

07/19/23
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BILLINGS HEIGHTS WATER DISTRICT
Object Summary Budget vs. Actual Query
For the Accounting Period: 6 / 23

Page: 1 of 2
Report ID: B100SO

Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
110 Salary	42,883.81	596,081.64	590,160.00	590,160.00	-5,921.64	101 %
112 Directors Fees	14,726.47	23,776.47	11,400.00	11,400.00	-12,376.47	209 %
114 Salary - Bonus	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
141	0.00	0.00	8,426.00	8,426.00	8,426.00	0 %
142 FICA - SS/Medicare	3,280.61	45,607.08	45,562.00	45,562.00	-45.08	100 %
145 Unemployment	207.00	3,908.17	3,545.00	3,545.00	-363.17	110 %
146 Workers Comp	810.29	10,313.22	13,150.00	13,150.00	2,836.78	78 %
147 Retirement Benefits	4,125.03	48,680.49	55,840.00	55,840.00	7,159.51	87 %
148 Employee Insurance	20,018.16	212,679.70	227,732.00	227,732.00	15,052.30	93 %
149 Payroll Taxes	0.00	0.00	5,745.00	5,745.00	5,745.00	0 %
1XX Object Group Total	86,051.37	941,046.77	963,560.00	963,560.00	22,513.23	98 %
211 Office Supplies & Equip	388.57	4,596.15	24,342.00	24,342.00	19,745.85	19 %
221 Operating Supplies	990.00	4,788.96	6,000.00	6,000.00	1,211.04	80 %
222 Lab and Medical Supplies	0.00	317.24	262.00	262.00	-55.24	121 %
226 Clothing & Uniforms	653.96	1,946.45	800.00	800.00	-1,146.45	243 %
231 Gas, Oil, Fuel	1,033.53	18,875.26	14,058.00	14,058.00	-4,817.26	134 %
233 Machinery & Equip Parts	433.93	17,284.90	20,000.00	20,000.00	2,715.10	86 %
236 Water Main & Line Repair	2,877.49	23,140.36	67,042.00	67,042.00	43,901.64	35 %
241 Consumable Tools	239.56	1,817.16	2,500.00	2,500.00	682.84	73 %
243 Safety Supplies	127.00	127.00	1,615.00	1,615.00	1,488.00	8 %
2XX Object Group Total	6,744.04	72,893.48	136,619.00	136,619.00	63,725.52	53 %
311 Communication & Postage	4,465.52	28,441.29	25,643.00	25,643.00	-2,798.29	111 %
321 Printing & Forms	0.00	1,879.39	2,999.00	2,999.00	1,119.61	63 %
331 Subscriptions & Legal Notices	51.80	854.75	1,916.00	1,916.00	1,061.25	45 %
335 Memberships & Dues	0.00	2,055.00	2,589.00	2,589.00	534.00	79 %
339 Certification Renewals	65.00	1,070.00	7,617.00	7,617.00	6,547.00	14 %
341 Electricity	3,491.91	49,096.37	41,712.00	41,712.00	-7,384.37	118 %
342 Gas	97.53	3,699.28	2,493.00	2,493.00	-1,206.28	148 %
343 Sewer	207.01	1,515.57	633.00	633.00	-882.57	239 %
344 Telephone & Internet Access	307.83	3,394.79	3,831.00	3,831.00	436.21	89 %
345 Cell Phone	211.50	2,372.81	2,811.00	2,811.00	438.19	84 %
346 Elm-Utilties Underground	888.62	5,253.81	3,031.00	3,031.00	-2,222.81	173 %
347 Permits	0.00	103.00	1,129.00	1,129.00	1,026.00	9 %
348 Billings Alarm	175.00	655.00	623.00	623.00	-32.00	105 %
349 Quality Testing	828.00	7,196.30	7,662.00	7,662.00	465.70	94 %
351 Legal Fees	3,156.75	22,771.16	11,220.00	11,220.00	-11,551.16	203 %
352 Accounting Fees	0.00	14,955.51	18,000.00	18,000.00	3,044.49	83 %
353 Engineering Fees	4,432.50	167,369.76	70,695.00	70,695.00	-96,674.76	237 %
355 Data Processing Services	1,135.32	49,577.57	50,000.00	50,000.00	422.43	99 %
361 Repair & Maint. Contract Servic	2,330.00	21,800.70	53,907.00	53,907.00	32,106.30	40 %
363 Meters Repair & Maintenance	14,001.60	57,660.44	60,000.00	60,000.00	2,339.56	96 %
366 Building Maintenance	163.57	1,354.85	6,296.00	6,296.00	4,941.15	22 %
371 Travel & Lodging	0.00	2,023.15	633.00	633.00	-1,390.15	320 %
381 Training & Tuition	30.00	1,392.12	451.00	451.00	-941.12	309 %

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Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
3XX	Object Group Total	36,039.46	446,492.62	375,891.00	375,891.00	-70,601.62	119 %
	411 Concrete	551.05	5,351.05	2,741.00	2,741.00	-2,610.05	195 %
	451 Gravel & Sand	58.00	3,202.86	3,000.00	3,000.00	-202.86	107 %
	471 Asphalt & Cold Mix	0.00	15,660.37	14,973.00	14,973.00	-687.37	105 %
4XX	Object Group Total	609.05	24,214.28	20,714.00	20,714.00	-3,500.28	117 %
	510 Business Insurance	0.00	12,910.00	112,258.00	112,258.00	99,348.00	12 %
	533 Equipment Rental	0.00	0.00	475.00	475.00	475.00	0 %
	555 Bank Service Charges	1,075.72	8,177.89	6,000.00	6,000.00	-2,177.89	136 %
	591 Taxes	0.00	7,896.78	4,408.00	4,408.00	-3,488.78	179 %
	592 DEQ Service Connection Fee	0.00	11,962.00	12,226.00	12,226.00	264.00	98 %
5XX	Object Group Total	1,075.72	40,946.67	135,367.00	135,367.00	94,420.33	30 %
	620 Interest	0.00	0.00	12,199.00	12,199.00	12,199.00	0 %
6XX	Object Group Total	0.00	0.00	12,199.00	12,199.00	12,199.00	0 %
	810 Losses (Bad Debt)	0.00	0.00	1,497.00	1,497.00	1,497.00	0 %
	890 Miscellaneous	0.00	0.00	1,840.00	1,840.00	1,840.00	0 %
	892 Bank Reconciliation-Cash Over/Under	0.00	-3,776.35	0.00	0.00	3,776.35	*** %
	899 Water Purchased	435,133.60	3,026,105.77	2,844,229.00	2,844,229.00	-181,876.77	106 %
8XX	Object Group Total	435,133.60	3,022,329.42	2,847,566.00	2,847,566.00	-174,763.42	106 %
	920 Capital Improvements	183,405.00	183,405.00	0.00	0.00	-183,405.00	*** %
	930 Capital Outlay-Improvements to Plant	20,741.86	443,437.22	0.00	0.00	-443,437.22	*** %
	940 Capital Outlay-Building & Equipment	309.00	162,372.04	0.00	0.00	-162,372.04	*** %
	970 Project Engineering	40,488.50	162,416.04	830,000.00	830,000.00	667,583.96	20 %
9XX	Object Group Total	244,944.36	951,630.30	830,000.00	830,000.00	-121,630.30	115 %
	Grand Total:	810,597.60	5,499,553.54	5,321,916.00	5,321,916.00	-177,637.54	103 %

5210 Water

Assets

Current Assets

Operations & Maint Ckg	(70.00)	
Gross Income Fund Ckg		3,257.33	
Payroll Checking		234,469.06	
Undeposited Funds		1,802.58	
RBC Wealth Management Investment	(386,000.00)	
First Interstate Savings		253,539.73	
Yellowstone Bank		205,267.39	
D A Davidson Money Market		13.00	
D A Davidson	(250,000.00)	
D A Davidson Investment	(150,000.00)	
Stifel Nicolaus		6,419,937.05	
Stifel Money Market		751,980.87	
Discount/Premium - Solomon S.B.		45,550.53	
Petty Cash		100.00	
Change Fund		150.00	
Accts Rec - Water		363,883.59	
Accts Rec	(22,059.22)	
Accrued Investment Interest		24,281.89	
Prepaid Expense		66,627.74	
Inventory - Supplies		151,898.12	

Total Current Assets			7,714,629.66

Fixed Assets

Land		245,961.00	
Buildings		575,033.40	
Maint Equip & Vehicles		944,036.28	
Non Budgeted Capital Assets		10,623.06	
Emerg. Main Replace. & Cap. Impr		7,549.94	
SRF Capital Investment		136,688.00	
Machinery, Equip, Construct, Transport		5,379.98	
Office Equipment		138,808.11	
Maint & Equipment		21,150,002.73	
Accumulated Depreciation	(9,762,309.20)	

Total Fixed Assets			13,451,773.30

Total Assets 21,166,402.96

5210 Water

Liabilities and Equity

Current Liabilities

CONVERSION Accounts Payable	3,054.67	
Audit Accts Payable Entry	550,000.00	
Comp Abs Payable	28,509.66	
SIT Payable	(76.57)	
State UCC Payable	4,878.47	
MT Unemp Payable	210.00	
401k Payable	(544.89)	
Deposits Payable - Meter	(160.00)	
Refunds Payable	125.76	

Total Current Liabilities		585,997.10

Long-Term Liabilities

Bonds Payable - Series 2011 Bond B Loan	252,685.00	
Bonds Payable - Series 2016 Bond C Loan	2,055,075.00	
Bonds Payable - Series 2017 Bond A Loan	1,654,687.50	

Total Long-Term Liabilities		3,962,447.50

Total Liabilities 4,548,444.60

Equity

Fund Balance - Operations & Maint Fund	(148,333.00)	
Fund Balance - Acquisition Fund	8,843,462.00	
Fund Balance - Capital Improv Fund	9,039,271.00	
Fund Balance - Reserve Fund	184,383.00	
Retained Earnings	(1,336,422.15)	
CURRENT YEAR INCOME/(LOSS)	35,597.51	

Total Equity		16,617,958.36

Total Liabilities & Equity 21,166,402.96

7910 Payroll Clearing

Assets

Current Assets

Payroll Clearing

2,453.10

Total Current Assets

2,453.10

Total Assets

2,453.10

7910 Payroll Clearing

Liabilities and Equity

Current Liabilities		
MT Unemp Payable	1,009.70	
401k Payable	(654.14)	
BCBS Health Ins Payable	1,849.06	
Guardian-Dental Payable	186.60	
Guardian-Vision Payable	34.26	
Guardian-LTD Payable	10.49	
Guardian-STD Payable	15.83	
Guardian-Life Payable	1.30	

Total Current Liabilities		2,453.10

Total Liabilities & Equity		2,453.10

7930 Claims Clearing

Assets

Current Assets		
Gross Income Fund Ckg	16,421.28	

Total Current Assets		16,421.28

Total Assets		16,421.28

7930 Claims Clearing

Liabilities and Equity

Current Liabilities		
Checks Payable	16,421.28	

Total Current Liabilities		16,421.28
Total Liabilities & Equity		-----
		16,421.28

MONTANA

BOARD OF INVESTMENTS

BOARD ADOPTED POLICY

POLICY NUMBER: 40.602

EFFECTIVE DATE: November 30, 2021

TITLE: Investment Objectives and Guidelines
Short Term Investment Pool (STIP) Reserve

SUPERSEDES: June 1, 2021

BOARD ADOPTION: November 30, 2021

REVIEWED:

I. Appendix I: Investment Objectives and Guidelines

A. Schedule I-B: Short Term Investment Pool (STIP) Reserve.

1. Effective Date of Schedule: February 14, 2017.

B. This Schedule is effective upon adoption by the Board of Investments and supersedes all previous Investment Objectives and Guidelines for the Reserve.

II. Statement of Purpose

A. The purpose of these objectives and guidelines is to:

1. Establish the investment objectives and performance standards for the STIP Reserve.
2. Provide exposure to low-risk Cash Equivalent and Short-Term Fixed Income Investments in a prudent and cost-effective manner.

III. Investment Objective

A. Strategic

1. The objective of the Reserve is to attain the highest available total return within the parameters of the Investment Guidelines set forth below.

B. Performance

1. Success in achieving this objective will be measured by comparing the risk and the net of expenses return of the Reserve to a U.S. Treasury Constant Maturity 1 Month Index (the Benchmark). Performance results will be monitored and evaluated quarterly. However, the success in achieving the objective will be measured on a three (3) year, five (5) year, and ten (10) year annualized basis.

IV. Investment Guidelines

A. Board Staff will have full discretion to manage the STIP Reserve consistent with the investment guidelines stated below. Compliance with the following guidelines for permitted investments and other restrictions is the sole responsibility of the Staff. Any exceptions or compliance violations are to be reported to the Board of Investments at the next scheduled quarterly Board meeting.

V. Permitted Investments

A. Purchases of securities other than U.S. government; U.S. Agency obligations or qualifying government money market funds are prohibited.

1. U.S. Treasury Securities.
2. U.S. Government Agency securities issued at a discount.

Adopted: November 30, 2021

Revised

Reviewed

3. SEC registered 2a-7 Institutional Money Market Funds that are considered “U.S. Treasury” or “U.S. Government” money market mutual funds according to the SEC regulations.

VI. Other Restrictions

- A. The maximum final maturity of any Permitted Investment shall not exceed one hundred eighty-three (183) days.
- B. A minimum of fifty percent (50%) of the Reserve shall qualify as “daily liquid assets.” For this guideline is it assumed that “daily liquid assets” is defined as cash, direct obligations of the U.S. government, securities that will mature or are subject to a demand feature that is exercisable and payable within one (1) business day, and a permitted SEC registered 2a-7 Institutional Money Market Fund.
- C. If at any time, due to market fluctuations or any other circumstances, any of the guidelines are not maintained, Staff will use its best efforts to conform to these limits in a timely manner, while taking into account current market conditions and the associated costs. At the Board’s next regularly scheduled quarterly meeting, the CIO or Staff shall inform the Board of any cases that the Pool allocations were outside of the limits and either inform the Board of the actions that were taken to return the Pool back within guidelines or a plan to do so.

Authority: Montana Constitution, Article VIII, Section 13
Section 2-15-1808, MCA
Section 17-1-113, MCA
Sections 17-6-201 through 17-6-204, MCA

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BILLINGS HEIGHTS WATER DISTRICT
Income Statement
For the Accounting Period: 6 / 23

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5210 Water

----- Current Year -----					
	Current Month	Current YTD	Budget	Variance	%
Revenue					
Revenue Charges for Service					
343021 Water Revenue	412,690.78	4,815,129.58	4,795,496.00	19,633.58	100
343023 Hydrant Rental		1,360.00		1,360.00	
343026 Service Line Fee	1,830.14	205,323.27	184,000.00	21,323.27	112
343027 Misc Water Revenue		512,264.12	396.00	511,868.12	*****
343028 Buy-In Fees			187,835.00	-187,835.00	
343300 Misc Charges for Services		2,913.29	107,176.00	-104,262.71	3
343380 Inspection Fees		1,100.00	314.00	786.00	350
343810 Federal Grants			535,182.00	-535,182.00	
369899 Interest Paid on Security Deposits		-6,518.52		-6,518.52	
Total Revenue Charges for	414,520.92	5,531,571.74	5,810,399.00	-278,827.26	95
Total Revenue	414,520.92	5,531,571.74	5,810,399.00	-278,827.26	95
Cost of Goods Sold					
899 Water Purchased	435,133.60	3,026,105.77	2,844,229.00	-181,876.77	106
					106
Total Cost of Goods Sold	435,133.60	3,026,105.77	2,844,229.00	-181,876.77	106
Gross Profit	-20,612.68	2,505,465.97			
Operating Expenses					
110 Salary	42,883.81	596,081.64	590,160.00	-5,921.64	101
112 Directors Fees	14,726.47	23,776.47	11,400.00	-12,376.47	209
114 Salary - Bonus			2,000.00	2,000.00	
141			8,426.00	8,426.00	
142 FICA - SS/Medicare	3,280.61	45,607.08	45,562.00	-45.08	100
145 Unemployment	207.00	3,908.17	3,545.00	-363.17	110
146 Workers Comp	810.29	10,313.22	13,150.00	2,836.78	78
147 Retirement Benefits	4,125.03	48,680.49	55,840.00	7,159.51	87
148 Employee Insurance	20,018.16	212,679.70	227,732.00	15,052.30	93
149 Payroll Taxes			5,745.00	5,745.00	
211 Office Supplies & Equip	388.57	4,596.15	24,342.00	19,745.85	19
221 Operating Supplies	990.00	4,788.96	6,000.00	1,211.04	80
222 Lab and Medical Supplies		317.24	262.00	-55.24	121
226 Clothing & Uniforms	653.96	1,946.45	800.00	-1,146.45	243
231 Gas, Oil, Fuel	1,033.53	18,875.26	14,058.00	-4,817.26	134
233 Machinery & Equip Parts	433.93	17,284.90	20,000.00	2,715.10	86
236 Water Main & Line Repair	2,877.49	23,140.36	67,042.00	43,901.64	35
241 Consumable Tools	239.56	1,817.16	2,500.00	682.84	73
243 Safety Supplies	127.00	127.00	1,615.00	1,488.00	8
311 Communication & Postage	4,465.52	28,441.29	25,643.00	-2,798.29	111
321 Printing & Forms		1,879.39	2,999.00	1,119.61	63
331 Subscriptions & Legal Notices	51.80	854.75	1,916.00	1,061.25	45
335 Memberships & Dues		2,055.00	2,589.00	534.00	79
339 Certification Renewals	65.00	1,070.00	7,617.00	6,547.00	14

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BILLINGS HEIGHTS WATER DISTRICT
Income Statement
For the Accounting Period: 6 / 23

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5210 Water

----- Current Year -----					
	Current Month	Current YTD	Budget	Variance	%
341 Electricity	3,491.91	49,096.37	41,712.00	-7,384.37	118
342 Gas	97.53	3,699.28	2,493.00	-1,206.28	148
343 Sewer	207.01	1,515.57	633.00	-882.57	239
344 Telephone & Internet Access	307.83	3,394.79	3,831.00	436.21	89
345 Cell Phone	211.50	2,372.81	2,811.00	438.19	84
346 Elm-Utilities Underground	888.62	5,253.81	3,031.00	-2,222.81	173
347 Permits		103.00	1,129.00	1,026.00	9
348 Billings Alarm	175.00	655.00	623.00	-32.00	105
349 Quality Testing	828.00	7,196.30	7,662.00	465.70	94
351 Legal Fees	3,156.75	22,771.16	11,220.00	-11,551.16	203
352 Accounting Fees		14,955.51	18,000.00	3,044.49	83
353 Engineering Fees	4,432.50	7,795.10	70,695.00	62,899.90	11
355 Data Processing Services	1,135.32	49,577.57	50,000.00	422.43	99
361 Repair & Maint. Contract Service	2,330.00	21,800.70	53,907.00	32,106.30	40
363 Meters Repair & Maintenance	14,001.60	57,660.44	60,000.00	2,339.56	96
366 Building Maintenance	163.57	1,354.85	6,296.00	4,941.15	22
371 Travel & Lodging		2,023.15	633.00	-1,390.15	320
381 Training & Tuition	30.00	1,392.12	451.00	-941.12	309
411 Concrete	551.05	5,351.05	2,741.00	-2,610.05	195
451 Gravel & Sand	58.00	3,202.86	3,000.00	-202.86	107
471 Asphalt & Cold Mix		15,660.37	14,973.00	-687.37	105
510 Business Insurance		12,910.00	112,258.00	99,348.00	12
533 Equipment Rental			475.00	475.00	
555 Bank Service Charges	1,075.72	8,177.89	6,000.00	-2,177.89	136
591 Taxes		7,896.78	4,408.00	-3,488.78	179
592 DEQ Service Connection Fee		11,962.00	12,226.00	264.00	98
810 Losses (Bad Debt)			1,497.00	1,497.00	
890 Miscellaneous			1,840.00	1,840.00	
892 Bank Reconciliation-Cash Over/Under		-3,776.35		3,776.35	
					83
Total Operating Expenses	130,519.64	1,362,242.81	1,635,488.00	273,245.19	83
Net Income (Loss) from Operations					
	-151,132.32	1,143,223.16			
Other Income					
371010 Investment Earnings	545.84	3,579.31	124,564.00	-120,984.69	3
					3
Total Other Income	545.84	3,579.31	124,564.00	-120,984.69	3
Other Expenses					
353 Engineering Fees		159,574.66		-159,574.66	
620 Interest			12,199.00	12,199.00	
920 Capital Improvements	183,405.00	183,405.00		-183,405.00	
930 Capital Outlay-Improvements to Plant	20,741.86	443,437.22		-443,437.22	
940 Capital Outlay-Building & Equipment	309.00	162,372.04		-162,372.04	
970 Project Engineering	40,488.50	162,416.04	830,000.00	667,583.96	20

BILLINGS HEIGHTS WATER DISTRICT
Income Statement
For the Accounting Period: 6 / 23

5210 Water

		----- Current Year -----				
		Current Month	Current YTD	Budget	Vari ance	%
<hr/>						
	Total Other Expenses	244, 944. 36	1, 111, 204. 96	842, 199. 00	-269, 005. 96	132
						132
	Net Income (Loss)	-395, 530. 84	35, 597. 51			

I. GENERAL INSTRUCTIONS**What is this form?**

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity clients. Legal entities can be used to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. **Legal entity** does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

What information do I have to provide?

This form requires you to provide the name, address, date of birth, and Social Security number (or passport number or other similar information, in the case of Non-U.S. Persons) for the following individuals (i.e., the **beneficial owners**):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity client (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **and**
- (ii) An individual with significant responsibility for managing the legal entity client (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of “beneficial owner” may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30 percent equity interest). Thus, a completed form, will contain the identifying information of at least one individual (under section (ii), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)).

The financial institution may also ask to see a copy of a driver’s license or other identifying document for each beneficial owner listed on this form.

II. CERTIFICATION OF BENEFICIAL OWNER(S)**Persons opening an account on behalf of a legal entity must provide the following information:**

- a. Name and Title of Natural Person Opening Account:

Douglas Kary, President

- b. Name and Address of Legal Entity for Which the Account Is Being Opened:

County Water District of Billings Heights

1540 Popelka, Billings, MT 59105

- c. The following information for each individual, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship, or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above:

	Individual 1	Individual 2	Individual 3	Individual 4
Name	N/A	N/A	N/A	N/A
Date of Birth				
Address (Residential or Business Street Address)				
For U.S. Persons: Social Security Number				
For Non-U.S. Persons: Social Security Number, Passport Number and Country of Issuance, or other similar identification number ¹				

(If no individual meets this definition, please write "Not Applicable.")

¹ In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

- d. The following information for one individual with significant responsibility for managing the legal entity listed above such as:

- An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- Any other individual who regularly performs similar functions.
(If appropriate, an individual listed under section (c) above may also be listed in this section (d)).

Name: Douglas Kary

Title: President

Date of Birth: _____

Address (Residential or Business Street Address): _____

For U.S. Persons: Social Security Number: _____

For Non-U.S. Persons: Social Security Number, Passport Number and Country of Issuance, or other similar identification number¹: _____

¹ In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

I, Douglas Kary (name of natural person opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct.

Signature: _____ Date: _____

Legal Entity Identifier: _____ (Optional)

TRUSTEE AND MANAGER POLICIES

PART I. General Provisions

Section 1.01 Purpose. The purpose of this policy is to establish the rules of procedure for the conduct of meetings and the transaction of business by the County Water District of Billings Heights. These rules of procedure are intended to assure that the Board can accomplish its work efficiently, in full view of the public and with reasonable opportunity for the public to participate in the deliberations and decisions of its county government.

Section 1.02 Authority. These rules of procedure are pursuant to Montana statutory and regulatory law.

PART II. Public Participation

Section 2.01 Policy. It is the policy of County Water District of Billings Heights Board that the public shall be afforded reasonable opportunity to participate in the **operation** of Board prior to the final decision of the Board concerning any matter of significant interest to the public. A matter of significant interest to the public includes but is not limited to any matter:

1. Requiring a public hearing;
2. Adopting, Implementing, interpreting, prescribing or altering a rate, rule or policy of the District;
3. Relating to the budgetary and financial affairs of the District.

Section 2.02 Open Meetings. A meeting of District Board of Directors is convened whenever quorums of Board members hear, discuss or act upon any matter over which they have jurisdiction. All meetings of the District Board shall be open to the public. However the presiding officer of the Board may close any meeting during the time the discussion relates to a matter of individual privacy and then if an only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and in that event, the meeting must be open as it relates to that individual.

Section 2.03 Notice. The District Board shall give timely notice of any public hearing or any meeting to discuss or act upon any matter of significant interest to the public, as prescribed by law. Additionally, the agenda of all scheduled meetings of the District Board shall be posted on the website not later than 48 hours (change to close of Business on 5th business day) prior to the meeting. Add: Amendments to the agenda can be made until close of business 3 business days prior to meeting

Section 2.03 (change to 2.04) Public Posting Board. The Board of the County Water District of Billings Heights designates as its official posting place the website for the District.

PART II (change to III). Procedures.

Section 3.01 Meetings The Board of Directors shall meet on a regular basis and may hold special meetings to conduct the affairs of the District. Committees of the Board may meet on a regular basis and may hold special meetings. All meetings of the Board shall be open to the public and subject to the a general rule no matter of significant interest to the public should be decided upon without prior notice to the public as a scheduled Board agenda item.

A meeting of the Board is defined as the convening of a quorum of the Board either in person or by means of electronic equipment to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power. A quorum is represented by a majority of the total members of the Board or committee in attendance.

Special meetings of the Board of Directors may be called by the President, or in his absence the Vice President, or by a quorum of the members of the board.

Official action at Board meetings can only occur with a quorum of Directors present. Minutes of all meetings required by statute Montana law to be open, fully reflective of all business transacted at the meeting, shall be kept and (Add: available no later than 21 days after the meeting is adjourned and) shall be available for inspection by the public ..

Section 3.02 Agenda Preparation. Proposed resolutions, reports, recommendations, contracts and all other matters requiring consideration, discussion or decision by the Board shall be submitted to the President of the Board and to the Recording Secretary of the Board by 12:00 noon on the Friday immediately preceding the next regularly scheduled meeting of the Board. The President or his/her designated representative shall arrange the matters requiring discussion or action into an agenda according to the order of business specified herein. Copies of the agenda shall be provided to each member of the Board not later than 48 hours (change to: at end of business 5 business days) prior to the scheduled meeting. Copies of the agenda shall be readily available to the press and to the public at large and one copy shall be posted on the designated public posting board not later than 48 hours prior to the scheduled meeting.

Section 3.03 Order of Business. The presiding officer shall prepare the agenda in substantially the following form which may be altered by consent of the Board:

1. Call the Meeting to Order
2. Welcome and Introduction of guests
3. President's Remarks
4. Public Comment on anything not on the agenda but within the jurisdiction of the Board.
5. Add: Approval of the minutes
6. Consent Agenda

** Consent Items are those upon which the presiding officer anticipates no discussion should be necessary. However, at the beginning of each meeting any Board member may request one or more items to be removed from the consent agenda for the purpose of discussion prior to a separate vote on the item(s). The presiding officer shall schedule such discussion and vote immediately following adoption of consent agenda.

6. (change to 7.) Manager's Report.
7. (change to 8.) Assistant Manager's Report
8. (change to 9.) Committee Reports
9. (change to 10.) Old Business
10. (change to 11.) New Business
11. (change to 12.) Items to be Scheduled for Future Board Meeting:

**An item that is not scheduled on the agenda for the current meeting may be discussed during the session at the discretion of the Board. However, the purpose of such discussion shall be to decide whether or not to schedule the item for discussion and/or vote on a subsequent agenda. As a general rule no matter of significant interest to the public should be decided upon without prior notice to the public as a scheduled Board agenda item.

12. (change to 13.) Adjournment

PART IV. Rules of Board Participation.

Section 4.01 Policy. To provide for the effective participation by all members of the District Board and to protect the right of participation by members of the public appearing before the Board.

Section 4.02 Rules. Board debate shall proceed in accordance with the following rules:

1. A Board Member desiring to speak shall address the presiding officer, and upon recognition, shall confine him or herself to the question under debate, avoiding abusive and indecorous language.
2. A Board Member once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a Board Member while speaking is called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.
3. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.
4. A motion may be made by any member of the Board but must be seconded prior to discussion and vote. If the motion is not seconded it shall be declared failed for lack of a second by the presiding officer.
5. A motion to reconsider any action taken by the Board may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed and reconvened session thereof. Such a motion may only be made by a Board Member of the prevailing side, but may be seconded by any Board Member and it shall be debatable.
6. Nothing herein shall be construed to prevent any member of the Board from making or remaking the same or any other proper motion at a subsequent meeting of the Board but the matter must be a scheduled agenda item.

Section 4.03 Suspension of the Rules of Debate. The rules of debate may be suspended temporarily by the unanimous vote of the entire Board.

Section 4.04 Majority of Whole Board Required. The affirmative vote of majority of Board Members present is required to adopt any measure unless a greater number of votes may be required by law.

Section 4.05 Duty to Vote. It shall be the duty of each Board Member to vote in the affirmative or negative on each motion duly placed before the Board by the presiding officer. A Board Member may make a brief explanation of the reason why she or he voted in a particular way.

Section 4.06 Proxy Voting. A Board Member who is not present in the meeting at the time a motion is put to a vote cannot vote. Board Member shall not be permitted to vote by a proxy vote or by written vote.

Section 4.07 Conflict of Interest. Any member of the Board who has a private interest, as defined by law or as so advised by the County Attorney, in any matter pending before the District shall not participate in the debate nor vote in that matter nor seek to influence the vote of members of the Board, except as otherwise provided by Montana law. If the presiding officer has a private interest in a matter pending before the Board he or she shall yield the chair to the Vice President during the course of debate and decision concerning the matter in which she or he has a private interest.

PART V. Presentation to the Board.

Section 5.01 Procedures. The general procedure by which items are handled by the Board Members at other than public hearings shall be as follows:

1. The item is presented to the Board along with a brief summary of the matter for discussion, with or without the presiding officer's recommendation.
2. For the purpose of clarification and after recognition by the presiding officer, Board Members may direct questions about the item to the presenter, the presiding officer or staff member.
3. Comments from the presiding officer, staff or Board members will then be heard by the Board. The Board may invite individuals invited to speak to the motion.
4. After recognition from the presiding officer the Board may direct questions.
5. The presiding officer will then invite members of the audience to present or submit testimony beginning with those in favor of the proposal, followed by those who oppose the proposal and concluding with those who neither favor nor oppose the proposal.
6. All testimony shall be directed to the presiding officer.
7. The Board may, upon a proper motion and second, vote on the matter or table the matter until a date certain.

Add: Section 5.02 Budget presentation. The budget must be presented and acted upon as follows:

1. The GENERAL Manager will present his extremely conservative proposed balanced budget for all district operations for the upcoming year at least during the regular May business meeting.
2. The Board will meet discuss alter as needed and adopt an annual budget by July 1, of each year.

3. No item of the adopted budget can be exceeded without the Board, at a scheduled meeting, previously adopting an amendment explaining the need and where the money will come from.
4. The budget must be reviewed by the General Manager and the Board during the October, January, April and July Board meetings.

PART VI. Public Hearings

Section 6.01 Procedures. The Board shall conduct public hearings as required by law. Public testimony will be presented to the Board in the same format as described in PART V above, except that witnesses may be required to testify under oath as provided by law in which case the Board shall not be bound by the strict rules of evidence, but may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence. The presiding officer shall, with advice as needed from legal counsel, rule on all questions relating to the admissibility of testimony or evidence. The ruling of the presiding officer may be overruled by a majority vote of the Board. Additionally the following rules of procedure shall apply:

1. The proponents or opponents, their agent or attorney, may submit petitions and letters prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other testimony received at the hearing.
2. Following the presentation of all testimony and evidence, the Board may: (1) Continue the hearing to a date certain to allow additional information to be submitted to the Board; (2) Close the public hearing and proceed to Board debate of the matter; or (3) Continue the Board debate and vote to a date certain.
3. A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Board, upon motion duly made, seconded and passed, may call for an additional public hearing which hearing shall be duly noticed as required by law and this policy.

PART VII. Guide for Public Participation

Section 7.01 Guidelines for Public Participation. The following guidelines shall serve to assure reasonable and fair public participation in the decisions of the District Board.

1. The public shall be invited to speak on any item under consideration by the Board after and only after recognition by the presiding officer.
2. The speaker should step to the front of the room, and for the record, give his or her name and address and, if applicable, the person, or organization he or she represents.
3. Prepared statements are welcomed and should be given to the presiding officer and noted in the minutes of the meeting. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements shall become a part of the permanent record.
4. While the Board is in session, members of public must preserve order and decorum. No person shall delay or interrupt the proceedings or the peace of the Board nor disturb any

member of the public or of the Board while speaking or refuse to obey the orders of the presiding officer of the Board.

5. Any person who while testifying shall use indecorous or abusive language or who shall become boisterous or disruptive shall be barred from further presentation to the Board by the presiding officer, unless permission to continue be granted by a majority vote of the Board.

PART VII. (change to VIII.) Resolutions

Section 8.02 Resolutions. Except as provided by law, proposed resolutions may be introduced at any time by a member of the Board and if adopted shall be effective on the date specified therein.

Section 8.03 Right of Initiative. The people retain the right to present resolutions for adoption by the initiative process, as prescribed by law.

Adopted _____

Board President

Board Secretary