



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

February 15th, 2023 at 6:00 PM

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

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

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

WELCOME AND INTRODUCTIONS

Board Members present: Ming Cabrera, David Graves, Tom Zurbuchen, Brandon Hurst (on Zoom)

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

Also present: Doug Kary, 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.

Ming starts by asking that direction emails about any board items need to go to the board email or to Peyton's email.

PUBLIC COMMENT

Pam makes comments about punctuation errors in the minutes.

CONSENT AGENDA

Tom would like to publicly thank Jenn for her work on the minutes. Also, her understanding of what is needed in the minutes. He goes on to say that the minutes don't have to be verbatim. We are all human and make errors from time to time. Dave and Ming agree.

Tom would like to separate the Susan Swimley invoice and makes a motion to accept the consent agenda except for the Susan Swimley invoice. Dave seconds. Dave, Ming, and Tom approve

Pam says there is no invoice or January payable in the consent agenda. Peyton says there was no invoice this month.

5-minute recess. Due to Zoom issues with Brandon.

MANAGER'S REPORT

Emails for the office staff at heights water were done by Zee Creative. They are getting out of hosting the emails. He contacted Morrison-Maierle to take over doing the emails. They sent a quote which was an additional \$36 a month. Rackspace said it would be \$3 a month per email.

An individual has claimed vehicle damage. The individual says his daughter hit a pothole on Main Street and the traffic control signs were removed. There was no police report, nor did any contractor request traffic control be removed. We are letting the insurance company handle all claims and issues with this.

We received the grant of \$15,000. Peyton received word from Shawna Swanson that the paperwork was submitted for the ARPA grant, so we should receive funds by the end of the month for \$523,000 for the chlorination station. Task order for the northwest transmission main; we can apply for an MCEP grant for another \$15,000 to match. We can also apply for a renewal of a resource grant that would go to the PER portion of the northwest transmission main which can run up to \$125,000 each.

Ginger Aldridge with Yellowstone County Election office sent Peyton a ballot for any water/sewer property that wasn't registered. Peyton put that on the website under the board of directors so people can get the form. He also put on the website the candidates for the upcoming election.

Those candidates are Frank Ewalt, Doug Kary, David Graves, and Brandon Hurst.

NEW BUSINESS

By-law adoption, no changes since last month.

Ming makes a motion to adopt the by-law revision effective as of February 15th, 2023. Dave seconds. All approved

Pam says this is the first public reading of the by-laws.

Peyton says it has been available on the website for a month.

Hiring Susan Swimley on retainer.

Peyton explains that she charges a discount to us. The cost is \$185 an hour. Dave is in favor of hiring her.

Dave makes a motion to hire Susan Swimley as our attorney. Ming Seconds.

Tom expressed that the board should be the primary contact, not the General Manager. He doesn't feel that Susan should contact Peyton but instead with Board President. He also makes a motion that Susan Swimley contact and converse with the Board President, not the General Manager or the Assistant Manager.

Ming says that he would prefer that not be the case because Peyton contacts him when something comes up.

More discussion was done on who should be the contact person should be and if the board should hire Susan.

Frank says he thinks Tom is right that the contact person should be the President of the Board.

Pam said there is concern from ratepayers about hiring an attorney from out of the city.

This discussion will be brought back in March's meeting.

Dave withdraws his motion and makes a motion to table this until March. All Approve

Adopt CIP from Interstate Engineering.

Dave makes a motion to adopt CIP. Tom Seconds. All Approved

Peyton says the CIP shows a rate study for three years from now. Some projects will be adjusted or dropped because some things may not grow in the areas, they thought they would. All the numbers may change since the report began it is the projects that matter.

Doug mentions issues with the gallons lost per day from July 2021 to June 2022.

Peyton explains that the Orion program has errors that we are asking to be corrected on the beacon system. It is also necessary to use the correct formula to account for all the water, not just metered water.

Doug also brings up that assessing the existing pipe is a priority 3 and asks why it's not a priority 2.

Peyton says no because we have only had one area where as soon as we fixed the pipe by Stillwater the pipe was deteriorating right after we fixed it, so we replaced the entire main line. In most cases, you can still see the writing on the pipe, and we don't have a lot of main breaks here. The pipes are in good shape throughout the district.

Tom brings up that we have 5600 connections but previously we were showing over 6000.

Peyton explains they are not counting snowbirds or irrigation lines because of the time of year.

Frank says the CIP needs to be accurate with the number of connections and gallons lost.

Pam agrees with Doug and Frank and says the information needs to be cleaned up.

Peyton, Dave, Laura, and Josh had a meeting with the city reps Jennifer Duray and Chris Kukulski. Their main focus is over on the west end. They discussed the rate and structure going forward. They agreed to meet up once a month for the next three to four months. This will be to openly discuss any issues that come up so they can be resolved.

Dave felt it was a very good and positive meeting.

TREASURE'S REPORT

Tabled until March board meeting.

OLD BUSINESS

Ordinance 001-23 ratifies the annexation.

Tom moves for approval of ordinance 001-23 on the second reading. Dave seconds All approved

The meeting Adjourned at 7:00 PM

Next Meeting is March 15th, 6:00 pm

Recording Secretary, Jennifer Burnside

Board President, Ming Cabrera

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

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To contact your local branch call 406-255-5800

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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			01/31/23	1.00
IPAY SOLUTIONS BILL PMT BILL PMT		13.95	02/01/23	14.95
METAVANTE CORP BILL PAYMT 0801200		22.04	02/01/23	36.99
MERCHANT BANKCD DEPOSIT 496391735883		99.58	02/01/23	136.57
CHECKFREE COUNTY WAT XXXXXX5397		365.52	02/01/23	502.09
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	501.09		02/01/23	1.00
METAVANTE CORP BILL PAYMT 0901500		14.00	02/02/23	15.00
IPAY SOLUTIONS BILL PMT BILL PMT		42.30	02/02/23	57.30
CHECKFREE COUNTY WAT XXXXXX5397		118.55	02/02/23	175.85
MERCHANT BANKCD DEPOSIT 496391735883		441.50	02/02/23	617.35
Money Transfer		49,382.65	02/02/23	50,000.00
Money Transfer	50,000.00		02/02/23	.00
CHECK(S)	39.00		02/02/23	39.00-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		40.00	02/02/23	1.00
DEPOSIT		3,282.66	02/03/23	3,283.66
DEPOSIT		14,181.31	02/03/23	17,464.97
METAVANTE CORP BILL PAYMT 28215-00		20.00	02/03/23	17,484.97
CHECKFREE COUNTY WAT XXXXXX5397		265.00	02/03/23	17,749.97
MERCHANT BANKCD DEPOSIT 496391735883		517.28	02/03/23	18,267.25
IPAY SOLUTIONS BILL PMT BILL PMT		1,001.74	02/03/23	19,268.99
Morrison Maierle WEB PAY XXXXXX0539				
	570.00		02/03/23	18,698.99
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	18,697.99		02/03/23	1.00
DEPOSIT		2,116.12	02/06/23	2,117.12
DEPOSIT		2,122.92	02/06/23	4,240.04

DEPOSIT	3,150.03	02/06/23	7,390.07
METAVANTE CORP BILL PAYMT 2305800	293.98	02/06/23	7,684.05
IPAY SOLUTIONS BILL PMT BILL PMT	590.11	02/06/23	8,274.16
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ANALYZED BUSINESS CHECKING ACCOUNT XXXXXXXXXXXX2349

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
MERCHANT BANKCD DEPOSIT 496391735883		907.40	02/06/23	9,181.56
MERCHANT BANKCD DEPOSIT 496391735883		1,017.48	02/06/23	10,199.04
CHECKFREE COUNTY WAT XXXXXX5397		1,622.14	02/06/23	11,821.18
MERCHANT BANKCD DEPOSIT 496391735883		2,033.43	02/06/23	13,854.61
WEX INC FLEET DEBI 9100009036252				
	1,609.14		02/06/23	12,245.47
CHECK(S)	3,600.86		02/06/23	8,644.61
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	8,643.61		02/06/23	1.00
DEPOSIT		1,945.39	02/07/23	1,946.39
DEPOSIT		2,280.74	02/07/23	4,227.13
DEPOSIT		6,685.14	02/07/23	10,912.27
METAVANTE CORP BILL PAYMT 16654-00		216.25	02/07/23	11,128.52
MERCHANT BANKCD DEPOSIT 496391735883		624.22	02/07/23	11,752.74
IPAY SOLUTIONS BILL PMT BILL PMT		1,152.87	02/07/23	12,905.61
CHECKFREE COUNTY WAT XXXXXX5397		1,584.03	02/07/23	14,489.64
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXXX4167	14,488.64		02/07/23	1.00
DEPOSIT		2,728.82	02/08/23	2,729.82
DEPOSIT		26,503.73	02/08/23	29,233.55
IPAY SOLUTIONS BILL PMT BILL PMT		224.21	02/08/23	29,457.76
CHECKFREE COUNTY WAT XXXXXX5397		589.78	02/08/23	30,047.54
METAVANTE CORP BILL PAYMT 0702700		676.84	02/08/23	30,724.38
MERCHANT BANKCD DEPOSIT 496391735883		1,468.64	02/08/23	32,193.02
INTERSTATEENGINE WEBPAYMENT	1,540.50		02/08/23	30,652.52
INTERSTATEENGINE WEBPAYMENT	6,247.50		02/08/23	24,405.02
INTERSTATEENGINE WEBPAYMENT	25,380.00		02/08/23	974.98-
CHECK(S)	394.99		02/08/23	1,369.97-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX4167		1,370.97	02/08/23	1.00
DEPOSIT		6,179.77	02/09/23	6,180.77
DEPOSIT		17,636.35	02/09/23	23,817.12
METAVANTE CORP BILL PAYMT 16780-00		110.05	02/09/23	23,927.17
IPAY SOLUTIONS BILL PMT BILL PMT		317.88	02/09/23	24,245.05
CHECKFREE COUNTY WAT XXXXXX5397		438.55	02/09/23	24,683.60
MERCHANT BANKCD DEPOSIT 496391735883		594.35	02/09/23	25,277.95
CHECK(S)	22.96		02/09/23	25,254.99

TRANSFER TO MONEY MARKET SWEEP ACCOUNT	XXXXXXXXXXXXXXXXXX		
XXXXXXX4167	25,253.99	02/09/23	1.00
DEPOSIT		4,210.47 02/10/23	4,211.47
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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
METAVANTE CORP BILL PAYMT 2401200		243.32	02/10/23	4,454.79
IPAY SOLUTIONS BILL PMT BILL PMT		409.61	02/10/23	4,864.40
County Water Dis Budget Bil XXXXX1683		1,131.10	02/10/23	5,995.50
MERCHANT BANKCD DEPOSIT 496391735883		1,269.42	02/10/23	7,264.92
CHECKFREE COUNTY WAT XXXXXX5397		1,270.17	02/10/23	8,535.09
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D		11,263.78	02/10/23	19,798.87
CHECK(S)	46.57		02/10/23	19,752.30
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXX4167	19,751.30		02/10/23	1.00
DEPOSIT		2,598.43	02/13/23	2,599.43
METAVANTE CORP BILL PAYMT 1308600		82.82	02/13/23	2,682.25
MERCHANT BANKCD DEPOSIT 496391735883		312.08	02/13/23	2,994.33
CHECKFREE COUNTY WAT XXXXXX5397		459.09	02/13/23	3,453.42
IPAY SOLUTIONS BILL PMT BILL PMT		971.49	02/13/23	4,424.91
MERCHANT BANKCD DEPOSIT 496391735883		1,311.15	02/13/23	5,736.06
MERCHANT BANKCD DEPOSIT 496391735883		2,433.77	02/13/23	8,169.83
Outgoing Wire 304788 CITY OF BILLINGS- PUD				
	176,331.32		02/13/23	168,161.49-
NORTHWESTERN NWE BILL 1249548	120.01		02/13/23	168,281.50-
Tri County Telep Phone Bill XXXXX804-3				
	144.91		02/13/23	168,426.41-
NORTHWESTERN NWE BILL 0246071	216.78		02/13/23	168,643.19-
NORTHWESTERN NWE BILL 1563885	414.07		02/13/23	169,057.26-
NORTHWESTERN NWE BILL 0286453	780.81		02/13/23	169,838.07-
CHECK(S)	465.16		02/13/23	170,303.23-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXXX4167		170,304.23	02/13/23	1.00
DEPOSIT		6,039.43	02/14/23	6,040.43
DEPOSIT		17,934.45	02/14/23	23,974.88
METAVANTE CORP BILL PAYMT 0414800		50.78	02/14/23	24,025.66
IPAY SOLUTIONS BILL PMT BILL PMT		279.17	02/14/23	24,304.83
MERCHANT BANKCD DEPOSIT 496391735883		484.01	02/14/23	24,788.84
CHECKFREE COUNTY WAT XXXXXX5397		513.39	02/14/23	25,302.23
Service Charges January 2023	411.92		02/14/23	24,890.31
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXX4167	24,889.31		02/14/23	1.00
METAVANTE CORP BILL PAYMT 2301600		.80	02/15/23	1.80

IPAY SOLUTIONS BILL PMT BILL PMT	38.71	02/15/23	40.51
CHECKFREE COUNTY WAT XXXXXX5397	203.74	02/15/23	244.25
MERCHANT BANKCD DEPOSIT 496391735883	960.10	02/15/23	1,204.35
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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
FDMS FDMS PYMT 052-1480741-000	29.93		02/15/23	1,174.42
County Water Dis January 18 XXXXX1683				
	900.00		02/15/23	274.42
CHECK(S)	1,439.50		02/15/23	1,165.08-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		1,166.08	02/15/23	1.00
METAVANTE CORP BILL PAYMT 24018-00		24.10	02/16/23	25.10
IPAY SOLUTIONS BILL PMT BILL PMT		164.31	02/16/23	189.41
CHECKFREE COUNTY WAT XXXXXX5397		485.49	02/16/23	674.90
MERCHANT BANKCD DEPOSIT 496391735883		1,181.77	02/16/23	1,856.67
VERIZON WIRELESS PAYMENTS 057191517400001				
	211.56		02/16/23	1,645.11
CHECK(S)	949.00		02/16/23	696.11
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXX4167	695.11		02/16/23	1.00
DEPOSIT		5,259.46	02/17/23	5,260.46
IPAY SOLUTIONS BILL PMT BILL PMT		20.15	02/17/23	5,280.61
METAVANTE CORP BILL PAYMT 3009700		25.93	02/17/23	5,306.54
CHECKFREE COUNTY WAT XXXXXX5397		435.40	02/17/23	5,741.94
MERCHANT BANKCD DEPOSIT 496391735883		1,119.45	02/17/23	6,861.39
CHECK(S)	12,325.00		02/17/23	5,463.61-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT				
XXXXXXXXXXXXXXXXXXXX4167		5,464.61	02/17/23	1.00
DEPOSIT		2,042.24	02/21/23	2,043.24
DEPOSIT		10,323.58	02/21/23	12,366.82
METAVANTE CORP BILL PAYMT 07101-00		6.96	02/21/23	12,373.78
IPAY SOLUTIONS BILL PMT BILL PMT		10.00	02/21/23	12,383.78
MERCHANT BANKCD DEPOSIT 496391735883		96.35	02/21/23	12,480.13
CHECKFREE COUNTY WAT XXXXXX5397		140.85	02/21/23	12,620.98
MERCHANT BANKCD DEPOSIT 496391735883		448.99	02/21/23	13,069.97
County Water Dis Payments XXXXX1683		943.50	02/21/23	14,013.47
MERCHANT BANKCD DEPOSIT 496391735883		1,073.82	02/21/23	15,087.29
MERCHANT BANKCD DEPOSIT 496391735883		1,366.62	02/21/23	16,453.91
HEIGHTS WATER DI UTIL BILL HEIGHTS WATER D		5,209.35	02/21/23	21,663.26
CHECK(S)	4,516.01		02/21/23	17,147.25
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX				
XXXXXXX4167	17,146.25		02/21/23	1.00

IPAY SOLUTIONS BILL PMT BILL PMT	217.37 02/22/23	218.37
CHECKFREE COUNTY WAT XXXXXX5397	349.60 02/22/23	567.97
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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
SPECTRUM SPECTRUM 0204607	139.98		02/22/23	427.99
CHECK(S)	19,174.59		02/22/23	18,746.60-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXXXXXX4167		18,747.60	02/22/23	1.00
DEPOSIT		4,405.29	02/23/23	4,406.29
METAVANTE CORP BILL PAYMT 21045-00		14.43	02/23/23	4,420.72
CHECKFREE COUNTY WAT XXXXXX5397		80.97	02/23/23	4,501.69
IPAY SOLUTIONS BILL PMT BILL PMT		85.17	02/23/23	4,586.86
METAVANTE CORP BILL PAYMT 23085-00		98.06	02/23/23	4,684.92
MERCHANT BANKCD DEPOSIT 496391735883		1,659.75	02/23/23	6,344.67
MDU PAYMENTS XXXXXX1000	489.04		02/23/23	5,855.63
CHECK(S)	108.33		02/23/23	5,747.30
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXX4167	5,746.30		02/23/23	1.00
IPAY SOLUTIONS BILL PMT BILL PMT		5.84	02/24/23	6.84
METAVANTE CORP BILL PAYMT 15027-00		65.00	02/24/23	71.84
CHECKFREE COUNTY WAT XXXXXX5397		371.88	02/24/23	443.72
MERCHANT BANKCD DEPOSIT 496391735883		1,062.24	02/24/23	1,505.96
CHECK(S)	219.79		02/24/23	1,286.17
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX XXXXXXX4167	1,285.17		02/24/23	1.00
DEPOSIT		3,327.01	02/27/23	3,328.01
METAVANTE CORP BILL PAYMT 11174-00		60.18	02/27/23	3,388.19
IPAY SOLUTIONS BILL PMT BILL PMT		84.22	02/27/23	3,472.41
CHECKFREE COUNTY WAT XXXXXX5397		189.16	02/27/23	3,661.57
MERCHANT BANKCD DEPOSIT 496391735883		244.02	02/27/23	3,905.59
MERCHANT BANKCD DEPOSIT 496391735883		968.24	02/27/23	4,873.83
MERCHANT BANKCD DEPOSIT 496391735883		1,893.02	02/27/23	6,766.85
CHECK(S)	21,802.60		02/27/23	15,035.75-
TRANSFER FROM MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXXXXXX4167		15,036.75	02/27/23	1.00
DEPOSIT		2,872.26	02/28/23	2,873.26
IPAY SOLUTIONS BILL PMT BILL PMT		48.60	02/28/23	2,921.86
METAVANTE CORP BILL PAYMT 16143-00		63.90	02/28/23	2,985.76
CHECKFREE COUNTY WAT XXXXXX5397		82.88	02/28/23	3,068.64
MERCHANT BANKCD DEPOSIT 496391735883		286.23	02/28/23	3,354.87
MONTANASTATEFUND PREMIUM XXXXX9518				

	52.78	02/28/23	3,302.09
TRANSFER TO MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXXXXXX			
XXXXXXXX4167	3,301.09	02/28/23	1.00
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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE THIS STATEMENT			02/28/23	1.00
TOTAL DAYS IN STATEMENT PERIOD 02/01/23 THROUGH 02/28/23:				28
TOTAL CREDITS (118)	471,094.46	MINIMUM BALANCE		1.00
TOTAL DEBITS (56)	471,094.46	AVG AVAILABLE BALANCE		1.00
		AVERAGE BALANCE		1.00

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YOUR CHECKS SEQUENCED

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DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT
02/27 10734* 43.34	02/06 10796 1,622.29	02/21 10806 23.93
02/10 10754* 22.53	02/13 10797 400.00	02/13 10807 20.16
02/08 10761* 45.00	02/08 10798 349.99	02/22 10808 312.29
02/10 10769* 24.04	02/06 10799 122.90	02/23 10809 108.33
02/13 10771* 45.00	02/17 10800 363.00	02/22 10810 18,862.30
02/09 10788 22.96	02/17 10801 11,962.00	02/24 10811 219.79
02/21 10789* 22.96	02/15 10802* 1,439.50	02/27 10812 21,759.26
02/02 10794 39.00	02/21 10804 4,469.12	
02/06 10795 1,855.67	02/16 10805 949.00	

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

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

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

* TOTAL OVERDRAFT FEES:		\$.00		\$.00	*

* TOTAL RETURNED ITEM FEES:		\$.00		\$.00	*

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX0976
DOCUMENTS: 0

PAGE: 1
02/28/2023

TELEPHONE:855-342-3400

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

30
0
0

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To contact your local branch call 406-255-5800

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STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX0976

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			01/31/23	58,646.11
Money Transfer		50,000.00	02/02/23	108,646.11
IRS USATAXPYMT 270343423997153	5,119.02		02/03/23	103,527.09
BILLINGS HEIGHTS PAYROLL 16,390.24			02/03/23	87,136.85
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH				
	1,092.00		02/06/23	86,044.85
ASCENSUS TRUST RET PLAN 259835 02032023				
	1,640.64		02/06/23	84,404.21
ASCENSUS TRUST RET PLAN 259835 02032023				
	1,758.91		02/06/23	82,645.30
ASCENSUS TRUST RET PLAN 259835 02172023				
	1,656.10		02/17/23	80,989.20
ASCENSUS TRUST RET PLAN 259835 02172023				
	1,763.32		02/17/23	79,225.88
IRS USATAXPYMT 270344880472196	5,190.79		02/17/23	74,035.09
BILLINGS HEIGHTS PAYROLL 16,583.19			02/17/23	57,451.90
STATE OF MONTANA MT TAX PMT XXXXXX3002WTH				
	1,108.00		02/21/23	56,343.90
THE GUARDIAN MAR GP INS 76988900WWA0000				
	1,981.01		02/23/23	54,362.89
HEALTH CARE SERV OBPPAYMT XXXXXX3637				
	16,296.78		02/28/23	38,066.11
BALANCE THIS STATEMENT			02/28/23	38,066.11

TOTAL DAYS IN STATEMENT PERIOD 02/01/23 THROUGH 02/28/23: 28

TOTAL CREDITS	(1)	50,000.00	MINIMUM BALANCE	38,066.11
TOTAL DEBITS	(12)	70,580.00	AVG AVAILABLE BALANCE	71,077.75

	AVERAGE BALANCE	71,077.75
* * *	C O N T I N U E D * * *	

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX0976
DOCUMENTS: 0

PAGE: 2
02/28/2023

TELEPHONE: 855-342-3400

COUNTY WATER DISTRICT OF
BILLINGS HEIGHTS
PAYROLL ACCOUNT

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STATE COUNTY MUNICIPALITY CHECKING ACCOUNT XXXXXXXXXXXX0976

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

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

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

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

030 00012 01
ACCOUNT: XXXXXXXXXXXX7508
PAGE: 1
02/28/2023

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

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STATE COUNTY MUNICIPALITY MONEY MARKET ACCOUNT XXXXXXXXXXXX7508

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			01/31/23	251,675.37
INTEREST		115.84	02/28/23	251,791.21
BALANCE THIS STATEMENT			02/28/23	251,791.21

TOTAL DAYS IN STATEMENT PERIOD 02/01/23 THROUGH 02/28/23: 28

TOTAL CREDITS (1) 115.84
TOTAL DEBITS (0) .00

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

AVERAGE LEDGER BALANCE:	251,675.37	INTEREST EARNED:	115.84
AVERAGE AVAILABLE BALANCE:	251,675.37	DAYS IN PERIOD 02/01/23-02/28/23:	28
INTEREST PAID THIS PERIOD:	115.84	ANNUAL PERCENTAGE YIELD EARNED:	.60%
INTEREST PAID 2023:	248.16		
INTEREST PAID 2022:	609.70		

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

030 00011 01
ACCOUNT: XXXXXXXXXXXX4167
DOCUMENTS: 0

PAGE: 1
02/28/2023

TELEPHONE:855-342-3400

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

30
0
0

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To contact your local branch call 406-255-5000

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MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXX4167

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			01/31/23	307,914.55
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		501.09	02/01/23	308,415.64
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	40.00		02/02/23	308,375.64
Money Transfer	49,382.65		02/02/23	258,992.99
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		18,697.99	02/03/23	277,690.98
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		8,643.61	02/06/23	286,334.59
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		14,488.64	02/07/23	300,823.23
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	1,370.97		02/08/23	299,452.26
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		25,253.99	02/09/23	324,706.25
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		19,751.30	02/10/23	344,457.55
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	170,304.23		02/13/23	174,153.32
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		24,889.31	02/14/23	199,042.63
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	1,166.08		02/15/23	197,876.55
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXXX2349		695.11	02/16/23	198,571.66
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX XXXXX2349	5,464.61		02/17/23	193,107.05

TRANSFER FROM ANALYZED BIZ CKG ACCOUNT

XXXXXXXXXXXXXXXXXXXX2349

17,146.25 02/21/23

210,253.30

* * * 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
02/28/2023

TELEPHONE:855-342-3400

COUNTY WATER DISTRICT OF
HEIGHTS BILLINGS

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MONEY MARKET SWEEP ACCOUNT XXXXXXXXXXXX4167

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX				
XXXXX2349	18,747.60		02/22/23	191,505.70
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT				
XXXXXXXXXXXXXXXXXXXXXXXXX2349		5,746.30	02/23/23	197,252.00
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT				
XXXXXXXXXXXXXXXXXXXXXXXXX2349		1,285.17	02/24/23	198,537.17
TRANSFER TO ANALYZED BIZ CKG ACCOUNT XXXXXXXXXXXXXXXXXXXX				
XXXXX2349	15,036.75		02/27/23	183,500.42
TRANSFER FROM ANALYZED BIZ CKG ACCOUNT				
XXXXXXXXXXXXXXXXXXXXXXXXX2349		3,301.09	02/28/23	186,801.51
INTEREST		74.00	02/28/23	186,875.51
BALANCE THIS STATEMENT			02/28/23	186,875.51

TOTAL DAYS IN STATEMENT PERIOD 02/01/23 THROUGH 02/28/23: 28

TOTAL CREDITS	(13)	140,473.85	MINIMUM BALANCE	174,153.32
TOTAL DEBITS	(8)	261,512.89	AVG AVAILABLE BALANCE	241,148.83
			AVERAGE BALANCE	241,148.83

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

AVERAGE LEDGER BALANCE:	241,148.83	INTEREST EARNED:	74.00
AVERAGE AVAILABLE BALANCE:	241,148.83	DAYS IN PERIOD:02/01/23-02/28/23:	28
INTEREST PAID THIS PERIOD:	74.00	ANNUAL PERCENTAGE YIELD EARNED:	.40%
INTEREST PAID 2023:	185.54		
INTEREST PAID 2022:	574.13		

BILLINGS HEIGHTS WATER DISTRICT
Check Register for Gross Receipts
For the Accounting Period: 2/23

Claim Checks

[illegible]

03/09/23
08:06:52

BILLINGS HEIGHTS WATER DISTRICT
Check Register for Gross Receipts
For the Accounting Period: 2/23

Page: 2 of 4
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
10812	S	415 WESTERN MUNICIPAL CONSTRUCTION, INC.	21759.26	02/14/23	2/23		
10813	S	473 Rosemary Moses	45.00	02/16/23	_____	CL 413	21759.26
10814	S	399 UNITED STATES POST OFFIC	1970.71	02/24/23	_____	CL 415	45.00
						CL 423	1970.71
Total for Claim Checks			277506.02				
Count for Claim Checks			27				

* denotes missing check number(s)

of Checks: 27 Total: 277506.02

03/09/23
08:06:53

BILLINGS HEIGHTS WATER DISTRICT
Check from Another Period Cancelled in this Period
For the Accounting Period: 2/23

Page: 3 of 4
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
10455 *	S	999999 Lauren & Dan Ross	16.46	04/05/22		CL 010455	16.46
Total for Claim Checks			16.46				
Count for Claim Checks			1				

* denotes missing check number(s)

of Checks: 1 Total: 16.46

03/09/23
08:06:53

BILLINGS HEIGHTS WATER DISTRICT
Fund Summary for Claim Check Register
For the Accounting Period: 2/23

Fund/Account	Amount
5210 Water	
101012	\$277,506.02
7930 Claims Clearing	
101012	\$-16.46
Total:	\$277,489.56

03/09/23
08:23:01

BILLINGS HEIGHTS WATER DISTRICT
Check Register For Payrolls from 02/01/23 to 02/28/23

Page: 1 of 2
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed	Receipt Acct
-89890	4 DAVID P BROOKSHIRE	2955.00	02/03/23	2/23	
-89889	6 JENNIFER M BURNSIDE	1500.16	02/03/23	2/23	
-89888	10 QUIN T FUHRMAN	1803.92	02/03/23	2/23	
-89887	2 CLAY J MCCAFFREE	1813.51	02/03/23	2/23	
-89886	11 SUZANNE M MCKETHEN	1260.88	02/03/23	2/23	
-89885	1 ANDREW W REICHENBACH	1768.73	02/03/23	2/23	
-89884	7 JOSHUA C SIMPSON	2046.81	02/03/23	2/23	
-89883	5 DEREK WEIS	1403.69	02/03/23	2/23	
-89882	3 COLTON S WESKAMP	1837.54	02/03/23	2/23	
-89881	FIT EFTPS	10207.73	02/03/23	2/23	
-89880	SIT MT DEPT OF REVENUE	1092.00	02/03/23	2/23	
-89879	401K ASCENSUS	2236.66	02/03/23	2/23	
-89878	401K PS ASCENSUS	953.06	02/03/23	2/23	
-89877	401K LOAN ASCENSUS	209.83	02/03/23	2/23	
-89876	4 DAVID P BROOKSHIRE	2955.00	02/17/23	2/23	
-89875	6 JENNIFER M BURNSIDE	1500.16	02/17/23	2/23	
-89874	10 QUIN T FUHRMAN	1990.10	02/17/23	2/23	
-89873	2 CLAY J MCCAFFREE	1696.17	02/17/23	2/23	
-89872	11 SUZANNE M MCKETHEN	1260.88	02/17/23	2/23	
-89871	1 ANDREW W REICHENBACH	1768.73	02/17/23	2/23	
-89870	7 JOSHUA C SIMPSON	2046.81	02/17/23	2/23	
-89869	5 DEREK WEIS	1403.69	02/17/23	2/23	
-89868	3 COLTON S WESKAMP	1961.65	02/17/23	2/23	
-89867	FIT EFTPS	5190.79	02/17/23	2/23	
-89866	SIT MT DEPT OF REVENUE	1108.00	02/17/23	2/23	
-89865	401K ASCENSUS	2243.28	02/17/23	2/23	

03/09/23
08:23:01

BILLINGS HEIGHTS WATER DISTRICT
Check Register For Payrolls from 02/01/23 to 02/28/23

Page: 2 of 2
Report ID: W100A

Check #	Payee #/Name		Check Amount	Date Issued	Period Redeemed	Receipt Acct
-89864	401K LOAN	ASCENSUS	209.83	02/17/23	2/23	
-89863	401K PS	ASCENSUS	966.31	02/17/23	2/23	
-89862	HEALTH INS	BCBS	16296.78	02/27/23	2/23	
-89861	DENTAL	GUARDIAN	1981.02	02/28/23	2/23	

* denotes missing check number(s)

# of Checks:	30	Total:	75668.72	Electronic Checks:	75,668.72
				Non-electronic Checks:	0.00

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): _____

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)

Hi Peyton and Josh,

I've attached our first Statement of Work (SOW) for you to present at your board meeting on Wednesday. We'll plan on having the full scope ready for you to present at your April meeting in order to get everything outlined for 2023/2024 fiscal year.

Let me know if you have any questions, talk to you soon!

--



In 2021, Kinetic Won...
Gold Hermes Creative Award
Gold DotComm Award
3 Gold Davey Awards



The background image shows the interior of a water treatment plant. The left side features a row of large, teal-colored industrial pumps. The right side shows a complex network of white pipes and blue valves. A diagonal line splits the image from the top-left to the bottom-right. The text is overlaid on the left side of the image.

Heights Water District

STATEMENT OF WORK

2023 Marketing Initiatives

March 2023

STATEMENT OF WORK BETWEEN KINETIC MARKETING & CREATIVE AND HEIGHTS WATER DISTRICT

Following a full discovery meeting with members of the Heights Water District (HWD) team, Kinetic has put together the following statement of work outlining the needs of HWD for the remainder of the 2023 fiscal year. The following plan includes utilizing social media, local media outlets, public communications and a targeted campaign to help HWD the public understand that they are a needed resource for the Heights district of Billings.

OBJECTIVES INCLUDE:

- Outline a full one year marketing plan with a five year outlook
- Provide public communications support when situations arise that require increased assistance
- Increase public awareness and sentiment towards HWD

- A PROJECT: MARKETING PLANNING AND STRATEGY**
- B PROJECT: SOCIAL MEDIA MANAGEMENT**
- C PROJECT: PUBLIC COMMUNICATIONS SUPPORT**
- D PROJECT: CAMPAIGN STRATEGY AND CREATIVE CONCEPTS**
- E PROJECT: ACCOUNT MANAGEMENT**
- F APPROVAL**

A

PROJECT:

MARKETING PLANNING AND STRATEGY

Kinetic will outline a full marketing strategy on behalf of HWD that will include both traditional and digital media. The desired outcome of this project is that HWD can see a path forward toward increasing public awareness and positive sentiment towards HWD.

INCLUDED:

- Strategic planning
- Recommended marketing initiatives
- Suggested budget for marketing plan execution

DELIVERABLES:

- One year marketing plan with a five year outlook

ESTIMATED COST: \$1,500

B

PROJECT:

SOCIAL MEDIA MANAGEMENT

Social media is one of the top tools available for effective digital marketing. It has the capability of reaching millions of people all over the world or targeting a narrow audience for niche products and services. Social media is a major piece of the marketing pie and should be included in all marketing campaigns where visibility is key.

INCLUDED:

- Social media strategy
- Monthly content plan and calendar
- One round of client revisions each month
- On the fly posts as needed
- Monthly monitoring and reporting

DELIVERABLES:

- Initial presentation of social media strategy including look and feel of social media posts
- Post to Facebook a minimum of three times per week
- Monthly report on social media performance

ESTIMATED COST:

INITIAL SET UP: \$2,400

MONTHLY FEE: TIME AND MATERIALS ESTIMATED

AT \$3,000



PROJECT:

PUBLIC COMMUNICATIONS ASSISTANCE

HWD would like to ensure that the public receives first hand information on the happenings within the district. They would like to ensure that their dealings with the City of Billings and their board are accurately portrayed in the media and that the public receives information in a timely manner to alleviate any negative feelings toward HWD and increase public awareness and positive sentiment toward the district. The following outlines areas where Kinetic will support HWD through public communications.

Kinetic will write and distribute press releases when a situation arises that the public should be made aware of. If needed, Kinetic will plan and assist with press conferences which includes the writing of talking points to be used during the press conference.

Kinetic will put in place media alerts to monitor local news outlets as well as social media for any mention of the HWD. If there is a mention of HWD, Kinetic will provide HWD an outline of the information and produce a plan to move forward if needed.

Kinetic will work with the HWD to schedule interview opportunities on local radio shows, local newscasts and with the local newspapers as needed. Kinetic will provide a list of talking points for each interview and will be on hand to provide assistance and support if needed.

Kinetic will respond to and assist with any additional public communications requests that arise throughout our relationship with HWD.

**ESTIMATED COST: TIME AND MATERIALS ESTIMATED AT
\$2,000/MONTH**

D

PROJECT:

CAMPAIGN STRATEGY AND CREATIVE CONCEPTS

Kinetic will create a campaign strategy designed to reach the Billings population. The campaign will focus on increasing awareness and positive sentiment toward the HWD.

INCLUDED:

- Brand strategy including brand voice, tenor and brand promise
- Full campaign strategy including messaging
- Recommendations on where and how to advertise

DELIVERABLES:

- Brand strategy including voice, tone, tenor and brand promise
- Full campaign strategy
- Creative concepts

ESTIMATED COST: \$9,250

E

PROJECT:

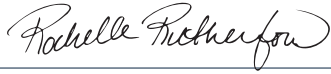
ACCOUNT MANAGEMENT

As part of engaging with our agency, our clients receive a proactive approach to marketing initiatives, budget management and conducting ongoing analysis. This account management budget is initiated with all clients at a minimum of one hour and is proportionate to the scope of the client's projects.

Account management covers high level strategic recommendations and ongoing communications as well as active collaboration with our clients such as status calls or activity reports. Account management is billed as time and materials and will be charged for the actual time spent each month.

ESTIMATED COST: T&M ESTIMATED AT \$1,500

APPROVAL



03/13/2023

Rochelle Rutherford, Account Director
Kinetic

Date:

Peyton Brookshire , General Manager
County Water District of Billings Heights

Date:

The Fine Print

A revision is defined as a change to copy, graphic elements or design that moderately impacts the proposed content, layout, functionality or time allotted for the work project. Changes for a revision should be communicated to Kinetic in person or in an email. Revisions should not be sent in multiple emails. Significant changes or requests for new concepts are not revisions and are not included in this estimate. If a client requests significant changes or new concepts, there will be additional charges at \$160 an hour and a delay in deliverables. Your Account Director will review revision requests and determine scope of revisions.

Unless otherwise stated or scoped into the project, this estimate does not include delivery of native files (other times called working files) and only includes final, print-ready or flattened files. Should a client request native files, cost to prepare and package these files will incur a time and materials charge at \$160 an hour. Should a client request and purchase the native files and those files include fonts with license features, the client is solely responsible for purchasing the necessary font licenses independent of Kinetic, as these licenses are non-transferrable.

This estimate does not include hard costs including but not limited to photography, printing, postage, media buys, travel expenses, etc.

THANK YOU!

KINETIC MARKETING & CREATIVE
117 N. BROADWAY, BILLINGS, MONTANA 59101
406.534.2140 | INFO@KINETICMC.COM | **KINETICMC.COM**



This estimate is good for 45 days.



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, 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.

PORTFOLIO SUMMARY	January 31	December 31
Net Cash Equivalents **	26,324.02	1,057.28
Net Portfolio Assets held at Stifel ⁴	6,266,383.54	6,260,460.09
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$6,292,707.56	\$6,261,517.37
YOUR CHANGE IN PORTFOLIO VALUE	January 31	December 31
Net Cash Flow (Inflows/Outflows) ²		
Securities Transferred In/Out		
Income and Distributions	26,050.87	4,607.40
Change in Securities Value	5,139.32	36,341.68
Net Change in Portfolio Value	\$31,190.19	\$40,949.08

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

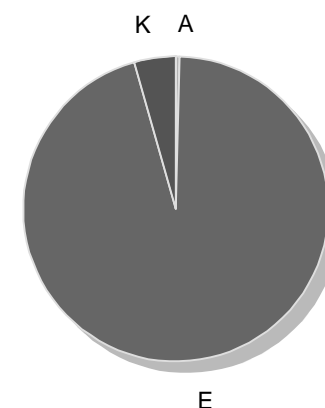
² Does not include cost or proceeds for buy or sell transactions.

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

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 ⁴	280,005.59	4.45%
Total Assets	\$6,292,707.56	100.00%



ASSET SUMMARY

Value as of January 31, 2023					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							
A. Net Cash Equivalents	\$26,324.02		\$26,324.02	0.42%			
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%			
Net Portfolio Assets	\$6,266,383.54	\$0.00	\$6,266,383.54	99.58%	-\$169,292.03	\$0.00	\$0.00
Net Portfolio Value	\$6,292,707.56	\$0.00	\$6,292,707.56	100.00%	-\$169,292.03	\$0.00	\$0.00

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			
Total Income & Distributions		\$26,050.87	\$26,050.87

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**

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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%
Total Net Cash Equivalents	\$26,324.02	\$26,324.02	\$39.49	0.15%

STIFEL INSURED BANK DEPOSIT PROGRAM

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

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

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</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	Cash	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>	Cash	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	Cash	250,000	99.2460 " 248,115.00	99.4020 248,505.00	3,370.55	-390.00	4,625.00	1.86%



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TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE

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

ACCOUNT PROTECTION

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STIFEL PRESTIGE® ACCOUNT STATEMENT

PORTFOLIO SUMMARY

February 28

January 31

Net Cash Equivalents **	179,085.48	26,324.02
Net Portfolio Assets held at Stifel ⁴	6,130,647.08	6,266,383.54
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$6,309,732.56	\$6,292,707.56

YOUR CHANGE IN PORTFOLIO VALUE

February 28

January 31

Net Cash Flow (Inflows/Outflows) ²		
Securities Transferred In/Out		
Income and Distributions	24,090.32	26,050.87
Change in Securities Value	-7,065.32	5,139.32
Net Change in Portfolio Value	\$17,025.00	\$31,190.19

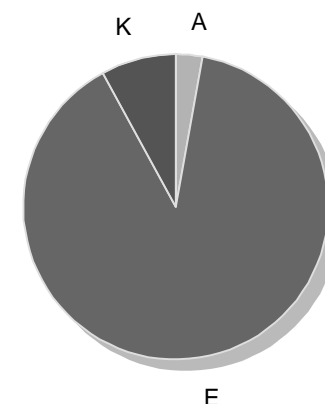
** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.

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

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

YOUR ASSET SUMMARY

	Value on	Percentage of
	February 28, 2023 (\$)	your account
A Net Cash Equivalents**	179,085.48	2.84%
E Fixed Income-Other	5,629,312.63	89.22%
K Stifel Smart Rate ⁴	501,334.45	7.95%
Total Assets	\$6,309,732.56	100.00%



ASSET SUMMARY

Value as of February 28, 2023					Gains/(-)Losses		
	<i>At Stifel</i>	<i>Not at Stifel</i>	<i>Total</i>	<i>% of assets *</i>	<i>Unrealized</i>	<i>Realized This Period</i>	<i>Year-to-date</i>
Cash	63.70		63.70	0.00%			
Cash Sweep**	179,021.78		179,021.78	2.84%			
Margin Balance							
A. Net Cash Equivalents	\$179,085.48		\$179,085.48	2.84%			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni							
E. Fixed Income-Other	5,629,312.63		5,629,312.63	89.22%	-175,268.75		
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **	501,334.45		501,334.45	7.95%			
Net Portfolio Assets	\$6,130,647.08	\$0.00	\$6,130,647.08	97.16%	-\$175,268.75	\$0.00	\$0.00
Net Portfolio Value	\$6,309,732.56	\$0.00	\$6,309,732.56	100.00%	-\$175,268.75	\$0.00	\$0.00

INCOME & DISTRIBUTION SUMMARY

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	50,141.19	24,090.32
Capital Gain Distributions			
Return of Principal			
Other			
Total Income & Distributions		\$50,141.19	\$24,090.32

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		400,000.00	350,000.00
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.

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NET CASH EQUIVALENTS

	<i>Current value</i>	<i>Cost Basis</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
CASH	63.70	63.70		
STIFEL FDIC INSURED	179,021.78	179,021.78	537.07	0.30%
Total Net Cash Equivalents	\$179,085.48	\$179,085.48	\$537.07	0.30%

STIFEL INSURED BANK DEPOSIT PROGRAM

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

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
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	Cash	250,000	99.4620 " 248,655.00	99.4020 248,505.00	3,725.34	150.00	4,625.00	1.86%
SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 3.300% DUE 07/11/23 DTD 07/11/18 FC 01/11/19 CUSIP: 795450U29 <i>Original Cost: 91,442.00</i>	Cash	87,000	99.4700 " 86,538.90	100.5085 87,442.38	385.43	-903.48	2,871.00	3.32%

UTILITY BILLING SYSTEM Report ID: 1041

HEIGHTS WATER DISTRICT

METER SIZES SUMMARY

Data for Meter Sizes as of 03/13/2023 Metered Accounts Only
Primary Accounts Only

08:51:23 - 03/13/2023

Meter Size	Count
0.625	10
0.625P	288
0.75	4975
0.75P	49
0.75S	39
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: 6056