



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

December 15th, 2022 at 6:00 PM

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

The meeting is open to any interested member of the public. Agendas are prepared for the meetings. Agendas may be requested from the General Manager Peyton Brookshire, peyton@heightswaterdistrict.com and are available at <https://heightswaterdistrict.com/agendas-and-minutes/>. Supplemental documents are linked in the Agenda Packet.

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: Doug Kary, Kelly Brookshire Steve Knutson, Pam Ellis 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.

Public Comment: Pam makes comments regarding the minutes from the Board Meeting in November.

Consent Agenda: David makes a motion to pass consent agenda except number 5 which is the Stifel Statement. Laura Second: All Approved.

NEW BUSINESS

Stifel Review: Steve says we have the option to print the Stifel statement online sooner. If we have a login.

He speaks about County Water's investments with Stifel. All of our accounts are in FDIC insured accounts which mean that all of our money invested with Stifel is insured. They feel leap frogging the

investments is the best for County Water. We cannot go over \$250,000 in any one investment because after that point the money is no longer insured. They also pay attention to the yield to maturity. He is also helping County Water get a total return. We are getting a 4.672% interest on some of our investment and a 4.7% on others. He goes on to explain that 100% of our investments are FDIC Insured.

Laura makes a motion to invest the balance of our cash account in the short-term savings and sweep up to \$500,000 into the savings. Tom Seconds. All Approved

Pam comments that if we had purchased a one-year cd instead of a three-year cd we would have gotten a higher interest rate.

Steve answers that the Federal Government controls the interest rates and we may not get as high of an interest rate if we had to reinvest that money in a year vs a three-year cd.

Board meeting to continue on the third Wednesday of every month. Ming Makes a motion to keep it on the third Wednesday Tom seconds. All Approve.

Employee Christmas bonus: in the past the staff has received \$100 each. Ming makes a motion to make that \$150 this year. Brandon Seconds. All approved.

Hiring of Susan Swimley: needs to be taken back to the by-law committee.

MANAGER'S REPORT

Crews are doing the routine maintenance on all the equipment. We did have issues with one of the pieces of equipment but McCaffree fixed it.

Summers Mcnea wrapped up their audit portion. We are hoping he will get it in on time.

Peyton and Josh are working on the service line inventory for the lead and copper rule. The new lead and copper rule wants systems to have a complete service line inventory done by October 2024 in an excel spreadsheet.

Interstate Engineering would like some feedback on the draft CIP and to schedule another meeting to go over any other question or comments.

Rate study is in flux and we will have to wait and see what we get from the city for a rate increase and go from there.

TREASURE'S REPORT

We have now closed the Operations and Maintenance account. Total \$742,584 in our bank account. Stifel \$6,220,568.29 Total. Yellowstone Reserve CD \$219,584.53. Total at the end of November \$7,434,156.63.

Dave makes a motion to approve the financial committee report Brandon second. All Approved.

OLD BUSINESS

By-law changes: Tom explains that we are trying to make the by-laws as short as possible but cover as much as possible.

By-law changes require two meetings.

Tom makes a motion to replace the existing by-law with the new by-laws. Dave second. All approved

Doug says that as state laws change, we will have to update our by-laws to match due to citing state code.

Board agrees to revisit the by-laws and will arrange another by-law meeting.

Next Meeting January 18th 2023 @ 6:00PM

Meeting Adjourned 7:20PM

Recording Secretary, Jennifer Burnside

Board President, Ming Cabrera

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

030 00011 01
ACCOUNT: XXXXXXXXXXXX4167
DOCUMENTS: 0

PAGE: 1
12/30/2022

TELEPHONE:855-342-3400

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

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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 | | | 11/30/22 | 538,488.77 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 17,009.55 | 12/01/22 | 555,498.32 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 11,298.60 | 12/02/22 | 566,796.92 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 15,845.20 | 12/05/22 | 582,642.12 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 23,405.84 | 12/06/22 | 606,047.96 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 4,005.49 | 12/07/22 | 610,053.45 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 12,370.15 | 12/08/22 | 622,423.60 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 15,720.01 | 12/09/22 | 638,143.61 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 22,512.38 | 12/12/22 | 660,655.99 |
| TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX XXXXX2349 | 309,151.89 | | 12/13/22 | 351,504.10 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 900.00 | 12/14/22 | 352,404.10 |
| TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX XXXXX2349 | 53,994.42 | | 12/14/22 | 298,409.68 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 7,600.26 | 12/15/22 | 306,009.94 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349 | | 4,601.71 | 12/16/22 | 310,611.65 |
| TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXX | | | | |

| | | | |
|--|-----------|----------|------------|
| XXXXX2349 | 1,078.79 | 12/19/22 | 309,532.86 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT | | | |
| XXXXXXXXXXXXXXXXXXXXX2349 | 27,547.61 | 12/20/22 | 337,080.47 |
| * * * 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
12/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF
HEIGHTS BILLINGS

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MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXX4167

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| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|-----------|-----------|----------|------------|
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349 | | 3,212.34 | 12/21/22 | 340,292.81 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349 | | 14,084.18 | 12/22/22 | 354,376.99 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349 | | 6,373.87 | 12/23/22 | 360,750.86 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349 | | 5,018.51 | 12/27/22 | 365,769.37 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349 | | 900.00 | 12/28/22 | 366,669.37 |
| TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXX XXXXX2349 | 16,402.57 | | 12/28/22 | 350,266.80 |
| TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXX XXXXX2349 | 204.32 | | 12/29/22 | 350,062.48 |
| TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349 | | 7,343.74 | 12/30/22 | 357,406.22 |
| INTEREST | | 186.01 | 12/30/22 | 357,592.23 |
| BALANCE THIS STATEMENT | | | 12/30/22 | 357,592.23 |

TOTAL DAYS IN STATEMENT PERIOD 12/01/22 THROUGH 12/30/22: 30

| | | | | |
|---------------|------|------------|-----------------------|------------|
| TOTAL CREDITS | (19) | 199,935.45 | MINIMUM BALANCE | 298,409.68 |
| TOTAL DEBITS | (5) | 380,831.99 | AVG AVAILABLE BALANCE | 444,923.10 |
| | | | AVERAGE BALANCE | 444,923.10 |

- - - - - I N T E R E S T - - - - -

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|----------------------------|------------|-----------------------------------|--------|
| AVERAGE LEDGER BALANCE: | 444,923.10 | INTEREST EARNED: | 186.01 |
| AVERAGE AVAILABLE BALANCE: | 444,923.10 | DAYS IN PERIOD:12/01/22-12/30/22: | 30 |
| INTEREST PAID THIS PERIOD: | 186.01 | ANNUAL PERCENTAGE YIELD EARNED: | .51% |
| INTEREST PAID 2022: | 574.13 | | |

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX7508
PAGE: 1
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TELEPHONE:855-342-3400

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

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To contact your local branch call 406-255-5800

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STATE COUNTY MUNICIPALITY MONEY MARKET ACCOUNT XXXXXXXXXXXX7508

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| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|--------|---------|----------|------------|
| BALANCE LAST STATEMENT | | | 11/30/22 | 251,419.06 |
| INTEREST | | 123.99 | 12/30/22 | 251,543.05 |
| BALANCE THIS STATEMENT | | | 12/30/22 | 251,543.05 |
| TOTAL DAYS IN STATEMENT PERIOD 12/01/22 THROUGH 12/30/22: | | | | 30 |
| TOTAL CREDITS | (1) | 123.99 | | |
| TOTAL DEBITS | (0) | .00 | | |

- - - - - I N T E R E S T - - - - -

| | | | |
|----------------------------|------------|-----------------------------------|--------|
| AVERAGE LEDGER BALANCE: | 251,419.06 | INTEREST EARNED: | 123.99 |
| AVERAGE AVAILABLE BALANCE: | 251,419.06 | DAYS IN PERIOD 12/01/22-12/30/22: | 30 |
| INTEREST PAID THIS PERIOD: | 123.99 | ANNUAL PERCENTAGE YIELD EARNED: | .60% |
| INTEREST PAID 2022: | 609.70 | | |

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

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ACCOUNT: XXXXXXXXXXXX0976
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TELEPHONE:855-342-3400

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

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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 | | | 11/30/22 | 204,094.98 |
| IRS USATAXPYMT 270273900595577 | 484.21 | | 12/05/22 | 203,610.77 |
| ASCENSUS TRUST RET PLAN 259835 12092022 | | | | |
| | 1,779.60 | | 12/09/22 | 201,831.17 |
| ASCENSUS TRUST RET PLAN 259835 12092022 | | | | |
| | 1,803.35 | | 12/09/22 | 200,027.82 |
| IRS USATAXPYMT 270274324804123 | 5,385.85 | | 12/09/22 | 194,641.97 |
| County Water Dis Payroll 12 XXXXX1683 | | | | |
| | 16,823.92 | | 12/09/22 | 177,818.05 |
| STATE OF MONTANA MT TAX PMT XXXXXX3002WTH | | | | |
| | 1,147.00 | | 12/12/22 | 176,671.05 |
| IRS USATAXPYMT 270275073823869 | 206.64 | | 12/16/22 | 176,464.41 |
| County Water Dis Payroll 12 XXXXX1683 | | | | |
| | 1,231.68 | | 12/19/22 | 175,232.73 |
| STATE OF MONTANA MT TAX PMT XXXXXX3002WTH | | | | |
| | 15.00 | | 12/20/22 | 175,217.73 |
| THE GUARDIAN JAN GP INS 76988900WWA0000 | | | | |
| | 2,150.98 | | 12/23/22 | 173,066.75 |
| IRS USATAXPYMT 270275702534786 | 5,447.14 | | 12/23/22 | 167,619.61 |
| County Water Dis Payroll 12 XXXXX1683 | | | | |
| | 16,969.18 | | 12/23/22 | 150,650.43 |
| STATE OF MONTANA MT TAX PMT XXXXXX3002WTH | | | | |
| | 1,160.00 | | 12/27/22 | 149,490.43 |
| ASCENSUS TRUST RET PLAN 259835 12232022 | | | | |
| | 1,698.65 | | 12/27/22 | 147,791.78 |
| ASCENSUS TRUST RET PLAN 259835 12232022 | | | | |
| | 1,800.30 | | 12/27/22 | 145,991.48 |
| HEALTH CARE SERV OBPPAYMT XXXXXX8892 | | | | |

| | | | |
|---|-----------|----------|------------|
| | 16,296.78 | 12/30/22 | 129,694.70 |
| BALANCE THIS STATEMENT | | 12/30/22 | 129,694.70 |
| TOTAL DAYS IN STATEMENT PERIOD 12/01/22 THROUGH 12/30/22: | | | 30 |
| * * * C O N T I N U E D * * * | | | |

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

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ACCOUNT: XXXXXXXXXXXX0976
DOCUMENTS: 0

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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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| | | | | |
|---------------|------|-----------|-----------------------|------------|
| TOTAL CREDITS | (0) | .00 | MINIMUM BALANCE | 129,694.70 |
| TOTAL DEBITS | (16) | 74,400.28 | AVG AVAILABLE BALANCE | 174,232.45 |
| | | | AVERAGE BALANCE | 174,232.45 |

- - - 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.

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX2349
DOCUMENTS: 72

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TELEPHONE:855-342-3400

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

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35
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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 | | | 11/30/22 | 1.00 |
| DEPOSIT | | 1,988.09 | 12/01/22 | 1,989.09 |
| DEPOSIT | | 2,258.76 | 12/01/22 | 4,247.85 |
| DEPOSIT | | 4,077.73 | 12/01/22 | 8,325.58 |
| DEPOSIT | | 8,948.65 | 12/01/22 | 17,274.23 |
| METAVANTE CORP BILL PAYMT 0801200 | | 255.95 | 12/01/22 | 17,530.18 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 1,883.29 | 12/01/22 | 19,413.47 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 2,040.91 | 12/01/22 | 21,454.38 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 3,648.80 | 12/01/22 | 25,103.18 |
| INTERSTATEENGINE WEBPAYMENT 426.00 | 426.00 | | 12/01/22 | 24,677.18 |
| INTERSTATEENGINE WEBPAYMENT 2,704.00 | 2,704.00 | | 12/01/22 | 21,973.18 |
| INTERSTATEENGINE WEBPAYMENT 3,106.84 | 3,106.84 | | 12/01/22 | 18,866.34 |
| CHECK(S) 1,855.79 | 1,855.79 | | 12/01/22 | 17,010.55 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXX4167 17,009.55 | 17,009.55 | | 12/01/22 | 1.00 |
| DEPOSIT | | 2,084.33 | 12/02/22 | 2,085.33 |
| DEPOSIT | | 2,176.70 | 12/02/22 | 4,262.03 |
| DEPOSIT | | 5,642.51 | 12/02/22 | 9,904.54 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 389.41 | 12/02/22 | 10,293.95 |
| METAVANTE CORP BILL PAYMT 16780-00 | | 482.62 | 12/02/22 | 10,776.57 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 1,659.06 | 12/02/22 | 12,435.63 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 1,735.47 | 12/02/22 | 14,171.10 |
| CHECK(S) 2,871.50 | 2,871.50 | | 12/02/22 | 11,299.60 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXX4167 11,298.60 | 11,298.60 | | 12/02/22 | 1.00 |
| DEPOSIT | | 1,946.63 | 12/05/22 | 1,947.63 |
| DEPOSIT | | 3,619.90 | 12/05/22 | 5,567.53 |
| METAVANTE CORP BILL PAYMT 1505700 | | 501.36 | 12/05/22 | 6,068.89 |

| | | | |
|--------------------------------------|----------|----------|-----------|
| MERCHANT BANKCD DEPOSIT 496391735883 | 851.55 | 12/05/22 | 6,920.44 |
| IPAY SOLUTIONS BILL PMT BILL PMT | 1,609.63 | 12/05/22 | 8,530.07 |
| MERCHANT BANKCD DEPOSIT 496391735883 | 1,718.92 | 12/05/22 | 10,248.99 |
| * * * C O N T I N U E D * * * | | | |

FIRST INTERSTATE BANK
PO BOX 31438
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ACCOUNT: XXXXXXXXXXXX2349
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TELEPHONE:855-342-3400

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 |
|--|-----------|-----------|----------|-----------|
| CHECKFREE COUNTY WAT XXXXXX5397 | | 2,154.32 | 12/05/22 | 12,403.31 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 3,768.93 | 12/05/22 | 16,172.24 |
| RETURNED DEPOSITED ITEM 24.04 | 24.04 | | 12/05/22 | 16,148.20 |
| ENERGYLABORATORI PURCHASE COUNTY WATER DI 302.00 | 302.00 | | 12/05/22 | 15,846.20 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167 | 15,845.20 | | 12/05/22 | 1.00 |
| DEPOSIT | | 2,447.83 | 12/06/22 | 2,448.83 |
| DEPOSIT | | 2,484.77 | 12/06/22 | 4,933.60 |
| DEPOSIT | | 2,530.88 | 12/06/22 | 7,464.48 |
| DEPOSIT | | 11,958.35 | 12/06/22 | 19,422.83 |
| METAVANTE CORP BILL PAYMT 2305800 | | 253.83 | 12/06/22 | 19,676.66 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 1,464.93 | 12/06/22 | 21,141.59 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 1,552.48 | 12/06/22 | 22,694.07 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 3,359.70 | 12/06/22 | 26,053.77 |
| WEX INC FLEET DEBI 9100009036252 | | | | |
| | 1,292.77 | | 12/06/22 | 24,761.00 |
| CHECK(S) | 1,354.16 | | 12/06/22 | 23,406.84 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167 | 23,405.84 | | 12/06/22 | 1.00 |
| DEPOSIT | | 2,629.24 | 12/07/22 | 2,630.24 |
| DEPOSIT | | 7,686.67 | 12/07/22 | 10,316.91 |
| METAVANTE CORP BILL PAYMT 16654-00 | | 528.72 | 12/07/22 | 10,845.63 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 721.37 | 12/07/22 | 11,567.00 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 1,672.73 | 12/07/22 | 13,239.73 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 2,100.79 | 12/07/22 | 15,340.52 |
| CHECK(S) | 11,334.03 | | 12/07/22 | 4,006.49 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167 | 4,005.49 | | 12/07/22 | 1.00 |
| DEPOSIT | | 2,243.70 | 12/08/22 | 2,244.70 |
| DEPOSIT | | 6,649.23 | 12/08/22 | 8,893.93 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 221.35 | 12/08/22 | 9,115.28 |
| METAVANTE CORP BILL PAYMT 17363-00 | | 357.06 | 12/08/22 | 9,472.34 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 829.15 | 12/08/22 | 10,301.49 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 2,087.36 | 12/08/22 | 12,388.85 |
| CHECK(S) | 17.70 | | 12/08/22 | 12,371.15 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |

| | | | |
|-------------------------------|-----------|-------------------|----------|
| XXXXXXX4167 | 12,370.15 | 12/08/22 | 1.00 |
| DEPOSIT | | 24.04 12/09/22 | 25.04 |
| DEPOSIT | | 1,900.28 12/09/22 | 1,925.32 |
| * * * C O N T I N U E D * * * | | | |

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX2349
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12/30/2022

TELEPHONE:855-342-3400

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 |
|---|------------|----------|----------|-------------|
| DEPOSIT | | 3,090.60 | 12/09/22 | 5,015.92 |
| DEPOSIT | | 6,948.75 | 12/09/22 | 11,964.67 |
| METAVANTE CORP BILL PAYMT 0702700 | | 264.55 | 12/09/22 | 12,229.22 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 420.50 | 12/09/22 | 12,649.72 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 1,285.27 | 12/09/22 | 13,934.99 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 2,721.99 | 12/09/22 | 16,656.98 |
| NORTHWESTERN NWE BILL 1563885 | 365.97 | | 12/09/22 | 16,291.01 |
| County Water Dis Morrison M XXXXXX1683 | | | | |
| | 570.00 | | 12/09/22 | 15,721.01 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXXX4167 | 15,720.01 | | 12/09/22 | 1.00 |
| DEPOSIT | | 1,993.25 | 12/12/22 | 1,994.25 |
| DEPOSIT | | 2,453.83 | 12/12/22 | 4,448.08 |
| DEPOSIT | | 9,790.23 | 12/12/22 | 14,238.31 |
| METAVANTE CORP BILL PAYMT 16333-00 | | 405.51 | 12/12/22 | 14,643.82 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 411.90 | 12/12/22 | 15,055.72 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 827.90 | 12/12/22 | 15,883.62 |
| County Water Dis Budget Bil XXXXXX1683 | | 1,207.99 | 12/12/22 | 17,091.61 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 1,616.88 | 12/12/22 | 18,708.49 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 1,723.62 | 12/12/22 | 20,432.11 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 2,425.36 | 12/12/22 | 22,857.47 |
| CHECK(S) | 344.09 | | 12/12/22 | 22,513.38 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXXX4167 | 22,512.38 | | 12/12/22 | 1.00 |
| DEPOSIT | | 7,275.57 | 12/13/22 | 7,276.57 |
| METAVANTE CORP BILL PAYMT 22020-00 | | 47.04 | 12/13/22 | 7,323.61 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 419.34 | 12/13/22 | 7,742.95 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 665.73 | 12/13/22 | 8,408.68 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 998.34 | 12/13/22 | 9,407.02 |
| HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D | 19,051.21 | | 12/13/22 | 28,458.23 |
| Outgoing Wire 282481 CITY OF BILLINGS WATER DEPARTMENT | | | | |
| | 154,344.41 | | 12/13/22 | 125,886.18- |
| Outgoing Wire 282488 PETRODATA DNRC LOAN | | | | |
| | 183,065.00 | | 12/13/22 | 308,951.18- |
| Tri County Telep Phone Bill XXXXXX804-3 | | | | |
| | 152.46 | | 12/13/22 | 309,103.64- |
| CHECK(S) | 47.25 | | 12/13/22 | 309,150.89- |

TRANSFER FROM MONEY MARKET SWEEP ACCOUNT

XXXXXXXXXXXXXXXXXXXX4167

309,151.89 12/13/22

1.00

DEPOSIT

5,426.60 12/14/22

5,427.60

* * * 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: 72

PAGE: 4
12/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF
BILLINGS HEIGHTS
GROSS INCOME ACCT

=====

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

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| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|-----------|-----------|----------|------------|
| IPAY SOLUTIONS BILL PMT BILL PMT | | 154.97 | 12/14/22 | 5,582.57 |
| METAVANTE CORP BILL PAYMT 30402-00 | | 176.55 | 12/14/22 | 5,759.12 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 705.15 | 12/14/22 | 6,464.27 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 3,568.46 | 12/14/22 | 10,032.73 |
| CHECK #17698 CREDITED TWICE 11/16 XX1008 IN ERROR | | | | |
| | 1,380.00 | | 12/14/22 | 8,652.73 |
| CHECK #17095 CREDITED TWICE 11/16 XX1008 IN ERROR | | | | |
| | 60,000.00 | | 12/14/22 | 51,347.27- |
| Service Charges November 2022 | 622.50 | | 12/14/22 | 51,969.77- |
| ACH RETURNED ITEM R03 16757-00 292976760000027 | | | | |
| | 22.04 | | 12/14/22 | 51,991.81- |
| NORTHWESTERN NWE BILL 1249548 | 81.31 | | 12/14/22 | 52,073.12- |
| NORTHWESTERN NWE BILL 0246071 | 101.11 | | 12/14/22 | 52,174.23- |
| NORTHWESTERN NWE BILL 0286453 | 873.51 | | 12/14/22 | 53,047.74- |
| CHECK(S) | 45.68 | | 12/14/22 | 53,093.42- |
| TRANSFER FROM MONEY MARKET SWEEP ACCOUNT | | | | |
| XXXXXXXXXXXXXXXXXXXX4167 | | 53,994.42 | 12/14/22 | 901.00 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXX4167 | 900.00 | | 12/14/22 | 1.00 |
| DEPOSIT | | 7,778.93 | 12/15/22 | 7,779.93 |
| County Water Dis Special XXXXX1683 | | 22.04 | 12/15/22 | 7,801.97 |
| METAVANTE CORP BILL PAYMT 1102200 | | 48.24 | 12/15/22 | 7,850.21 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 95.06 | 12/15/22 | 7,945.27 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 261.15 | 12/15/22 | 8,206.42 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 872.91 | 12/15/22 | 9,079.33 |
| ACH RETURNED ITEM R02 10046-00 091000011070013 | | | | |
| | 24.38 | | 12/15/22 | 9,054.95 |
| FDMS FDMS PYMT 052-1480741-000 | 29.93 | | 12/15/22 | 9,025.02 |
| ACH RETURNED ITEM R02 15089-00 292970820000589 | | | | |
| | 43.76 | | 12/15/22 | 8,981.26 |
| County Water Dis November 1 XXXXX1683 | | | | |
| | 900.00 | | 12/15/22 | 8,081.26 |
| CHECK(S) | 480.00 | | 12/15/22 | 7,601.26 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXX4167 | 7,600.26 | | 12/15/22 | 1.00 |
| DEPOSIT | | 3,251.00 | 12/16/22 | 3,252.00 |
| METAVANTE CORP BILL PAYMT 07101-00 | | 26.78 | 12/16/22 | 3,278.78 |

| | | | |
|--------------------------------------|--------|----------|----------|
| IPAY SOLUTIONS BILL PMT BILL PMT | 54.68 | 12/16/22 | 3,333.46 |
| CHECKFREE COUNTY WAT XXXXXX5397 | 553.53 | 12/16/22 | 3,886.99 |
| MERCHANT BANKCD DEPOSIT 496391735883 | 715.72 | 12/16/22 | 4,602.71 |
| * * * C O N T I N U E D * * * | | | |

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

030 00012 01
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TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF
BILLINGS HEIGHTS
GROSS INCOME ACCT

=====

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

=====

| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|-----------|-----------|----------|-----------|
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXXX4167 | 4,601.71 | | 12/16/22 | 1.00 |
| METAVANTE CORP BILL PAYMT 0713800 | | 28.27 | 12/19/22 | 29.27 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 60.65 | 12/19/22 | 89.92 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 280.93 | 12/19/22 | 370.85 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 574.89 | 12/19/22 | 945.74 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 742.18 | 12/19/22 | 1,687.92 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 1,164.15 | 12/19/22 | 2,852.07 |
| VERIZON WIRELESS PAYMENTS 057191517400001 | | | | |
| | 210.01 | | 12/19/22 | 2,642.06 |
| CHECK(S) | 3,719.85 | | 12/19/22 | 1,077.79- |
| TRANSFER FROM MONEY MARKET SWEEP ACCOUNT | | | | |
| XXXXXXXXXXXXXXXXXXXX4167 | | 1,078.79 | 12/19/22 | 1.00 |
| DEPOSIT | | 900.66 | 12/20/22 | 901.66 |
| DEPOSIT | | 17,264.68 | 12/20/22 | 18,166.34 |
| METAVANTE CORP BILL PAYMT 17028-00 | | 35.00 | 12/20/22 | 18,201.34 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 203.33 | 12/20/22 | 18,404.67 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 269.81 | 12/20/22 | 18,674.48 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 674.67 | 12/20/22 | 19,349.15 |
| County Water Dis Payments XXXXX1683 | | 934.37 | 12/20/22 | 20,283.52 |
| HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D | | 8,280.78 | 12/20/22 | 28,564.30 |
| ENERGYLABORATORI PURCHASE COUNTY WATER DI | | | | |
| | 480.00 | | 12/20/22 | 28,084.30 |
| CHECK(S) | 535.69 | | 12/20/22 | 27,548.61 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXXX4167 | 27,547.61 | | 12/20/22 | 1.00 |
| DEPOSIT | | 2,362.86 | 12/21/22 | 2,363.86 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 30.24 | 12/21/22 | 2,394.10 |
| METAVANTE CORP BILL PAYMT 0414800 | | 167.83 | 12/21/22 | 2,561.93 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 287.22 | 12/21/22 | 2,849.15 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 443.05 | 12/21/22 | 3,292.20 |
| CHECK(S) | 78.86 | | 12/21/22 | 3,213.34 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXXX4167 | 3,212.34 | | 12/21/22 | 1.00 |
| DEPOSIT | | 14,631.60 | 12/22/22 | 14,632.60 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 25.00 | 12/22/22 | 14,657.60 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 131.61 | 12/22/22 | 14,789.21 |

| | | | |
|--|--------|----------|-----------|
| CHECKFREE COUNTY WAT XXXXXX5397 | 234.97 | 12/22/22 | 15,024.18 |
| ACH RETURNED ITEM R02 15119-00 292976860000132 | | | |
| 22.04 | | 12/22/22 | 15,002.14 |
| * * * 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 |
|---|-----------|----------|----------|-----------|
| ACH RETURNED ITEM R01 21059-00 314074267230368 | 23.60 | | 12/22/22 | 14,978.54 |
| ACH RETURNED ITEM R02 30157-00 292970820000106 | 31.70 | | 12/22/22 | 14,946.84 |
| ACH RETURNED ITEM R01 24254-00 091000014169483 | 51.74 | | 12/22/22 | 14,895.10 |
| ACH RETURNED ITEM R01 13071-00 092905249005547 | 74.11 | | 12/22/22 | 14,820.99 |
| CHECK(S) | 735.81 | | 12/22/22 | 14,085.18 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167 | 14,084.18 | | 12/22/22 | 1.00 |
| DEPOSIT | | 5,486.10 | 12/23/22 | 5,487.10 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 123.65 | 12/23/22 | 5,610.75 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 478.28 | 12/23/22 | 6,089.03 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 530.82 | 12/23/22 | 6,619.85 |
| SPECTRUM SPECTRUM 8000311 | 139.98 | | 12/23/22 | 6,479.87 |
| CHECK(S) | 105.00 | | 12/23/22 | 6,374.87 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167 | 6,373.87 | | 12/23/22 | 1.00 |
| DEPOSIT | | 3,186.81 | 12/27/22 | 3,187.81 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 22.96 | 12/27/22 | 3,210.77 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 27.93 | 12/27/22 | 3,238.70 |
| METAVANTE CORP BILL PAYMT 1625000 | | 85.00 | 12/27/22 | 3,323.70 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 129.08 | 12/27/22 | 3,452.78 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 154.21 | 12/27/22 | 3,606.99 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 407.94 | 12/27/22 | 4,014.93 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 1,050.93 | 12/27/22 | 5,065.86 |
| CHECK(S) | 46.35 | | 12/27/22 | 5,019.51 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167 | 5,018.51 | | 12/27/22 | 1.00 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 110.48 | 12/28/22 | 111.48 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 146.00 | 12/28/22 | 257.48 |
| METAVANTE CORP BILL PAYMT 0502800 | | 205.09 | 12/28/22 | 462.57 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 353.82 | 12/28/22 | 816.39 |
| INTERSTATEENGINE WEBPAYMENT | 535.00 | | 12/28/22 | 281.39 |
| INTERSTATEENGINE WEBPAYMENT | 3,045.00 | | 12/28/22 | 2,763.61- |
| INTERSTATEENGINE WEBPAYMENT | 4,069.50 | | 12/28/22 | 6,833.11- |

| | | | |
|-----------------------------|-------------------|----------|------------|
| INTERSTATEENGINE WEBPAYMENT | 6,404.46 | 12/28/22 | 13,237.57- |
| CHECK(S) | 2,264.00 | 12/28/22 | 15,501.57- |
| * * * | C O N T I N U E D | * * * | |

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX2349
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COUNTY WATER DISTRICT OF
BILLINGS HEIGHTS
GROSS INCOME ACCT

=====

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

=====

| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|----------|-----------|----------|----------|
| TRANSFER FROM MONEY MARKET SWEEP ACCOUNT | | | | |
| XXXXXXXXXXXXXXXXXXXXX4167 | | 16,402.57 | 12/28/22 | 901.00 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXX4167 | 900.00 | | 12/28/22 | 1.00 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 66.93 | 12/29/22 | 67.93 |
| METAVANTE CORP BILL PAYMT 16143-00 | | 126.21 | 12/29/22 | 194.14 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 163.90 | 12/29/22 | 358.04 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 970.34 | 12/29/22 | 1,328.38 |
| MDU PAYMENTS XXXXXX1000 | 631.70 | | 12/29/22 | 696.68 |
| County Water Dis December 1 XXXXX1683 | | | | |
| | 900.00 | | 12/29/22 | 203.32- |
| TRANSFER FROM MONEY MARKET SWEEP ACCOUNT | | | | |
| XXXXXXXXXXXXXXXXXXXXX4167 | | 204.32 | 12/29/22 | 1.00 |
| DEPOSIT | | 5,177.28 | 12/30/22 | 5,178.28 |
| IPAY SOLUTIONS BILL PMT BILL PMT | | 87.04 | 12/30/22 | 5,265.32 |
| CHECKFREE COUNTY WAT XXXXXX5397 | | 402.04 | 12/30/22 | 5,667.36 |
| MERCHANT BANKCD DEPOSIT 496391735883 | | 1,677.38 | 12/30/22 | 7,344.74 |
| TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX | | | | |
| XXXXXXX4167 | 7,343.74 | | 12/30/22 | 1.00 |
| BALANCE THIS STATEMENT | | | 12/30/22 | 1.00 |

TOTAL DAYS IN STATEMENT PERIOD 12/01/22 THROUGH 12/30/22: 30

| | | | | |
|---------------|-------|------------|-----------------------|------|
| TOTAL CREDITS | (135) | 652,636.07 | MINIMUM BALANCE | 1.00 |
| TOTAL DEBITS | (91) | 652,636.07 | AVG AVAILABLE BALANCE | 1.00 |
| | | | AVERAGE BALANCE | 1.00 |

=====

YOUR CHECKS SEQUENCED

=====

DATE...CHECK #.....AMOUNT DATE...CHECK #.....AMOUNT DATE...CHECK #.....AMOUNT

| | | | | | | | | |
|-------|--------|-------|-------|--------|----------|-------|-------|-----------|
| 12/12 | 10582* | 47.25 | 12/14 | 10702* | 45.68 | 12/22 | 10718 | 175.00 |
| 12/19 | 10689* | 23.69 | 12/06 | 10712 | 480.00 | 12/22 | 10719 | 250.00 |
| 12/20 | 10693* | 22.31 | 12/06 | 10713* | 874.16 | 12/12 | 10720 | 161.94 |
| 12/08 | 10695* | 17.70 | 12/02 | 10715 | 1,691.50 | 12/12 | 10721 | 106.48 |
| 12/01 | 10699 | 45.90 | 12/01 | 10716 | 1,809.89 | 12/07 | 10722 | 10,541.53 |

| | | | | | | | | |
|-------|--------|-------|-------------------|-------|--------|-------|--------|----------|
| 12/21 | 10700* | 42.74 | 12/07 | 10717 | 792.50 | 12/02 | 10723* | 1,180.00 |
| | | * * * | C O N T I N U E D | | * * * | | | |

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX2349
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12/30/2022

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF
BILLINGS HEIGHTS
GROSS INCOME ACCT

=====

YOUR CHECKS SEQUENCED

=====

| DATE... | CHECK #..... | AMOUNT | DATE... | CHECK #..... | AMOUNT | DATE... | CHECK #..... | AMOUNT |
|---------|--------------|--------|---------|--------------|----------|---------|--------------|--------|
| 12/20 | 10732 | 46.13 | 12/22 | 10742 | 274.17 | 12/21 | 10752* | 36.12 |
| 12/12 | 10733* | 28.42 | 12/19 | 10743 | 1,222.86 | 12/20 | 10755 | 67.04 |
| 12/20 | 10737 | 37.75 | 12/23 | 10744 | 105.00 | 12/22 | 10756 | 36.64 |
| 12/28 | 10738 | 47.70 | 12/19 | 10745 | 2,413.92 | 12/19 | 10757 | 34.62 |
| 12/13 | 10739 | 47.25 | 12/28 | 10746* | 807.30 | 12/19 | 10758 | 24.76 |
| 12/20 | 10740 | 362.46 | 12/28 | 10748 | 1,409.00 | | | |
| 12/15 | 10741 | 480.00 | 12/27 | 10749* | 46.35 | | | |

(*) 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 * |
| ***** | | | |

01/11/23
09:55:22

BILLINGS HEIGHTS WATER DISTRICT
Check Register for Gross Receipts
For the Accounting Period: 12/22

Page: 2 of 3
Report ID: AP300

Claim Checks

| Check # | Type | Vendor #/Name | Check Amount | Date Issued | Period Redeemed | Claim # | Claim Amount |
|------------------------|------|---|--------------|-------------|-----------------|---------|--------------|
| 10723 | S | 471 Joan Sikel | 1180.00 | 12/01/22 | | | |
| 10740 * | S | 27 BADGER METER, INC. | 362.46 | 12/05/22 | 12/22 | CL 312 | 1180.00 |
| 10741 | S | 35 BILLINGS ALARM CO INC | 480.00 | 12/05/22 | 12/22 | CL 318 | 362.46 |
| 10742 | S | 404 UTILITIES UNDERGROUND LOCATION CENTER | 274.17 | 12/05/22 | 12/22 | CL 319 | 480.00 |
| 10743 | S | 296 NORTHWEST PIPE FITTINGS INC | 1222.86 | 12/07/22 | 12/22 | CL 320 | 274.17 |
| 10744 | S | 356 ST. VINCENT HEALTHCARE - BROADWATER | 105.00 | 12/07/22 | 12/22 | CL 329 | 1222.86 |
| 10745 | S | 435 YELLOWSTONE WATERWORKS | 2413.92 | 12/07/22 | 12/22 | CL 331 | 105.00 |
| 10746 | S | 135 EXECUTIVE CLEANING CO., INC. | 807.30 | 12/13/22 | 12/22 | CL 332 | 2413.92 |
| 10747 | S | 181 HAWKINS, INC. | 2372.80 | 12/13/22 | | CL 334 | 807.30 |
| 10748 | S | 366 SUSAN SWIMLEY | 1409.00 | 12/13/22 | 12/22 | CL 335 | 2372.80 |
| 10763 C | S | 66 CASTLEROCK EXCAVATING | 0.00 | 12/23/22 | | CL 336 | 1409.00 |
| 10764 * | S | 241 MASTERCARD | 4065.96 | 12/23/22 | | CL 339 | |
| 10765 | S | 393 U. S. POST OFFICE | 1797.86 | 12/27/22 | | CL 338 | 4065.96 |
| 10766 | S | 66 CASTLEROCK EXCAVATING | 11260.00 | 12/28/22 | | CL 343 | 1797.86 |
| | | | | | | CL 339 | 11260.00 |
| Total for Claim Checks | | | 386150.36 | | | | |
| Count for Claim Checks | | | | 38 | | | |

* denotes missing check number(s)

of Checks: 38 Total: 386150.36

01/11/23
09:55:22

BILLINGS HEIGHTS WATER DISTRICT
Fund Summary for Claim Check Register
For the Accounting Period: 12/22

| Fund/Account | Amount |
|----------------------|--------------|
| 5210 Water 101012 | \$386,150.36 |
| Total: | \$386,150.36 |

01/11/23
09:57:44

BILLINGS HEIGHTS WATER DISTRICT
Check Register For Payrolls from 12/01/22 to 12/31/22

Page: 1 of 3
Report ID: W100A

| Check # | Payee #/Name | Check Amount | Date Issued | Period Redeemed | Receipt Acct |
|---------|------------------------|--------------|-------------|-----------------|--------------|
| -89933 | FIT EFTPS | 5385.85 | 12/09/22 | 12/22 | |
| -89932 | SIT MT DEPT OF REVENUE | 1147.00 | 12/09/22 | 12/22 | |
| -89931 | 401K ASCENSUS | 2242.49 | 12/09/22 | 12/22 | |
| -89930 | 401K PS ASCENSUS | 988.13 | 12/09/22 | 12/22 | |
| -89929 | 401K LOAN ASCENSUS | 209.83 | 12/09/22 | 12/22 | |
| -89928 | Medicare EFTPS | 206.64 | 12/17/22 | 12/22 | |
| -89927 | SIT MT DEPT OF REVENUE | 15.00 | 12/17/22 | 12/22 | |
| -89926 | FIT EFTPS | 5447.14 | 12/22/22 | 12/22 | |
| -89925 | SIT MT DEPT OF REVENUE | 1160.00 | 12/22/22 | 12/22 | |
| -89924 | 4 DAVID P BROOKSHIRE | 0.00 | 12/23/22 | 12/22 | |
| -89923 | 6 JENNIFER M BURNSIDE | 0.00 | 12/23/22 | 12/22 | |
| -89922 | 10 QUIN T FUHRMAN | 0.00 | 12/23/22 | 12/22 | |
| -89921 | 2 CLAY J MCCAFFREE | 0.00 | 12/23/22 | 12/22 | |
| -89920 | 11 SUZANNE M MCKETHEN | 0.00 | 12/23/22 | 12/22 | |
| -89919 | 1 ANDREW W REICHENBACH | 0.00 | 12/23/22 | 12/22 | |
| -89918 | 7 JOSHUA C SIMPSON | 0.00 | 12/23/22 | 12/22 | |
| -89917 | 5 DEREK WEIS | 0.00 | 12/23/22 | 12/22 | |
| -89916 | 3 COLTON S WESKAMP | 0.00 | 12/23/22 | 12/22 | |
| -89915 | 401K ASCENSUS | 2305.40 | 12/23/22 | 12/22 | |
| -89914 | 401K PS ASCENSUS | 983.72 | 12/23/22 | 12/22 | |
| -89913 | 401K LOAN ASCENSUS | 209.83 | 12/23/22 | 12/22 | |
| -89912 | HEALTH INS BCBS | 16296.78 | 12/23/22 | 12/22 | |
| -89911 | DENTAL GUARDIAN | 1981.01 | 12/23/22 | 12/22 | |
| 201 | 4 DAVID P BROOKSHIRE | 2941.46 | 12/09/22 | 12/22 | |
| 202 | 6 JENNIFER M BURNSIDE | 1491.93 | 12/09/22 | 12/22 | |
| 203 | 10 QUIN T FUHRMAN | 2289.96 | 12/09/22 | 12/22 | |

01/11/23
09:57:44

BILLINGS HEIGHTS WATER DISTRICT
Check Register For Payrolls from 12/01/22 to 12/31/22

Page: 2 of 3
Report ID: W100A

| Check # | Payee #/Name | Check Amount | Date Issued | Period Redeemed | Receipt Acct |
|---------|------------------------|--------------|-------------|-----------------|--------------|
| 204 | 2 CLAY J MCCAFFREE | 1685.75 | 12/09/22 | 12/22 | |
| 205 | 11 SUZANNE M MCKETHEN | 1253.41 | 12/09/22 | 12/22 | |
| 206 | 1 ANDREW W REICHENBACH | 1593.44 | 12/09/22 | 12/22 | |
| 207 | 7 JOSHUA C SIMPSON | 2033.61 | 12/09/22 | 12/22 | |
| 208 | 5 DEREK WEIS | 1397.96 | 12/09/22 | 12/22 | |
| 209 | 3 COLTON S WESKAMP | 2136.40 | 12/09/22 | 12/22 | |
| 219 * | 4 DAVID P BROOKSHIRE | 138.52 | 12/17/22 | 12/22 | |
| 220 | 6 JENNIFER M BURNSIDE | 135.52 | 12/17/22 | 12/22 | |
| 221 | 10 QUIN T FUHRMAN | 137.52 | 12/17/22 | 12/22 | |
| 222 | 2 CLAY J MCCAFFREE | 137.52 | 12/17/22 | 12/22 | |
| 223 | 11 SUZANNE M MCKETHEN | 135.52 | 12/17/22 | 12/22 | |
| 224 | 1 ANDREW W REICHENBACH | 135.52 | 12/17/22 | 12/22 | |
| 225 | 7 JOSHUA C SIMPSON | 137.52 | 12/17/22 | 12/22 | |
| 226 | 5 DEREK WEIS | 135.52 | 12/17/22 | 12/22 | |
| 227 | 3 COLTON S WESKAMP | 138.52 | 12/17/22 | 12/22 | |
| 228 | 4 DAVID P BROOKSHIRE | 2941.46 | 12/23/22 | 12/22 | |
| 229 | 6 JENNIFER M BURNSIDE | 1491.93 | 12/23/22 | 12/22 | |
| 230 | 10 QUIN T FUHRMAN | 1886.09 | 12/23/22 | 12/22 | |
| 231 | 2 CLAY J MCCAFFREE | 2299.06 | 12/23/22 | 12/22 | |
| 232 | 11 SUZANNE M MCKETHEN | 1253.41 | 12/23/22 | 12/22 | |
| 233 | 1 ANDREW W REICHENBACH | 1593.44 | 12/23/22 | 12/22 | |
| 234 | 7 JOSHUA C SIMPSON | 2033.61 | 12/23/22 | 12/22 | |
| 235 | 5 DEREK WEIS | 1644.07 | 12/23/22 | 12/22 | |
| 236 | 3 COLTON S WESKAMP | 1826.11 | 12/23/22 | 12/22 | |

* denotes missing check number(s)

| | | | | | |
|--------------|----|--------|----------|------------------------|-----------|
| # of Checks: | 50 | Total: | 73603.60 | Electronic Checks: | 38,578.82 |
| | | | | Non-electronic Checks: | 35,024.78 |



January 4, 2023

P.O. Box 1178
Billings, MT 59103
P 406.657.8433

Peyton Brookshire
General Manager
County Water District of Billings Heights
1540 Popelka Drive
Billings, MT 59105

Re: Follow up request for meeting

Dear Mr. Brookshire:

On August 4, 2022, I mailed a letter to the President and Board Members of the County Water District of Billings Heights seeking a date to meet to discuss issues with the Water Supply and Purchase Agreement (Contract) dated December 14, 1998, between the City and District.

On September 1, 2022, you responded to me in a letter on behalf of the Board members that the timing to meet this past fall was unsuitable. You advised me that you would reach out to me when the Board felt they were in a better position to have productive discussions. I noted in a Yellowstone County News article dated December 23, 2022, that at least one Board member suggested it was time to discuss the Contract with the City.

Now that the District's CIP and rate study are complete, it seems it is an appropriate time to engage in the joint discussions we previously agreed to in March 2022. If you would please provide me some dates in the next month to discuss the Contract with City staff, I would be happy to arrange a meeting.

I look forward to your reply. I hope you enjoyed the holidays, and I wish you the best in the new year.

Sincerely,

Chris A. Kukulski
City Administrator

Cc: Debi Meling, Public Works Director
Gina Dahl, City Attorney



Employee Evaluation Form

| | | |
|-------------|------------|-----------------------|
| Name: | Job Title: | Date: 00/00/0000 |
| Department: | Manager: | Hire Date: 00/00/0000 |

| REDIRECT/CORRECTIVE ACTIONS | CATEGORY |
|-----------------------------|----------|
| | |

Satisfactory definition is employee has met or exceeded the expectations in their position. Conditional definition is employee needs improvement or has had a concern(s) in the past year. Unsatisfactory definition is employee has not corrected issues or issue is severe enough to warrant.

PERFORMANCE

1 JOB PERFORMANCE

| | | | |
|-----------------|--|------------|--|
| EMPLOYEE RATING | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory | PRIOR YEAR | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory |
|-----------------|--|------------|--|

EVALUATION OF JOB PERFORMANCE

Enter comments here

2 JOB SKILLS

| | | | |
|-----------------|--|------------|--|
| EMPLOYEE RATING | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory | PRIOR YEAR | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory |
|-----------------|--|------------|--|

EVALUATION OF JOB SKILLS

Enter comments here

3 KPI's

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF KPI's

Enter comments here.

4 DEPENDABILITY/RELIABILITY

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF DEPENDABILITY/RELIABILITY

Enter comments here

PROFESSIONALISM

1 PROFESSIONALISM

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF PROFESSIONALISM

Enter comments here

2 TEAMWORK

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF TEAMWORK

Enter comments here

3 COMMUNICATION

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF COMMUNICATION

Enter comments here

4 ADAPTABILITY

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF ADAPTABILITY

Enter comments here

PEER FEEDBACK AND SELF-ASSESSMENT

1 PEER FEEDBACK

What are some things that employee does well?

Enter comments here

How could this employee improve?

Enter comments here

2 SELF-ASSESSMENT

What are some things I do well?

Enter comments here

How could I improve?

Enter comments here

OVERALL EVALUATION AREAS TO IMPROVE

☐ Job Performance

☐ Professionalism

☐ Job Skills

☐ Dependability/Reliability

☐ KPI's

☐ Teamwork

☐ Adaptability

☐ Communication

☐ Other

OVERALL EVALUATION RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION SUMMARY

Enter comments here

EMPLOYEE FEEDBACK

Enter comments here

RAISE: ☐ Y ☐ N ____ %

| | | | |
|-------------------|------------|--------------------|------------|
| x | 00/00/0000 | x | 00/00/0000 |
| <hr/> | | <hr/> | |
| Manager Signature | Date | Employee Signature | Date |



Employee Evaluation Key

To complete Employee Evaluations, please review Bamboo notes, Peer Feedback, and Assessments within Bamboo Performance. All information should be compiled from the previous year of employment and include any missing data or feedback from previous Evaluations.

PERFORMANCE

1 JOB PERFORMANCE

DEFINITION OF JOB PERFORMANCE

Meets or exceeds expectations of productivity in the office. Continually working independently and with teams to achieve goals or increase revenue. If applicable, utilizes all tools available and escalates non-revenue producing accounts. Is aggressive in engaging the business, negotiating, and overcoming any objections.

2 JOB SKILLS

DEFINITION OF JOB SKILLS

Produces high-quality, detailed and accurate work and is able to multi-task. Skilled in negotiating rates and services. Follows company policies and procedures. Looks for way to improve efficiencies and promote quality. Is confident and takes on new responsibilities, confronting and dealing with issues independently. Creative in finding solutions to problems. Demonstrates organization and time management skills in order to complete their work efficiently. Overall, demonstrates good knowledge of job requirements.

3 KPI's

DEFINITION OF KPI's

Employee's monthly or quarterly KPI scores meet or exceed expectations. If applicable, employee has actively addressed any KPI measures needing improvement.

4 DEPENDABILITY/RELIABILITY

DEFINITION OF DEPENDABILITY/RELIABILITY

Balances personal and professional life well. Reports to work on-time, seldom calls in unexpectedly. Is extremely reliable and supportive of department's goals. Schedules time off with advanced notice and to the correct parties. Is not over on scheduled time off and does not have a pattern of issues. If applicable, follows Work From Home guidelines and does not abuse WFH privileges.

PROFESSIONALISM

1 PROFESSIONALISM

DEFINITION OF PROFESSIONALISM

Professional in demeanor and appearance and consistently positive in interactions with coworkers and outside parties. Promotes company ethics, upholds and treats everyone with respect. Is not insubordinate in any way and handles concerns in a professional manner. Doesn't participate in workplace distractions.

2 TEAMWORK

DEFINITION OF TEAMWORK

Works well with all team members. Contributes to the department's goals by providing support/cooperation to all staff. Listens well and assists or informs team members as needed. Able to build company and team morale. Helps assist team with overflow calls. Is willing to perform additional tasks at any time.

3 COMMUNICATION

DEFINITION OF COMMUNICATION

Expresses ideas and exchanges information clearly and persuasively, both verbally and written. Communicates effectively with all levels of the organization. Listens carefully to coworkers and is polite, courteous and helpful. Exhibits patience and great customer service skills while trying to solve a problem.

4 ADAPTABILITY

DEFINITION OF ADAPTABILITY

Demonstrates ability to work in stressful situations while maintaining composure. Willing to learn new duties, approaches or routines with positivity within internal company changes. Thinks outside the box and provides solutions alongside expressing concerns or issues. Willing to admit fault and change direction if needed.



Leadership Evaluation Form

| | | |
|-------------|-------------|-----------------------|
| Name: | Job Title: | Date: 00/00/0000 |
| Department: | Reports to: | Hire Date: 00/00/0000 |

| REDIRECT/CORRECTIVE ACTIONS | CATEGORY |
|-----------------------------|----------|
| | |

Satisfactory definition is employee has met or exceeded the expectations in their position. Conditional definition is employee needs improvement or has had a concern(s) in the past year. Unsatisfactory definition is employee has not corrected issues or issue is severe enough to warrant.

PERFORMANCE

1 JOB PERFORMANCE

| | | | |
|-----------------|--|------------|--|
| EMPLOYEE RATING | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory | PRIOR YEAR | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory |
|-----------------|--|------------|--|

EVALUATION OF JOB PERFORMANCE

Enter comments here

2 JOB SKILLS

| | | | |
|-----------------|--|------------|--|
| EMPLOYEE RATING | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory | PRIOR YEAR | <input type="checkbox"/> Satisfactory <input type="checkbox"/> Conditional <input type="checkbox"/> Unsatisfactory |
|-----------------|--|------------|--|

EVALUATION OF JOB SKILLS

Enter comments here

3 DEPENDABILITY/RELIABILITY

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF DEPENDABILITY/RELIABILITY

Enter comments here

PROFESSIONALISM

1 PROFESSIONALISM

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF PROFESSIONALISM

Enter comments here

2 TEAMWORK

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF TEAMWORK

Enter comments here

3 COMMUNICATION

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF COMMUNICATION

Enter comments here

4 ADAPTABILITY

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF ADAPTABILITY

Enter comments here

LEADERSHIP

1 COACHING/TRAINING

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF COACHING/TRAINING

Enter comments here

2 DECISION-MAKING/PROBLEM SOLVING

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF DECISION-MAKING/PROBLEM SOLVING

Enter comments here

3 ESCALATION

EMPLOYEE RATING

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

PRIOR YEAR

☐ Satisfactory ☐ Conditional ☐ Unsatisfactory

EVALUATION OF ESCALATION

Enter comments here

PEER FEEDBACK AND SELF-ASSESSMENT

1 PEER FEEDBACK

What are some things that employee does well?

Enter comments here

How could this employee improve?

Enter comments here

2 SELF-ASSESSMENT

What are some things I do well?

Enter comments here

How could I improve?

Enter comments here

OVERALL EVALUATION AREAS TO IMPROVE

| | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Job Performance | <input type="checkbox"/> Job Skills | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Dependability/Reliability | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Coaching |
| <input type="checkbox"/> Decision-Making | <input type="checkbox"/> Escalation | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Other | |

OVERALL EVALUATION RATING☐ Satisfactory ☐ Conditional ☐ Unsatisfactory**EVALUATION SUMMARY**

Enter comments here

EMPLOYEE FEEDBACK

Enter comments here

RAISE: ☐ Y ☐ N _____ %

x

00/00/0000

x

00/00/0000

Supervisor Signature_____
Date_____
Employee Signature_____
Date



Leadership Evaluation Key

To complete Leadership Evaluations, please review Bamboo notes, Peer Feedback, and Assessments within Bamboo Performance. All information should be compiled from the previous year of employment and include any missing data or feedback from previous Evaluations.

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2 JOB SKILLS

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3 DEPENDABILITY/RELIABILITY

DEFINITION OF DEPENDABILITY/RELIABILITY

Balances personal and professional life well. Reports to work on-time, seldom calls in unexpectedly. Is extremely reliable and supportive of department's goals. Schedules time off with advanced notice and to the correct parties. Is not over on scheduled time off and does not have a pattern of issues. If applicable, follows Work From Home guidelines and does not abuse WFH privileges.

PROFESSIONALISM

1 PROFESSIONALISM

DEFINITION OF PROFESSIONALISM

Professional in demeanor and appearance and consistently positive in interactions with coworkers and outside parties. Promotes company ethics, upholds and treats everyone with respect. Is not insubordinate in any way and handles concerns in a professional manner. Maintains professional relationships with peers and direct reports. Is confidential in leadership discussions and decisions.

2 TEAMWORK

DEFINITION OF TEAMWORK

Works well with all team members. Contributes to the department's goals by providing support/cooperation to all staff. Listens well and assists or informs team members as needed. Able to build company and team morale. Helps assist team with overflow calls. Is willing to perform additional tasks at any time.

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LEADERSHIP

1 COACHING/TRAINING

DEFINITION OF COACHING

This leader spends adequate time with personnel on coaching and teaching skills, empowering, and growing their team. They walk around their team and help assist by showing, not telling their team how to do things. This leader coaches team members customer service skills and how to successfully complete the duties of their job as well as assistance with reaching goals. Training progress and feedback are recorded routinely in Bamboo Notes for direct reports.

2 DECISION-MAKING/PROBLEM SOLVING

DEFINITION OF DECISION-MAKING/PROBLEM SOLVING

This leader makes quick decisions or will find the answer if not knowledgeable on the decision. This leader works effectively and identifying and solving issues quickly. Helps make decisions for customers, carriers, drivers, and Agents with solutions provided. Makes decisions on their own once trained and does not rely on others to make all decisions.

3 ESCALATION

DEFINITION OF ESCALATION

This leader is proficient at keeping all notes in HR system and escalating issues when they arise to the proper chain of command. Is not afraid to address issues or take care of any employee, driver, Agent or carrier that is not helping Meadow Lark to grow. Continually monitors morale and actively responds to negativity and workplace distractions within their department.

Unfinished Business:

TRO: This item was tabled until the District has hired legal counsel to address this, and other items. Jeff Engel made a motion to table this item until we have legal counsel on board. Dennis Cook seconded. Motion carried unanimously.

Raftelis: Peyton gave an overview of the rate study. The reason one needs done is to make sure the District's contract with the City is being followed. Peyton mentioned two glaring issues: a) the charge for the west end water plant which is not completed. The contract clearly states that the City can't charge the District until it is completed; and that the water plant has to directly serve the Heights; b) there is a charge of \$50,000 for maintenance of Oxbow reservoir. The city monitors the levels in the tank, but they do not maintain it. There was a lengthy discussion. Laura Drager made a motion to proceed with the rate study with Raftelis. Dennis Cook seconded. Motion carried 3-2. (Brandon Hurst voted but the Acting President only votes in a tie-breaker.)

Pam Ellis made a motion to send letters to the rate payers with two items: 1) .7% increase with the cost of what the water will go up per 1000 gallons; and 2) May 17 directive to put the HRDC contact information in the letter. Ming Cabrera seconded. Motion carried unanimously. Pam Ellis will compose the letter and send to the board for review. Pam Ellis will also check with Mailing Technical Services (MTS) on mailing.

Public comment: Tom Zurbuchen asked how many board members have read the contract that the District has with the City of Billings. Pam Ellis stated that she had sent the contract to the directors. Tom also mentioned that the American Water Works Association (AWWA) Manual M1 is what sets the rates. It is quite a lengthy manual, and somewhat expensive. At the Heights Task Force meeting, City Administrator Chris Kukulski stated that the City of Billings does not have to have the treatment plant built/online before recouping the money from the District.

Public comment: Frank Ewalt, customer of Heights Water and City Councilman stated that the first stage is under construction with the water lines and pump. The request for bids went out the beginning of this week or last, and should be done within a year's time. The District might get by with not paying the 31% next year, but the following year, the District would have a much higher percent increase. It is going to happen either way. The current water plant formerly belonged to the Yegen's and is over 100 years old.

There was further discussion.

Comprehensive review of all rates and fees by Interstate Engineering: Tabled for next meeting because of the delay in hiring the new firm to review the City Rate Study. We need to have that done before getting the comprehensive review completed. Tabled.

Public comment: Frank Ewalt stated that there was no set date for rate increases. Heights Water can do it anytime. Pam Ellis's concern was that the District has to start paying the City July 1. There was more discussion.

Board training: Peyton will forward the email from Dan Clark, Director, Local Government Training – MSU Billings to the board. Pam Ellis mentioned that Dan Clark knows the laws, open meeting laws. He has done workshops with Midwest Technical Assistance Program (MTAP) who is funded by DEQ. MTAP addresses items specific to water districts. Pam Ellis will coordinate times, dates etc. Laura Drager made a motion to approve Board training with Dan Clark for \$500 plus expenses. Ming Cabrera seconded. Motion carried unanimously.

By-laws: A working copy of the revised by-laws were handed out. The original ones were done in 1958 when we were called Bench Water Users Association. They are no longer valid because they were before we became the County Water District of Billings Heights. Committee will be formed. Tabled.



Ordinance No. 001-23

ORDINANCE OF THE COUNTY WATER DISTRICT OF BILLINGS HEIGHTS
CONFIRMING and RATIFYING ANNEXATIONS
OF PROPERTIES INTO THE DISTRICT

WHEREAS, the County Water District of Billings Heights (the “District”) is a duly formed water district and unit of local government/body politic under the laws of the State of Montana;

WHEREAS, pursuant to Mont. Code Ann. § 7-13-2341, and/or any preceding provision, upon petition of a property owner or owners holding property contiguous to the District and with written consent of all property owners to whom the service is to be extended, any portion of any county or municipality, or both, may be added to a water district;

WHEREAS, the owners of certain parcels of real property, more particularly described on attached Exhibit “A” (collectively the “Properties”), have petitioned for annexation and inclusion of those Properties into the District and for the receipt of water service(s) offered by the District and have satisfied the District’s requirements and applicable local, state and statutory law for being included within the District;

WHEREAS, the District acted, and included, the Properties within the District is providing services to the same, and wherein prior to including said Properties within the District, the District’s Board of Directors determined that the District had a water facility with a capacity greater than that required to meet the needs of the District as it existed at the time of each annexation;

WHEREAS, the Properties have been included as part of the District subject to the District’s rules, regulations, ordinances and resolutions, as may be amended from time to time; and;

WHEREAS, the District desires to confirm and ratify the annexations and/or additions of Properties into the District.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS of the County Water District of Billings Heights, Billings, Yellowstone County, Montana, as follows:

1. Pursuant to the petitions filed as provided in MCA Title 7, Chapter 13, Part 23, annexation of the following Properties into the County Water District of Billings Heights is hereby adopted, ratified and confirmed:

[See attached Exhibit “A”]

2. Said annexations have been approved subject to state and local law as well as the District's rules, regulations and ordinances, as may be amended from time to time.

3. The officers of the District be, and they hereby are, authorized and directed to take all actions necessary or appropriate to effectuate the provisions of this Ordinance.

4. All orders, by-laws, resolutions and ordinances, or parts thereof, in conflict with this Ordinance are hereby repealed to the extent only of such inconsistency. This repeal section shall not be construed to revive any order, by-law, resolution or ordinance, or part thereof, heretofore repealed.

5. If any section, paragraph, clause or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

6. All procedures as required under MCA Title 7, Chapter 13, Part 23, have been duly and properly followed and taken.

7. This Ordinance is necessary for the orderly administration of the District and its inhabitants.

PASSED by the Board of Directors of the County Water District of Billings Heights and **APPROVED** this 18th day of January, 2023.

**COUNTY WATER DISTRICT OF BILLINGS
HEIGHTS**

BY: _____
ITS: Board President

Attest:

Secretary

EXHIBIT A

1. High Sierra Subdivision, 21st filing, Being lot 33 Block 17 of High Sierra Subdivision, 10th filing and Lot 15, Block 8 of High Sierra Subdivision, 17th filing, situated in the SW $\frac{1}{4}$ of section 9, T,1,N, R, 26, E, P.M.M., in the City of Billings, Yellowstone County, Montana.
2. Amended Tract 1 of the corrected C.O.S No. 840, Second Amended, located in the SW $\frac{1}{4}$ of section 14, T, 1, N, R, 26, E, P.M.M., Yellowstone County, Montana.
3. Amened Tracts of C.O.S 840, Fifth Amended, Being Tract 2b-2A and Tract 2b-2c, Amended Tract 2b-2, Corrected C.O.S 840, Third Amended within the NE $\frac{1}{4}$, SW $\frac{1}{4}$ of Section 14, T, 1, N, R 26E, P.M.M.M., City of Billings, Yellowstone County, Montana.
4. S14, T01 N, R26 E, S2S2S2NWNW**MULTI DIST**.732 AC IN 2, (LESS 5560 SF BENCH ROW), in the City of Billings, Yellowstone County, Montana.
5. Lot 2, Block 1, Cherry Creek Estates Subdivision, Situated in the NW $\frac{1}{4}$ and the SW $\frac{1}{4}$ of Section 24 T. 1 N., R 26 E., P.M.M. in the City of Billings, Yellowstone County, Montana.
6. Lot 1, Block 3, Rolling Hills Ranchettes Subdivision,01 N, R 26 E, Yellowstone County, Montana.



1540 Popelka Drive
Billings, MT 59105
406-252-0539

TO: Christi Jacobsen
Montana Secretary of State
P. O. Box 202801
Helena, MT 59620-2801

Jeff Martin
Yellowstone County Clerk and Recorder
County Courthouse
217 North 27th Street
Billings, MT 59101-1939

CERTIFICATION

The undersigned hereby certifies and declares that on the 18th day of January, 2023, the attached Ordinance No. 001-23 Confirming and Ratifying the District's Annexations of Properties into the District, which included the addition of certain lands into the County Water District of Billings Heights pursuant to Mont. Code Ann. § 7-13-2341, was unanimously approved by the board members for the County Water District of Billings Heights.

Dated: January 18th, 2023

By: _____
Ming Cabrera, President
County Water District of Billings Heights

Attest:

Secretary



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," 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. 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 Montana State Law on August 26, 1958. A Certificate of Incorporation for the District was thereafter issued by the Montana Secretary of State on August 29, 1958. This District operates under Montana law and these bylaws.

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.

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 Montana State Law, or necessarily implied, shall be vested in the Board of Directors.

Composition.

The Board shall consist of members as prescribed by Montana State Law, as may be amended.

Qualifications.

Pursuant to, and regardless of, Montana State Law 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 Montana State Law.

Term of Office.

Except as provided herein, or by law, the term of office for directors shall be four (4) years commencing on the first Monday of the month following the election.

Vacancies.

Any vacancies on the Board, whether the vacant office is elective or appointive, shall be filled by Montana State Law by a majority vote of the remaining members of the Board. A vacancy on the Board exists according to Montana State Law 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 Montana State law, that the member is mentally ill;
- (c) the member's resignation;
- (d) the member's removal/forfeiture of office; (see actions prohibited under article VII)
- (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 may be guided by Robert's Rules of Order.

All regular and special meetings of the Board shall be open to the public subject to the requirements and exceptions set forth in Montana State Law. Notice of Board meetings shall be published as required by Montana State Law.

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 Montana State Law. 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 Montana State Law. 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.

Pursuant to Montana State Law.

Levy of Taxes.

The District may levy taxes to meet bond obligations and other expenses as provided by Montana State Law.

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 Montana State Law, 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 Montana State Law.

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.

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 State Law 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 State 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 _____, 2023, 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 _____

, 2023.

Secretary