15,612.88
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	15,611.88		11/08/22	1.00
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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
DEPOSIT		3,483.81	11/09/22	3,484.81
DEPOSIT		8,318.84	11/09/22	11,803.65
IPAY SOLUTIONS BILL PMT BILL PMT		779.79	11/09/22	12,583.44
METAVANTE CORP BILL PAYMT 0702700		872.61	11/09/22	13,456.05
CHECKFREE COUNTY WAT XXXXXX5397		2,225.23	11/09/22	15,681.28
MERCHANT BANKCD DEPOSIT 496391735883		2,227.25	11/09/22	17,908.53
FROM 1008 TO 2349 BY SYDNE VISSER, 1874BA, 3922JT				
		255,911.46	11/09/22	273,819.99
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	273,818.99		11/09/22	1.00
DEPOSIT		6,450.75	11/10/22	6,451.75
DEPOSIT		14,265.26	11/10/22	20,717.01
METAVANTE CORP BILL PAYMT 2401200		647.26	11/10/22	21,364.27
IPAY SOLUTIONS BILL PMT BILL PMT		1,052.06	11/10/22	22,416.33
County Water Dis Budget Bil XXXXX1683		1,219.68	11/10/22	23,636.01
CHECKFREE COUNTY WAT XXXXXX5397		3,776.12	11/10/22	27,412.13
MERCHANT BANKCD DEPOSIT 496391735883		3,820.63	11/10/22	31,232.76
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D		27,443.21	11/10/22	58,675.97
ICORP TRANSFER FROM XXXXXX1008 11/10/22 AT 8:02 SEQ				
115781669		3,000.00	11/10/22	61,675.97
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	61,674.97		11/10/22	1.00
DEPOSIT		2,560.86	11/14/22	2,561.86
DEPOSIT		2,576.50	11/14/22	5,138.36
DEPOSIT		5,996.08	11/14/22	11,134.44
DEPOSIT		16,773.15	11/14/22	27,907.59
METAVANTE CORP BILL PAYMT 28101-00		95.38	11/14/22	28,002.97
IPAY SOLUTIONS BILL PMT BILL PMT		297.90	11/14/22	28,300.87
MERCHANT BANKCD DEPOSIT 496391735883		394.09	11/14/22	28,694.96
CHECKFREE COUNTY WAT XXXXXX5397		654.82	11/14/22	29,349.78
MERCHANT BANKCD DEPOSIT 496391735883		1,571.05	11/14/22	30,920.83
MERCHANT BANKCD DEPOSIT 496391735883		2,088.90	11/14/22	33,009.73
MERCHANT BANKCD DEPOSIT 496391735883		4,787.41	11/14/22	37,797.14
ACH RETURNED ITEM R03 16757-00 292976760000033				
		24.31	11/14/22	37,772.83
NORTHWESTERN NWE BILL 1249548		33.84	11/14/22	37,738.99
Tri County Telep Phone Bill XXXXX804-3				
		153.27	11/14/22	37,585.72
NORTHWESTERN NWE BILL 1563885		289.34	11/14/22	37,296.38
* * * C O N T I N U E D * * *				

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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
NORTHWESTERN NWE BILL 0246071	388.06		11/14/22	36,908.32
NORTHWESTERN NWE BILL 0286453	744.69		11/14/22	36,163.63
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	36,162.63		11/14/22	1.00
DEPOSIT		3,381.03	11/15/22	3,382.03
METAVANTE CORP BILL PAYMT 1308600		21.08	11/15/22	3,403.11
IPAY SOLUTIONS BILL PMT BILL PMT		734.63	11/15/22	4,137.74
MERCHANT BANKCD DEPOSIT 496391735883		737.19	11/15/22	4,874.93
CHECKFREE COUNTY WAT XXXXXX5397		1,513.39	11/15/22	6,388.32
Service Charges October 2022	523.04		11/15/22	5,865.28
CHECK(S)	1,862.22		11/15/22	4,003.06
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	4,002.06		11/15/22	1.00
DEPOSIT		10,254.49	11/16/22	10,255.49
METAVANTE CORP BILL PAYMT 0414800		208.03	11/16/22	10,463.52
IPAY SOLUTIONS BILL PMT BILL PMT		325.44	11/16/22	10,788.96
CHECKFREE COUNTY WAT XXXXXX5397		811.19	11/16/22	11,600.15
MERCHANT BANKCD DEPOSIT 496391735883		1,461.01	11/16/22	13,061.16
FDMS FDMS PYMT 052-1480741-000	29.93		11/16/22	13,031.23
CHECK(S)	973.00		11/16/22	12,058.23
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	12,057.23		11/16/22	1.00
DEPOSIT		5,943.86	11/17/22	5,944.86
IPAY SOLUTIONS BILL PMT BILL PMT		56.44	11/17/22	6,001.30
METAVANTE CORP BILL PAYMT 2300300		285.12	11/17/22	6,286.42
CHECKFREE COUNTY WAT XXXXXX5397		463.24	11/17/22	6,749.66
MERCHANT BANKCD DEPOSIT 496391735883		1,866.67	11/17/22	8,616.33
Money transfer		98,177.53	11/17/22	106,793.86
Closing From <1008>, to <2349> close due to fraud				
rr2558		61,380.00	11/17/22	168,173.86
Money transfer	100,000.00		11/17/22	68,173.86
VERIZON WIRELESS PAYMENTS 057191517400001				
	210.01		11/17/22	67,963.85
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	67,962.85		11/17/22	1.00
DEPOSIT		16,433.27	11/18/22	16,434.27
METAVANTE CORP BILL PAYMT 2301600		61.88	11/18/22	16,496.15
IPAY SOLUTIONS BILL PMT BILL PMT		92.24	11/18/22	16,588.39
CHECKFREE COUNTY WAT XXXXXX5397		375.84	11/18/22	16,964.23
MERCHANT BANKCD DEPOSIT 496391735883		1,496.29	11/18/22	18,460.52
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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
County Water Dis October 19 XXXXX1683				
	850.00		11/18/22	17,610.52
CHECK(S)	1,753.89		11/18/22	15,856.63
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	15,855.63		11/18/22	1.00
DEPOSIT		7,440.72	11/21/22	7,441.72
METAVANTE CORP BILL PAYMT 16247-00		184.37	11/21/22	7,626.09
IPAY SOLUTIONS BILL PMT BILL PMT		185.86	11/21/22	7,811.95
CHECKFREE COUNTY WAT XXXXXX5397		599.28	11/21/22	8,411.23
MERCHANT BANKCD DEPOSIT 496391735883		632.60	11/21/22	9,043.83
County Water Dis Payments XXXXX1683		934.37	11/21/22	9,978.20
MERCHANT BANKCD DEPOSIT 496391735883		980.32	11/21/22	10,958.52
MERCHANT BANKCD DEPOSIT 496391735883		2,232.90	11/21/22	13,191.42
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D		11,557.28	11/21/22	24,748.70
MERCHANT BANKCD DEPOSIT 496391735883				
	43.92		11/21/22	24,704.78
CHECK(S)	955.31		11/21/22	23,749.47
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	23,748.47		11/21/22	1.00
METAVANTE CORP BILL PAYMT 16145-00		60.00	11/22/22	61.00
MERCHANT BANKCD DEPOSIT 496391735883		261.23	11/22/22	322.23
IPAY SOLUTIONS BILL PMT BILL PMT		484.47	11/22/22	806.70
CHECKFREE COUNTY WAT XXXXXX5397		731.80	11/22/22	1,538.50
CHECK(S)	17,868.31		11/22/22	16,329.81-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXXXXXX4167		16,330.81	11/22/22	1.00
DEPOSIT		405.00	11/23/22	406.00
DEPOSIT		6,889.51	11/23/22	7,295.51

METAVANTE CORP BILL PAYMT 07135-00	142.80	11/23/22	7,438.31
IPAY SOLUTIONS BILL PMT BILL PMT	254.92	11/23/22	7,693.23
CHECKFREE COUNTY WAT XXXXXX5397	658.77	11/23/22	8,352.00
MERCHANT BANKCD DEPOSIT 496391735883	1,444.09	11/23/22	9,796.09
ACH RETURNED ITEM R01 15119-00 292976860000166	26.67	11/23/22	9,769.42
ACH RETURNED ITEM R01 30157-00 292970820001103	33.78	11/23/22	9,735.64
SPECTRUM SPECTRUM 0784165	139.98	11/23/22	9,595.66
MDU PAYMENTS XXXXXX1000	161.78	11/23/22	9,433.88
CHECK(S)	50.40	11/23/22	9,383.48
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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	9,382.48		11/23/22	1.00
METAVANTE CORP BILL PAYMT 0502800		63.44	11/25/22	64.44
CHECKFREE COUNTY WAT XXXXXX5397		124.04	11/25/22	188.48
MERCHANT BANKCD DEPOSIT 496391735883		1,165.54	11/25/22	1,354.02
MERCHANT BANKCD DEPOSIT 496391735883		2,160.66	11/25/22	3,514.68
INTERSTATEENGINE WEBPAYMENT	3,993.50		11/25/22	478.82-
INTERSTATEENGINE WEBPAYMENT	13,230.29		11/25/22	13,709.11-
CHECK(S)	4,059.08		11/25/22	17,768.19-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		17,769.19	11/25/22	1.00
METAVANTE CORP BILL PAYMT 0602400		73.00	11/28/22	74.00
MERCHANT BANKCD DEPOSIT 496391735883		202.83	11/28/22	276.83
IPAY SOLUTIONS BILL PMT BILL PMT		205.00	11/28/22	481.83
CHECKFREE COUNTY WAT XXXXXX5397		321.17	11/28/22	803.00
MERCHANT BANKCD DEPOSIT 496391735883		493.49	11/28/22	1,296.49
MERCHANT BANKCD DEPOSIT 496391735883		805.39	11/28/22	2,101.88
CHECK(S)	3,486.90		11/28/22	1,385.02-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		1,386.02	11/28/22	1.00
METAVANTE CORP BILL PAYMT 11174-00		123.05	11/29/22	124.05
MERCHANT BANKCD DEPOSIT 496391735883		127.40	11/29/22	251.45
IPAY SOLUTIONS BILL PMT BILL PMT		210.04	11/29/22	461.49
CHECKFREE COUNTY WAT XXXXXX5397		262.51	11/29/22	724.00
RETURNED DEPOSITED ITEM	405.00		11/29/22	319.00
CHECK(S)	279,504.39		11/29/22	279,185.39-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		279,186.39	11/29/22	1.00
DEPOSIT		2,022.83	11/30/22	2,023.83
DEPOSIT		10,161.20	11/30/22	12,185.03
IPAY SOLUTIONS BILL PMT BILL PMT		92.70	11/30/22	12,277.73
METAVANTE CORP BILL PAYMT 16143-00		104.20	11/30/22	12,381.93
CHECKFREE COUNTY WAT XXXXXX5397		775.56	11/30/22	13,157.49
MERCHANT BANKCD DEPOSIT 496391735883		3,775.80	11/30/22	16,933.29
CHECK(S)	993.00		11/30/22	15,940.29
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	15,939.29		11/30/22	1.00
BALANCE THIS STATEMENT			11/30/22	1.00
* * * C O N T I N U E D * * *				

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

030 00012 01  
ACCOUNT: XXXXXXXXXXXX2349  
DOCUMENTS: 77

PAGE: 7  
11/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
GROSS INCOME ACCT

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
TOTAL CREDITS	(138)	1,122,500.09	MINIMUM BALANCE	1.00
TOTAL DEBITS	(79)	1,122,500.09	AVG AVAILABLE BALANCE	1.00
			AVERAGE BALANCE	1.00
YOUR CHECKS SEQUENCED				

=====				=====				=====			
DATE...	CHECK #	AMOUNT	DATE...	CHECK #	AMOUNT	DATE...	CHECK #	AMOUNT	DATE...	CHECK #	AMOUNT
11/23	10545*	50.40	11/07	10676	19.63	11/29	10694*	12.05			
11/07	10615*	23.84	11/01	10677	1,812.16	11/21	10696	46.35			
11/01	10617*	23.86	11/08	10678	18.73	11/22	10697	13.65			
11/03	10649*	1,083.80	11/03	10679	71.37	11/22	10698*	45.68			
11/03	10661	139.98	11/08	10680	275.00	11/21	10704	53.68			
11/07	10662	10,727.94	11/15	10681	1,862.22	11/22	10705	6.98			
11/04	10663	36.25	11/22	10682	17,802.00	11/29	10706	21.88			
11/01	10664*	55.24	11/18	10683	686.09	11/21	10707	46.13			
11/07	10667	31.41	11/08	10684	266.10	11/30	10708	581.00			
11/03	10668	42.95	11/16	10685	973.00	11/29	10709	299.92			
11/02	10669	41.63	11/21	10686	807.30	11/25	10710	4,059.08			
11/28	10670	45.80	11/30	10687	412.00	11/29	10711*	279,170.54			
11/01	10671*	47.03	11/18	10688*	1,067.80	11/28	10714	3,441.10			
11/03	10673*	18.85	11/21	10690*	1.85						

(\*) 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
*****			

## 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.		
<ul style="list-style-type: none"><li>Enter type of transaction (unpaid checks, deposits, and withdrawals) shown in your register and not on your statement.</li><li>Enter amount of the transaction</li><li>The BALANCE column is computed for you when you click the CALCULATE BALANCE button near the bottom of the page</li></ul>		
Transaction	Amount	Balance
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		



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

030 00012 01  
ACCOUNT: XXXXXXXXXXXX1008  
DOCUMENTS: 4

PAGE: 1  
11/30/2022

TELEPHONE:855-342-3400

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

<C> 30  
0  
4

\*\*\*\*\* F I N A L S T A T E M E N T \* \* \*

To contact your local branch call 406-255-5800

STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX1008

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			10/31/22	258,911.46
CHECK # 68697	3,000.00		11/08/22	255,911.46
CREDIT BACK CHECK # 68697 - ALTERED/FICTITIOUS		3,000.00	11/09/22	258,911.46
FROM 1008 TO 2349 BY SYDNE VISSER, 1874BA, 3922JT				
	255,911.46		11/09/22	3,000.00
ICORP TRANSFER TO XXXXXX2349 11/10/22 AT 8:02 SEQ				
115781669	3,000.00		11/10/22	.00
CHECK # 17899	15,000.00		11/10/22	15,000.00-
RETURNED CHECK# 17899, INSUFFICIENT FUNDS		15,000.00	11/14/22	.00
CHECK # 17095	60,000.00		11/15/22	60,000.00-
CHECK # 17698	1,380.00		11/15/22	61,380.00-
CREDIT BACK CHECK #17698 - ALTERED/FICTITIOUS		1,380.00	11/16/22	60,000.00-
CREDIT BACK CHECK #17095 - ALTERED/FICTITIOUS				
	60,000.00		11/16/22	.00
RETURNED CHECK# 17698, INSUFFICIENT FUNDS		1,380.00	11/16/22	1,380.00
RETURNED CHECK# 17095, INSUFFICIENT FUNDS		60,000.00	11/16/22	61,380.00
Closing From <1008>, to <2349> close due to fraud				
rr2558	61,380.00		11/17/22	.00
BALANCE THIS STATEMENT .....			11/30/22	.00
TOTAL CREDITS (6)	140,760.00	MINIMUM BALANCE		61,380.00-
TOTAL DEBITS (7)	399,671.46	AVG AVAILABLE BALANCE		125,705.73
		AVERAGE BALANCE		125,705.73
***** 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: 4

PAGE: 2  
11/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
OPERATIONAL & MAINTENANCE FUND

YOUR CHECKS SEQUENCED

DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT
11/15 17095* 60,000.00	11/10 17899* 15,000.00	
11/15 17698* 1,380.00	11/08 68697 3,000.00	

(\*) 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	\$120.00 *
*-----*			
* TOTAL RETURNED ITEM FEES:		\$90.00	\$90.00 *
*****			

Balancing Your Checking Account

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

030 00012 01  
ACCOUNT: XXXXXXXXXXXX0976  
DOCUMENTS: 0

PAGE: 1  
11/30/2022

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 .....			10/31/22	176,185.53
ASCENSUS TRUST RET PLAN 259835	11112022 1,671.05		11/10/22	174,514.48
ASCENSUS TRUST RET PLAN 259835	11112022 1,776.01		11/10/22	172,738.47
IRS USATAXPYMT 270271414258141	5,401.85		11/10/22	167,336.62
County Water Dis Payroll 11 XXXXX1683	16,858.66		11/10/22	150,477.96
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH	1,150.00		11/14/22	149,327.96
Money transfer		100,000.00	11/17/22	249,327.96
ASCENSUS TRUST RET PLAN 259835	11182022 154.81		11/18/22	249,173.15
ASCENSUS TRUST RET PLAN 259835	11182022 158.67		11/18/22	249,014.48
IRS USATAXPYMT 270272222348521	361.30		11/18/22	248,653.18
County Water Dis Payroll 11 XXXXX1683	1,954.91		11/18/22	246,698.27
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH	1,179.00		11/21/22	245,519.27
ASCENSUS TRUST RET PLAN 259835	11252022 1,640.16		11/23/22	243,879.11
ASCENSUS TRUST RET PLAN 259835	11252022 1,753.95		11/23/22	242,125.16
IRS USATAXPYMT 270272774549503	5,193.57		11/23/22	236,931.59
County Water Dis Payroll 11 XXXXX1683	16,302.25		11/23/22	220,629.34
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH	1,105.00		11/25/22	219,524.34
HEALTH CARE SERV OBPPAYMT XXXXXX5065	15,429.36		11/30/22	204,094.98
* * * 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  
11/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
PAYROLL ACCOUNT

=====

STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX0976

=====

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE THIS STATEMENT .....			11/30/22	204,094.98
TOTAL CREDITS (1)	100,000.00	MINIMUM BALANCE		149,327.96
TOTAL DEBITS (16)	72,090.55	AVG AVAILABLE BALANCE		195,300.07
		AVERAGE BALANCE		195,300.07

- - - 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
*****				*

FIRST INTERSTATE BANK  
401 N 31ST ST  
BILLINGS, MT 59101

030 00011 01  
ACCOUNT: XXXXXXXXXXXX4167  
DOCUMENTS: 0

PAGE: 1  
11/30/2022

TELEPHONE:855-342-3400

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

30  
0  
0

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To contact your local branch call 406-255-5000

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MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXX4167

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			10/31/22	278,562.37
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		570.00	11/01/22	279,132.37
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX XXXXX2349	233.81		11/01/22	278,898.56
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		67,292.13	11/02/22	346,190.69
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		15,147.49	11/03/22	361,338.18
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		31,369.83	11/04/22	392,708.01
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		22,102.71	11/07/22	414,810.72
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		15,611.88	11/08/22	430,422.60
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		273,818.99	11/09/22	704,241.59
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		61,674.97	11/10/22	765,916.56
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		36,162.63	11/14/22	802,079.19
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		4,002.06	11/15/22	806,081.25
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		12,057.23	11/16/22	818,138.48
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		67,962.85	11/17/22	886,101.33
Money transfer	98,177.53		11/17/22	787,923.80
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		15,855.63	11/18/22	803,779.43
* * * C O N T I N U E D * * *				

FIRST INTERSTATE BANK  
401 N 31ST ST  
BILLINGS, MT 59101

030 00011 01  
ACCOUNT: XXXXXXXXXXXX4167  
DOCUMENTS: 0

PAGE: 2  
11/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
HEIGHTS BILLINGS

=====

MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXX4167

=====

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		23,748.47	11/21/22	827,527.90
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX XXXXX2349	16,330.81		11/22/22	811,197.09
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		9,382.48	11/23/22	820,579.57
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX XXXXX2349	17,769.19		11/25/22	802,810.38
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX XXXXX2349	1,386.02		11/28/22	801,424.36
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX XXXXX2349	279,186.39		11/29/22	522,237.97
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		15,939.29	11/30/22	538,177.26
INTEREST		311.51	11/30/22	538,488.77
BALANCE THIS STATEMENT .....			11/30/22	538,488.77

AVERAGE LEDGER BALANCE:	665,113.61	INTEREST EARNED:	311.51
AVERAGE AVAILABLE BALANCE:	665,113.61	DAYS IN PERIOD:	30
INTEREST PAID THIS PERIOD:	311.51	ANNUAL PERCENTAGE YIELD EARNED:	.57%
INTEREST PAID 2022:	388.12		

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.

file:///N:/Scans/FIB%20Sweep%20November%202022.html[12/2/2022 11:57:06 AM]

12/07/22  
15:10:47

BILLINGS HEIGHTS WATER DISTRICT  
Check Register For Payrolls from 11/01/22 to 11/30/22

Page: 1 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed	Receipt Acct
-89949	FIT EFTPS	5401.85	11/11/22	11/22	
-89948	401K ASCENSUS	2262.35	11/09/22	11/22	
-89947	401K PS ASCENSUS	974.88	11/09/22	11/22	
-89946	401K LOAN ASCENSUS	209.83	11/09/22	11/22	
-89945	FIT EFTPS	361.30	11/17/22	11/22	
-89944	SIT MT DEPT OF REVENUE	1179.00	11/17/22	11/22	
-89943	401K ASCENSUS	223.18	11/18/22	11/22	
-89942	401K PS ASCENSUS	90.30	11/18/22	11/22	
-89941	FIT EFTPS	5193.57	11/23/22	11/22	
-89940	SIT MT DEPT OF REVENUE	1105.00	11/23/22	11/22	
-89939	401K ASCENSUS	2231.46	11/23/22	11/22	
-89938	401K LOAN ASCENSUS	209.83	11/23/22	11/22	
-89937	401K PS ASCENSUS	952.82	11/23/22	11/22	
-89936	DENTAL GUARDIAN	1829.81	11/23/22	11/22	
-89935	HEALTH INS BCBS	15429.36	11/30/22	11/22	
174	4 DAVID P BROOKSHIRE	2941.46	11/10/22	_____	
175	6 JENNIFER M BURNSIDE	1491.93	11/10/22	_____	
176	10 QUIN T FUHRMAN	1855.56	11/10/22	_____	
177	2 CLAY J MCCAFFREE	1743.92	11/10/22	_____	
178	11 SUZANNE M MCKETHEN	1253.41	11/10/22	_____	
179	1 ANDREW W REICHENBACH	1758.30	11/10/22	_____	
180	7 JOSHUA C SIMPSON	2033.61	11/10/22	_____	
181	5 DEREK WEIS	1644.07	11/10/22	_____	
182	3 COLTON S WESKAMP	2136.40	11/10/22	_____	
183	4 DAVID P BROOKSHIRE	228.56	11/18/22	_____	
184	6 JENNIFER M BURNSIDE	233.30	11/18/22	_____	

12/07/22  
15:10:47

BILLINGS HEIGHTS WATER DISTRICT  
Check Register For Payrolls from 11/01/22 to 11/30/22

Page: 2 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed	Receipt Acct
185	10 QUIN T FUHRMAN	222.40	11/18/22	_____	
186	2 CLAY J MCCAFFREE	209.50	11/18/22	_____	
187	11 SUZANNE M MCKETHEN	197.36	11/18/22	_____	
188	1 ANDREW W REICHENBACH	195.59	11/18/22	_____	
189	7 JOSHUA C SIMPSON	209.50	11/18/22	_____	
190	5 DEREK WEIS	233.30	11/18/22	_____	
191	3 COLTON S WESKAMP	225.40	11/18/22	_____	
192	4 DAVID P BROOKSHIRE	2941.46	11/23/22	_____	
193	6 JENNIFER M BURNSIDE	1491.93	11/23/22	_____	
194	10 QUIN T FUHRMAN	1793.50	11/23/22	_____	
195	2 CLAY J MCCAFFREE	1861.26	11/23/22	_____	
196	11 SUZANNE M MCKETHEN	1253.41	11/23/22	_____	
197	1 ANDREW W REICHENBACH	1703.01	11/23/22	_____	
198	7 JOSHUA C SIMPSON	2033.61	11/23/22	_____	
199	5 DEREK WEIS	1397.96	11/23/22	_____	
200	3 COLTON S WESKAMP	1826.11	11/23/22	_____	

\* denotes missing check number(s)

# of Checks:	42	Total:	72770.36	Electronic Checks:	37,654.54
				Non-electronic Checks:	35,115.82



12/07/22  
15:06:39

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Gross Receipts  
For the Accounting Period: 11/22

Page: 2 of 3  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
10714	S	241 MASTERCARD	3441.10	11/22/22	_____	CL 296	3441.10
10715	S	390 TRUE NORTH CONTRACTING LLC	1691.50	11/22/22	_____	CL 294	1691.50
10716	S	393 U. S. POST OFFICE	1809.89	11/28/22	_____	CL 301	1809.89
10717	S	24 ASCENSUS TRUST CO	792.50	11/29/22	_____	CL 307	792.50
10718	S	271 MONTANA RURAL WATER SYSTEMS	175.00	11/29/22	_____	CL 304	175.00
10719	S	271 MONTANA RURAL WATER SYSTEMS	250.00	11/29/22	_____	CL 305	250.00
10720	S	8 ACE HARDWARE/HEIGHTS	161.94	11/30/22	_____	CL 310	161.94
10721	S	265 MONTANA DEPT OF REVENUE	106.48	11/30/22	_____	CL 309	106.48
10722	S	415 WESTERN MUNICIPAL CONSTRUCTION, INC.	10541.53	11/30/22	_____	CL 308	10541.53
<b>Total for Claim Checks</b>			<b>334468.83</b>				
Count for Claim Checks			33				

\* denotes missing check number(s)

# of Checks: 33                      Total: 334468.83



12/07/22  
15:06:39

BILLINGS HEIGHTS WATER DISTRICT  
Fund Summary for Claim Check Register  
For the Accounting Period: 11/22

Fund/Account	Amount
5210 Water 101012	\$334,468.83
Total:	\$334,468.83

12/07/22  
15:08:11

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Operations  
For the Accounting Period: 11/22

Page: 1 of 2  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99862	E	279 MORRISON MAIERLE, INC.	570.00	11/02/22	11/22		
						CL 274	570.00
-99851	E	371 TCT	152.46	11/29/22	11/22		
						CL 302	152.46
Total for Claim Checks			722.46				
Count for Claim Checks			2				

\* denotes missing check number(s)

# of Checks: 2                      Total: 722.46

12/07/22  
15:08:11

BILLINGS HEIGHTS WATER DISTRICT  
Fund Summary for Claim Check Register  
For the Accounting Period: 11/22

Fund/Account	Amount
5210 Water 101010	\$722.46
Total:	\$722.46

UTILITY BILLING SYSTEM Report ID: 1041

HEIGHTS WATER DISTRICT

## METER SIZES SUMMARY

Data for Meter Sizes as of 12/13/2022 Metered Accounts Only  
Primary Accounts Only

07:47:37 - 12/13/2022

Meter Size	Count
0.625	9
0.625P	290
0.75	4963
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: 6042



## **By-Laws of the County Water District of Billings Heights**

### **ARTICLE I**

#### **Organizational Authority**

In 1957, the Montana Legislature passed the "County Water District Act," sections 16-4501 to 16-4534, R.C.M. 1947, which permits the residents of an area such as Billings Heights to create a district for the purpose of building, operating, and maintaining their own central water supply and distribution system. Pursuant to the provisions of the afore-mentioned Act, the Water District was established. Title 7, Chapter 13, Section 2203 of the Montana Code Annotated ("MCA") authorizes the formation and incorporation of county sewer and water districts pursuant to the requirements of the remainder of Parts 22 and 23 of the same Title and Chapter. The County Water District of Billings Heights ("District") was formed by mail ballot election-voted by the residents and landowners within the designated boundaries of the District located in Billings, Montana and duly conducted in accordance with MCA §7-13-2208(2)-on August 26, 1958. A Certificate of Incorporation for the District was thereafter issued by the Montana Secretary of State on August 29, 1958.

### **ARTICLE II**

#### **Name and Boundaries**

The name of the corporation is the County Water District of Billings Heights. The principal office of the District shall be located at such place as the Board of Directors may from time to time determine. The mailing address of the District is 1540 Popelka Drive, Billings, Montana 59105. The boundaries of the District are as shall be designated by the Board of Directors from time to time in accordance with all applicable laws and statutes.

### **ARTICLE III**

#### **Purpose**

The purpose of the District is to provide a safe, potable water supply via the District's distribution system within its boundaries, and to do all things necessary and proper to maintain and operate these facilities as required and allowed by Montana State law by Title 7, Chapter 13, Parts 22 and 23, MCA.

### **ARTICLE IV**

#### **Seal**

The seal of the District shall have inscribed, thereon, the words "County Water District of Billings Heights" and the District shall maintain custody of the seal.

### **ARTICLE V**

#### **Fiscal Year**

The fiscal year of the District shall begin July 1 of each year and shall end on June 30.

### **ARTICLE VI**

#### **Board of Directors**

The Board of Directors is the governing body of the district. All powers of the District, as provided by Title 7, Chapter 13, Parts 22 and 23, MCA or necessarily implied, shall be vested in the Board of Directors.

#### **Composition.**

The Board shall consist of members as prescribed by Mont. Code Ann. § 7-13-2232(1), as may be amended.

#### **Qualifications.**

Pursuant to Mont. Code Ann. § 7-13-2233, to be eligible for election or appointment to the District's Board, a person must be:

- (1) registered to vote as required by law;
- (2) 18 years of age or older;
- (3) a citizen of the United States; and
- (4) a resident of the District or an owner of real property located in the District who is a resident of the state of Montana.

### Election.

The procedure for nomination and election of members to the Board shall be as provided in Mont. Code Ann. §§ 7-13-2222 through 7-13-2258.

### Term of Office.

Except as provided herein, or by law, the term of office for directors shall be four (4) years commencing on June 1 (from the date of election).

### Vacancies.

Any vacancies on the Board, whether the vacant office is elective or appointive, shall be filled by majority vote of the remaining members of the Board. A vacancy on the Board exists according to Mont. Code Ann. § 7-13-2263 when any of the following events occur before the expiration of a member's term of office:

- (a) the member's death;
- (b) a determination pursuant to Title 53, Chapter 21, Part 1 of the Montana Code Annotated, that the member is mentally ill;
- (c) the member's resignation;
- (d) the member's removal/forfeiture of office;
- (e) the member's neglect or refusal to perform his/her required duties as a member of the Board for three (3) consecutive months, except when prevented by illness or the member's absence from the District with the Board's permission;
- (f) the member's conviction of a felony or a violation of official duties; or
- (g) the decision of a court declaring the incumbent's election or appointment void

### Meetings.

The Board shall meet on a regular basis and may hold special meetings to conduct the business of the District. Meetings shall be held at such time and place as determined by the Board. All Board meetings and the conduct of District business at said meetings shall be guided by Robert's Rules of Order, Newly Revised.

All regular and special meetings of the Board shall be open to the public subject to the requirements and exceptions set forth in Montana Code Annotated, Title 2, Chapter 3, Parts 1 and 2. Notice of Board meetings shall be published as required by Mont. Code Ann. §§ 7-1-2121 & 7-13-2275

A meeting is defined herein as the convening of a quorum of the Board members (whether in-person or electronically) to hear, discuss, or act upon any matter over which the District has supervision, control, jurisdiction, or advisory power. A majority of the Board constitutes a quorum for the transaction of District business.

### Ordinances and Resolutions.

The Board may act only through ordinances or resolutions. These must be passed with affirmative votes from at least a majority of the total members of the Board. The ayes and noes for passage of all ordinances or resolutions must be taken and included in the Board's Meeting Minutes. All ordinances and resolutions must be signed by the President of the Board and attested by the Secretary of the Board. All ordinances passed by the Board shall begin with the following enacting clause:

***"Be it ordained by the Board of Directors of the County Water District of Billings Heights as follows:"***

### Compensation.

Each member of the Board of Directors shall receive a monthly salary according to Montana law as set forth in §§ 7-13-2273. The board may elect to waive Director's compensation during development of the budget each fiscal year.

## **ARTICLE VII**

### Duties and Offices of the Board of Directors.

The Board of Directors, subject to restrictions of law and these Bylaws, shall exercise all of the powers of the District, and without prejudice to or limitation upon their general powers, it is hereby expressly provided that the Board of Directors shall have, and are hereby given full power and authority in respect to the matters set forth in Title 7, Chapter 13, Parts 22 and 23 of the Montana Code Annotated. Such power and authority shall be exercised by ordinance and resolution duly passed by the Board.

### Specific Duties.

Without prejudice to or limitation upon the general duties of the Board, the specific duties of the Board include, but are not limited to, the following:

- (a) to select, appoint, and remove any officers, or agents of the District, including the establishment of appropriate compensation and prescription of duties for all District officers, or agents;
- (b) to establish rules to govern Board proceedings;
- (c) to adopt and amend rules and regulations deemed essential or convenient for the conduct of business and/or the affairs of the district and the guidance and control of Board officers, agents, and employees;
- (d) to set adequate penalties, where necessary, for the breach of the Board's duly adopted rules and regulations;
- (e) to establish an annual financial budget for the District, including regular reviews and amendments of said budget
- (f) to complete an annual independent audit of the District's books and account; and



- (g) to review rates, charges, and taxes levied or assessed by the District as necessary, but at least bi-annually, to ensure that income and revenue will adequately meet the needs of the District's present and future budgets.

#### **Board Actions Prohibited**

Without prejudice to or limitation upon the general duties of the Board, these specific actions below are prohibited by the Board or any individual Board member:

- (a) Neither the Board, or any of its members, shall in any manner dictate the appointment or removal of any administrative officers or employees whom the General Manager, or any of his or her subordinates are empowered to hire or appoint.
- (b) Neither the board, nor any of its members will directly or indirectly insert themselves in any way into the day-to-day operations of the District or otherwise attempt to supervise, coerce, harass, or influence any employees of the District that fall under the supervision of the General Manager.
- (c) Only the Board President or his designee shall speak publicly as a representative of or on behalf of the majority of the board.
- (d) Any Board member found by a majority vote of the board to be in violation of, or having committed a violation of any one of these prohibited actions will have given implied consent to automatically forfeit their seat and voluntarily resign as a board member of the District.

#### **Election of a Board President and Vice President**

The Board of Directors shall nominate and elect by majority vote a President and a Vice President annually at the June board meeting. The President and Vice President shall then serve for a term of one (1) year commencing on July 1. Any other board created officer positions will be nominated, elected, appointed and serve following the same term listed above.

#### **Duties of the Board President**

The president shall sign all resolutions, ordinances, and contracts on behalf of the district and perform such other duties as may be imposed by the board of directors. The President shall also, when present, preside over meetings of the Board and shall convey all directives from the Board to the District's General Manager. In the case of the President's death, resignation, removal or incompetency, the Board of Directors may declare the office vacant and elect a successor.

#### **Duties of the Board Vice President**

In the President's absence, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions of the President; The Vice-President shall also perform such other duties as from time to time may be assigned to him or her by the President and/or the Board of Directors.

## ARTICLE VIII

### Offices and Duties of the Administrative Personnel.

When necessary and appropriate for the conduct of District business, the Board may create administrative offices in addition to those identified herein.

The Board shall appoint, by a majority vote, the following administrative personnel:

- (a) a general manager;
- (b) a board secretary

No members of the Board shall be eligible for appointment to these offices. The general manager and secretary shall receive compensation as the Board determines feasible and appropriate.

#### General Manager.

The general manager has full charge and control of the maintenance, operation, and construction of all works and systems of the District. The general manager has the power and authority to employ and discharge all employees and assistants, prescribe job duties, and, subject to the Board's approval, fix compensation. The general manager shall perform other duties imposed by the Board. The general manager shall report to the Board in accordance with any applicable rules or regulations adopted by the Board. In the event the General Manager position is vacated due to death, discharge, retirement or resignation, the Assistant Manager shall assume the General Manager duties until the position is filled by a majority vote of the Board.

#### Secretary

The secretary shall countersign all contracts on behalf of the District and perform such other duties as may be imposed by the Board. The secretary will be the official record keeper for the Board and shall have custody of the seal. Minutes of all Board meetings, Resolutions and Ordinances passed by the Board will be attested by the secretary. All legal documents and notices of Public Hearings that require certification of Board action will be attested by the secretary. The hiring of the secretary shall be by a contract for services.

## ARTICLE IX

### Finance and Taxation.

Regulated under rules of §7-13-2221, MCA.

#### Levy of Taxes.

The District may levy taxes to meet bond obligations and other expenses as provided by §7-13-2302 through 2310, MCA.

### Governmental Grants, Loans or Other Financial Assistance.

The District will be treated as a municipality when applying for a grant, a loan, or other financial assistance from the State.

### Public Hearing Required.

Except as provided in §7-13-2275(5), MCA, prior to the passage or enactment of an ordinance or resolution imposing, establishing, changing, or increasing rates, fees, or charges for services or facilities, the board shall order a public hearing. Notice of the public hearing must be published as provided in §7-13-2275, MCA.

## **ARTICLE X**

### Insurance.

The District shall purchase appropriate insurance as determined by the Board to protect the Board members, officers, employees, and property from any potential loss and/or loss expense. The extent and specific nature of coverage shall be reviewed by the Board and general manager on a periodic basis as deemed appropriate.

## **ARTICLE XI**

### Conflict of Interest.

**Existence of Conflict of Interest.** A conflict of interest can be presumed to exist in any instance where the actions or activities of any individual on behalf of the District also involves either an improper or unjust gain or advantage to any party or has an adverse effect on the District's interests.

**Duty of Good Faith.** All members of the Board, advisors or agents of the Board, officers, employees, and agents of the District shall act in good faith at all times with respect to the duties of their respective positions. No one shall use such position or knowledge gained therefrom in any manner which benefits the individual against the interests of the District.

**Disclosure.** Where a transaction raises any degree of doubt concerning the possible existence of a conflict of interest, the parties involved shall make a full disclosure of all facts pertaining to the transaction to the President prior to initiating the transaction.

## ARTICLE XII

### Indemnification.

No Board member, officer, agent, or employee of the District shall be individually liable for any act or omission made in the course and scope of his/her official capacity on behalf of the District so long as the individual:

- (a) Acted in good faith;
  - (b) Reasonably believed that the conduct was in the best interests of the District;
  - (c) Has not engaged in any other conduct opposed to the best interests of the District;
  - (d) Had no reason to believe that the conduct was unlawful;
  - (e) Does not derive an improper personal benefit from his/her conduct; and
  - (f) Has not engaged in conduct which constitutes willful misconduct, recklessness, or knowing violation of the law.
- (a) Was not in violation of the specific actions prohibited by the board under Article VII.

## ARTICLE XIII

### Amendments.

These Bylaws may be repealed or amended by the affirmative vote of majority of the District Board, at any regular or special meeting so long as the change does not put the District into conflict with the Montana Code Annotated or the administrative rules of the State of Montana after two reviews at regular board meetings. The board shall not have the power to change the purposes of the District, so, as to decrease its rights and powers under Montana law or to waive any requirement of bond or other provisions for the safety and security of the property and funds of the District or its users.

KNOW ALL PERSONS BY THESE PRESENTS:

The undersigned President of the Board of Directors of The County Water District of Billings Heights DOES HEREBY CERTIFY that the above and foregoing Bylaws were duly updated by the Board of Directors of the District on this the \_\_\_\_ day of \_\_\_\_\_, 2022, and that the same now constitute the Bylaws of The County Water District of Billings Heights.

\_\_\_\_\_

President

WITNESS: my hand and seal of the District this the \_\_\_\_\_ day of \_\_\_\_\_  
, 2022.

\_\_\_\_\_

Secretary