



## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

### Board of Directors Meeting Minutes

December 15<sup>th</sup>, 2022 at 6:00 PM

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

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

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

#### **WELCOME AND INTRODUCTIONS**

Board Members present: Ming Cabrera, David Graves, 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 hands. Once recognized, the speaker should move to the side of the board table so comments can be heard, identify themselves by name, and limit their comments to two minutes. Each speaker will have one opportunity to speak on any agenda item.

#### **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.

Tom: says that this consent agenda is like last month it says there is a Stifel statement and the invoice for Susan Swimley is in there as well.

Ming recommends doing the consent agenda and taking out number 5 the Stifel statement.

Tom agrees and adds that there is still an invoice for Susan Swimley and that he will not approve paying a bill that was not authorized legally.

Peyton says that there is no by-law that requires that an attorney must be hired by the board.

Tom says that the state code 7-13-22-17 clearly gives this district the power to be sued and the power to sue but it also says those powers are to be used by the board.

Ming says he would like to take out Stifel's statement and put Susan Swimley's issue under new business.

Consent Agenda: David makes a motion to pass the 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 means 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 investments 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.

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

## **MANAGER'S REPORT**

Crews are doing 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 questions or comments.

The 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 of \$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 18<sup>th</sup> 2023 @ 6:00PM

The meeting Adjourned at 7:20 PM

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Recording Secretary, Jennifer Burnside

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Board President, Ming Cabrera



## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

### Board of Directors Meeting Minutes

January 18<sup>th</sup>, 2023 at 6:00 PM

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

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

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

#### **WELCOME AND INTRODUCTIONS**

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

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

Also present: Doug Kary, Mike Mackie, Butch Bailey, Frank Ewalt, 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 hands. Once recognized, the speaker should move to the side of the board table so comments can be heard, identify themselves by name, and limit their comments to two minutes. Each speaker will have one opportunity to speak on any agenda item.

#### **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, the board is compensating themselves fifty dollars more than the state max. The board replied that a resolution was passed in 2006 saying that they could get an extra fifty dollars for supplies, and gas. She then states you cannot do this without receipts.

#### **TREASURE'S REPORT**

O & M account has been closed. Service charges for the month of December are \$622.50. Total in First Interstate \$531,825.68. The Stifel statement was unavailable due to issues with login. Total investment \$6,251,517.37.

## **CONSENT AGENDA**

David makes a motion to pass the consent agenda.

Tom says the previous month's minutes are incomplete and need to reflect the conversation about the Stifel statement and Susan Swimley. Number 8 billings status isn't in the packet. Again, he asks to separate Susan Swimley from the Consent agenda because he believes she was not legally hired.

Ming mentions that Tom has recused himself from the Susan Swimley issue in previous meetings.

Peyton says that there has never been a requirement that the board vote to hire an attorney.

Tom makes a motion to separate items 1 and 8 from the consent agenda. Brandon seconds

Pam says that Peyton and the board president doesn't have the authority to hire an attorney. The board can remedy this by having a board meeting to hire the attorney. Also, you don't have to vote on removing an item from the agenda. (Approved by Brandon, Tom, and Laura. Ming and David against.)

David makes a motion to pass 2-7 on the consent agenda, Ming Second. David, Ming, Brandon, and Laura approve. Tom against.

Consent agenda #1 minutes from the December board meeting.

Tom says the discussion regarding Susan Swimley should be added to the minutes.

Laura makes a motion to approve the minutes from December with adding the discussion on Susan Swimley and the missing Stifel statement and to bring them back to next month's meeting for approval. Tom Seconds. All Approved

Frank says the proper way to do the minutes is to separate them and amend them. Then bring the back next month to approve them.

#8 Billing stats for December. This is how many meters were set in the month.

Tom makes a motion to remove #8, David Seconds. All Approved.

## **NEW BUSINESS**

The City Contract discussion needs approval. David makes a motion that we appoint a committee to discuss rates with the city which would consist of Peyton, Josh, Laura, and David. Tom Seconds. All Approved

Tom would like to add an amendment to the motion to send 6 dates for approval. Ming Seconds. All Approved

Butch asks if anyone from the public is allowed at the meeting. Ming says this will be just the beginning of the discussions at this time.

Laura says it's her understanding that this first meeting will be an initial discussion.

Local government center training, Ming would like to have new training for any new members of the board.

Tom makes a motion to table this conversation until the May meeting. Laura Seconds. All Approved

Ming says the cost is \$500 Pam says it's \$500 plus expenses, and she recommends inviting the smaller district to come to the training.

The audit from Summers Mcnea. Tom moves to pass a resolution adopting the audit as our official audit. David Seconds.

David compliments the staff for doing a good job. Tom compliments Summers Mcnea for getting the audit done on time instead of months late.

Ordinance 1-23 for filing 6 annexations. They have to be filed with the secretary of state Peyton prefers to do these annually and would like to get them off the books. David makes a motion to pass the ordinance of the annexations on a first reading. Ming Second. All Approved

David makes a motion to appoint Ming, Brandon, and Tom to evaluate Peyton before the next board meeting on February 15<sup>th</sup>.

Tom makes a motion for an executive session for evaluation Tuesday the 24<sup>th</sup> @ 2:00 pm using for title leadership evaluation form. Laura Seconds All Approved

David asks if Peyton would prefer if Peyton would like to do an executive session. Peyton says he would prefer an executive session.

David withdraws his motion.

David makes a motion to evaluate Jenn Burnside in regard to her secretary duties on the 24<sup>th</sup> after Peyton's meeting. Tom Seconds. David withdraws his motion

Ming says that Jenn has only been at this maybe 6 months which doesn't give us a lot to discuss and if she can't make it due to a scheduling conflict, then Suzie does the work in her place.

David withdraws his motion.

Juneteenth is a national holiday. Ming makes a motion to recognize Juneteenth as a floating holiday for the water district. Tom Second. Ming withdraws his motions. Ming makes a motion to table the Juneteenth discussion until we have more information. Tom Seconds. All Approved.

## **MANAGER'S REPORT**

Two leaks on Main Street one by Wendy's, and one between Crow and Sioux, both have been repaired. However, we will have to go back in the spring because we couldn't get the flowable fill and we will have to do the actual paving on it. We did the final punch list items for the chlorination project. That walkthrough went well. That project should be closed out shortly. Rebecca at interstate is putting all of the paperwork together and will be submitting that to the state to receive the compensation for the ARPA grant. The northwest transmission main engineering is getting underway. Also, as for the audit Summer Mcnea is willing to come in and discuss any questions the board may have. Z- Creative will no longer be hosting emails anymore through the original website of @heightswaterdistrict.com email. These emails are used by Peyton, Josh, Suzie, and Jenn. Peyton requested a quote from Morrison and Maierly systems and has not received that back yet but the cost should be minimal.

Tom asks how much chlorine we have used this winter at oxbow.

Peyton says we've used 265 gal initially and now we use 5 gal every two weeks.

Tom asks about the leak on Cheryl

Josh says because of the weather condition the repairs made on Cheryl are temporary and will be fixed in the spring.

Pam says she hasn't seen any bills for western municipal

By-law will be moved to the February meeting for the second reading.

Next month: capital improvement plan that the board can adopt.

David motions to adjourn, and Brandon seconds. All Approved

The meeting Adjourned at 7:20 PM

Next Meeting is February 15<sup>th</sup> 6:00 pm

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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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To contact your local branch call 406-255-5800

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			12/30/22	1.00
DEPOSIT		7,818.40	01/03/23	7,819.40
METAVANTE CORP BILL PAYMT 0801200		22.04	01/03/23	7,841.44
MERCHANT BANKCD DEPOSIT 496391735883		25.28	01/03/23	7,866.72
IPAY SOLUTIONS BILL PMT BILL PMT		63.00	01/03/23	7,929.72
CHECKFREE COUNTY WAT XXXXXX5397		71.89	01/03/23	8,001.61
MERCHANT BANKCD DEPOSIT 496391735883		136.02	01/03/23	8,137.63
MERCHANT BANKCD DEPOSIT 496391735883		412.19	01/03/23	8,549.82
MERCHANT BANKCD DEPOSIT 496391735883		663.54	01/03/23	9,213.36
CHECK(S) 2,440.37			01/03/23	6,772.99
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167	6,771.99		01/03/23	1.00
DEPOSIT		361.99	01/04/23	362.99
DEPOSIT		8,768.49	01/04/23	9,131.48
MERCHANT BANKCD DEPOSIT 496391735883		184.50	01/04/23	9,315.98
IPAY SOLUTIONS BILL PMT BILL PMT		238.27	01/04/23	9,554.25
CHECKFREE COUNTY WAT XXXXXX5397		393.05	01/04/23	9,947.30
METAVANTE CORP BILL PAYMT 14119-00		1,000.00	01/04/23	10,947.30
CHECK(S) 24.31			01/04/23	10,922.99
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167	10,921.99		01/04/23	1.00
DEPOSIT		7,356.94	01/05/23	7,357.94
METAVANTE CORP BILL PAYMT 2305800		332.28	01/05/23	7,690.22
MERCHANT BANKCD DEPOSIT 496391735883		735.00	01/05/23	8,425.22
IPAY SOLUTIONS BILL PMT BILL PMT		814.98	01/05/23	9,240.20
CHECKFREE COUNTY WAT XXXXXX5397		1,047.34	01/05/23	10,287.54
CHECK(S) 5,863.82			01/05/23	4,423.72
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167	4,422.72		01/05/23	1.00
DEPOSIT		12,267.52	01/06/23	12,268.52
METAVANTE CORP BILL PAYMT 09006-00		85.31	01/06/23	12,353.83
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COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
GROSS INCOME ACCT

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECKFREE COUNTY WAT XXXXXX5397		453.54	01/06/23	12,807.37
IPAY SOLUTIONS BILL PMT BILL PMT		1,400.13	01/06/23	14,207.50
MERCHANT BANKCD DEPOSIT 496391735883		2,358.63	01/06/23	16,566.13
CHECK(S) 11,260.00			01/06/23	5,306.13
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXXX4167	5,305.13		01/06/23	1.00
DEPOSIT		6,919.82	01/09/23	6,920.82
METAVANTE CORP BILL PAYMT 16654-00		19.00	01/09/23	6,939.82
CHECKFREE COUNTY WAT XXXXXX5397		261.74	01/09/23	7,201.56
MERCHANT BANKCD DEPOSIT 496391735883		264.23	01/09/23	7,465.79
IPAY SOLUTIONS BILL PMT BILL PMT		397.22	01/09/23	7,863.01
MERCHANT BANKCD DEPOSIT 496391735883		695.14	01/09/23	8,558.15
MERCHANT BANKCD DEPOSIT 496391735883		759.77	01/09/23	9,317.92
Outgoing Wire 292078 CITY OF BILLINGS PUD				
134,700.83			01/09/23	125,382.91-
WEX INC FLEET DEBI 9100009036252				



CHECK(S)	1,361.00	01/09/23	126,743.91-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT	1,027.78	01/09/23	127,771.69-
XXXXXXXXXXXXXXXXXXXX4167	127,772.69	01/09/23	1.00
DEPOSIT	10,293.50	01/10/23	10,294.50
METAVANTE CORP BILL PAYMT 15131-00	240.00	01/10/23	10,534.50
MERCHANT BANKCD DEPOSIT 496391735883	335.35	01/10/23	10,869.85
IPAY SOLUTIONS BILL PMT BILL PMT	871.99	01/10/23	11,741.84
CHECKFREE COUNTY WAT XXXXXX5397	904.04	01/10/23	12,645.88
County Water Dis Budget Bil XXXXX1683	1,059.65	01/10/23	13,705.53
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D	4,796.66	01/10/23	18,502.19
CHECK(S)	1,770.22	01/10/23	16,731.97
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX			
XXXXXXXX4167	16,730.97	01/10/23	1.00
DEPOSIT	3,214.54	01/11/23	3,215.54
IPAY SOLUTIONS BILL PMT BILL PMT	285.05	01/11/23	3,500.59
MERCHANT BANKCD DEPOSIT 496391735883	303.68	01/11/23	3,804.27
METAVANTE CORP BILL PAYMT 0807500	425.98	01/11/23	4,230.25
CHECKFREE COUNTY WAT XXXXXX5397	594.48	01/11/23	4,824.73
Tri County Telep Phone Bill XXXXX804-3	144.91	01/11/23	4,679.82
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX			
XXXXXXXX4167	4,678.82	01/11/23	1.00
METAVANTE CORP BILL PAYMT 11110-00	9.93	01/12/23	10.93
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COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
GROSS INCOME ACCT

ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
IPAY SOLUTIONS BILL PMT BILL PMT		14.08	01/12/23	25.01
CHECKFREE COUNTY WAT XXXXXX5397		131.90	01/12/23	156.91
MERCHANT BANKCD DEPOSIT 496391735883		821.87	01/12/23	978.78
NORTHWESTERN NWE BILL 1563885			01/12/23	455.52
CHECK(S)	2,232.34		01/12/23	1,776.82-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		1,777.82	01/12/23	1.00
DEPOSIT		7,719.14	01/13/23	7,720.14
DEPOSIT		8,219.13	01/13/23	15,939.27
IPAY SOLUTIONS BILL PMT BILL PMT		87.39	01/13/23	16,026.66
CHECKFREE COUNTY WAT XXXXXX5397		120.00	01/13/23	16,146.66
MERCHANT BANKCD DEPOSIT 496391735883		328.54	01/13/23	16,475.20
NORTHWESTERN NWE BILL 1249548	129.70		01/13/23	16,345.50
NORTHWESTERN NWE BILL 0246071	142.98		01/13/23	16,202.52
NORTHWESTERN NWE BILL 0286453	724.53		01/13/23	15,477.99
CHECK(S)	23.41		01/13/23	15,454.58
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	15,453.58		01/13/23	1.00
DEPOSIT		23,479.82	01/17/23	23,480.82
IPAY SOLUTIONS BILL PMT BILL PMT		168.00	01/17/23	23,648.82
MERCHANT BANKCD DEPOSIT 496391735883		252.70	01/17/23	23,901.52
CHECKFREE COUNTY WAT XXXXXX5397		271.12	01/17/23	24,172.64
MERCHANT BANKCD DEPOSIT 496391735883		411.87	01/17/23	24,584.51
MERCHANT BANKCD DEPOSIT 496391735883		723.61	01/17/23	25,308.12
Service Charges December 2022	672.32		01/17/23	24,635.80
FDMS FDMS PYMT 052-1480741-000	29.93		01/17/23	24,605.87
CHECK(S)	26.23		01/17/23	24,579.64
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	24,578.64		01/17/23	1.00
METAVANTE CORP BILL PAYMT 16143-00		16.18	01/18/23	17.18
IPAY SOLUTIONS BILL PMT BILL PMT		72.85	01/18/23	90.03
MERCHANT BANKCD DEPOSIT 496391735883		124.30	01/18/23	214.33
CHECKFREE COUNTY WAT XXXXXX5397		193.73	01/18/23	408.06
MERCHANT BANKCD DEPOSIT 496391735883		490.35	01/18/23	898.41
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	897.41		01/18/23	1.00
IPAY SOLUTIONS BILL PMT BILL PMT		22.96	01/19/23	23.96
METAVANTE CORP BILL PAYMT 18017-00		64.00	01/19/23	87.96
CHECKFREE COUNTY WAT XXXXXX5397		250.77	01/19/23	338.73
MERCHANT BANKCD DEPOSIT 496391735883		445.63	01/19/23	784.36
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COUNTY WATER DISTRICT OF

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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
VERIZON WIRELESS PAYMENTS 057191517400001				
	209.95		01/19/23	574.41
CHECK(S)	16,878.60		01/19/23	16,304.19-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		16,305.19	01/19/23	1.00
DEPOSIT		15,209.76	01/20/23	15,210.76
METAVANTE CORP BILL PAYMT 28040-00		20.83	01/20/23	15,231.59
IPAY SOLUTIONS BILL PMT BILL PMT		24.07	01/20/23	15,255.66
CHECKFREE COUNTY WAT XXXXXX5397		122.04	01/20/23	15,377.70
MERCHANT BANKCD DEPOSIT 496391735883		358.83	01/20/23	15,736.53
County Water Dis Payments XXXXX1683		943.50	01/20/23	16,680.03
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D		2,370.15	01/20/23	19,050.18
ENERGYLABORATORI PURCHASE COUNTY WATER DI				
	495.00		01/20/23	18,555.18
INTERSTATEENGINE WEBPAYMENT	5,168.45		01/20/23	13,386.73
INTERSTATEENGINE WEBPAYMENT	13,530.00		01/20/23	143.27-
CHECK(S)	174.27		01/20/23	317.54-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		318.54	01/20/23	1.00
CHECKFREE COUNTY WAT XXXXXX5397		174.66	01/23/23	175.66
IPAY SOLUTIONS BILL PMT BILL PMT		220.75	01/23/23	396.41
MERCHANT BANKCD DEPOSIT 496391735883		282.70	01/23/23	679.11
MERCHANT BANKCD DEPOSIT 496391735883		354.42	01/23/23	1,033.53
MERCHANT BANKCD DEPOSIT 496391735883		824.92	01/23/23	1,858.45
CHECK(S)	2,014.48		01/23/23	156.03-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		157.03	01/23/23	1.00
DEPOSIT		6,996.39	01/24/23	6,997.39
METAVANTE CORP BILL PAYMT 23085-00		30.00	01/24/23	7,027.39
IPAY SOLUTIONS BILL PMT BILL PMT		31.00	01/24/23	7,058.39
CHECKFREE COUNTY WAT XXXXXX5397		122.74	01/24/23	7,181.13
MERCHANT BANKCD DEPOSIT 496391735883		142.77	01/24/23	7,323.90
CHECK(S)	4,463.90		01/24/23	2,860.00
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167			01/24/23	1.00
METAVANTE CORP BILL PAYMT 0502800		101.57	01/25/23	102.57
CHECKFREE COUNTY WAT XXXXXX5397		154.02	01/25/23	256.59
MERCHANT BANKCD DEPOSIT 496391735883		242.72	01/25/23	499.31
MDU PAYMENTS XXXXXX1000		724.65	01/25/23	225.34-
* * * C O N T I N U E D * * *				

FIRST INTERSTATE BANK 030 00012 01 PAGE: 5  
PO BOX 31438 ACCOUNT: XXXXXXXXXXXX2349 01/31/2023  
BILLINGS, MT 59107-1438 DOCUMENTS: 45

TELEPHONE:855-342-3400

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				
XXXXXXXXXXXXXXXXXXXX4167		226.34	01/25/23	1.00
IPAY SOLUTIONS BILL PMT BILL PMT		80.00	01/26/23	81.00
CHECKFREE COUNTY WAT XXXXXX5397		86.23	01/26/23	167.23
MERCHANT BANKCD DEPOSIT 496391735883		298.85	01/26/23	466.08
SPECTRUM SPECTRUM 5779403		139.98	01/26/23	326.10
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167		325.10	01/26/23	1.00
IPAY SOLUTIONS BILL PMT BILL PMT		21.00	01/27/23	22.00
CHECKFREE COUNTY WAT XXXXXX5397		52.41	01/27/23	74.41
MERCHANT BANKCD DEPOSIT 496391735883		1,099.52	01/27/23	1,173.93
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167		1,172.93	01/27/23	1.00
IPAY SOLUTIONS BILL PMT BILL PMT		44.29	01/30/23	45.29
CHECKFREE COUNTY WAT XXXXXX5397		194.99	01/30/23	240.28
MERCHANT BANKCD DEPOSIT 496391735883		528.07	01/30/23	768.35
MERCHANT BANKCD DEPOSIT 496391735883		1,166.23	01/30/23	1,934.58
MERCHANT BANKCD DEPOSIT 496391735883		2,866.48	01/30/23	4,801.06
CHECK(S)	10,496.02		01/30/23	5,694.96-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		5,695.96	01/30/23	1.00
DEPOSIT		8,301.91	01/31/23	8,302.91
METAVANTE CORP BILL PAYMT 31017-00		62.00	01/31/23	8,364.91
MERCHANT BANKCD DEPOSIT 496391735883		137.00	01/31/23	8,501.91
CHECK(S)	154.84		01/31/23	8,347.07
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167		8,346.07	01/31/23	1.00
BALANCE THIS STATEMENT			01/31/23	1.00

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

030 00012 01  
ACCOUNT: XXXXXXXXXXXX0976  
DOCUMENTS: 1

PAGE: 1  
01/31/2023

TELEPHONE:855-342-3400

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

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1

To contact your local branch call 406-255-5800

STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX0976

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			12/30/22	129,694.70
County Water Dis 1/6/23 pay XXXXX1683		16,886.58	01/06/23	146,581.28
ASCENSUS TRUST RET PLAN 259835 01062023				
	1,704.17		01/06/23	144,877.11
ASCENSUS TRUST RET PLAN 259835 01062023				
	1,828.98		01/06/23	143,048.13
County Water Dis REVERSAL XXXXX1683				
	16,886.58		01/06/23	126,161.55
County Water Dis Payroll XXXXX1683				
	16,886.58		01/06/23	109,274.97
IRS USATAXPYMT 270340940138728			01/09/23	103,960.88
CHECK # 10401			01/09/23	102,557.19
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH				
	1,133.00		01/11/23	101,424.19
ASCENSUS TRUST RET PLAN 259835 01202023				
	1,609.76		01/20/23	99,814.43
ASCENSUS TRUST RET PLAN 259835 01202023				
	1,710.35		01/20/23	98,104.08
IRS USATAXPYMT 270342065189432			01/20/23	93,015.37
County Water Dis Payroll 01 XXXXX1683				
	14,926.90		01/20/23	78,088.47
UIT PMT STATE OF MONTANA TXP*0041816 *IIT*77\				
	76.57		01/23/23	78,011.90
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH				
	1,088.00		01/23/23	76,923.90
THE GUARDIAN FEB GP INS 76988900WWA0000				
	1,981.01		01/24/23	74,942.89
HEALTH CARE SERV OBPPAYMT XXXXXX0111				
	16,296.78		01/31/23	58,646.11
BALANCE THIS STATEMENT .....			01/31/23	58,646.11
TOTAL DAYS IN STATEMENT PERIOD 12/31/22 THROUGH 01/31/23:				32
* * * 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: 1

PAGE: 2  
01/31/2023

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
BILLINGS HEIGHTS  
PAYROLL ACCOUNT

STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX0976

TOTAL CREDITS	(1)	16,886.58	MINIMUM BALANCE	58,646.11
TOTAL DEBITS	(15)	87,935.17	AVG AVAILABLE BALANCE	96,408.58
			AVERAGE BALANCE	96,408.58

YOUR CHECKS SEQUENCED

DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT
01/09 10401 1,403.69		

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

*****				
*		TOTAL FOR		TOTAL
*		THIS PERIOD		YEAR TO DATE
				PREVIOUS
				YEAR TOTAL
*				*

*-----*			
* TOTAL OVERDRAFT FEES:		\$ .00	\$ .00   \$ .00 *
*-----*			
* TOTAL RETURNED ITEM FEES:		\$ .00	\$ .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		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
Step 3: Click "Calculate Balance", and your final account balance will be displayed.		
Adjusted Statement Balance:		
Register Balance Adjustment		

TOTAL DAYS IN STATEMENT PERIOD 12/31/22 THROUGH 01/31/23:32

TOTAL CREDITS(108)320,012.43MINIMUM BALANCE1.00

TOTAL DEBITS(59)320,012.43AVG AVAILABLE BALANCE1.00

AVERAGE BALANCE1.00

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

FIRST INTERSTATE BANK030 00012 01PAGE: 6

PO BOX 31438ACCOUNT: XXXXXXXXXXXX234901/31/2023

BILLINGS, MT 59107-1438DOCUMENTS: 45

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	DATE...	CHECK #	AMOUNT
01/17	10632*	26.23	01/06	10766*	11,260.00	01/24	10781	5.50			
01/03	10692*	23.44	01/23	10770*	21.40	01/19	10782	16,878.60			
01/09	10735	27.78	01/12	10772	1,866.00	01/23	10783*	800.00			
01/13	10736*	23.41	01/10	10773	1,700.00	01/24	10785*	10.35			
01/03	10747*	2,372.80	01/12	10774	366.34	01/23	10787*	22.96			
01/04	10750	24.31	01/23	10775	362.82	01/30	10790	4,392.70			
01/03	10751*	44.13	01/09	10776	1,000.00	01/31	10791	154.84			
01/10	10760*	22.52	01/20	10777	174.27	01/24	10792	24.85			
01/10	10762*	47.70	01/23	10778	807.30	01/30	10793	6,103.32			
01/05	10764	4,065.96	01/24	10779	381.70						
01/05	10765	1,797.86	01/24	10780	4,041.50						

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

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

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

- Enter type of transaction (unpaid checks, deposits, and withdrawals) shown in your register and not on your statement.
- Enter amount of the transaction
- The BALANCE column is computed for you when you click the CALCULATE BALANCE button near the bottom of the page

Transaction	Amount	Balance
ATM Deposit		
ATM Deposit		
ATM Deposit		

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

030 00012 01  
ACCOUNT: XXXXXXXXXXXX7508

PAGE: 1  
01/31/2023

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

STATE COUNTY MUNICIPALITY MONEY MARKET ACCOUNT XXXXXXXXXXXX7508				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			12/30/22	251,543.05
INTEREST .....		132.32	01/31/23	251,675.37
BALANCE THIS STATEMENT .....			01/31/23	251,675.37
TOTAL DAYS IN STATEMENT PERIOD 12/31/22 THROUGH 01/31/23:				32
TOTAL CREDITS (1)	132.32			
TOTAL DEBITS (0)	.00			
- - - - - I N T E R E S T - - - - -				
AVERAGE LEDGER BALANCE:	251,543.05	INTEREST EARNED:		132.32
AVERAGE AVAILABLE BALANCE:	251,543.05	DAYS IN PERIOD 12/31/22-01/31/23:	32	
INTEREST PAID THIS PERIOD:	132.32	ANNUAL PERCENTAGE YIELD EARNED:	.60%	
INTEREST PAID 2023:	132.32			
INTEREST PAID 2022:	609.70			

# Balancing Your Checking Account

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

Statement Balance Adjustment

Step 1: Enter Ending Balance of Statement:

Step 2:

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

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

Enter amount of the transaction

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

Transaction	Amount	Balance
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		
ATM Deposit		

file:///C:/Users/pbrookshire/Desktop/FIB%20January%202023%20Savings.html[2/3/2023 7:46:48 AM]

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

030 00011 01  
ACCOUNT: XXXXXXXXXXXX4167  
DOCUMENTS: 0

PAGE: 1  
01/31/2023

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				
=====				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			12/30/22	357,592.23
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		6,771.99	01/03/23	364,364.22
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		10,921.99	01/04/23	375,286.21
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		4,422.72	01/05/23	379,708.93
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		5,305.13	01/06/23	385,014.06
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	127,772.69		01/09/23	257,241.37
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		16,730.97	01/10/23	273,972.34
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		4,678.82	01/11/23	278,651.16
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	1,777.82		01/12/23	276,873.34
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		15,453.58	01/13/23	292,326.92
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		24,578.64	01/17/23	316,905.56
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		897.41	01/18/23	317,802.97
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	16,305.19		01/19/23	301,497.78
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	318.54		01/20/23	301,179.24
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	157.03		01/23/23	301,022.21
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		2,859.00	01/24/23	303,881.21
* * * 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  
01/31/2023

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF  
HEIGHTS BILLINGS

=====				
MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXX4167				
=====				
DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	226.34		01/25/23	303,654.87
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		325.10	01/26/23	303,979.97
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		1,172.93	01/27/23	305,152.90
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	5,695.96		01/30/23	299,456.94
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX2349		8,346.07	01/31/23	307,803.01
INTEREST		111.54	01/31/23	307,914.55
BALANCE THIS STATEMENT .....			01/31/23	307,914.55
TOTAL DAYS IN STATEMENT PERIOD 12/31/22 THROUGH 01/31/23:				32
TOTAL CREDITS (14)	102,575.89	MINIMUM BALANCE		257,241.37





02/08/23  
14:50:07

BILLINGS HEIGHTS WATER DISTRICT  
Check Register For Payrolls from 01/01/23 to 01/31/23

Page: 1 of 2  
Report ID: W100A

Check #	Payee #/Name		Check Amount	Date Issued	Period	Receipt
					Redeemed	Acct
-89910	401K	ASCENSUS	2332.98	01/06/23	1/23	
-89909	401K LOAN	ASCENSUS	209.83	01/06/23	1/23	
-89908	401K PS	ASCENSUS	990.34	01/06/23	1/23	
-89907	FIT	EFTPS	5314.09	01/09/23	1/23	
-89906	SIT	MT DEPT OF REVENUE	1133.00	01/09/23	1/23	
-89905	SIT	MT DEPT OF REVENUE	1088.00	01/19/23	1/23	
-89904	401K	ASCENSUS	2170.45	01/20/23	1/23	
-89903	401K LOAN	ASCENSUS	209.83	01/20/23	1/23	
-89902	401K PS	ASCENSUS	939.83	01/20/23	1/23	
-89901	4 DAVID P BROOKSHIRE		0.00	01/20/23	1/23	
-89900	6 JENNIFER M BURNSIDE		0.00	01/20/23	1/23	
-89899	10 QUIN T FUHRMAN		0.00	01/20/23	1/23	
-89898	2 CLAY J MCCAFFREE		0.00	01/20/23	1/23	
-89897	11 SUZANNE M MCKETHEN		0.00	01/20/23	1/23	
-89896	1 ANDREW W REICHENBACH		0.00	01/20/23	1/23	
-89895	7 JOSHUA C SIMPSON		0.00	01/20/23	1/23	
-89894	5 DEREK WEIS		0.00	01/20/23	1/23	
-89893	3 COLTON S WESKAMP		0.00	01/20/23	1/23	
-89892	DENTAL	GUARDIAN	1981.01	02/01/23	1/23	
-89891	HEALTH INS	BCBS	16296.86	02/01/23	1/23	
237	4 DAVID P BROOKSHIRE		2955.00	01/06/23	1/23	
238	6 JENNIFER M BURNSIDE		1500.16	01/06/23	1/23	
239	10 QUIN T FUHRMAN		2114.21	01/06/23	1/23	
240	2 CLAY J MCCAFFREE		1783.94	01/06/23	1/23	
241	11 SUZANNE M MCKETHEN		1259.14	01/06/23	1/23	
242	1 ANDREW W REICHENBACH		1987.87	01/06/23	1/23	

02/08/23  
14:50:08

BILLINGS HEIGHTS WATER DISTRICT  
Check Register For Payrolls from 01/01/23 to 01/31/23

Page: 2 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
243	7 JOSHUA C SIMPSON	2045.03	01/06/23	1/23	
244	5 DEREK WEIS	0	01/06/23		ReIssue
245	3 COLTON S WESKAMP	1837.54	01/06/23	1/23	
246	4 DAVID P BROOKSHIRE	2955.00	01/20/23	1/23	
247	6 JENNIFER M BURNSIDE	1500.16	01/20/23	1/23	
248	10 QUIN T FUHRMAN	1803.92	01/20/23	1/23	
249	2 CLAY J MCCAFFREE	1696.17	01/20/23	1/23	
250	11 SUZANNE M MCKETHEN	1260.88	01/20/23	1/23	
251	1 ANDREW W REICHENBACH	1603.86	01/20/23	1/23	
252	7 JOSHUA C SIMPSON	2046.81	01/20/23	1/23	
253	5 DEREK WEIS	1502.14	01/20/23	1/23	
254	3 COLTON S WESKAMP	1961.65	01/20/23	1/23	
10401	* 5 DEREK WEIS	1403.69	01/06/23	1/23	

\* denotes missing check number(s)

# of Checks:	39	Total:	65883.39	Electronic Checks:	32,666.22
				Non-electronic Checks:	33,217.17

Page: 1 of 3  
Report ID: AP300

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99826	E	262 MONTANA DAKOTA UTILITIES	724.65	01/03/23	1/23		
-99825	E	371 TCT	144.91	01/03/23	1/23	CL 353	724.65
-99824	E	298 NORTHWESTERN ENERGY	1520.47	01/03/23	1/23	CL 354	144.91
-99823	E	418 WEX	1361.00	01/05/23	1/23	CL 355	1520.47
-99821	E	51 BILLINGS/CITY OF (WATER-WASTE	134700.83	01/09/23	1/23	CL 359	1361.00
-99820	E	409 VERIZON	209.95	01/15/23	1/23	CL 361	134700.83
-99819	E	51 BILLINGS/CITY OF (WATER-WASTE	87.30	01/20/23		CL 363	209.95
-99818	E	201 INTERSTATE ENGINEERING, INC.	18698.45	01/18/23	1/23	CL 371	87.30
-99817	E	127 ENERGY LABORATORIES, INC.	495.00	01/18/23	1/23	CL 372	18698.45
-99816	E	442 JENNIFER BURNSIDE	150.00	01/23/23		CL 377	495.00
-99815	E	440 BRANDON HURST	150.00	01/23/23		CL 378	150.00
-99814	E	227 LAURA DRAGER	150.00	01/23/23		CL 379	150.00
-99813	E	439 DAVID GRAVES	150.00	01/23/23		CL 380	150.00
-99812	E	258 MING CABRERA	150.00	01/23/23		CL 381	150.00
-99811	E	468 THOMAS ZURBUCHEN	150.00	01/23/23		CL 382	150.00
-99810	E	71 CHARTER	139.98	01/25/23	1/23	CL 383	139.98
10772 *	S	40 CASTLE PINES DBA BILLINGS CONSTRUCTION S	1866.00	01/03/23	1/23	CL 352	1866.00
10773	S	264 MONTANA DEPT OF ADMINISTRATION	1700.00	01/03/23	1/23	CL 351	1700.00
10774	S	300 OFFICE DEPOT	366.34	01/03/23	1/23	CL 350	366.34
10775	S	27 BADGER METER, INC.	362.82	01/05/23	1/23	CL 358	362.82
10776	S	472 John Stewart	1000.00	01/05/23	1/23	CL 356	1000.00
10777	S	404 UTILITIES UNDERGROUND LOCATION CENTER	174.27	01/05/23	1/23	CL 357	174.27
10778	S	135 EXECUTIVE CLEANING CO., INC.	807.30	01/11/23	1/23	CL 364	807.30
10779	S	296 NORTHWEST PIPE FITTINGS INC	381.70	01/11/23	1/23	CL 368	381.70

02/08/23  
14:46:29

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Gross Receipts  
For the Accounting Period: 1/23

Page: 2 of 3  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
10780	S	366 SUSAN SWIMLEY	4041.50	01/11/23	1/23		
10781	S	446 Valli Information Systems, Inc.	5.50	01/11/23	1/23	CL 366	4041.50
10782	S	415 WESTERN MUNICIPAL CONSTRUCTION, INC.	16878.60	01/11/23	1/23	CL 367	5.50
10783	S	390 TRUE NORTH CONTRACTING LLC	800.00	01/12/23	1/23	CL 365	16878.60
10790 *	S	241 MASTERCARD	4392.70	01/18/23	1/23	CL 369	800.00
10791	S	296 NORTHWEST PIPE FITTINGS INC	154.84	01/18/23	1/23	CL 376	4392.70
10792	S	327 PURVIS INDUSTRIES	24.85	01/18/23	1/23	CL 374	154.84
10793	S	436 YELLOWSTONE WATERWORKS1	6103.32	01/18/23	1/23	CL 375	24.85
10794	S	429 YELLOWSTONE COUNTY NEWS	39.00	01/25/23	_____	CL 373	6103.32
10795	S	399 UNITED STATES POST OFFIC	1855.67	01/30/23	_____	CL 384	39.00
10796	S	225 KNIFE RIVER	1622.29	01/30/23	_____	CL 385	1855.67
10797	S	271 MONTANA RURAL WATER SYSTEMS	400.00	01/30/23	_____	CL 388	1622.29
10798	S	300 OFFICE DEPOT	349.99	01/30/23	_____	CL 387	400.00
10799	S	393 U. S. POST OFFICE	122.90	01/31/23	_____	CL 386	349.99
						CL 389	122.90
<b>Total for Claim Checks</b>			<b>202432.13</b>				
Count for Claim Checks			38				

\* denotes missing check number(s)

# of Checks: 38                      Total: 202432.13

02/08/23  
14:46:29

BILLINGS HEIGHTS WATER DISTRICT  
Fund Summary for Claim Check Register  
For the Accounting Period: 1/23

Fund/Account	Amount
5210 Water 101012	\$202,432.13
Total:	\$202,432.13



January 1 -  
January 31, 2023  
Account Number:

Page 1 of 20

## STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D54040 SSNR01001

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

### Your Financial Advisor (M805):

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

### Office Serving Your Account:

401 NORTH 31ST STREET  
SUITE 1610  
BILLINGS, MT 59101

### PRIMARY INVESTMENT OBJECTIVE: Income

### RISK TOLERANCE: Moderately Conservative

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

### TRADING TAX LOT RELIEF METHOD: First In, First Out

### INVESTOR UPDATE

What are your financial resolutions for 2023? Put away more for retirement? Start saving for college? Review estate planning matters? Whatever your goals may be, your Stifel Financial Advisor can help.

### ACCOUNT PROTECTION

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

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

### PORTFOLIO SUMMARY

	January 31	December 31
Net Cash Equivalents **	26,324.02	1,057.28
Net Portfolio Assets held at Stifel <sup>4</sup>	6,266,383.54	6,260,460.09
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$6,292,707.56</b>	<b>\$6,261,517.37</b>

### YOUR CHANGE IN PORTFOLIO VALUE

	January 31	December 31
Net Cash Flow (Inflows/Outflows) <sup>2</sup>		
Securities Transferred In/Out		
Income and Distributions	26,050.87	4,607.40
Change in Securities Value	5,139.32	36,341.68
<b>Net Change in Portfolio Value</b>	<b>\$31,190.19</b>	<b>\$40,949.08</b>

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

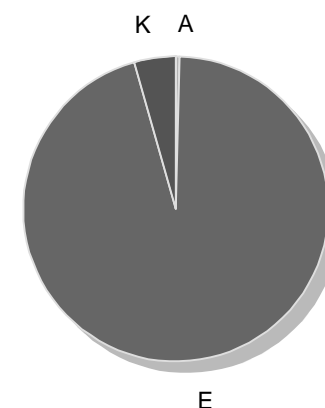
<sup>2</sup> Does not include cost or proceeds for buy or sell transactions.

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

You have securities maturing and/or options expiring.

### YOUR ASSET SUMMARY

	Value on January 31, 2023 (\$)	Percentage of your account
A Net Cash Equivalents**	26,324.02	0.42%
E Fixed Income-Other	5,986,377.95	95.13%
K Stifel Smart Rate <sup>4</sup>	280,005.59	4.45%
Total Assets	\$6,292,707.56	100.00%



**ASSET SUMMARY**

Value as of <b>January 31, 2023</b>					Gains/(-)Losses		
	<i>At Stifel</i>	<i>Not at Stifel</i>	<i>Total</i>	<i>% of assets *</i>	<i>Unrealized</i>	<i>Realized</i>	
						<i>This Period</i>	<i>Year-to-date</i>
Cash							
Cash Sweep**	26,324.02		26,324.02	0.42%			
Margin Balance							
<b>A. Net Cash Equivalents</b>	<b>\$26,324.02</b>		<b>\$26,324.02</b>	<b>0.42%</b>			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni							
E. Fixed Income-Other	5,986,377.95		5,986,377.95	95.13%	-169,292.03		
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **	280,005.59		280,005.59	4.45%			
<b>Net Portfolio Assets</b>	<b>\$6,266,383.54</b>	<b>\$0.00</b>	<b>\$6,266,383.54</b>	<b>99.58%</b>	<b>-\$169,292.03</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Portfolio Value</b>	<b>\$6,292,707.56</b>	<b>\$0.00</b>	<b>\$6,292,707.56</b>	<b>100.00%</b>	<b>-\$169,292.03</b>	<b>\$0.00</b>	<b>\$0.00</b>

**INCOME & DISTRIBUTION SUMMARY**

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	26,050.87	26,050.87
Capital Gain Distributions			
Return of Principal			
Other			
<b>Total Income &amp; Distributions</b>		<b>\$26,050.87</b>	<b>\$26,050.87</b>

**INFORMATION SUMMARY**

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Accrued Interest Paid	Tax-Exempt		
	Taxable		
Accrued Interest Received	Tax-Exempt		
	Taxable		
Gross Proceeds		50,000.00	50,000.00
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged			

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

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

**ASSET DETAILS**

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

**NET CASH EQUIVALENTS**

	<i>Current value</i>	<i>Cost Basis</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
STIFEL FDIC INSURED	26,324.02	26,324.02	39.49	0.15%
<b>Total Net Cash Equivalents</b>	<b>\$26,324.02</b>	<b>\$26,324.02</b>	<b>\$39.49</b>	<b>0.15%</b>

**STIFEL INSURED BANK DEPOSIT PROGRAM**

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

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

**PORTFOLIO ASSETS - HELD AT STIFEL**

<b>Fixed Income-Other</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
LUANA SVGS BANK LUANA IA CD FDIC #00253 CPN 2.000% DUE 02/02/23 DTD 08/02/19 FC 02/02/20 CUSIP: 549104HT7	<b>Cash</b>	100,000	99.9880 " 99,988.00	100.0000 100,000.00	1,002.74	-12.00	2,000.00	2.00%
MORGAN STANLEY PVT BK NA PURCHASE NY CD FDIC #34221 CPN 2.950% DUE 02/07/23 DTD 02/07/19 FC 08/07/19 CUSIP: 61760AVQ9 <i>Original Cost: 251,505.00</i>	<b>Cash</b>	250,000	99.9750 " 249,937.50	100.0031 250,007.63	3,596.58	-70.13	7,375.00	2.95%
TOYOTA FINL SVGS BANK HENDERSON NV CD FDIC #57542 IAM CPN 1.850% DUE 05/11/23 DTD 05/11/22 FC 05/11/23 CUSIP: 89235MNE7	<b>Cash</b>	250,000	99.2460 " 248,115.00	99.4020 248,505.00	3,370.55	-390.00	4,625.00	1.86%



UTILITY BILLING SYSTEM Report ID: 1041

HEIGHTS WATER DISTRICT

## METER SIZES SUMMARY

Data for Meter Sizes as of 02/13/2023 Metered Accounts Only  
Primary Accounts Only

09:32:45 - 02/13/2023

Meter Size	Count
0.625	10
0.625P	290
0.75	4971
0.75P	49
0.75S	37
1.00	439
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: 6052

COMMERCE-MANAGEMENT SERVICES  
DEPARTMENT OF COMMERCE  
PO BOX 200501  
301 SOUTH PARK  
HELENA MT 59620-0501

RETURN SERVICE REQUESTED

Summary

DATE: 2/1/2023  
CHECK NUMBER:  
CHECK AMOUNT: \$15,000.00

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



Agency Contact: 406/841-2714 Agency: 6501A Agency Name: COMMERCE-MANAGEMENT SERVICES  
Supplier ID: 0000017561 Invoice Date: 1/30/2023 Invoice #: MT-ARPA-PL-23-644

COMMUNITY MT - ARPA-PL - \$15000.00  
CONTRACT MT-ARPA-PL-23-644  
REQUEST #1 FINAL  
RATE STUDY & CIP

If you would  
like to receive  
your next  
payment from the  
State of Montana  
electronically,  
please call  
406/841-2714.

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND. SECURITY FEATURES INCLUDE THERMOCHROMIC INK, MICROPRINTING, A VOID PANTOGRAPH, AND AN ARTIFICIAL WATERMARK AND SECURITY SCREEN ON THE BACK.



State of Montana

93-104/920

Check No.

Date

2/1/2023

Pay Exactly\*\*FIFTEEN THOUSAND AND 00/100 DOLLARS\*\*

AMOUNT

\$15,000.00

To the  
Order of

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

This account is protected by Positive  
Pay. Void after 180 days from date of  
check. Payable through U.S. Bank.





## **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.

### **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.

to be eligible for election or appointment to the District's Board, a person must meet the requirements of Montana State Law and the following:

- (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

### Term of Office.

Except as provided herein, or by Montana State law, the term of office for directors shall be four (4) years commencing on the first day 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 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; (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



**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



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 27<sup>th</sup> 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 18<sup>th</sup>, 2023

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

Attest:

\_\_\_\_\_  
Secretary

# EXHIBIT A

1. High Sierra Subdivision, 21<sup>st</sup> filing, Being lot 33 Block 17 of High Sierra Subdivision, 10<sup>th</sup> filing and Lot 15, Block 8 of High Sierra Subdivision, 17<sup>th</sup> 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.

Good morning:

Thanks for reaching out to my office for consideration of general council for the Billings Heights Water District. As you are aware, I currently represent Four Corners County Water and Sewer District, Big Sky County Water and Sewer District, RiverRock County Water and Sewer District as well as Gallatin Gateway County Water and Sewer District. Additionally I served as Deputy County Attorney for Gallatin County for 10 years, 5 years of which I was the Chief Deputy Civil Attorney. I am currently the City Attorney for the City of Three Forks. I offer this information to provide the Board a level of confidence that I provide competent and in depth advice for Montana governmental entities.

Attached is a fee agreement. If the Board approves my office representation, I would like to establish a line of communication through the General Manager/Asst. GM. In that way, the District has a continuity of representation while be conscientious of billable hours. If all of the Board members call/email quite a bit more time is spent and billed to Billings Heights.

Susan B. Swimley  
Attorney and Counselor at Law  
1807 West Dickerson, Unit B  
Bozeman MT 59715  
406 -586-5544 (telephone)  
406-586-3130 (fax)

**SUSAN B. SWIMLEY, ATTORNEY AND COUNSELOR AT LAW**  
**ATTORNEY FEE AGREEMENT**

SCOPE of REPRESENTATION: provide advice on Montana law for governmental entity and county water and sewer district law, review contracts upon request and provide other legal counsel as requested.

IT MAY BE NECESSARY TO MODIFY THIS AGREEMENT DURING THE COURSE OF YOUR REPRESENTATION, PARTICULARLY IF THE REPRESENTATION IS OVER A LONG PERIOD OF TIME. FURTHERMORE, A NEW ATTORNEY FEE AGREEMENT WILL NEED TO BE COMPLETED SHOULD YOU REQUIRE WORK OUTSIDE OF THE SCOPE OF REPRESENTATION SET FORTH ABOVE.

OUR ATTORNEY FEES FOR SERVICES ARE BASED UPON THE FOLLOWING FACTORS: 1) AMOUNT AND CHARACTER OF THE SERVICES RENDERED; (2) LABOR, TIME AND DIFFICULTY INVOLVED; (3) IMPORTANCE OF THE SERVICES; (4) PROFESSIONAL SKILL AND EXPERIENCE NECESSARY; (5) CHARACTER AND STANDING OF THE ATTORNEY IN HER PROFESSION; AND (6) RESULTS OBTAINED AS A RESULT OF THE SERVICES.

UNLESS OTHERWISE AGREED UPON, THE HOURLY RATES SET FORTH BELOW WILL BE USED BY US IN YOUR CASE OR MATTER AS A GUIDELINE IN SETTING OUR ATTORNEY FEES IN ACCORDANCE WITH THE ABOVE FACTORS.

Susan B. Swimley	\$185.00
Paralegal	\$65.00 - \$90.00

IN ADDITION TO FEES FOR SERVICES, YOU WILL BE REQUIRED TO PAY ALL COSTS ADVANCED AND EXPENSES INCURRED THAT ARE DIRECTLY RELATED TO THE PERFORMANCE OF LEGAL SERVICES. THESE INCLUDE THE COSTS OF INVESTIGATION, SERVICE OF PROCESS, FILING FEES, DEPOSITIONS, TRAVEL, LONG DISTANCE TELEPHONE CHARGES, POSTAGE, PHOTOCOPYING, FAX CHARGES, TITLE WORK, COMPUTER RESEARCH CHARGES AND OTHER OUT-OF-POCKET EXPENSES, AS WELL AS A \$65.00 FILE-OPENING FEE.

YOU WILL BE BILLED MONTHLY FOR ATTORNEY FEES FOR LEGAL SERVICES AND OTHER CHARGEABLE EXPENSES ARE REQUIRED TO BE PAID WITHIN THIRTY (30) DAYS OF THE DATE OF THE MONTHLY STATEMENT. A FINANCE CHARGE OF 1.25% PER MONTH, WHICH IS AN ANNUAL RATE OF 15%, WILL BE IMPOSED ON ANY BALANCE NOT PAID WITHIN THIRTY (30) DAYS OF BILLING. IF PAYMENT IS NOT MADE WITHIN NINETY (90) DAYS OF THE DATE OF BILLING, SUSAN B. SWIMLEY MAY SUSPEND WORK ON YOUR BEHALF UNTIL YOUR ACCOUNT IS BROUGHT CURRENT.

**IF ANY COLLECTION PROCEDURES ARE COMMENCED ON A PAST DUE ACCOUNT, YOU ARE OBLIGATED TO PAY COSTS INCURRED, REASONABLE ATTORNEY FEES AND COLLECTION FEES AND EXPENSES.**

I HAVE READ AND AGREE TO THE FOREGOING.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

CLIENT(S) SIGNATURE: \_\_\_\_\_

PRINTED NAME(S): \_\_\_\_\_





# COUNTY WATER DISTRICT OF BILLINGS HEIGHTS CAPITAL IMPROVEMENTS PLAN (CIP)

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County Water District of Billings Heights  
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- A. List of Projects by Priority
- B. List of Projects by Timeline
- C. Capital Improvement Projects



## 1 EXECUTIVE SUMMARY

The County Water District of Billings Heights (CWDBH) board agreed on the need to update the comprehensive Capital Improvements Plan. Last updated in 2008, it has been 14 years since the last plan was developed. The development of this updated 2023 Capital Improvements Plan (CIP) will provide CWDBH a tool for long term planning of capital project needs.

This plan was developed in close coordination with the CWDBH Board and department heads. Department heads were interviewed to identify needs for projects or capital purchases over \$25,000. Department heads ranked identified needs within their department for projects expected to be funded within the next ten (10) years. Department head priorities were discussed with the Board to determine overall District priorities.

Twenty-one (21) projects were ranked for overall priority, totaling just over \$30 million. This plan provides a framework for difficult fiscal decisions that need to be made each year on behalf of the CWDBH residents. This plan also provides an implementation plan that identifies a capital spending plan and projects to be initiated in the next five (5) years.

## 2 IMPLEMENTATION SUMMARY

The identification of the district's capital needs, both short and long-term, is only one part of the CIP. Just as important as identifying capital improvement needs is formulating a plan to implement identified improvements. The implementation must also consider project priorities, logical project phases and order of implementation and expected revenue sources for project funding.

The implementation plan uses the project priorities identified within each department and overall throughout the district and pairs projects with a funding plan to enable implementation of high priority projects. In total, project needs identified in this CIP total about \$30 million. The following sections identify a year-by-year implementation plan for the next ten (10) years that will result in construction or implementation of 21 separate projects.

In some cases, water rate increases are identified as necessary to pay for capital projects. Concurrently, a water rate study is being conducted by CWDBH. The rate study identifies reasonable and just water rates, charges, and classifications necessary to cover operating expenses and capital projects. The rate study is presented for public review and comment prior to CWDBH adoption.

### 2.1 Near-Term Implementation

(0-2 years)

There are three (3) Priority Level-1 CIP projects targeted for implementation for 2023-2024 totaling \$11.5 million. Each project and its funding mechanisms are identified below:

NW Transmission Main: This project is the highest priority for the district. At over \$11 million, it is a major commitment by the district to provide service now and into the future.

Funding is being sought through the SRF loan program.

Comprehensive Water System PER: Complete a comprehensive Water System Preliminary Engineering Report (PER) that will meet the standards of the "Uniform Preliminary Engineering Report for Montana Public Facility Projects". The PER will be submitted to the Montana Department of Natural Resources and Conservation (DNRC) water bureau and the Montana Department of Environmental Quality (DEQ) program for review following completion. The PER will identify projects to alleviate deficiencies and maintenance needs for the aging infrastructure within the CWDBH system. The document will further evaluate the existing system's capacity to accommodate future expansion/ongoing growth.

Funding has not been sought. Partial funding may be available after the 2023 Legislative session from the Montana Coal Endowment Program (MCEP) and the DNRC Renewable Resource Grant and Loan program (RRGL).

Water Intake Feasibility Study: Perform a research study to determine preliminary feasibility of CWDBH to construct a Yellowstone River intake as a potential alternate source of potable water to supply the district. This preliminary study would evaluate potential water rights issues, potential intake locations relative to existing upstream Billings WWTP discharge location on the Yellowstone River, and potential environmental permitting requirements. If determined feasible, this project would represent a precursor to a formal Preliminary Engineering Report (PER) for the water intake and a water treatment facility.

Funding has not been sought. Partial funding may be available after the 2023 Legislative session from the Montana Coal Endowment Program (MCEP) and the DNRC Renewable Resource Grant and Loan program (RRGL).

See Appendix A for the full list of projects and the priority rankings.

## 3 INTRODUCTION

### 3.1 Background

The County Water District of Billings Heights (CWDBH) previously created a Capital Improvement Plan (CIP) in 2008. Since that time, the service growth of the district has increased approximately 2% (+/-) each year.

Updating the CIP is in the interest of the current and future residential customers of the district. The overall goals of this CIP are to provide a framework for sound district capital spending and an implementation plan that clearly guides capital spending for the near-term future (the next five years), and the long-term future (the next ten years).

This CIP should not be a static document but should be re-visited each year to ensure conditions have not changed or needs arisen that warrant deviating from the plan. This document should undergo a complete update once every five (5) years.

This CIP is partially funded by the Montana Coal Endowment Program (MCEP). The funds were awarded by the Department of Commerce on November 4, 2021.

### 3.2 Purpose and Scope

The purpose of this document is to identify current and forthcoming capital needs of the district as it pertains to its existing facilities and infrastructure, anticipated growth, and operational and administrative services provided by the district. This document is intended to go beyond just identification of needs; to include an implementation plan that identifies needs, costs, and revenue sources for asset investments and projects anticipated for construction within a 10-year planning horizon, including:

- Ensure the timely repair and replacement of aging infrastructure
- Provide a level of certainty for residents, businesses, and developers regarding the location and timing of public investments
- Identify the most economical means of financing capital improvements
- Provide an opportunity for public input in the budget and finance process
- Eliminate unanticipated, poorly planned, or unnecessary capital expenditures
- Eliminate sharp increases in user fees and debt levels to cover unexpected capital improvements
- Balance desired system improvements with the district's financial resources
- Coordinate District improvements with city, county, and utility companies to minimize disruptions and costs associated with replacement of incidental infrastructure such as paving
- Anticipate and plan for infrastructure needs as a result of growth
- Plan for regulatory agency requirements such as more stringent water quality requirements, increased testing frequency, or implementation of additional programs that result in increased infrastructure costs such as the implementation of an asbestos pipe elimination program.



### 3.3 Report Organization

This CIP is organized into separate sections for each sector of the district such as pipelines, facilities, equipment, and projects. Each one is described, its capital needs are listed, potential funding sources for each capital need are identified, and a prioritized capital improvements schedule is provided.

### 3.4 Acknowledgements

Interstate Engineering, Inc. gratefully acknowledges the assistance and input of the County Water District of Billings Heights board and staff. We want to particularly acknowledge the following individuals:

**Peyton Brookshire, General Manager**

**Josh Simpson, Assistant Manager**

**Ming Cabrera, Board President**

**David Graves, Board Vice President**

**Laura Drager, Board Treasurer**

**Brandon Hurst, Board Member**

**Tom Zurbuchen, Board Member**

## 4 METHODOLOGY FOR PROJECT DEVELOPMENT & RANKING

### 4.1 Project Development

This Capital Improvements Plan (CIP) was developed based on the current needs of the County Water District of Billings Heights (CWDBH). For this CIP, capital improvements are defined as projects that furnish professional services, construct physical infrastructure, or purchase equipment with an estimated cost of \$25,000 or more.

Project development for this CIP update began with identifying improvements to address aging system infrastructure and district growth. Meetings were conducted with the district Board and staff to confirm that past, uncompleted projects should be carried forward. The meetings were also utilized to view and document district assets, identify new projects anticipated, assess potential sources of funding, and to obtain general background information. After needs were identified, the projects were ranked by staff, presented to the board, and priorities were set.

Concurrently, CWDBH is conducting a rates study. The final adopted rates study will provide additional CIP supporting funding information including the following:

- A detailed review of existing water rate structure,
- Adequate and equitable usage and basic charges,
- Review the District's current water connection/System Development Cost and Annexation Fees that would fund Capital Improvement Projects (CIPs) for new service locations and assess its suitability for cost recovery to existing system,
- Long term debt, current and future.

### 4.2 Cost Estimates

Project and purchase costs were estimated in 2021 dollars using various methods and sources. Sources for cost data included:

- Supplier costs of materials and equipment
- Bid tabulations and construction costs from recently completed similar projects
- Previously completed documents

Project costs included in this CIP are concept-level estimates and typically include a 15-20% contingency. As projects approach implementation, it is recommended that estimated costs are refined and updated based on better defined project details and scope. It is also important to note that project costs will escalate over time due to inflation.

### 4.3 Project Ranking

ID	Description	Estimated Cost	Listed Priority
CIP-01	Northwest Transmission Main	\$ 11,820,000.00	1
CIP-02	Comprehensive Water System PER	\$ 180,000.00	1
CIP-03	Raw Water Intake Feasibility Study	\$ 80,000.00	1
CIP-04	Bitterroot Loop Across Highway 312	\$ 4,070,000.00	3
CIP-05	Bitterroot from Barrett to Mary	\$ 1,800,000.00	3
CIP-06	Reservoir Management System	\$ 1,370,000.00	3
CIP-07	Assess Condition of Existing Pipelines	\$ 210,000.00	2
CIP-08	Aging Watermain Replacement Program	\$ 4,100,000.00	3
CIP-09	Dedicated Fill Line for Lanier Reservoir	\$ 640,000.00	4
CIP-10	Ultrasonic Meters at Hilltop & Lanier	\$ 130,000.00	4
CIP-11	Update GIS Attributes	\$ 150,000.00	4
CIP-12	GIS: Digital Workflows	\$ 150,000.00	4
CIP-13	GIS Support/Data Workflow Maintenances	\$ 690,000.00	4
CIP-14	Emergency Generation	\$ 75,000.00	4
CIP-15	Equipment Storage Building	\$ 920,000.00	4
CIP-16	Cold-Storage Yard at Ox Bow Tank Site	\$ 70,000.00	3
CIP-17	Shop Addition with 2-Ton Bridge Crane	\$ 370,000.00	4
CIP-18	5 Year Update to CIP	\$ 90,000.00	4
CIP-19	Rate Study	\$ 130,000.00	3
CIP-20	Billings Bypass Planning Area Study	\$ 80,000.00	3
CIP-21	4MG Ox Bow II Reservoir	\$ 8,040,000.00	5

Table 1 Project Ranking

Priority Level	Priority Indicators
<b>1</b>	Project is needed now (Years 0-2) <b>AND</b> Project is necessary to eliminate a hazard to public health or safety <b>AND/OR</b> Project is necessary to meet state/federal requirements <b>AND/OR</b> Project is necessary to meet existing domestic demands or fire flows within current service area.
<b>2</b>	Project is needed now (Years 1-4) <b>AND/OR</b> Project is necessary to mitigate risk due to potential emergency situations or aging infrastructure <b>AND/OR</b> Project is necessary accommodate growth within the existing <u>service</u> area <b>AND/OR</b> Project is necessary to define priority or schedule of other potential Priority 1 or 2 projects.
<b>3</b>	Project is needed in the near future. (Years 3-7) Project is necessary to accommodate growth within the existing service <u>planning</u> area <b>AND/OR</b> Project is highly beneficial towards increasing system reliability or operability <b>AND/OR</b> Project is highly beneficial towards increasing operational efficiency and productivity.
<b>4</b>	Project will be needed in the foreseeable future. (Years 5-9) Project is proactive towards facilitating long-term growth of the District <b>AND/OR</b> Project is contingent upon results or implementation of preceding project <b>AND/OR</b> Project is highly desirable, but does not address an urgent need.
<b>5</b>	Project may be needed in the foreseeable future. (Years 8-10+) Project forecasted need is near the end of the 10-year planning horizon of this CIP <b>AND/OR</b> Project is proactive towards improving operational efficiency and productivity <b>AND/OR</b> Project priority should be revisited during subsequent update of CIP based on observed growth and/or aging infrastructure.

Table 2 Priority Indicators

## 4.4 District/Public Input

The CWDBH Board held a public meeting on December 8, 2022, to which the CIP was presented. The document was then accepted at the \_\_\_\_\_, 2023 meeting. Both meetings were publicly noticed, and comment sought.

## 5 POTENTIAL FUNDING SOURCES

### 5.1 Introduction

This section lists and provides short descriptions of outside funding sources that may be available to fund all or part of Capital Improvement projects in the district. Funds' availability is governed by appropriations and by demand. Grants can be extremely competitive and not all requests can be funded. Most loan sources have adequate funds throughout the year. New funding sources become available from time to time, and some current funding sources may not be funded in the future. It is imperative that CWDBH remain current and actively seek new funding programs as they become available.

Two helpful websites for grants are [comdev.mt.gov](http://comdev.mt.gov) (State of Montana) and [grants.gov](http://grants.gov) (federal).

### 5.2 Grant Sources

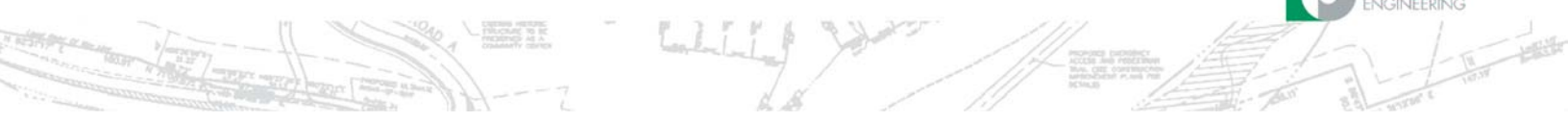
#### 5.2.1 MCEP (Montana Coal Endowment Program).

MCEP is a state grant program administered by the Department of Commerce in Helena. Funds are derived from the Coal Severance Tax and amount to \$15 million to \$20 million per biennium. MCEP grant funds can be used for water, wastewater, storm water, and bridge improvements. MCEP has both planning grants for preliminary engineering reports (PER's) or a Capital Improvements Plan (CIP) and construction grants. Both planning and construction grants can be combined with other grants and/or loans. MCEP grant funds are competitive.

Planning grants have a maximum award of \$15,000 and require a 50-50 match. These grants are available in odd years (2023, 2025, etc.) and are available on a first-come, first-served basis after funds are made available. The matching funds cannot be provided by another state grant but can be matched with federal grants. Funds are used to develop a preliminary engineering report (PER) or a Capital Improvements Plan (CIP).

Construction grants have an application deadline in the spring of even years (2024, 2026, etc.). These grants can be used for design and construction and are competitive. The grant application requires a Preliminary Engineering Report and a Uniform Application. These grants require a 50-50 match. The maximum grant is based on the community median household income and the water and wastewater combined residential user rate.

The proposed residential user rate taking into consideration the rate increase from the proposed project must exceed 100% of the target user rate. To be eligible for a \$500,000 MCEP grant, the user rate would need to be 100-125% of the target rate (over \$96.51 per month). To be eligible for a \$625,000 MCEP grant, the user rate would need to be 125-150% of the target rate (over \$120.64 per month). To be eligible for a \$750,000 MCEP



grant, the user rate would need to be over 150% of the target rate (over \$144.77 per month).

According to the MCEP Guidelines, "A community's target rate is computed by multiplying the community's MHI by the combined target percentage (2.3%) to measure residential households' ability to pay combined water and wastewater rates (1.4% for water systems plus 0.9% for wastewater systems equals 2.3%). For communities with only one system, 1.4% will be used for water systems and 0.9% will be used for wastewater systems.

For example, if a community has an annual MHI of \$30,000, this figure is multiplied by 2.3%. The sum is then divided by twelve months to determine the community's combined monthly target rate (for water and wastewater) of \$57.50 per month ( $\$30,000 \times 2.3\% = \$690.00$  divided by 12 months = \$57.50 per month). If a community only has a water system and no wastewater system, the target rate would be \$35.00 per month ( $\$30,000 \times 1.4\% = \$420.00$  divided by 12 months). If a community only has a wastewater system and no water system, the target rate would be \$22.50 per month ( $\$30,000 \times 0.9\% = \$270.00$  divided by 12 months)."

### 5.2.2 RRGL (Renewable Resource Grant and Loan Program).

This is a state grant and loan program administered by the Department of Natural Resources and Conservation in Helena. Funds are derived from mineral resources and are appropriated by the Legislature in House Bill 6. Funding generally amounts to about \$800,000 for planning grants and about \$6 million for construction grants. Both planning and construction grants can be combined with other grants and/or loans. Both planning grant and construction grant programs are competitive. The loan program is not normally used by cities and towns because its interest rate is higher than other loan programs that will be discussed later.

Planning grants have a maximum award of \$15,000 and do not require a match. These grants are available in odd years (2023, 2025, etc.) and are normally available on a first-come, first-served basis after funds are made available. Funds are used to develop a Preliminary Engineering Report (PER).

Construction grants have a maximum award of \$125,000 and the application deadline is in the spring of even years (2024, 2026, etc.). These grants can be used for design and construction and are competitive. No matching funds are required. The grant application requires a Preliminary Engineering Report and a Uniform Application. These grants can be used for water, wastewater, and storm water projects.

### 5.2.3 CDBG (Community Development Block Grant).

This grant program is administered by the Department of Commerce in Helena. The program is funded by the US Department of Housing and Urban Development. CDBG has both planning grants and construction grants. Both planning and construction grants can be combined with other grants and/or loans. Grant limits are determined by the federal appropriation and limits set by the State of Montana. Both planning grant and

construction grant funds are available on an annual or semi-annual basis and are competitive.

Planning grants normally have a maximum award of \$25,000 to \$30,000 per application. Funds are normally available on a first-come, first-served basis starting in July of every year. A 25% match is required. Grant funds can be used for any public project planning project such as water, wastewater, storm water, streets, public buildings, long range planning, etc.

Construction grants are normally limited to \$400,000-\$450,000, depending on the proposed use of funds. These grants can be used for design and construction and are competitive. A 25%-50% match is required. Most of the grant applications require a Preliminary Engineering Report and a Uniform Application. These grants can be used for water, wastewater, storm water, streets, public buildings, and other public works projects. Over 51% of the affected population must have a low to moderate income. The geography that the grant is to be used in can be specified to meet the low to moderate income guidelines.

#### **5.2.4 WRDA 595 GRANTS.**

This is a grant program for water systems only. It is administered by the US Army Corps of Engineers. Funding is limited and requests should be for \$300,000 or less. A 25% match is required. These funds can be used in conjunction with any other funds. Applications are usually due in January and applications are made through the three congressional offices. Funding is competitive and not available every year.

#### **5.2.5 General Grant Information.**

Two websites that should be checked frequently for grant applications are:

1. Fundingmt.org
2. Grants.gov (federal)

Grants applications on these websites sometimes have a short application window. Other possible sources of grants are the US Department of Justice, the Montana Department of Justice, and private sources.

### **5.3 Loan Sources**

#### **5.3.1 INTERCAP**

This low interest rate loan program is administered by the Montana Board of Investments. The present (2022) interest rate is 1.550% with terms up to three (3) years for water districts. The interest rate for INTERCAP loans is variable and can change in February of each year. The rate has averaged 1.95% for the last 10 years. This loan can be used in conjunction with other grants and loans. The loan is usually used for the purchase of personal and real property and infrastructure improvements. Funds can be used for the purchase of new and used equipment and vehicles, water, wastewater, storm water, solid waste projects, energy retrofit projects, public buildings, cemeteries and preliminary



engineering and grant writing. INTERCAP does not have a loan limit and they have adequate funds. Turnaround time from application to approval is short.

### 5.3.2 SRF (State Revolving Fund)

This low interest loan program is administered by the Department of Natural Resources and Conservation in Helena. These funds can be used for planning and construction, including design. The funding is comprised of 80% federal funds and 20% funds that the state borrows. The present interest rate is 2.5% with a 20-year amortized payment. In hardship cases \$500,000 of the loan can be at 2% and the term can be extended to 30 years. Sometimes the federal government adds "green" funds to the appropriation. These funds are for projects that improve the environment. These "green" funds are debt forgiven (grant) and are written off when the project is completed as designed. The loan application requires an engineering report and a Uniform Application. These funds can be used for water, wastewater, and storm water projects. Funds are available on an open cycle annual basis and can be used in conjunction with any grant funds. This loan program does not have a loan limit and has adequate funds. Turnaround time from application to approval is short. Currently, there is federal money available from the Bipartisan Infrastructure Law (BIL) which will be distributed through the SRF program.

## 5.4 Other Revenue Sources (MCA 7-13-2221)

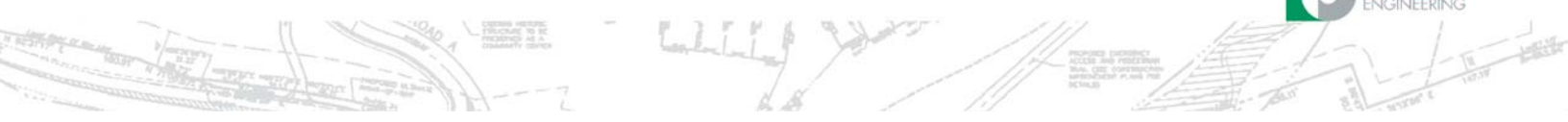
### 5.4.1 Loans:

Borrow money and incur indebtedness and issue bonds or other evidence of indebtedness and refund or retire any indebtedness or lien that may exist against the district or properly of the district;

### 5.4.2 Levy special assessments:

On property located in the district and benefited by any of its improvements, and pledge the collections of the special assessments in whole or in part, with any other revenue of the district, to the payment of bonds issued pursuant; and

Enter into covenants and agreements as to the establishment and maintenance of reasonable rates and charges for the use of its systems or improvements or any part of the systems or improvements as required, in the judgment of the board of directors, for the favorable sale of bonds issued including, without limitation, a covenant to establish and maintain rates and charges sufficient, with the collection of any special assessments, to pay debt service and operating, maintenance, and replacement costs of the system or improvement and fund necessary reserves or a covenant to establish and maintain rates and charges sufficient, with the collection of any special assessments, to pay operating and maintenance costs of the system or improvement, fund necessary reserves for the system or improvement, and pay debt service on bonds and to provide additional funds necessary for the purposes of the system or improvement or to provide assurance to the holders of bonds as to the sufficiency of the revenue.





## 6 CURRENT SERVICE AREA, DEMANDS & INFRASTRUCTURE

### 6.1 Introduction

The County Water District of Billings Heights originated in 1963 to provide water service to a developing area of Yellowstone County northeast and adjacent to the city limits of Billings.

Since the district's formation, CWDBH has and continues to purchase water from the City of Billings. Treated water is pumped from the city's water treatment plant to CWDBH through city owned infrastructure. The point of delivery is at the city owned Walter's Pump Station located along E. Airport Rd. Water is pumped into the CWDBH owned distribution network and connecting reservoirs.

Today, the district has grown to over 5,600 service connections providing potable water to a population base of approximately 13,400 in the Billings Heights vicinity. The district serves properties located both within and outside of city limits.

### 6.2 Service Area

The current CWDBH service area is bordered by the Yellowstone River on the east and sections of Gleneagles Blvd. and Wicks Ln. on the west. The southernmost section is near Main St and E. Airport Rd. The northern sections of the district are a collection of urban subdivisions and rural single residences surrounded by property that is not currently in the service area but is included in the planning area.

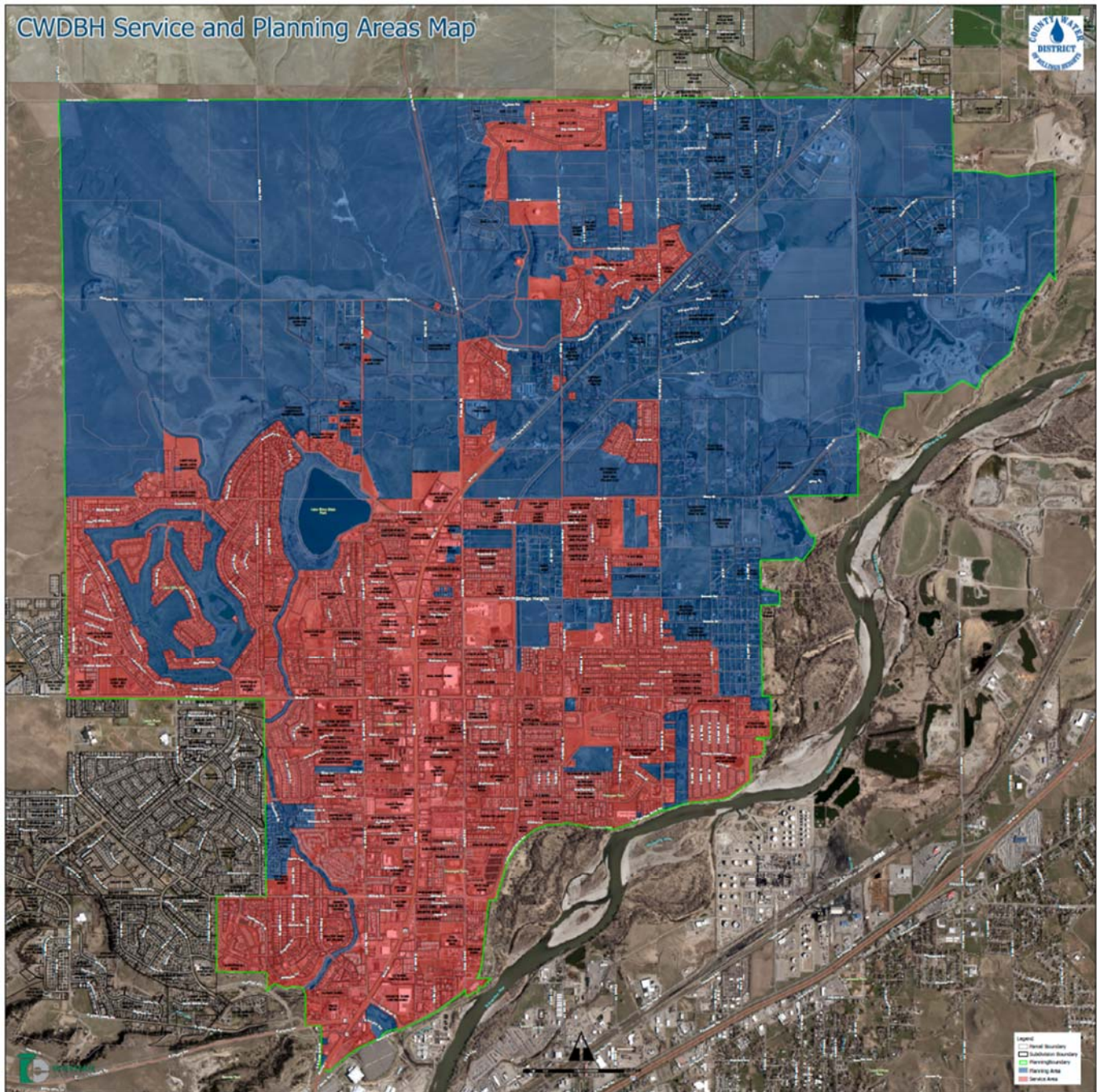


Figure 1 CWDBH Service & Planning Areas Map



### 6.3 Water Demands & Fire Flows

Water supplied from the City of Billings is recorded monthly by a master meter located at Walter’s Pump Station. The master-meter readings are used to establish monthly water purchased by CWDBH from the city.

The total water purchased for CWDBH water-year 2021-2022 (July 2021 – June 2022) was 1,000,745,000 gallons. Dividing the annual water purchased by 365 days gives an average daily water purchased quantity of 2.74 million gallons per day. This quantity does not account for system losses and therefore does not represent water sold to CWDBH consumers. For the same period (July 2021 – June 2022), the average daily water sold by CWDBH to consumers was 2.25 million gallons per day.

Total water purchased from the city has fluctuated from year to year. Several factors including length of irrigation season and drought conditions have contributed to fluctuating demands. However, the total number of service connections has been in a growth trend averaging 2%+/- annually.

CWDBH currently has a working water model of their entire distribution system. This tool has enabled their engineers to monitor growing demands, fire-flow capacity, and the potential hydraulic effects of system expansion. The water model has provided supporting hydraulic data for many of the listed CIP infrastructure projects.

Generally, fire flows and hydrant spacing have steadily improved throughout the past 60 years of the district’s existence. As the district expanded, developments had to construct system extensions to meet Montana Department of Environmental Quality (DEQ) and International Fire Code (IFC) requirements. Additionally, fire hydrants have been added to the system to improve spacing and larger diameter pipes have become the design standard for replacement and/or new installation.

According to the International Code Council, single family homes without a sprinkler system need 1,000 GPM water flow for one hour to effectively fight a fire or higher if the fire is over 3,601 square feet.

**TABLE B105.1(1)**  
**REQUIRED FIRE FLOW FOR ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES**

FIRE-FLOW CALCULATION AREA (square feet)	AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
0–3,600	No automatic sprinkler system	1,000	1
3,601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2) at the required fire-flow rate
0–3,600	Section 903.3.1.3 of the <i>International Fire Code</i> or Section P2904 of the <i>International Residential Code</i>	500	$\frac{1}{2}$
3,601 and greater	Section 903.3.1.3 of the <i>International Fire Code</i> or Section P2904 of the <i>International Residential Code</i>	$\frac{1}{2}$ value in Table B105.1(2)	1

For SI: 1 square foot = 0.0929 m<sup>2</sup>, 1 gallon per minute = 3.785 L/m.

Table 3 Required Fire Flow for One- & Two-Family Dwellings

In Montana, the Administrative Rules of Montana (ARM) adopted the International Fire Code in ARM 23.12.601, which is the same code that the City of Billings uses in the City building code.

The northwest area of the CWDBH distribution system is experiencing poor pressure and fire-flow capacity issues due to undersized piping, higher demands, and topography challenges. With the completion of the CIP-01 project of this CIP (Northwest Transmission Main), adequate flow and pressure can be restored to the northwest area. The project will also provide additional demand capacity to accommodate nominal growth.

Other smaller, isolated areas experiencing pressure issues and/or inadequate fire flow do exist within the CWDBH distribution system. These areas of concern are a result of undersized pipes, inadequate looping, and/or topographical (elevated) challenges. Projects providing upsized pipes and additional looping will improve hydraulic conditions for these areas.

## 6.4 Existing Infrastructure

The system has over 120 miles of distribution pipe, three (3) reservoirs, and seven (7) pump stations. The active service area covers over six square miles with 5,600+ water service connections. The CWDBH Water Distribution System Map displays the variety of waterline sizes from 4 inch to 36 inches.

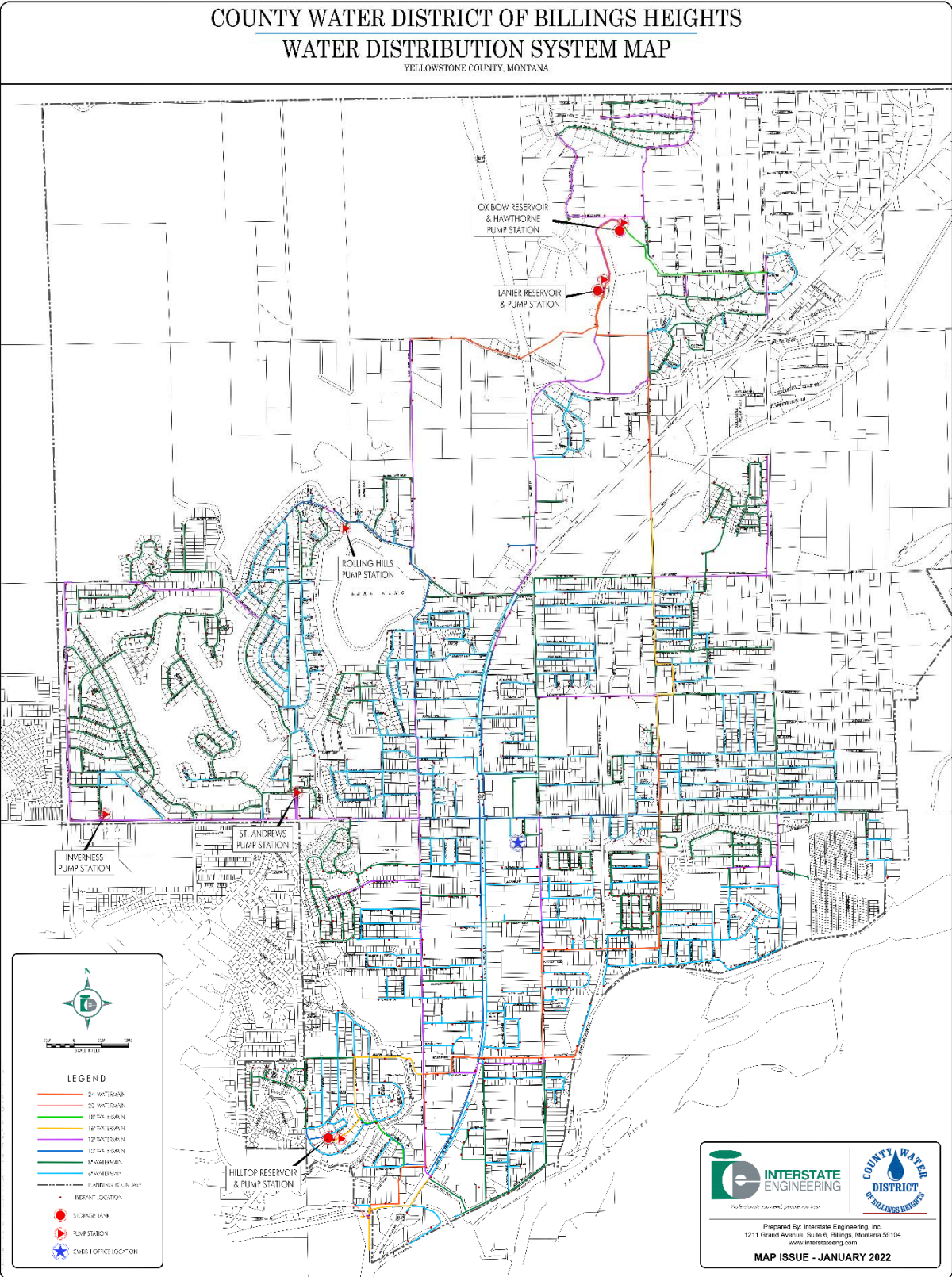


Figure 2 CWDBH Water Distribution System Map

Ground Storage Reservoirs:

Hilltop – built in the 1960s, 2 million gallons

Lanier – built in the 1980s, 2 million gallons

Ox Box – built in 2017, 4 million gallons

Water Pump Station Sites and Operating Status:

Lanier (Active)

Hawthorne (Active)

Saint Andrews (Active)

Rolling Hills (Standby)

Inverness (Standby)

Oxbow (Retired)

## 6.5 Conditions Assessment

- The existing distribution system contains 120+ miles of pipeline. Over 60 miles of district waterline was put into service between 1963 and 1983. Today, that translates to 50% of the existing distribution system being 40 – 60 years old. A significant amount of the original pipe network consists of AC pipe material. With an estimated lifespan of 50 – 70 years for most pipe materials of that era, CWDBH will need to begin replacing a significant amount of their distribution system soon before the infrastructure reaches the end of its operational lifespan.
- The reservoirs and booster stations are in good condition. The district practices an active maintenance program to keep all their pump stations in adequate operating condition. All three of the reservoirs are in operation and constructed of reinforced concrete. The district routinely has each reservoir video inspected every two years by contracted divers.



## 7 FUTURE PLANNING AREA, DEMANDS, & GROWTH PROJECTIONS

### 7.1 Introduction

The CWDBH serves residents both within and outside of the Billings city limits. Existing zoning within the district includes agriculture, suburban neighborhood, mixed residential, and commercial. Commercial areas are zoned mixed use to heavy commercial. Future planning, such as completion of this CIP, will allow the district to be proactive in providing services to this variety of users. Global water demand and system connection growth over the past decade has steadily increased at about 2%+/- per year.

### 7.2 Planning Area

CWDBH has the potential to expand and add many new service lines as illustrated by the current CWDBH Service & Planning Area Map. The current planning boundary encompasses 9,780 acres (15+ square miles) with about 1/3 of the area currently annexed into the district. Furthermore, with the recent expansion of storage and infrastructure, CWDBH can now serve beyond the mapped planning area boundaries. As Billings Heights continues to expand and existing county residences annex into the district, water demand will consequently increase.

### 7.3 Zoning Influence, Development, Demands, & Population Trends

Zoning in the area is predominantly suburban neighborhood along with some mixed residential, mobile home residential, and commercial areas. Again, this demonstrates a variety of user demands.

Yellowstone County is predicted to be one of the fastest growing counties in Montana, according to the Census and Economic Information Center. There are pockets of high Low Moderate Income (LMI) up to 83% and areas of higher income within the district. The diverse income levels will affect the rate increases that the Board will be able to complete.

### 7.4 Heights Transportation Corridor Developments

With the future Billings Bypass project being constructed, Billings Heights is primed to continue to grow. The project will open an opportunity for more lands to be developed once the project is completed. The bypass project is scheduled to be completed 2025-2026 (Tentative). It is anticipated that the new transportation corridor will also increase CWDBH system water demand as development and utility infrastructure is built along the new route.

### 7.5 System Limitations

- Lower pressures have been a reoccurring issue in the Lake Hills (northwest) area of the district. Existing grid mains that supply the Lake Hills pressure zone are also experiencing capacity issues. Ongoing developments in the northwest area of the

system will need to pause and/or new development requests will be denied if immediate improvements are not completed.

- Need better overall system operability and water quality to reduce the risk of non-compliance and/or low chlorine residuals.
- Need a scheduled replacement program for aging and/or asbestos-cement pipe throughout the district.
- Need improved system redundancy, looping, and increased pipe capacity. Transmission-grid mains should be 12" and interior distribution mains should be 8".
- Meter/piping upgrades at Lanier and Hilltop Reservoirs sites are needed to manage flow and water turnover more effectively.
- Upgrades in software and GIS are needed to better manage assets and automate system operations.
- Backup generator in case of extended power outages.
- New future reservoir as needed for growth.



## 8 PLANNING

### 8.1 Introduction

Planning documents help entities create a long-term financial plan to meet system needs, thus ensuring financial stability. It helps entities to implement goals and objectives outlined in their growth policies, helping to ensure that growth occurs in a cost-effective and desirable manner. Planning documents also identify where improvements will be needed over time, rather than waiting for each crisis to occur before acting. It is usually more expensive to make emergency repairs than it is to maintain a system in working order by anticipating problems and making corrections incrementally before there is a total breakdown in the system. Planning is an important investment for the future of CWDBH.

### 8.2 Funding Sources

Planning may be funded through MCEP, SRF, RRGL, INTERCAP and/or many other funding options that may become available.

### 8.3 Capital Improvements Schedule

Comprehensive Water System PER – Complete a comprehensive water system Preliminary Engineering Report (PER) that will meet the standards of the “Uniform Preliminary Engineering Report for Montana Public Facility Projects”. The PER will be submitted to the Montana Department of Natural Resources and Conservation (DNRC) water bureau and the Montana Department of Environmental Equality (DEQ) program for review following completion. The PER will identify projects to alleviate deficiencies and maintenance needs for the aging infrastructure within the CWDBH system. The document will further evaluate the existing system’s capacity to accommodate future expansion/ongoing growth. Completion of a comprehensive water PER is a key requirement for state and/or federal funding agencies to qualify for grants and/or loans.

Rate Study – Perform a comprehensive rate study and evaluation as a 10-year update to the water rate schedule to address the true cost of supplying water to the district’s service area residents. Intermediate rate study updates should also be revisited between comprehensive 10-year updates to assure the plan is maintaining its intended course.

Billings Bypass Planning Area Study – Perform a study regarding the potential impact of the new Billings Bypass corridor and projected areas of development on the planning area of the district including existing and future infrastructure. This will provide a preliminary water infrastructure plan for the buildout of undeveloped areas to prevent under sizing and potential operational problems.

5-Year Update to CIP – Perform a 5-year update to the Capital Improvements Plan (CIP) to incorporate completed projects, priority adjustments, budgetary considerations, changing forecasts and growth patterns, and evaluate potential future projects.

Water Intake Feasibility Study – Perform a due-diligence research study to determine preliminary feasibility of the district to construct a Yellowstone River intake as an alternate source of potable water to supply the district.

This preliminary study would evaluate potential water rights issues, potential intake locations relative to existing WWTP discharge locations on the Yellowstone, permitting requirements, etc. If determined feasible, this project would represent a precursor to a formal Preliminary Engineering Report (PER) for the Water Intake and Treatment Facility.

## 8.4 Tabular Summary – Office Capital Projects Summary Table

Project ID	Project Title	Priority Level:	Project Category	Subcategory
CIP-02	Comprehensive Water System PER	1	Administration	Overall System
CIP-19	Rate Study	3	Administration	Rate Study
CIP-20	Billings Bypass Planning Area Study	3	Administration	Overall System
CIP-18	5 Year Update to CIP	4	Administration	CIP
CIP-03	Raw Water Intake Feasibility Study	1	Facilities	WTP

*Table 4 Planning Capital Projects Summary Table*

## 8.5 Funding Sources

Potential funding sources are outlined in Section 5. These projects will rely on a combination of grants and loans. Specifically, Montana Coal Endowment Program (MCEP) construction grants, State revolving fund (SRF), and renewable resource grants (RRGL). MCEP is open every two years to be approved by the legislature. The grant application is due the summer of even years before the legislature meets in odd years. Funding specifically for equipment may be sought through the Coal Board program.

## 9 ADMINISTRATIVE SOFTWARE, METER READING SOFTWARE, OTHER OPERATIONAL EQUIPMENT BELOW \$25,000

### 9.1 Introduction

It is important for the district to keep current the software before billing, meter reading and other administrative functions. Due to its critical function, administrative software and/or operational equipment is worth noting even though costs are typically <\$25,000.

#### 9.1.1 Asset Management

Asset management is dependent on knowing the state of the utility assets.

“An asset management program helps a utility make risk-based decisions by choosing the right project, at the right time, for the right reason (epa.gov)”.

Keeping data up to date is crucial. Asset management software works hand in hand with GIS software. See section 10.4 concerning GIS.



## 10 DISTRIBUTION SYSTEM ANALYSIS & CAPITAL PROJECTS

### 10.1 Introduction

The County Water District of Billings Heights' water system consists of three (3) water storage facilities, seven (7) pump stations, disinfection treatment, and a distribution system. The water is initially treated by the Billings WTP and purchased from the City of Billings.

### 10.2 Reservoirs

#### 10.2.1 Introduction

CWDBH currently owns and operates three (3) concrete potable water storage tanks to serve the existing distribution system. The system operates three (3) pressure zones with the utilization of gravity fed reservoirs and booster pumps. The system has a cumulative maximum storage volume of 8 million gallons.

##### Ground Storage Reservoirs:

Hilltop – built in the 1960s, 2 million gallons

Lanier – built in the 1980s, 2 million gallons

Ox Bow – built in 2017, 4 million gallons

#### 10.2.2 Capital Needs

4MG Ox Bow II reservoir - Installation of a new 4MG storage reservoir near the existing Ox Bow reservoir to supplement storage capacity throughout the system.

#### 10.2.3 Funding Sources

Storage infrastructure may be funded through SRF, MCEP, and RRGL and/or other funding options that may become available.

#### 10.2.4 Capital Improvements Summary

The timeline for Capital Improvements is shown in detail in Appendix B. Experienced and continued growth in the northern portion of the district will require additional storage capacity to maintain domestic demand, fire flow, and adequate system pressures.

#### 10.2.5 Tabular Summary – Capital Projects Summary Table

Project ID	Project Title	Priority Level:	Project Category	Subcategory
CIP-21	4MG Ox Bow II Reservoir	5	Facilities	Reservoirs

*Table 5 Reservoirs Capital Projects Summary Table*

## 10.3 Pipelines

### 10.3.1 Introduction

The district has a mixture of transmission mains, distribution mains, and service lines. The first system water mains were installed in 1963. Most of the original distribution main installed utilized asbestos cement (AC) pipe. Cast iron pipe was also installed along Main Street. After the initial district startup, expansion projects utilized AC and ductile iron pipe materials. AC pipe continued to be installed throughout the district until the EPA ban in the late 1970's. AC water pipe has a lifespan of 50 – 70 years depending on several factors including strength class, soil conditions, water chemistry, etc. PVC pipe has become the most common pipe material installed throughout the district in the past 40 years.

### 10.3.2 Capital Needs

- Northwest Transmission Main. Install 24" grid main from the intersection of Alexander/Lake Elmo to the Gleneagles main to complete a major loop in the system.
- Assess Condition of Existing Pipelines. Preliminary assessment of strategically selected locations to determine if additional investigation will aid in the development of an effective replacement schedule.
- Bitterroot Loop Across Highway 312. Construct a new 24"/18" grid main to connect Bitterroot Drive to Grelck Lane across Highway 312 along Bitterroot Drive and Independent Road, forming a major loop within the system.
- Bitterroot Drive from Barrett Drive to Mary Street. Construct a new 12" grid main. Project will remove dead ends and complete a major loop within the system.
- Aging Watermain Replacement Program. Implement a scheduled replacement program for 77,000 LF (estimate) asbestos-cement pipe throughout the district.
- Dedicated Fill Line for Lanier Reservoir. A new configuration will ensure water turnover in the tank and reduce issues associated with water aging.
- Ultrasonic Meters at Hilltop & Lanier. Install non-invasive, ultrasonic flow meters on the discharge lines for the Hilltop and Lanier reservoirs.

### 10.3.3 Funding Sources

Pipelines may be funded through SRF, MCEP, and RRGL and/or other funding options that may become available.

### 10.3.4 Capital Improvements Summary

The priority list for Capital Improvements is shown in Appendix A. There are seven pipeline projects out of 21 listed projects on the CIP priority list. The Northwest Transmission Main project is the highest priority. Funding is currently being sought for this project. Assessing conditions of existing pipelines is the next highest priority. Priority Level 3 projects include the Bitterroot Loop across Hwy 312, Bitterroot from Barrett to Mary, and implementation of an aging water main replacement program.

The final two projects, Priority Level 4, are a dedicated fill line for Lanier Reservoir and ultrasonic meters at Hilltop and Lanier.

### 10.3.5 Tabular Summary – Capital Projects Summary Table

Project ID	Project Title	Priority Level:	Project Category	Subcategory
CIP-01	Northwest Transmission Main	1	Pipelines	Transmission
CIP-07	Assess Condition of Existing Pipelines	2	Pipelines	Distribution
CIP-04	Bitterroot Loop Across Highway 312	3	Pipelines	Transmission
CIP-05	Bitterroot Drive from Barrett Drive to Mary Street	3	Pipelines	Transmission
CIP-08	Aging Watermain Replacement Program	3	Pipelines	Distribution
CIP-09	Dedicated Fill Line for Lanier Reservoir	4	Pipelines	Transmission
CIP-10	Ultrasonic Meters at Hilltop & Lanier	4	Pipelines	Monitoring Equipment

Table 6 Pipelines Capital Projects Summary Table

## 10.4 GIS, Asset Management, SCADA, & Communications

### 10.4.1 Introduction

Geographic Information Systems (GIS) uses data to map information needed for the district. It can be used to “understand patterns, relationships, and geographic context” (ESRI.com). CWDBH has a GIS system, however, many of the attribute fields have no information.

Ongoing efforts are being made to update the spatial and attribute information of the infrastructure the district owns and manages using their SaaS solution coupled with an EOS Arrow Gold GPS. With these two technologies the district field operations staff can

update, add, and remove data with high accuracy while the district's management staff can see the updates in real time on their desktop application.

#### Current State

CWDBH has put some resources into developing a reliable and accurate Geographical Information System, (GIS). The current GIS as of 2021, is functioning using ArcGIS Online, (AGOL), a cloud-based Software as a Service, (SaaS) made by a software company named ESRI. The district is managing their GIS on their own AGOL organizational account.

Ongoing efforts are being made to update the spatial and attribute information of the infrastructure the district owns and manages using their SaaS solution coupled with an EOS Arrow Gold GPS. With these two technologies the district field operations staff can update, add, and remove data with high accuracy information while the district's management staff can see the updates in real time on their desktop application.

#### Future State

The highest and best use of GIS is to leverage its capacity to make workflows digitally streamlined. This makes it a consistent resource for all users as a system of record keeping and tracking as well as a reliable tool for analysis and modeling of future growth efforts. Assets can begin to be managed with digital processes, maintenance or repairs can be tracked with task-based workflows, and inspections done with online forms. From daily routines to long-term planning a mature GIS will bring the district the tools and information needed to operate at its optimum capacity.

#### Recommendations

Looking to the future based on present day knowledge it is recommended that the district take a comprehensive and systematic approach to an intended goal of getting their infrastructure planning, design, construction, maintenance, and repair workflows digitally architected. It is recommended the district gets the present attribute information fully completed and updated. The district should then identify, outline, and document current workflows and processes which support the district's existing asset management functions.

Once compiled and verified the "paper" methods can become conceptual "digital" systems for asset management that can be then built using available AGOL application tools and functions in conjunction with the present GIS infrastructure, creating an Asset Management System, (AMS).





Example from  
ESRI.com

Figure 3 GIS Example from ESRI.com

#### 10.4.2 Capital Needs

- Update GIS Attributes. Most of the attribute fields in the GIS database have no information in them. It is recommended the district gets the present attribute information fully completed and updated.
- GIS: Digital Workflows. Current workflows are paper based and siloed in their respective departments.
- GIS Support/Data Workflow Maintenances. The district should have a long-term data maintenance plan that ensures the sustained longevity and useful leveraging of the GIS remains. Continuous data updates, technical software support, and workflow maintenance would be the focus.

#### 10.4.3 Funding Sources

GIS software may be funded through the Montana Coal Board, SRF, MLIA and/or other funding options that may become available.

#### 10.4.4 Capital Improvements Summary

The timeline for Capital Improvements is shown in detail in Appendix B.



### 10.4.5 Tabular Summary – Capital Projects Summary Table

Project ID	Project Title	Priority Level:	Project Category	Subcategory
CIP-11	Update GIS Attributes	4	Administration	GIS
CIP-12	GIS: Digital Workflows	4	Administration	GIS
CIP-13	GIS Support/Data Workflow Maintenances	4	Administration	GIS

Table 7 GIS Capital Projects Summary Table

## 10.5 Facilities

### 10.5.1 Introduction

Montana Code Annotated (MCA) defines system facilities as “Adequate county water and/or sewer district facilities means facilities provided by a county water and/or sewer district (...) including “pipeline facilities; aboveground ponds and reservoirs and underground storage reservoirs; aqueducts and diversion dams; or other supporting infrastructure, ...” (leg.mt.gov). There are seven (7) infrastructure projects on the CIP list.

### 10.5.2 Capital Needs

- Reservoir Management System. Install a means to remotely and automatically monitor and boost chlorine levels in the existing water storage reservoirs (Lanier and Hilltop).
- Cold-Storage Yard at Ox Bow Tank Site. Develop and install security fence around approximately 0.5 acres of the existing Ox Bow Reservoir site as a cold-storage yard for materials and equipment.
- Equipment Storage Building. Additional enclosed storage will provide additional security for the district's vehicles and stored materials.
- Shop Addition with 2-Ton Bridge Crane. Construct an addition onto the rear bay of the existing shop building and install an integral 2-ton bridge crane for material handling purposes.
- Emergency Generation: Procure a mobile, emergency generator capable of powering the jockey pump at Hawthorne pump station or Hilltop booster pump station to be mobilized in the event of grid power failure at either site.

### 10.5.3 Funding Sources

Facilities may be funded through MCEP, SRF, RRGL, INTERCAP and/or other funding options that may become available.

**10.5.4 Capital Improvements Summary**

The Capital Projects in the Facilities category have priority Levels from one to five. The reservoir management system and a cold storage yard at the Oxbow tank site are the highest priorities. Lower priority items are the equipment storage building, a shop addition with a 2-ton bridge crane, and emergency generator.

**10.5.5 Tabular Summary – Capital Projects Summary Table**

Project ID	Project Title	Priority Level	Project Category	Subcategory
CIP-06	Reservoir Management System	3	Facilities	Monitoring Equipment
CIP-16	Cold-Storage Yard at Ox Bow Tank Site	3	Facilities	Buildings
CIP-15	Equipment Storage Building	4	Facilities	Buildings
CIP-17	Shop Addition with 2-Ton Bridge Crane	4	Facilities	Buildings
CIP-14	Emergency Generation	4	Facilities	Equipment

*Table 8 Facilities Capital Projects Summary Table*

## 11 IMPLEMENTATION PLAN

### 11.1 Introduction

CIP projects have been divided into five priority groups. Each priority group has a different timeline for implementation. The schedule should be reviewed annually and updated as needed.

### 11.2 Near-Term Implementation

Priority 1 projects should be started within two years as these are the highest priority. These projects include:

- The Northwest Transmission Main
- Completing a Comprehensive Water System PER
- Water Intake Feasibility Study

### 11.3 Intermediate-Term Implementation

Priorities 2 and 3 would be considered intermediate. Priority 2, which should be started between one to four years and includes one project:

- Assess Condition of Existing Pipelines

Priority 3, to be implemented in three to seven years, includes these projects:

- Billings Bypass Planning Area Study
- Cold-Storage Yard at Oxbow Tank Site
- Aging Watermain Replacement Program
- Reservoir Management System
- Bitterroot from Barrett to Mary
- Bitterroot Loop across Highway 312
- Rate Study

### 11.4 Long-Term Implementation

Priorities 4 and 5 would be considered long-term projects.

Priority 4 projects are needed within five to nine years and are proactive towards long term growth of the district. Projects in this group include:

- Dedicated Fill Line for Lanier Reservoir
- Ultrasonic Meters at Hilltop and Lanier
- Update GIS Attributes
- GIS Digital Workflows
- GIS Support/Data Workflow Maintenance
- Emergency Generation
- Equipment Storage Building
- Shop Addition with 2-Ton Bridge Crane

- Five-year Update to the CIP

Priority level 5 are projects that are needed in the future 8 to 10+ years out:

- 4MG Ox Bow II Reservoir.

## 11.5 Funding Plan Overview

The SRF loan program would be available for the majority funding. Currently, there is federal money available from the Bipartisan Infrastructure Law (BIL) which will be distributed through the SRF program. The MCEP and RRGL programs are available for planning and infrastructure. CDBG may be used for infrastructure for projects that are in lower income areas of the district. Other federal programs may be developed in the future.

## APPENDIX A

### LIST OF PROJECTS BY PRIORITY

ID	Description	Estimated Cost	Listed Priority
CIP-01	Northwest Transmission Main	\$ 11,820,000.00	1
CIP-02	Comprehensive Water System PER	\$ 180,000.00	1
CIP-03	Raw Water Intake Feasibility Study	\$ 80,000.00	1
CIP-04	Bitterroot Loop Across Highway 312	\$ 4,070,000.00	3
CIP-05	Bitterroot from Barrett to Mary	\$ 1,800,000.00	3
CIP-06	Reservoir Management System	\$ 1,370,000.00	3
CIP-07	Assess Condition of Existing Pipelines	\$ 210,000.00	2
CIP-08	Aging Watermain Replacement Program	\$ 4,100,000.00	3
CIP-09	Dedicated Fill Line for Lanier Reservoir	\$ 640,000.00	4
CIP-10	Ultrasonic Meters at Hilltop & Lanier	\$ 130,000.00	4
CIP-11	Update GIS Attributes	\$ 150,000.00	4
CIP-12	GIS: Digital Workflows	\$ 150,000.00	4
CIP-13	GIS Support/Data Workflow Maintenances	\$ 690,000.00	4
CIP-14	Emergency Generation	\$ 75,000.00	4
CIP-15	Equipment Storage Building	\$ 920,000.00	4
CIP-16	Cold-Storage Yard at Ox Bow Tank Site	\$ 70,000.00	3
CIP-17	Shop Addition with 2-Ton Bridge Crane	\$ 370,000.00	4
CIP-18	5 Year Update to CIP	\$ 90,000.00	4
CIP-19	Rate Study	\$ 130,000.00	3
CIP-20	Billings Bypass Planning Area Study	\$ 80,000.00	3
CIP-21	4MG Ox Bow II Reservoir	\$ 8,040,000.00	5

Priority Level	Priority Indicators
<b>1</b>	<p>Project is needed now (Years 0-2) <b>AND</b></p> <p>Project is necessary to eliminate a hazard to public health or safety <b>AND/OR</b></p> <p>Project is necessary to meet state/federal requirements <b>AND/OR</b></p> <p>Project is necessary to meet existing domestic demands or fire flows within current service area.</p>
<b>2</b>	<p>Project is needed now (Years 1-4) <b>AND/OR</b></p> <p>Project is necessary to mitigate risk due to potential emergency situations or aging infrastructure <b>AND/OR</b></p> <p>Project is necessary accommodate growth within the existing <u>service</u> area <b>AND/OR</b></p> <p>Project is necessary to define priority or schedule of other potential Priority 1 or 2 projects.</p>
<b>3</b>	<p>Project is needed in the near future. (Years 3-7)</p> <p>Project is necessary to accommodate growth within the existing service <u>planning</u> area <b>AND/OR</b></p> <p>Project is highly beneficial towards increasing system reliability or operability <b>AND/OR</b></p> <p>Project is highly beneficial towards increasing operational efficiency and productivity.</p>
<b>4</b>	<p>Project will be needed in the foreseeable future. (Years 5-9)</p> <p>Project is proactive towards facilitating long-term growth of the District <b>AND/OR</b></p> <p>Project is contingent upon results or implementation of preceding project <b>AND/OR</b></p> <p>Project is highly desirable but does not address an urgent need.</p>
<b>5</b>	<p>Project may be needed in the foreseeable future. (Years 8-10+)</p> <p>Project forecasted need is near the end of the 10-year planning horizon of this CIP <b>AND/OR</b></p> <p>Project is proactive towards improving operational efficiency and productivity <b>AND/OR</b></p> <p>Project priority should be revisited during subsequent update of CIP based on observed growth and/or aging infrastructure.</p>

## APPENDIX B

### LIST OF PROJECTS BY TIMELINE

Priority Level	Priority Indicators
1	Years 0-2
2	Years 1-4
3	Years 3-7
4	Years 5-9
5	Years 8-10+

Project ID	Project Title	Priority Level:	Project Category	Subcategory	Project Type
CIP-01	Northwest Transmission Main	1	Pipelines	Transmission	New Construction
CIP-02	Comprehensive Water System PER	1	Administration	Overall System	Report or Study
CIP-03	Raw Water Intake Feasibility Study	1	Facilities	WTP	Report or Study
CIP-07	Assess Condition of Existing Pipelines	2	Pipelines	Distribution	Report or Study
CIP-04	Bitterroot Loop Across Highway 312	3	Pipelines	Transmission	New Construction
CIP-05	Bitterroot from Barrett to Mary	3	Pipelines	Transmission	New Construction
CIP-06	Reservoir Management System	3	Facilities	Monitoring Equipment	New Construction
CIP-08	Aging Watermain Replacement Program	3	Pipelines	Distribution	Replacement
CIP-16	Cold-Storage Yard at Ox Bow Tank Site	3	Facilities	Buildings	New Construction

Project ID	Project Title	Priority Level:	Project Category	Subcategory	Project Type
CIP-19	Rate Study	3	Administration	Rate Study	Report or Study
CIP-20	Billings Bypass Planning Area Study	3	Administration	Overall System	Report or Study
CIP-09	Dedicated Fill Line for Lanier Reservoir	4	Pipelines	Transmission	New Construction
CIP-10	Ultrasonic Meters at Hilltop & Lanier	4	Pipelines	Monitoring Equipment	New Construction
CIP-11	Update GIS Attributes	4	Administration	GIS	New Construction
CIP-12	GIS: Digital Workflows	4	Administration	GIS	New Construction
CIP-13	GIS Support/Data Workflow Maintenances	4	Administration	GIS	New Construction
CIP-14	Emergency Generation	4	Facilities	Equipment	New Construction
CIP-15	Equipment Storage Building	4	Facilities	Buildings	New Construction
CIP-17	Shop Addition with 2-Ton Bridge Crane	4	Facilities	Buildings	New Construction
CIP-18	5 Year Update to CIP	4	Administration	CIP	Report or Study
CIP-21	4MG Ox Bow II Reservoir	5	Facilities	Reservoirs	New Construction



APPENDIX C  
CAPITAL IMPROVEMENT PROJECTS



Project Title	Northwest Transmission Main	Project Category	Pipelines
Project ID	CIP-01	Subcategory	Transmission
Estimated Total Project Cost	<b>\$11,820,000</b>	Project Type	New Construction

**Project Description**

Install a redundant, secondary supply main that will connect from an existing stubbed out 24" transmission main and loop 2.5 miles to the northwest corner of the NW pressure zone. The existing 24" transmission main was installed to feed the 12" main that gravity feeds the NW zone.

**Why this project needs to be completed:**

Low pressure readings have been noted in the southwest corner of the Lake Hills area. Existing 12" gravity main from the NE and St. Andrews booster station from the SE are nearing capacity to supply the pressure zone.

**How this project will benefit the District:**

Completion of the NW transmission main loop will allow the Ox Bow tank to gravity feed this area with adequate pressure. Fire flow scenarios will be met. Pump stations located in this area can be decommissioned due to adequate gravity supply.

**Consequences of delaying or eliminating this project:**

Will require continued use existing online booster stations, require activation of two additional pump stations, and continue to see inadequate pressures in the area. Will prohibit growth in the area due to insufficient domestic supply and fire flow capacity.

**Impact on annual operating budget:**

Minimal impact; general maintenance of pipeline and appurtenances. Completion of this transmission main will nearly nullify the need for the St. Andrews pump station which will lead to reduced power consumption.


**Additional Comments:**

Residential growth in this area on pace to exceed water supply infrastructure capacity by 2024. It is assumed that the transmission main will be a combination of 24" and 18" pipe.

<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
Drinking Water State Revolving Fund (DWSRF)	<b>1</b>
Renewable Resource Grant & Loan Program	



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023	\$850,000		\$120,000	\$970,000
2024	\$850,000	\$10,000,000		\$10,850,000
2025				
2026				
2027				
2028				
2029				
2030				
2031				
2032				
<b>Total</b>	<b>\$1,700,000</b>	<b>\$10,000,000</b>	<b>\$120,000</b>	<b>\$11,820,000</b>

Project Title	Comprehensive Water System PER	Project Category	Administration																																																																	
Project ID	CIP-02	Subcategory	Overall System																																																																	
Estimated Total Project Cost	<b>\$180,000</b>	Project Type	Report or Study																																																																	
Project Description																																																																				
<p>Complete a comprehensive Water System Preliminary Engineering Report (PER) that will meet the standards of the “Uniform Preliminary Engineering Report for Montana Public Facility Projects”. The PER will be submitted to the Montana Department of Natural Resources and Conservation (DNRC) water bureau and the Montana Department of Environmental Equality (DEQ) program for review following completion. The PER will identify projects to alleviate deficiencies and maintenance needs for the aging infrastructure within the CWDBH system. The document will further evaluate the existing system’s capacity to accommodate future expansion/ongoing growth.</p>																																																																				
Why this project needs to be completed:																																																																				
<p>The previous comprehensive PER is outdated (completed in 2008). The 2008 document is no longer recognized by applicable grant/loan funding agencies and DEQ reviewing authority including the Municipal Facilities Exclusion (MFE) process.</p>																																																																				
How this project will benefit the District:																																																																				
<p>The PER will be used as a supporting document for each upcoming design project subject to DEQ and/or MFE review. The PER will also fulfill the requirements of applicable funding agencies (including SRF) that issue project grants and loans.</p>																																																																				
Consequences of delaying or eliminating this project:																																																																				
<p>Possibility for reactive (instead of proactive) installations of necessary infrastructure and would have the potential to inflate the price of these installations due to reduced time to budget, plan, and/or take advantage of market situations or concurrent projects (e.g., street rehabs).</p>		<table border="1"> <tr> <th colspan="5">Estimated Project Costs</th> </tr> <tr> <th>FY</th> <th>Engineering, Planning, Design</th> <th>Construction</th> <th>Other</th> <th>Total</th> </tr> <tr> <td>2023</td> <td>\$180,000</td> <td></td> <td></td> <td>\$180,000</td> </tr> <tr> <td>2024</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2025</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2026</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2027</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2028</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2029</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2030</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2031</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2032</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td>\$180,000</td> <td></td> <td></td> <td>\$180,000</td> </tr> </table>		Estimated Project Costs					FY	Engineering, Planning, Design	Construction	Other	Total	2023	\$180,000			\$180,000	2024					2025					2026					2027					2028					2029					2030					2031					2032					<b>Total</b>	\$180,000			\$180,000
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<b>Total</b>	\$180,000			\$180,000																																																																
Impact on annual operating budget:																																																																				
<p>Without the completion of an updated PER, the District could be ineligible for preferred funding sources including grants, loan forgiveness and/or low interest loan options. Increased project borrowing costs and/or delays for upcoming projects could occur without the completed PER.</p>																																																																				
Additional Comments:																																																																				
<p>Additional supporting PER information will become necessary for agency review on upcoming projects.</p>																																																																				
Potential Funding Sources:	Priority Level:																																																																			
	<b>1</b>																																																																			

Project Title	Raw Water Intake Feasibility Study	Project Category	Facilities
Project ID	CIP-03	Subcategory	WTP
Estimated Total Project Cost	<b>\$80,000</b>	Project Type	Report or Study

**Project Description**

Perform a feasibility research study to determine preliminary feasibility of the District (or a developed Regional Authority) to construct a Yellowstone River intake and water treatment facility as an alternate source of potable water to supply the District. This preliminary study would evaluate potential water rights issues, potential intake locations relative to existing WWTP discharge locations on the Yellowstone, permitting requirements, etc. If determined feasible, this project would represent a precursor to a formal Preliminary Engineering Report (PER) for the Water Intake and Treatment Facility.

**Why this project needs to be completed:**

Front-end research and planning is required to ensure appropriate steps are taken and prevent unnecessary spending if project reaches a point of infeasibility.

**How this project will benefit the District:**

This project represents the first step towards the District augmenting its current water supply or establishing independence regarding its source of potable water.

**Consequences of delaying or eliminating this project:**

Continued reliance on City of Billings supplied potable water for the foreseeable future.

**Impact on annual operating budget:**

This portion of the overarching project will not have an impact on the annual operating budget.

**Additional Comments:**

N/A

<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
	<b>1</b>



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024	\$80,000			\$80,000
2025				
2026				
2027				
2028				
2029				
2030				
2031				
2032				
<b>Total</b>	\$80,000			\$80,000



Project Title	Bitterroot Loop Across Highway 312	Project Category	Pipelines
Project ID	CIP-04	Subcategory	Transmission
Estimated Total Project Cost	<b>\$4,070,000</b>	Project Type	New Construction

**Project Description**

Construct a new 24"/18" grid main to connect Bitterroot Drive to Grellck Lane across Highway 312 along Bitterroot Drive and Independent Road, forming a major loop within the system.

**Why this project needs to be completed:**

Project will remove dead ends and complete a major loop within the system.

**How this project will benefit the District:**

Better overall system operability, water quality, and increase capability for growth near the future Billings Bypass corridor. Loop will also provide nearby existing neighborhoods a direct opportunity to be annexed into the CWDBH.

**Consequences of delaying or eliminating this project:**

Lack of preparedness for growth near new Billings Bypass corridor. Continued dead-end of major grid main in Bitterroot Drive.

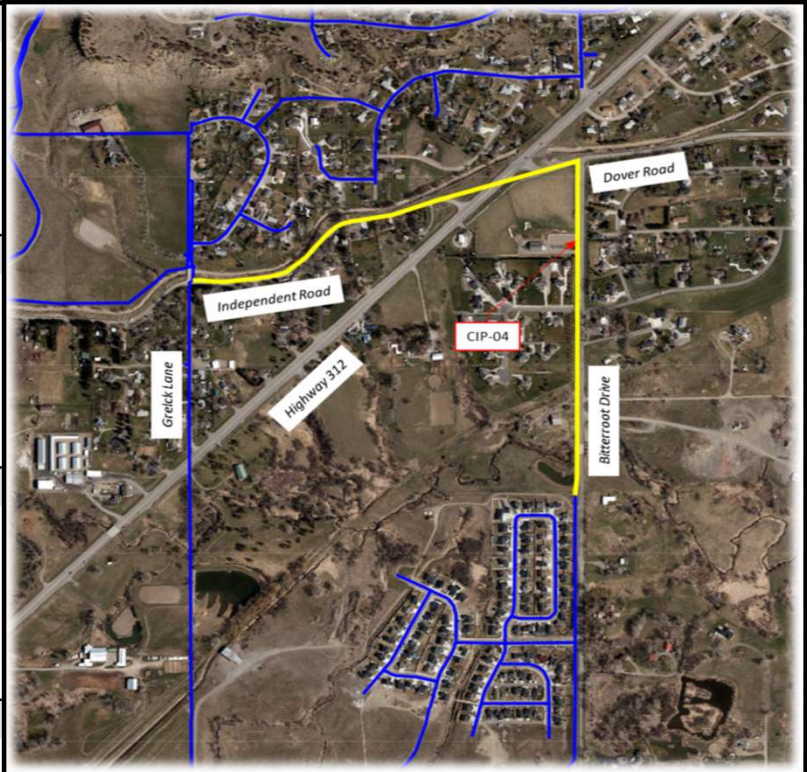
**Impact on annual operating budget:**

Minimal impact; general maintenance of pipeline and appurtenances.

**Additional Comments:**

N/A

<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
Drinking Water State Revolving Fund (DWSRF)	<b>3</b>



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027				
2028	\$330,000			\$330,000
2029	\$340,000	\$3,400,000		\$3,740,000
2030				
2031				
2032				
<b>Total</b>	<b>\$670,000</b>	<b>\$3,400,000</b>		<b>\$4,070,000</b>

Project Title	Bitterroot from Barrett to Mary	Project Category	Pipelines
Project ID	CIP-05	Subcategory	Transmission
Estimated Total Project Cost	<b>\$1,800,000</b>	Project Type	New Construction

**Project Description**

Construct a new 12" grid main along Bitterroot Drive between Barrett Road and Mary Street, forming a major loop within the system.

**Why this project needs to be completed:**

Project will remove dead ends and complete a major loop within the system.

**How this project will benefit the District:**

Better overall system operability, water quality, and increase capability for growth near the future Billings Bypass corridor. Loop will also provide nearby existing neighborhoods a direct opportunity to be annexed into the CWDBH.

**Consequences of delaying or eliminating this project:**

Lack of preparedness for growth near new Billings Bypass corridor. Continued dead-ends of grid mains in system.

**Impact on annual operating budget:**

Minimal impact; general maintenance of pipeline and appurtenances.


**Additional Comments:**

N/A


<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
Drinking Water State Revolving Fund (DWSRF)	<b>3</b>




Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026	\$150,000			\$150,000
2027	\$150,000	\$1,500,000		\$1,650,000
2028				
2029				
2030				
2031				
2032				
<b>Total</b>	<b>\$300,000</b>	<b>\$1,500,000</b>		<b>\$1,800,000</b>

Project Title		Reservoir Management System		Project Category		Facilities	
Project ID		CIP-06		Subcategory		Monitoring Equipment	
Estimated Total Project Cost		\$1,370,000		Project Type		New Construction	
Project Description							
Install a means to remotely and automatically monitor and boost chlorine levels in the existing water storage reservoirs (Lanier and Hilltop).							
Why this project needs to be completed:							
The ability to chlorinate at each reservoir will provide the system with additional protection against low-chlorine residuals, increased monitoring or system, operational flexibility in periods of low usage.							
How this project will benefit the District:							
Reduce the risk of non-compliance due to low chlorine residuals and eliminate the need for manual chlorination procedures if low residuals are detected.							
Consequences of delaying or eliminating this project:							
Continued risk of low chlorine residuals during low usage periods or in the event of chlorine injection failure in the supplied water from the City of Billings.							
Impact on annual operating budget:							
Power consumption will increase at the reservoir facilities to power the equipment. Regular deliveries of bulk sodium hypochlorite will be required for injection, as necessary.							
Additional Comments:				Estimated Project Costs			
This project is an expansion upon the existing reservoir management system program as initiated at the Ox Bow reservoir. A similar configuration will be used at the Hilltop and Lanier. This may be completed as a single project, or broken up to install at Hilltop first, then Lanier.							
Potential Funding Sources:		Priority Level:					
Drinking Water State Revolving Fund (DWSRF)		3					



Project Title		Assess Condition of Existing Pipelines		Project Category		Pipelines		
Project ID		CIP-07		Subcategory		Distribution		
Estimated Total Project Cost		\$210,000		Project Type		Report or Study		
Project Description								
Perform a targeted, preliminary study of a sampling of the District's existing pipeline infrastructure to determine potential problem areas to guide future improvement scopes, schedules, and budgets. Utilization of acoustic sensor technology (such as Mueller ePulse) will provide pipeline wall condition while simultaneously checking for leaks. This technology can assess the condition of asbestos cement and metallic pipe materials. This project represents a preliminary assessment of strategically selected locations to determine if specific areas require additional investigation and/or results will aid in the development of an effective replacement schedule.								
Why this project needs to be completed:								
Aging pipelines throughout the District have unknown conditions and present potential issues in the near future.								
How this project will benefit the District:								
Assessment of pipeline condition will provide basis for schedule and priority for replacement to efficiently utilize funds slated for annual replacement.								
Consequences of delaying or eliminating this project:								
Failure to complete conditions assessment may result in lower priority pipelines being replaced before the end of their useful life.								
Impact on annual operating budget:								
No direct impact. Results-driven pipe replacement may reduce future maintenance costs.				Estimated Project Costs				
				FY	Engineering, Planning, Design	Construction	Other	Total
Additional Comments: Estimated Project Cost is based on testing approximately 30,000 LF of piping throughout the District.				2023				
				2024				
				2025	\$60,000	\$150,000		\$210,000
				2026				
				2027				
				2028				
				2029				
				2030				
Potential Funding Sources:								
Drinking Water State Revolving Fund (DWSRF)								
2								
				Total	\$60,000	\$150,000		\$210,000



Project Title	Aging Watermain Replacement Program	Project Category	Pipelines			
Project ID	CIP-08	Subcategory	Distribution			
Estimated Total Project Cost	\$4,100,000	Project Type	Replacement			
Project Description						
Implement a scheduled replacement program for asbestos-cement pipe throughout the District. The District's current GIS information depicts approximately 77,000 LF of AC pipe throughout the system; additional AC pipe length may be identified through a Atlas and GIS update. This project summary (and associated cost) assumes a 50-year program duration. This equates to 2-percent of the AC pipe to be replaced year-to-year.						
Why this project needs to be completed:						
Aging asbestos-cement pipe located within the District is approaching the end of its useful life. Replacement of all AC pipe throughout the District will likely be required within the next 50 years.						
How this project will benefit the District:						
By implementing a proactive replacement program, problematic pipe can be replaced gradually prior to major issues surfacing throughout the District.						
Consequences of delaying or eliminating this project:						
Delaying implementation of this program will result in additional lengths of pipe that need to be replaced year to year prior to the end of the useful life. Future regulations for the replacement of AC pipe may become more restrictive; resulting in significant additional costs.						
Impact on annual operating budget:						
Due to the size and nature of this project, a yearly budget allocation should be assigned to this program.						
		Estimated Project Costs				
		FY	Engineering, Planning, Design	Construction	Other	Total
Additional Comments:		2023				
A yearly budget allocation will allow for quick action if road/street construction presents an opportunity for concurrent replacement.		2024				
Note: The total estimated cost represents 5 years of amortized replacement costs at ~1,500 LF/year.		2025				
		2026				
		2027				
		2028	\$120,000	\$700,000		\$820,000
Potential Funding Sources:		2029	\$120,000	\$700,000		\$820,000
Drinking Water State Revolving Fund (DWSRF)	Priority Level:	2030	\$120,000	\$700,000		\$820,000
	3	2031	\$120,000	\$700,000		\$820,000
		2032	\$120,000	\$700,000		\$820,000
		Total	\$600,000	\$3,500,000		\$4,100,000

Project Title	Dedicated Fill Line for Lanier Reservoir	Project Category	Pipelines
Project ID	CIP-09	Subcategory	Transmission
Estimated Total Project Cost	<b>\$640,000</b>	Project Type	New Construction

**Project Description**

Add a tee, gate valve, and check valve to the existing inlet line to the Lanier reservoir to configure dedicated fill and discharge lines from the tank. Reconfigure suction line from the Lanier Pump Station to draw from upstream of the new check valve to ensure water turnover in the tank.

**Why this project needs to be completed:**

New configuration will ensure water turnover in the tank and reduce issues associated with water aging.

**How this project will benefit the District:**

Project will help maintain chlorine residuals and reduce water aging issues by ensuring proper flow through the tank.

**Consequences of delaying or eliminating this project:**

Potential water aging and low chlorine residuals if water in tank is not turned over adequately.

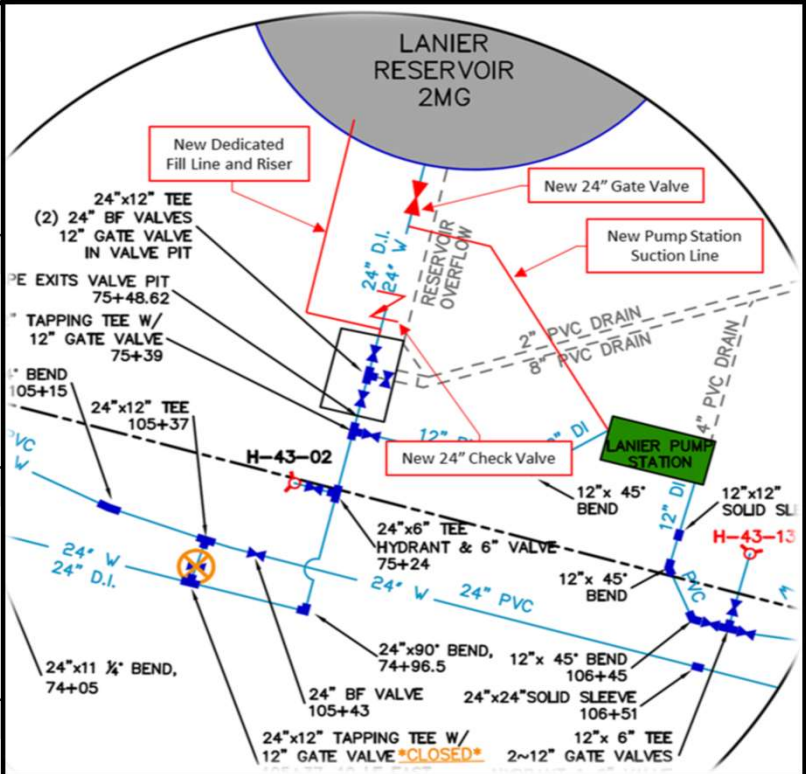
**Impact on annual operating budget:**

Minimal impact; general maintenance of additional valves and power consumption associated with heat tracing of external fill line.

**Additional Comments:**

N/A

<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
Drinking Water State Revolving Fund (DWSRF)	4



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027	\$140,000	\$500,000		\$640,000
2028				
2029				
2030				
2031				
2032				
<b>Total</b>	<b>\$140,000</b>	<b>\$500,000</b>		<b>\$640,000</b>

Project Title	Ultrasonic Meters at Hilltop & Lanier	Project Category	Pipelines
Project ID	CIP-10	Subcategory	Monitoring Equipment
Estimated Total Project Cost	<b>\$130,000</b>	Project Type	New Construction

**Project Description**

Install non-invasive, ultrasonic flow meters on the discharge lines for the Hilltop and Lanier reservoirs.

**Why this project needs to be completed:**

Addition of flow meters will provide better system monitoring of outflows from the District's existing reservoirs.

**How this project will benefit the District:**

Constant flow monitoring will provide valuable water use tracking information for future distribution network improvements and verify system operations.

**Consequences of delaying or eliminating this project:**

Continued lack of meaningful data usage from these two tanks.

**Impact on annual operating budget:**

Minimal impact; general maintenance of system components.

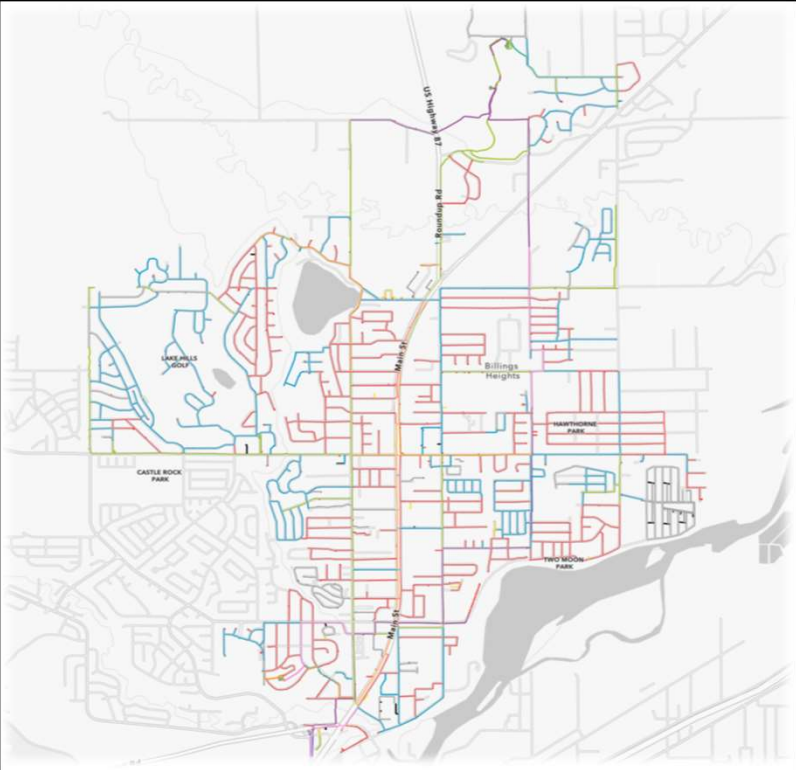
**Additional Comments:**

N/A

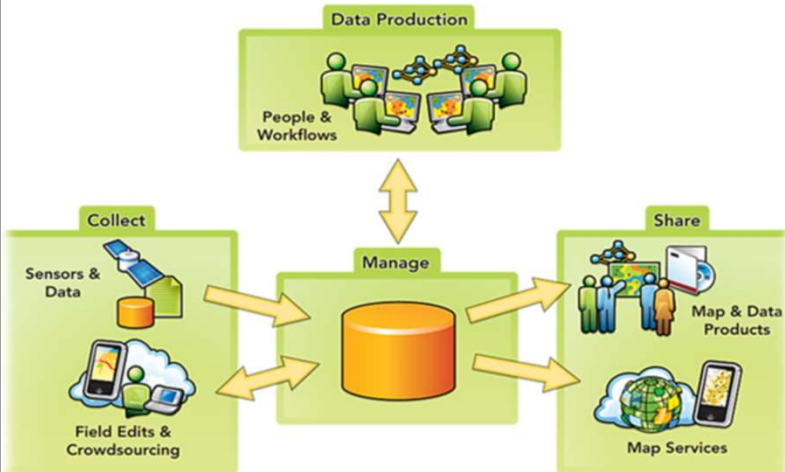
<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
	<b>4</b>





Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027				
2028				
2029	\$20,000	\$110,000		\$130,000
2030				
2031				
2032				
<b>Total</b>	<b>\$20,000</b>	<b>\$110,000</b>		<b>\$130,000</b>

Project Title		Update GIS Attributes		Project Category		Administration		
Project ID		CIP-11		Subcategory		GIS		
Estimated Total Project Cost		\$150,000		Project Type		New Construction		
Project Description								
Add and update current infrastructure attributes in existing Geographical Information System (GIS) database. Information collected from as-built files and record drawing information as well as field observations should be collected and added to the GIS database. The current GIS as of 2021, is functioning using ArcGIS Online, (AGOL), a cloud-based Software as a Service, (SaaS) made by a software company named ESRI. The District is managing their GIS on their own AGOL organizational account.								
Why this project needs to be completed:								
Most of the attribute fields in the GIS database have no information in them. It is recommended the District gets the present attribute information fully completed and updated.								
How this project will benefit the District:								
Significantly increase the effectiveness of the existing GIS database into which the District has already dedicated substantial time and resources. Useful as a tool to manage the Districts’ assets by tracking maintenance and inspection histories.								
Consequences of delaying or eliminating this project:								
Only 50% of the effectiveness of the GIS will be realized.								
Impact on annual operating budget:								
Any estimated annual cost increases would be minimal and likely be superseded by the efficiency savings.								
<div>Additional Comments:</div> <div>Ongoing efforts are being made to update the spatial and attribute information of the infrastructure the District owns and manages using their SaaS solution coupled with an EOS Arrow Gold GPS. With these two technologies the District field operations staff can update, add, and remove data with high accuracy while the District’s management staff can see the updates in real time on their desktop application.</div>				Estimated Project Costs				
				FY	Engineering, Planning, Design	Construction	Other	Total
				2023				
				2024				
				2025				
				2026				
				2027	\$150,000			\$150,000
				2028				
				2029				
				2030				
				2031				
				2032				
				Total		\$150,000		
Potential Funding Sources:		Priority Level:						
		4						



Project Title		GIS: Digital Workflows		Project Category		Administration	
Project ID		CIP-12		Subcategory		GIS	
Estimated Total Project Cost		\$150,000		Project Type		New Construction	
Project Description							
Identify, outline, and document current workflows and processes which support the District’s existing asset management functions. Once compiled and verified the “paper” methods can become conceptual “digital” systems for asset management that can be then built using available AGOL application tools and functions in conjunction with the present GIS infrastructure, creating an Asset Management System, (AMS). Assets can begin to be managed with digital processes, maintenances or repairs can be tracked with task-based workflows, and inspections done with online forms.							
Why this project needs to be completed:							
Current workflows are paper based and siloed in their respective departments.							
How this project will benefit the District:							
Workflows that are migrated to digital methods standardize processes, automate mundane procedures, and keep field and office staff integrated. Standardized processes have less errors and are more efficient. Automated procedures support efficiency and simplicity. Integrated staff helps the overall business operations stay in sync.							
Consequences of delaying or eliminating this project:							
The lack of an effective staff knowledge transfer and succession process will increase overhead by 25%							
Impact on annual operating budget:				Estimated Project Costs			
Any estimated annual cost increases would be minimal and likely be superseded by the efficiency savings.							
Additional Comments:							
The highest and best use of GIS is to leverage its capacity to make workflows digitally streamlined. This makes it a consistent resource for all users as a system of record keeping and tracking as well as a reliable tool for analysis and modeling of future growth efforts.							
Potential Funding Sources:		Priority Level:					
		4					

Project Title	GIS Support/Data Workflow Maintenances	Project Category	Administration			
Project ID	CIP-13	Subcategory	GIS			
Estimated Total Project Cost	\$690,000	Project Type	New Construction			
Project Description						
The District should have a long-term data maintenance plan that ensures the sustained longevity and useful leveraging of the GIS remains. Continuous data updates, technical software support, and workflow maintenances would be the focus.						
Why this project needs to be completed:						
A long-term data maintenance solution doesn't currently exist.						
How this project will benefit the District:						
Having reliable support and maintenance ensures the day-to-day operations of the District continue to move consistently and dependably. The District can rely on having skilled professionals to keep them running smoothly and resourcefully.						
Consequences of delaying or eliminating this project:						
The lack of long-term data maintenances planning will undermine current investments and sabotage long-term success.						
Impact on annual operating budget:						
An estimated annual cost increases would be minimal.						
		Estimated Project Costs				
		FY	Engineering, Planning, Design	Construction	Other	Total
Additional Comments:		2023				
From daily routines to long-term planning a mature GIS will bring the District the tools and information needed to operate at its optimum capacity. Looking to the future based on present day knowledge it is recommended that the District take a comprehensive and systematic approach to an intended goal of getting their workflows digitally architected.		2024				
		2025				
		2026				
		2027				
		2028				
		2029				
		2030				
		2031	\$340,000			\$340,000
		2032	\$350,000			\$350,000
Potential Funding Sources:		Priority Level:				
		4				
		Total	\$690,000			\$690,000

Project Title		Emergency Generation		Project Category		Facilities																																																																		
Project ID		CIP-14		Subcategory		Equipment																																																																		
Estimated Total Project Cost		\$75,000		Project Type		New Construction																																																																		
Project Description																																																																								
Procure a mobile, emergency generator capable of powering the jockey pump at Hawthorne pump station or Hilltop booster pump station to be mobilized in the event of grid power failure at either site.																																																																								
Why this project needs to be completed:																																																																								
Several booster stations located throughout the District are necessary to maintain adequate pressures to certain neighborhoods in the service area. A wide-sweeping and extended power outage could result in low pressures in the system in such an event.																																																																								
How this project will benefit the District:																																																																								
Supplementing the District's auxilliary power fleet will provide additional protections against extented power outages within the service area; potentially preventing necessary boil-orders as a result of low pressures in the distribution system.																																																																								
Consequences of delaying or eliminating this project:																																																																								
Continued risk of low-pressure scenarios in the event of a large-scale power outage.				<table><tr><th colspan="5">Estimated Project Costs</th></tr><tr><th>FY</th><th>Engineering, Planning, Design</th><th>Construction</th><th>Other</th><th>Total</th></tr><tr><td>2023</td><td></td><td></td><td></td><td></td></tr><tr><td>2024</td><td></td><td></td><td></td><td></td></tr><tr><td>2025</td><td></td><td></td><td></td><td></td></tr><tr><td>2026</td><td></td><td></td><td></td><td></td></tr><tr><td>2027</td><td></td><td></td><td></td><td></td></tr><tr><td>2028</td><td></td><td></td><td>\$75,000</td><td>\$75,000</td></tr><tr><td>2029</td><td></td><td></td><td></td><td></td></tr><tr><td>2030</td><td></td><td></td><td></td><td></td></tr><tr><td>2031</td><td></td><td></td><td></td><td></td></tr><tr><td>2032</td><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td></td><td></td><td>\$75,000</td><td>\$75,000</td></tr></table>				Estimated Project Costs					FY	Engineering, Planning, Design	Construction	Other	Total	2023					2024					2025					2026					2027					2028			\$75,000	\$75,000	2029					2030					2031					2032					Total			\$75,000	\$75,000
Estimated Project Costs																																																																								
FY	Engineering, Planning, Design	Construction	Other					Total																																																																
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2029																																																																								
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2031																																																																								
2032																																																																								
Total			\$75,000	\$75,000																																																																				
Impact on annual operating budget:																																																																								
Minimal impact. Regular maintenance on the equipment will be required. Minor additional fuel costs.																																																																								
Additional Comments:																																																																								
N/A																																																																								
Potential Funding Sources:		Priority Level:		4																																																																				

Project Title	Equipment Storage Building	Project Category	Facilities
Project ID	CIP-15	Subcategory	<i>Buildings</i>
Estimated Total Project Cost	<b><i>\$920,000</i></b>	Project Type	New Construction

**Project Description**

Construct a new 4,000 SF equipment and material storage building on the District's office property. This will also require relocation of stored materials to a new offsite cold-storage area.

Why this project needs to be completed:
Due to a limited number of usable bays in the existing facility, several vehicles are required to be stored outside in the elements. As the District's fleet grows, additional enclosed storage will be required for diesel equipment and other materials.
How this project will benefit the District:
Additional enclosed storage will provide additional security for the District's vehicles and stored materials.
Consequences of delaying or eliminating this project:
Continued exposure of equipment to weather leading to faster degradation and hard-starting of diesel engines.
Impact on annual operating budget:
Minimal impact; additional heating and power consumption costs for the additional building.



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027	\$120,000	\$800,000		<i>\$920,000</i>
2028				
2029				
2030				
2031				
2032				
<b>Total</b>	<i>\$120,000</i>	<i>\$800,000</i>		<b><i>\$920,000</i></b>

**Additional Comments:**

Reference **CIP-14** for information regarding new cold-storage location.

Potential Funding Sources:	Priority Level:
	<b>4</b>



Project Title	Cold-Storage Yard at Ox Bow Tank Site	Project Category	Facilities
Project ID	CIP-16	Subcategory	<i>Buildings</i>
Estimated Total Project Cost	<b>\$70,000</b>	Project Type	New Construction

**Project Description**

Develop and install security fence around approximately 0.5 acres of the existing Ox Bow Reservoir site as a cold-storage yard for materials and equipment.

**Why this project needs to be completed:**

Adding cold-storage space at this location will allow for materials to be removed from the main shop yard and free up area for additional improvements at that location.

**How this project will benefit the District:**

Moving long-term stored materials to a secure, offsite location will free up space and allow for more productive use of the of main facility property.

**Consequences of delaying or eliminating this project:**

Continued storage of materials at main facility location resulting in less space for improvements.

**Impact on annual operating budget:**

Minimal impact to operating budget. Maintenance of yard surfacing may be required periodically.

**Additional Comments:**

N/A

<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
	<b>3</b>



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025	\$20,000	\$50,000		\$70,000
2026				
2027				
2028				
2029				
2030				
2031				
2032				
<b>Total</b>	<b>\$20,000</b>	<b>\$50,000</b>		<b>\$70,000</b>

Project Title	Shop Addition with 2-Ton Bridge Crane	Project Category	Facilities
Project ID	CIP-17	Subcategory	<i>Buildings</i>
Estimated Total Project Cost	<b><i>\$370,000</i></b>	Project Type	New Construction

Project Description

Construct an addition onto the rear bay of the existing shop building and install an integral 2-ton bridge crane for material handling purposes.

Why this project needs to be completed:

The current final bay in the existing shop building is nearly unusable for equipment or material storage due to the partition wall that separates the rest of the shop. Adding additional space to that bay will create a much more usable space for protected storage.

How this project will benefit the District:

Increased interior storage space will prolong the life of equipment and materials, keep equipment warm during winter months, and add a level of security in the prevention of vandalism and theft. Addition of a bridge crane will lead to greater productivity.

Consequences of delaying or eliminating this project:

Continued sub-optimal use of interior space within the existing shop.

Impact on annual operating budget:

Minimal impact; increased heated storage area may result in slightly higher heating bills at the main facility.



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027				
2028				
2029				
2030	\$50,000	\$320,000		<i>\$370,000</i>
2031				
2032				
Total	<i>\$50,000</i>	<i>\$320,000</i>		<b><i>\$370,000</i></b>

Additional Comments:

N/A

Potential Funding Sources:

Priority Level:

4

Project Title	5 Year Update to CIP	Project Category	Administration
Project ID	CIP-18	Subcategory	CIP
Estimated Total Project Cost	<b>\$90,000</b>	Project Type	Report or Study

Project Description
Perform a 5-year update to the Capital Improvements Plan (CIP) to incorporate completed projects, priority adjustments, budgetary considerations, changing forecasts and growth patterns, and evaluate potential future projects.

Why this project needs to be completed:
The CIP should be a living document with regular updates to accommodate changing conditions or projections regarding the service area and goals of the District.

How this project will benefit the District:
Maintaining a current and relevant CIP will provide the District's leadership with guidance for planning and budgeting relative to the District's growth. A current CIP may also be used, and sometimes required, in grant or loan funding applications.

Consequences of delaying or eliminating this project:
As CIP's age and due to changing conditions, there is potential for projects to require priority status change or become a sub-optimal solution to a given challenge. Regular updates will provide an opportunity to re-evaluate and add projects as the need arises.

Impact on annual operating budget:
No impact.

Additional Comments:
N/A

Potential Funding Sources:	Priority Level:
Montana Coal Endowment Program	<b>4</b>



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027				
2028	\$90,000			\$90,000
2029				
2030				
2031				
2032				
Total	\$90,000			\$90,000

Project Title	Rate Study	Project Category	Administration
Project ID	CIP-19	Subcategory	Rate Study
Estimated Total Project Cost	<b>\$130,000</b>	Project Type	Report or Study

**Project Description**

Perform a comprehensive rate study and evaluation as a 10-year update to the water rate schedule to address the true cost of supplying water to the District's service area residents.

**Why this project needs to be completed:**

Aging water and service rates without regular evaluation or updates can result in operating at a financial deficit due to costs associated with purchasing water, maintaining the District's assets, and many other considerations.

**How this project will benefit the District:**

Regular evaluation and updates to the water and service rates will ensure that the District's cost basis for operation is covered and mitigate the risk of required major rate hikes from year to year.

**Consequences of delaying or eliminating this project:**

The greater the time interval between rate studies increases the risk that operating costs are not being covered and can prevent potential growth and lead to inadequate service to existing residents.

**Impact on annual operating budget:**

No impact.

**Additional Comments:**

N/A

<b>Potential Funding Sources:</b>	<b>Priority Level:</b>
	<b>3</b>



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027	\$130,000			\$130,000
2028				
2029				
2030				
2031				
2032				
<b>Total</b>	<b>\$130,000</b>			<b>\$130,000</b>



Project Title	Billings Bypass Planning Area Study	Project Category	Administration
Project ID	CIP-20	Subcategory	Overall System
Estimated Total Project Cost	<b>\$80,000</b>	Project Type	Report or Study

**Project Description**

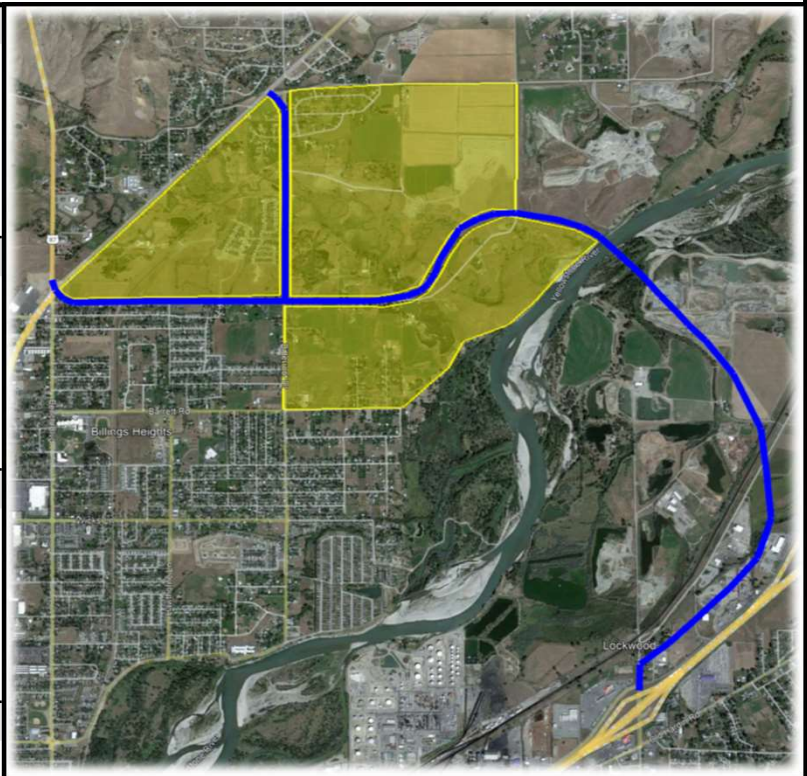
Perform a comprehensive study regarding the potential impact of the new Billings Bypass corridor and projected areas of development on the planning area of the District including existing and future infrastructure.

**Why this project needs to be completed:**  
 With the upcoming completion of the Billings Bypass connector between the Heights and Lockwood, this corridor will assuredly experience heavy growth in the near future. Forecasting and preparing for growth will be necessary to ensure adequate water service is provided.

**How this project will benefit the District:**  
 Preparedness for the forecasted growth and projected impacts will allow the District to properly budget and plan required installations to accommodate expansion along the corridor and play an integral part in promoting growth in the area.

**Consequences of delaying or eliminating this project:**  
 Failure to properly plan for growth may lead to budgetary constraints and limit or delay service to potential residential or commercial customers and/or may inhibit growth of the corridor due to lack of water services.

**Impact on annual operating budget:**  
 No direct impact; however, study results and associated planning and implementation measures are likely to result in long-term cost savings regarding adequate sizing of infrastructure and appropriate rate structure to accommodate future development.



**Additional Comments:**  
 N/A

**Potential Funding Sources:**

**Priority Level:**  
**3**

Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025	\$80,000			\$80,000
2026				
2027				
2028				
2029				
2030				
2031				
2032				
Total	\$80,000			\$80,000

Project Title	4MG Ox Bow II Reservoir	Project Category	Facilities
Project ID	CIP-21	Subcategory	Reservoirs
Estimated Total Project Cost	<b>\$8,040,000</b>	Project Type	New Construction

**Project Description**

Installation of a new 4MG storage reservoir near the existing Ox Bow reservoir to supplement storage capacity throughout the system.

**Why this project needs to be completed:**

Experienced and continued growth in the northern portion of the District will require additional storage capacity to maintain domestic demand, fire flow, and adequate system pressures.

**How this project will benefit the District:**

Additional and redundant storage will accommodate demand growth, provide adequate fire flow/emergency storage, and increase reliability of the system overall.

**Consequences of delaying or eliminating this project:**

Will prohibit growth within the District due to insufficient supply and ability to meet domestic demands, fire flow, and emergency storage capacity.

**Impact on annual operating budget:**

Minimal impact; periodic tank inspections and general maintenance will be required.

**Additional Comments:**

N/A

**Potential Funding Sources:**

Drinking Water State Revolving Fund (DWSRF)

**Priority Level:**

**5**



Estimated Project Costs				
FY	Engineering, Planning, Design	Construction	Other	Total
2023				
2024				
2025				
2026				
2027				
2028				
2029				
2030				
2031	\$340,000			\$340,000
2032	\$700,000	\$7,000,000		\$7,700,000
<b>Total</b>	<b>\$1,040,000</b>	<b>\$7,000,000</b>		<b>\$8,040,000</b>