



## **COUNTY WATER DISTRICT OF BILLINGS HEIGHTS**

### **Board of Directors Meeting Minutes**

December 20<sup>th</sup>, 2023 at 6:00 PM

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

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The meeting is open to any interested member of the public. Agendas are prepared for the meetings; agendas may be requested from the General Manager and are available at <https://heightswaterdistrict.com/agendas-and-minutes>. Agenda packets, due to their size, will not be printed off for the meetings or at the public's request. The public can access and view the agenda packet on line and can download them or print them at their own expense.

**CALL MEETING TO ORDER:** President Doug Kary called the meeting to order at 6:00 PM

#### **WELCOME AND INTRODUCTIONS**

**Board Members present:** Laura Drager, Doug Kary, Frank Ewalt, Tom Zurbuchen, Ming Caberera, Jeff Essmann,

**Jenn Burnside (Board Secretary)**

**Staff Members present:** Josh Simpson

**Also present:** Butch and Judy Bailey, Pam Ellis, and Evelyn

**Pyburn (YCN)**

#### **PRESIDENT'S REMARKS:** Read by Doug Kary

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. Once the public comment period is over the public may not provide further comment or ask additional questions during the remainder of the agenda item discussion, unless specifically requested by the chair or presiding officer of the meeting.

#### **PUBLIC COMMENT on Non-Public Hearing Agenda Items:** Read by Doug Kary

- 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.

**December 20<sup>th</sup>, 2023 6:00 PM**

**PUBLIC COMMENT:**

Butch said that the Board needs to take care of the guys that work out in the field. He also asks where the Board is at with the labor agreement.

Laura said they are making a proposal this evening.

Butch made a few additional comments regarding the pay raise.

Pam has concerns about the ARPA documentation. She said that Josh claimed in a prior board meeting that there was \$100,000 left from the grant money. She has asked for copies of documents of what was turned into the state and copies of the bills and she did not get them. She thinks that someone other than Interstate Engineering should look at the books.

Doug asks to remove agenda Item #3 (Dates for 2024 Board Meetings) from New Business.

No objection.

**MINUTES:**

Laura makes a motion to approve the minutes for the September and November meetings. Frank seconds.

Tom mentions that the minutes weren't posted at the proper time. He asks to suspend the rule for tonight. Laura seconds.

Jeff says since those same rules say that any actions the board takes are self-healing, he doesn't feel that the rules need to be suspended.

More discussion was had regarding the necessity of suspending the rule.

Motion and Vote:

Tom mentions that the minutes weren't posted at the proper time. He asks to suspend the rule for tonight. Laura seconds. Laura, Tom For. Jeff, Frank, Doug, Ming Against.

Motion and Vote:

Laura makes a motion to approve the minutes for the September and November meetings. Frank seconds. Jeff, Frank, Doug, Ming, Laura For. Tom Against

**CONSENT AGENDA:**

Item #1 Monthly Prepaid bills for approval, Item #2 November payables, Item #3 Bank Balances and Financial statements.

Laura makes a motion to approve the consent agenda. Ming seconds.

Public Comment:

Pam: The bill for repairing the break on Main Street was from Western Municipal, shouldn't that be the responsibility of TDS?

Josh said no the one on Main Street wasn't CEC or TDS it was just a break.

Motion and Vote:

Laura makes a motion to approve the consent agenda. Ming seconds. Jeff, Frank, Doug, Ming, Laura For. Tom Against

**MANAGERS REPORT:** presented by Josh (Acting General Manager)

Josh contacted Stephen Knudson with Stifel he will be at the work session on January 3<sup>rd</sup> to answer Board questions on the investments. He also noted that there is a \$150,000 CD which matured on December 13<sup>th</sup> into the smart rate that is currently paying 5% and is FDIC insured.

He spoke with Morrison-Maierle about the emails for Board members and staff. Jessie will be down on December 29<sup>th</sup> to get all of the information for all of the staff's transfers. He will work on the transfer over the weekend and have the emails up and running by the beginning of the year.

We received a bid on a storage shed for salt storage at the chlorination booster station. This is all part of the ARPA grant use; the bid was from SBarS for a total including delivery of \$7647 for an 8ft by 12ft shed. We are working on getting a couple more quotes when we do, he will let the Board know.

CEC hit a main on Yellowstone River Road. They dug it we repaired and are sending them an invoice.

Not much has changed with Interstate Engineering since the work session.

PER progress meeting on the 30<sup>th</sup> of November. The environmental letters were sent to agencies on November 27<sup>th</sup> to ask for their comments on the design. Water model calibration is still in progress and writing on the PER report has begun.

We had an account who has a credit of \$1153.48. This customer has not received a bill for the last 6 years and has been overpaying on his account since 2016. He is a landlord and the bill has been going to the service address. He did ask for an address change back in 2017-18 but it did not get fixed so he decided it was easier to pay \$40 a month instead of fighting with the address change. He would like his money to be refunded to him. Josh informed him that is not our policy and he asked that we take it to the Board for approval.

Jeff makes a motion to refund \$1000 for this customer. Frank seconds. Motion failed.

Ming makes a motion to pay the full refund of \$1153.48. Tom seconds.

Public Comment:

Pam agreed with Ming to pay the customer in full.

Motion and Vote:

Ming makes a motion to pay the full refund of \$1153.48. Tom seconds. Laura, Ming, Tom, Jeff For. Doug, Frank Against.

The last thing Josh had on his list was ways to shorten the agenda packet.

Laura said that one way we could shorten the agenda packet would be to not put the individual bank statements in the packet.

Frank says we don't need all of the Stifel statements in the packet as well.

### **TREASURES REPORT:**

Laura explained Gross Income account is \$1. Service charge \$711.96. Sweep account \$777,112.36. Payroll account. \$242,769.63 First Interstate Savings account \$256,449.59. Earned \$578.34 Yellowstone Bank Savings account \$219,584.53. Stifel investments \$6,495,766.72. Total cash position \$7,991,683.83. Change to cash position \$161,024.02

### **Motion and Vote:**

Tom makes a motion to approve Laura's report. Franks seconds. All approved

### **COMMITTEE REPORTS:**

The finance committee met to discuss several things. The first was the worker's comp refund which the committee recommends refunding the \$1597.58 back to the employee of \$200 rounded up. The Christmas bonus of \$150 was also discussed. Lastly a pay increase of \$1 per hour or 3% if the dollar per hour is less than 3% for each employee.

The AWWA recommendation has been used across the district as far as salary guides. The former General Managers attempted to meet a mid-range average salary rather than the minimum or the maximum. The jobs our staff members perform are above and beyond what most water operators perform. Laura would like our payroll to meet that mid-range for our staff.

Further discussion was had regarding employee compensation.

### **Public Comment:**

Butch asks about the mode factor of the workman's comp?

Servicemen 2.49 Clerical .19

### **OLD BUSINESS:**

### **Item #1 Approval of 2022-2023 financial audit**

Laura makes a motion to approve the 22-23 financial audit. Tom seconds.

### **Public Comment:**

Pam said the audit was available for the public to read until Friday. She thinks there are still a lot of errors in it. The Capital assets are exactly the same from the year prior. No appreciation or depreciation. She talks about the 6% interest for the deposits that were

not paid out. The minimum water rates vary from \$22.04 to \$168.23 per gallon. The audit also mentions rate increases in response to increases from the supplier. There were no increases from the supplier.

Tom explains that 6% came back every year on your bill.

Doug says on page 3 that the 22.04 per gallon is a typo.

Jeff asks to amend the motion to approve the audit with corrections to the errors noted. Tom seconds.

Jeff makes a point to explain that small things can make a large difference. Like the building that fell down due to an error in paperwork.

#### Public Comment:

Butch agrees with Jeff about the gross negligence with regard to the building error.

#### Motion and Vote:

Jeff asks to amend the motion to approve the audit with corrections to the errors noted. Tom seconds. All Approved

Laura makes a motion to approve the 22-23 financial audit. Tom seconds. All Approved.

#### Item #2 Bylaws Second Reading:

Jeff moves for the adoption of the proposed by-laws having met the second meeting requirement. Frank seconds.

Tom said we paid two lawyers back in 2021 to work on these bylaws both of the lawyers were adamant that they didn't want to copy and paste the state law language in the by-laws because those laws can be changed at any time. This would force the district to have to go through this process of amending the bylaws on a regular basis. These bylaws require that it follows Robert's Rules of Order.

Doug points out that we are not following Robert's Rules of Order to a T. That we would be following state law. All of these issues were brought up at the work session when discussing changes to the by-laws.

Further discussion was had regarding the changes to the by-laws.

#### Motion and Vote:

Jeff moves for the adoption of the proposed by-laws having met the second meeting requirement. Frank seconds. Jeff, Frank, Doug, Laura For. Tom and Ming Against.

#### Item #3 Proposal for the District Employee Wage Increase:

Laura makes a motion for a \$1 per hour increase for each of the employees or 3% whichever is higher. Tom seconds.

Tom expresses his concerns with the lower pay scale and entry-level workers. He says that no matter what the lower pay scale or entry-level workers all always behind.

Jeff says that the 3% seems a little on the skinny side in terms of staying even.

Josh tells the Board what his recommendation is after talking to the crew. He recommends a 6% raise which is 3% per year since the crew hasn't gotten a raise since July of 2022. He also said that if the Board was going to go with the dollar raise to retro the pay back to July 1<sup>st</sup> of 2023. He would also like to set annual reviews for August.

Laura said she would entertain Josh's proposal for 6%.

Frank speaks about the benefits and the rate increases.

Jeff makes a substitute motion of 4% or \$1.25 per hour. Ming seconds.

Tom said the benefits mean a lot. Benefits aren't deducted from annual wages. We have an excellent package; the employees keep their pay.

Ming talks about the health insurance benefits and the ability to go to whatever doctor the employee wants.

Laura explained that she looked into other water districts around the state and what their benefits were. We were in line with the benefit package and what they were doing as well. The employee told her that you can't buy bread and milk with health insurance.

Josh expressed that we are a small shop with only eight employees taking care of over 6000 connections. Taking care of this small group of employees shouldn't be that big of a deal.

#### Public Comment:

Butch said that he was one of those employees who did pay for all his employee benefits as well as having a comparable wage rate.

#### Motion and Vote:

Jeff makes a substitute motion of 4% or \$1.25 per hour. Ming seconds. Laura, Ming, Doug For. Tom, Frank, Jeff Against. Dies on a Tie

Jeff makes a motion for 4% or a dollar per hour whichever is greater. Frank seconds.

Franks says this makes it a little more even across the board. This way everyone is closer together.

#### Motion and Vote:

Jeff makes a motion for 4% or a dollar per hour whichever is greater. Frank seconds. All Approved

#### Item #4 Guardian Renewal

Laura makes a motion to approve the renewal of the Guardian insurance. Tom seconds.  
Jeff asks if this is a contract subject to early termination or if are we stuck with this for a year.

Laura said this would be for a year.

More discussion was had regarding timing and/or cancelation ability.

Public Comment:

Butch asks if it is a group insurance.

Laura said it is through Guardian Insurance.

Motion and Vote:

Laura makes a motion to approve the renewal of the Guardian insurance. Tom seconds.  
All Approved

**NEW BUSINESS:**

Item #1 Resolution on Ahoy Repairs

Laura makes a motion to approve the resolution for the Ahoy repair. Tom seconds

Tom said the resolution is clear that the Board rejects all the bills for the excess sidewalk repairs.

Discussion was had regarding policy going forward for future repairs.

Motion and Vote:

Laura makes a motion to approve the resolution for the Ahoy repair. Tom seconds. All Approved

Item #2 Employee Christmas Bonus

Laura requested approval of the \$200 workers comp as well as the \$150 Christmas bonus. Ming seconds

Jeff expresses his concerns about the state's premium and how they are not doing us any favors by giving us back our money.

Tom said the employee didn't pay it, the district did. The refund should come back to the district.

Tom makes a substitute motion for a Christmas bonus of \$150. Frank seconds.

Frank agrees with Tom that a lot of times the refund is the next year's first payment.

Laura said the staff views this as a reward for working safely.

Ming agrees with Laura.

Public Comment:

Butch defends the \$200 bonuses. He said that you should be rewarding them for what they have already done not what you think they are going to do.

Motion and Vote:

Tom makes a substitute motion for a Christmas bonus of \$150. Frank seconds. Doug, Tom, Frank, For. Laura, Ming, Jeff Against.

Jeff makes a substitute motion of \$250 plus 50% of the worker's comp totaling \$350. No second.

Laura makes a substitute motion for a Christmas bonus of \$350. Ming seconds.

Doug says he wouldn't vote for a Christmas bonus of 350 dollars.

Tom says there isn't anything in the policy manual that says the employees get a Christmas bonus.

Josh said it was not a policy it had just been an act of kindness done by the Board in years passed.

Laura withdraws her last motion and asks that they go back to her original motion.

Jeff says change is necessary

Motion and Vote:

Laura requested approval of the \$200 workers comp as well as the \$150 Christmas bonus. Ming seconds. All approved.

Work session Wednesday, January 3<sup>rd</sup> @ 9:00 AM

Next Board meeting Wednesday, January 17<sup>th</sup> @ 6:00 PM

Meeting adjourned @ 8:17 pm

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**Board Secretary, Jennifer Burnside**

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**Board President, Doug Kary**



County Water District Billings Heights  
Treasurer's Summary Report as of

	31-Dec-22			Fees/Earn				31-Jul-23			Fees/Earn			31-Aug-23			Fees/Earn			30-Sep-23			Fees/Earn			31-Oct-23			Fees/Earn			30-Nov-24			Fees/Earn			31-Dec-23			Fees/Earn		
Checking																																											
FIB Gross Income Account	\$	1.00	\$ (622.50)	\$ (617.23)	\$	1.00	\$ (777.04)	\$	1.00	\$ (712.18)	\$	1.00	\$ (722.03)	\$	1.00	\$ (711.86)	\$	1.00	\$ (711.96)	\$	1.00	\$ (706.90)																					
FIB Operational & Maintenance	\$	-		\$	-		\$	-		\$	-		\$	-		\$	-		\$	-		\$	-		\$	-		\$	-		\$	-		\$	-								
FIB Payroll Account	\$	174,232.45	\$ -	\$ -	\$	161,967.14	\$	193,055.95	\$	98,727.69	\$	199,719.11	\$	242,769.63	\$	218,728.36																											
FIB Sweep Account	\$	357,592.23	\$ 186.01	\$ 545.84	\$	383,954.39	\$ 142.71	\$ 466,080.46	\$ 186.39	\$ 563,251.48	\$ 540.04	\$ 694,890.35	\$ 573.39	\$ 777,112.36	\$ 412.45	\$ 625,189.48	\$ 411.02																										
Total Checking	\$	531,825.68	\$ (436.49)	\$ (71.39)	\$	545,922.53	\$ (634.33)	\$ 659,137.41	\$ (525.79)	\$ 661,980.17	\$ (181.99)	\$ 894,610.46	\$ (138.47)	\$ 1,019,882.99	\$ (299.51)	\$ 843,918.84	\$ (295.88)																										
Investments																																											
Stifel - Cash & Equivalent	\$	1,057.28		\$	30,550.11	\$	50,936.19	\$	215,756.34	\$	(240,799.51)	\$	3,508.59	\$	2,854.56																												
Stifel - Fixed Income CD's	\$	6,250,460.09		\$	6,357,791.56	\$	6,363,167.41	\$	6,211,648.15	\$	6,701,393.08	\$	6,492,258.13	\$	6,546,840.01																												
Total Stifel Investments	\$	6,251,517.37		\$	6,388,341.67	\$	6,414,103.60	\$	6,427,404.49	\$	6,460,593.57	\$	6,495,766.72	\$	6,549,694.57																												
First Interstate Bank Savings	\$	251,543.05	\$ 123.99	545.84	\$	254,105.85	\$ 566.12	\$ 254,699.34	\$ 593.49	\$ 255,255.84	\$ 556.50	\$ 255,871.25	\$ 615.41	\$ 256,449.59	\$ 578.34	\$ 257,009.91	\$ 560.32																										
Yellowstone Bank Reserve CD	\$	219,584.53		\$	219,584.53	\$	219,584.53	\$	219,584.53	\$	219,584.53	\$	219,584.53	\$	219,584.53	\$	219,584.53																										
Total Investments	\$	471,127.58	\$ 123.99	545.84	\$	473,690.38	\$ 566.12	\$ 474,283.87	\$ 593.49	\$ 474,840.37	\$ 556.50	\$ 475,455.78	\$ 615.41	\$ 476,034.12	\$ 578.34	\$ 476,594.44	\$ 560.32																										
Total Cash Position	\$	7,254,470.63		\$ 474.45	\$	7,407,954.58	\$ (68.21)	\$ 7,547,524.88	\$ 67.70	\$ 7,564,225.03	\$ 374.51	\$ 7,830,659.81	\$ 476.94	\$ 7,991,683.83	\$ 278.83	\$ 7,870,207.85	\$ 264.44																										
Change to cash position Mo/Mo	\$	(179,686.00)			\$	71,900.56		\$ 139,570.30	\$	16,700.15		\$ 266,434.78		\$ 161,024.02		\$ (121,475.98)																											
Change to cash position Yr/Yr	\$	(2,884,813.17)		\$	303,784.17		\$ 341,019.26		\$ 84,728.23		\$ 423,779.67		\$ 557,527.20		\$ 615,737.22																												

01/12/24  
09:08:46

BILLINGS HEIGHTS WATER DISTRICT  
Income Statement  
For the Accounting Period: 12 / 23

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Report ID: LB170AX

Combined Funds

----- Current Year -----					
	Current Month	Current YTD	Budget	Variance	%
Revenue					
Revenue Charges for Service					
343021 Water Revenue	297,770.27	2,949,022.18	4,815,130.00	-1,866,107.82	61
343023 Hydrant Rental	5.00	1,535.00	1,360.00	175.00	113
343026 Service Line Fee	2,500.00	50,543.39	205,323.00	-154,779.61	25
343027 Misc Water Revenue	690.94	4,639.41	512,264.00	-507,624.59	1
343028 Buy-In Fees		1,830.14		1,830.14	
343300 Misc Charges for Services	4,522.06	13,783.35	2,913.00	10,870.35	473
343380 Inspection Fees	300.00	2,450.00	1,100.00	1,350.00	223
369899 Interest Paid on Security Deposits			-6,519.00	6,519.00	
Total Revenue Charges for	305,788.27	3,023,803.47	5,531,571.00	-2,507,767.53	55
Total Revenue	305,788.27	3,023,803.47	5,531,571.00	-2,507,767.53	55
Cost of Goods Sold					
430100 Cost of Good Sold	158,126.70	1,492,250.45	3,026,106.00	1,533,855.55	49
					49
Total Cost of Goods Sold	158,126.70	1,492,250.45	3,026,106.00	1,533,855.55	49
Gross Profit					
	147,661.57	1,531,553.02			
Operating Expenses					
430510 Administrative	26,283.06	229,614.89	453,486.00	223,871.11	51
430520 Water	87,959.45	552,145.55	993,767.00	441,621.45	56
					54
Total Operating Expenses	114,242.51	781,760.44	1,447,253.00	665,492.56	54
Net Income (Loss) from Operations					
	33,419.06	749,792.58			
Other Income					
371010 Investment Earnings	560.32	3,882.63	3,579.00	303.63	108
					108
Total Other Income	560.32	3,882.63	3,579.00	303.63	108
Other Expenses					
490700 Capital Improvements	219,962.00	284,692.14	1,111,205.00	826,512.86	26
					26
Total Other Expenses	219,962.00	284,692.14	1,111,205.00	826,512.86	26
Net Income (Loss)	-185,982.62	468,983.07			

12/29/23  
09:19:20

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Gross Receipts  
For the Accounting Period: 12/23

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99512	E	298 NORTHWESTERN ENERGY	303.64	12/13/23	12/23		
-99511	E	298 NORTHWESTERN ENERGY	79.55	12/14/23	12/23	CL 883	303.64
-99510	E	298 NORTHWESTERN ENERGY	700.27	12/14/23	12/23	CL 884	79.55
-99509	E	298 NORTHWESTERN ENERGY	93.46	12/14/23	12/23	CL 885	700.27
-99508	E	371 TCT	148.40	12/10/23	12/23	CL 886	93.46
-99507	E	262 MONTANA DAKOTA UTILITIES	300.19	12/22/23	12/23	CL 887	148.40
-99506	C E	371 TCT	0.00	12/10/23		CL 888	300.19
-99505	* E	279 MORRISON MAIERLE, INC.	570.00	12/07/23	12/23	CL 878	
-99504	E	409 VERIZON	170.00	12/15/23	12/23	CL 890	570.00
-99503	E	418 WEX	1186.55	12/06/23	12/23	CL 891	170.00
-99502	E	201 INTERSTATE ENGINEERING, INC.	1195.00	12/08/23	12/23	CL 889	1186.55
-99501	C E	201 INTERSTATE ENGINEERING, INC.	0.00	12/08/23		CL 892	1195.00
-99500	C E	201 INTERSTATE ENGINEERING, INC.	0.00	12/08/23		CL 894	
-99499	C E	201 INTERSTATE ENGINEERING, INC.	0.00	12/08/23		CL 895	
-99498	C E	201 INTERSTATE ENGINEERING, INC.	0.00	12/08/23		CL 896	
-99497	* E	404 UTILITIES UNDERGROUND LOCATION CENTER	607.59	12/15/23	12/23	CL 897	
-99496	E	201 INTERSTATE ENGINEERING, INC.	19891.50	12/08/23	12/23	CL 899	607.59
-99495	E	201 INTERSTATE ENGINEERING, INC.	4230.00	12/08/23	12/23	CL 894	19891.50
-99494	E	201 INTERSTATE ENGINEERING, INC.	1998.30	12/08/23	12/23	CL 895	4230.00
-99493	E	201 INTERSTATE ENGINEERING, INC.	1527.94	12/08/23	12/23	CL 896	1998.30
-99492	E	127 ENERGY LABORATORIES, INC.	495.00	12/19/23	12/23	CL 897	1527.94
-99491	E	71 CHARTER	149.98	12/29/23	12/23	CL 901	495.00
-99490	E	258 MING CABRERA	200.00	12/20/23	12/23	CL 902	149.98
-99489	E	442 JENNIFER BURNSIDE	300.00	12/20/23	12/23	CL 903	200.00
						CL 904	300.00

12/29/23  
09:19:20

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Gross Receipts  
For the Accounting Period: 12/23

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99488	E	468 THOMAS ZURBUCHEN	200.00	12/20/23	12/23		
-99487	E	227 LAURA DRAGER	200.00	12/20/23	12/23	CL 905	200.00
-99486	E	482 DOUG KARY	200.00	12/20/23	12/23	CL 906	200.00
-99485	E	481 FRANK EWALT	200.00	12/20/23	12/23	CL 907	200.00
-99484	E	487 JEFF ESSMANN	200.00	12/20/23	12/23	CL 908	200.00
-99483	E	201 INTERSTATE ENGINEERING, INC.	8397.56	12/22/23	12/23	CL 909	200.00
-99482	E	51 BILLINGS/CITY OF (WATER-WASTE	158126.70	12/28/23	12/23	CL 913	8397.56
-99481	E	395 U. S. BANK TRUST NATIONAL ASSOCIATION	95437.50	12/28/23	12/23	CL 917	158126.70
-99480	E	395 U. S. BANK TRUST NATIONAL ASSOCIATION	18645.00	12/28/23	12/23	CL 918	95437.50
-99479	E	395 U. S. BANK TRUST NATIONAL ASSOCIATION	70637.50	12/28/23	12/23	CL 919	18645.00
-99478	E	246 MASTERCARD - JOSH	539.05	12/29/23	12/23	CL 920	70637.50
-99477	E	486 MASTERCARD - AUSTIN	79.39	12/29/23	12/23	CL 921	539.05
-99476	E	249 MASTERCARD - QUIN	24.48	12/28/23	12/23	CL 922	79.39
-99475	E	247 MASTERCARD - OFFICE	7391.74	12/29/23	12/23	CL 923	24.48
-99474	E	279 MORRISON MAIERLE, INC.	31.25	12/28/23	12/23	CL 924	7391.74
10976	M	999999 JILL RICCI	22.04	12/01/23	_____	CL 926	31.25
10977	S	436 YELLOWSTONE WATERWORKS1	2299.27	12/08/23	_____	CL 882	22.04
10978	S	479 Mountain Alarm	780.00	12/22/23	_____	CL 898	2299.27
10979	S	366 SUSAN SWIMLEY	2205.00	12/22/23	_____	CL 912	780.00
10980	S	415 WESTERN MUNICIPAL CONSTRUCTION, INC.	11423.47	12/22/23	_____	CL 911	2205.00
10981	S	264 MONTANA DEPT OF ADMINISTRATION	1700.00	12/21/23	_____	CL 910	11423.47
10982	S	365 SUMMERS MCNEA AND COMPANY PC	14000.00	12/21/23	_____	CL 915	1700.00
10983	M	999999 DAVID BAIER	1153.46	12/21/23	_____	CL 914	14000.00
10984	S	429 YELLOWSTONE COUNTY NEWS	39.00	12/28/23	_____	CL 916	1153.46
						CL 925	39.00

12/29/23  
09:19:20

BILLINGS HEIGHTS WATER DISTRICT  
Check Register for Gross Receipts  
For the Accounting Period: 12/23

Page: 3 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
10985	M	399 UNITED STATES POST OFFIC	2024.42	12/28/23		CL 927	2024.42
Total for Claim Checks			430104.20				
Count for Claim Checks			49				

\* denotes missing check number(s)

# of Checks: 49      Total : 430104.20

12/29/23  
09: 19: 20

BILLINGS HEIGHTS WATER DISTRICT  
Fund Summary for Claim Check Register  
For the Accounting Period: 12/23

Page: 4 of 4  
Report ID: AP110

Fund/Account	Amount
5210 Water 101012	430, 104. 20
Total :	430, 104. 20

01/12/24  
09:35:57

BILLINGS HEIGHTS WATER DISTRICT  
Payroll Check Register for Accounting Period 12/23

Page: 1 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-89565	6 JENNIFER M BURNSIDE	1503.52	12/08/23	12/23
-89564	10 QUIN T FUHRMAN	1805.83	12/08/23	12/23
-89563	13 MATTHEW KADLEC	1689.94	12/08/23	12/23
-89562	2 CLAY J MCCAFFREE	1873.48	12/08/23	12/23
-89561	11 SUZANNE M MCKETHEN	1260.88	12/08/23	12/23
-89560	12 AUSTIN MISTRETTA	1787.14	12/08/23	12/23
-89559	1 ANDREW W REICHENBACH	1605.53	12/08/23	12/23
-89558	7 JOSHUA C SIMPSON	2435.53	12/08/23	12/23
-89557	FIT EFTPS	4174.94	12/08/23	12/23
-89556	SIT MT DEPT OF REVENUE	921.00	12/08/23	12/23
-89555	401K ASCENSUS	1947.34	12/08/23	12/23
-89554	401K PS ASCENSUS	736.44	12/08/23	12/23
-89553	6 JENNIFER M BURNSIDE	1503.52	12/22/23	12/23
-89552	10 QUIN T FUHRMAN	1929.94	12/22/23	12/23
-89551	13 MATTHEW KADLEC	1689.94	12/22/23	12/23
-89550	2 CLAY J MCCAFFREE	1697.96	12/22/23	12/23
-89549	11 SUZANNE M MCKETHEN	1260.88	12/22/23	12/23
-89548	12 AUSTIN MISTRETTA	1442.73	12/22/23	12/23
-89547	1 ANDREW W REICHENBACH	1715.11	12/22/23	12/23
-89546	7 JOSHUA C SIMPSON	2435.53	12/22/23	12/23
-89545	FIT EFTPS	4071.49	12/22/23	12/23
-89544	SIT MT DEPT OF REVENUE	898.00	12/22/23	12/23
-89543	6 JENNIFER M BURNSIDE	315.22	12/22/23	12/23
-89542	10 QUIN T FUHRMAN	318.22	12/22/23	12/23
-89541	13 MATTHEW KADLEC	318.22	12/22/23	12/23
-89540	2 CLAY J MCCAFFREE	318.22	12/22/23	12/23

01/12/24  
09:35:57

BILLINGS HEIGHTS WATER DISTRICT  
Payroll Check Register for Accounting Period 12/23

Page: 2 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-89539	11 SUZANNE M MCKETHEN	315.22	12/22/23	12/23
-89538	12 AUSTIN MISTRETTA	315.22	12/22/23	12/23
-89537	1 ANDREW W REICHENBACH	315.22	12/22/23	12/23
-89536	7 JOSHUA C SIMPSON	318.22	12/22/23	12/23
-89535	Medicare EFTPS	428.48	12/22/23	12/23
-89534	SIT MT DEPT OF REVENUE	52.00	12/22/23	12/23
-89533	401K ASCENSUS	1956.15	12/22/23	12/23
-89532	401K PS ASCENSUS	740.85	12/22/23	12/23
-89531	DENTAL GUARDIAN	1468.54	12/23/23	12/23
-89530	HEALTH INS BCBS	16049.13	12/31/23	12/23

\* denotes missing check number(s)

# of Checks:	36	Total:	63615.58	Electronic Checks:	63,615.58
				Non-electronic Checks:	0.00



BILLINGS HEIGHTS WATER DISTRICT  
Balance Sheet  
For the Accounting Period: 12 / 23

Combined Funds

Assets

Current Assets

Operations & Maint Ckg	(	70.00)	
Gross Income Fund Ckg		633,334.21	
Payroll Checking		184,569.82	
Undeposited Funds		1,802.58	
First Interstate Savings		257,009.91	
Yellowstone Bank		221,503.09	
D A Davidson Money Market		13.00	
D A Davidson	(	100,000.00)	
D A Davidson Investment		100,000.00	
Stifel Nicolaus		6,288,000.00	
Stifel Money Market		273,581.53	
Discount/Premium - Solomon S.B.	(	36,282.04)	
Petty Cash		100.00	
Change Fund		150.00	
Accts Rec - Water		287,445.82	
Accts Rec		5,533.21	
Accrued Investment Interest		44,592.86	
Prepaid Expense		2,193.91	
Inventory - Supplies		158,347.57	
		-----	
Total Current Assets			8,321,825.47

Fixed Assets

Land		245,961.00	
Buildings		575,033.40	
Maint Equip & Vehicles		956,966.20	
Office Equipment		138,738.12	
Maint & Equipment		22,420,330.99	
Accumulated Depreciation	(	11,321,899.51)	
		-----	
Total Fixed Assets			13,015,130.20

Total Assets	-----	21,336,955.67
--------------	-------	---------------

Combined Funds

Liabilities and Equity

Current Liabilities

Checks Payable	28,539.63	
CONVERSION Accounts Payable	2,844.67	
Comp Abs Payable	81,391.75	
Social Security Payable	( 120.58)	
Medicare Payable	( 28.20)	
FIT Payable	6,853.28	
SIT Payable	( 51.00)	
State UCC Payable	671.32	
MT Unemp Payable	( 229.04)	
401k Payable	5,195.77	
BCBS Health Ins Payable	2,134.90	
Guardian-Dental Payable	276.83	
Guardian-Vision Payable	44.92	
Guardian-LTD Payable	47.29	
Guardian-STD Payable	35.47	
Guardian-Life Payable	10.87	
Refunds Payable	( 1,121.38)	
	-----	
Total Current Liabilities		126,496.50

Long-Term Liabilities

Bonds Payable - Series 2011 Bond B Loan	243,000.00	
Bonds Payable - Series 2016 Bond C Loan	2,035,000.00	
Bonds Payable - Series 2017 Bond A Loan	1,651,000.00	
	-----	
Total Long-Term Liabilities		3,929,000.00

Total Liabilities 4,055,496.50

Equity

Fund Balance - Operations & Maint Fund	565,257.45	
Fund Balance - Acquisition Fund	8,857,227.00	
Fund Balance - Capital Improv Fund	6,651,560.00	
Fund Balance - Reserve Fund	184,383.00	
Retained Earnings	554,048.65	
CURRENT YEAR INCOME/(LOSS)	468,983.07	
	-----	
Total Equity		17,281,459.17

Total Liabilities & Equity 21,336,955.67

5741 1 1 1 SNFSNF001\_R\_R\_009p\_001

COUNTY WATER DISTRICT  
OF BILLINGS HEIGHTS

1540 POPELKA  
BILLINGS MT 59105-4468



*Your Financial Advisor (M805):*  
STEPHEN KNUDSON, CFP (R)  
Telephone: (406) 252-2447

*Office Serving Your Account:*  
401 NORTH 31ST STREET  
SUITE 1610  
BILLINGS, MT 59101

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

**TRADING TAX LOT RELIEF METHOD :** First In, First Out  
**INVESTOR UPDATE**

This issue of Investment Strategist contains a wealth of useful information, including retirement plan and Social Security changes for 2024, how to understand your credit score, and more. Contact your Financial Advisor to learn more.

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

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

STIFEL ACCOUNT STATEMENT

PORTFOLIO SUMMARY	December 31	November 30
Net Cash Equivalents **	2,854.56	3,508.59
Net Portfolio Assets held at Stifel <sup>4</sup>	6,546,840.01	6,492,258.13
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$6,549,694.57</b>	<b>\$6,495,766.72</b>
YOUR CHANGE IN PORTFOLIO VALUE	December 31	November 30
Net Cash Flow (Inflows/Outflows) <sup>2</sup>		
Securities Transferred In/Out		
Income and Distributions	8,386.05	4,996.50
Change in Securities Value	45,541.80	30,176.65
<b>Net Change in Portfolio Value</b>	<b>\$53,927.85</b>	<b>\$35,173.15</b>

\*\* See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.  
<sup>2</sup> Does not include cost or proceeds for buy or sell transactions.  
<sup>4</sup> Includes balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

YOUR ASSET SUMMARY

	Value on December 31, 2023 (\$)	Percentage of your account
A Net Cash Equivalents**	2,854.56	0.04%
E Fixed Income-Other	6,285,064.84	95.96%
K Stifel Smart Rate <sup>4</sup>	261,775.17	4.00%
Total Assets	\$6,549,694.57	100.00%



**ASSET SUMMARY**

Value as of <b>December 31, 2023</b>					Gains/(-)Losses		
	<i>At Stifel</i>	<i>Not at Stifel</i>	<i>Total</i>	<i>% of assets *</i>	<i>Unrealized</i>	<i>Realized</i>	
						<i>This Period</i>	<i>Year-to-date</i>
Cash							
Cash Sweep**	2,854.56		2,854.56	0.04%			
Margin Balance							
<b>A. Net Cash Equivalents</b>	<b>\$2,854.56</b>		<b>\$2,854.56</b>	<b>0.04%</b>			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni							
E. Fixed Income-Other	6,285,064.84		6,285,064.84	95.96%	-51,658.12		
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **	261,775.17		261,775.17	4.00%			
<b>Net Portfolio Assets</b>	<b>\$6,546,840.01</b>	<b>\$0.00</b>	<b>\$6,546,840.01</b>	<b>99.96%</b>	<b>-\$51,658.12</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Portfolio Value</b>	<b>\$6,549,694.57</b>	<b>\$0.00</b>	<b>\$6,549,694.57</b>	<b>100.00%</b>	<b>-\$51,658.12</b>	<b>\$0.00</b>	<b>\$0.00</b>

**INCOME & DISTRIBUTION SUMMARY**

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Dividends	Tax-Exempt		
	Taxable	273.11	
Interest	Tax-Exempt		
	Taxable	173,532.50	8,386.05
Capital Gain Distributions			
Return of Principal			
Other			
<b>Total Income &amp; Distributions</b>		<b>\$173,805.61</b>	<b>\$8,386.05</b>

**INFORMATION SUMMARY**

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Accrued Interest Paid	Tax-Exempt		
	Taxable	1,293.22	
Accrued Interest Received	Tax-Exempt		
	Taxable		
Gross Proceeds		3,638,833.26	150,000.00
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.

## Summary of Engineering Updates For: County Water District of Billings Heights

By: Interstate Engineering  
January 12<sup>th</sup>, 2024

Interstate Engineering (IEI) and the County Water District of Billings Heights (CWDBH) conducted a monthly projects review meeting on January 10<sup>th</sup>, 2024, held at the Interstate Engineering Billings office. Lowell Cutshaw, Brad Boehm, Gina Barry, and Drake Schake attended on behalf of IEI. Josh Simpson and Clay McCaffree attended on behalf of CWDBH. The following ongoing projects and engineering updates were discussed:

**DOVER RANCH** – On January 5<sup>th</sup>, 2024, IEI received notification from Dover Ranch representative, Kimberly Sindelar-Thompson, that their attorney's review of the proposed Right-of-Entry and Access Agreement between Dover Ranch and CWDBH has been completed. Dover Ranch emailed a digital copy of the signed/notarized agreement to IEI and mailed the original document to CWDBH for their signature.

Action Item: CWDBH will need to sign the agreement to complete the process. The executed agreement will grant CWDBH access to Dover Ranch properties for the purpose of conducting field survey and due diligence tasks as they relate to the NW Pressure Zone PER and preliminary design for the potential NW Transmission Main project.

**NW PRESSURE ZONE/NW TRANSMISSION MAIN PER** – IEI continues to work on the front-end tasks for the project PER. Hydraulic analysis of the PER project alternatives is in process. IEI previously sent out solicitation letters for agencies to comment on the potential PER projects. IEI has received comments from multiple agencies including Billings Planning & Community Services Director, Wyeth Friday (on behalf of the City of Billings). In response to the proposed project alternatives, the city comments suggest further coordination between them and CWDBH.

Action Item: CWDBH management staff has tasked IEI to pursue scheduling a meeting with city technical-engineering staff to further discuss the hydraulic abilities of the city and the PER project alternatives proposed in the PER solicitation letter.

**CWDBH SYSTEMWIDE PER** – IEI has begun a systemwide piping inventory. The purpose of this task is to quantify the existing piping infrastructure within the district by age, material, and size. Past atlas mapping, GIS data, record drawings, and cadastral data are being utilized for the analysis. The information will be used for assessing the existing condition of the aging infrastructure and potentially establishing a systemwide pipe replacement program.

**CHLORINATION PROJECT** – The original project scope has been completed. Additional project tasks are being considered for the remaining ARPA funds/project budget. IEI assisted CWDBH with filing an extension for using the ARPA funds through the end of 2024 (extension approved). It is anticipated that additional project tasks will be completed during 2024. A list of additional improvements and/or equipment needs has been developed with CWDBH management staff to ensure the funding is being utilized to its fullest potential.

Action Item: IEI continues to work with CWDBH management to establish approximate costs for the list of potential project additions. IEI will coordinate with CWDBH on prioritizing tasks after estimated project costs are compiled.

**LEAD SERVICE LINE (LSL) INVENTORY UPDATES** – CWDBH management has completed approximately 15-20% of the LSL inventory for its system. The deadline for completion is currently October 16<sup>th</sup>, 2024. CWDBH has applied for technical assistance with the Montana Department of Commerce (funded through the Infrastructure Investment and Jobs Act). On January 9<sup>th</sup>, 2024, the Montana Department of Commerce assigned IEI to provide CWDBH with LSL technical assistance.

Action Item: IEI has begun formulating a plan of action and is committed to providing technical assistance to CWDBH throughout the LSL inventory process.

**ATLAS MAP & GIS UPDATES** – CWDBH is waiting for developers to submit final record drawings for system additions constructed in 2022 and 2023. The newly added infrastructure will be incorporated into the CWDBH Atlas mapping and GIS systems.

Action Item: CWDBH management will seek out record drawings from developers for work completed this past construction season and closed-out 2022 projects.

**HYDRAULIC/NEW DEVELOPMENT REVIEWS** – CWDBH has authorized IEI to perform a hydraulic review for the proposed Caliber Collision development.

Action Item: IEI will review the development's submitted hydraulic data to determine the district's ability (Available Pressures, Domestic Flow, and Fire Flow) to serve the new development.



November 27, 2023

Yellowstone County Planning  
2825 3<sup>rd</sup> Ave. North  
Billings, MT 59101

RE: County Water District of Billings Heights, Montana  
Northwest Transmission Main Preliminary Engineering Report  
WR22-00-135

Dear Yellowstone County Planning,

The County Water District of Billings Heights (CWDBH) is currently preparing a Water System Preliminary Engineering Report (PER). The CWDBH is experiencing difficulties maintaining pressure in portions of its northwest pressure zone during periods of high demand. The purpose of the PER is to develop solutions to fix this problem. As part of the PER, we are seeking your comments and input regarding environmental impacts, considerations, or other requirements you may be aware of. The information provided by your agency will be included in the PER and help in the evaluation of the PER alternatives.

The CWDBH originated in 1958 to provide water service to a developing area of Yellowstone County northeast and adjacent to the city limits of Billings. Since the District's formation, CWDBH has, and continues to, purchase water from the City of Billings. Treated water is pumped from the city's water treatment plant to CWDBH through city owned infrastructure. The point of delivery is at the city owned Walter's Pump Station located along E. Airport Road. The CWDBH is located in Yellowstone County and the approximate coordinates of the center of the District's northwest pressure zone are 45°50'75" North and 108° 29'14" West. The northwest pressure zone is located in Sections 3 -10, 15-18, and 20-22 of Township 01 North, Range 26 East and Sections 32 and 33 of Township 02 North, Range 26 East.

Preliminary alternatives for the northwest pressure zone include the following:

- Alternative 1: Increase the Mains to Minimum 8-Inch near Lake Elmo,
- Alternative 2: Upsize the Water Main on the Suction Side of the St. Andrews' Booster Station,
- Alternative 3: Install Elevated Pedestal Tank,
- Alternative 4: Install a Second Metered Connection with the City of Billings,
- Alternative 5: Install a Transmission Main, and
- Alternative 6: Upsize Booster Pumps at St. Andrews' Booster.

We request that your agency provide any comments you may have by January 2<sup>nd</sup>, 2024. If we do not receive any comments by January 2<sup>nd</sup>, 2024, we will assume that you have no comment.

If more convenient, please feel free to respond by email to [gina.barry@interstateeng.com](mailto:gina.barry@interstateeng.com). If contacted by email, we will be sure to respond that your comment was received.

Sincerely,

INTERSTATE ENGINEERING, INC.

*Eugenia Barry*

Eugenia Barry, PE

Project Engineer

Enclosure: Project Map



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS  
NORTHWEST PRESSURE ZONE PER  
YELLOWSTONE COUNTY, MONTANA  
TOWNSHIP 1N AND 2N, RANGE 26E

N

0

750'

1,500'

SCALE IN FEET

LEGEND

EXISTING WATERLINE

PROPOSED WATERLINE

PUMP STATION

STORAGE TANK

INTERSTATE

ENGINEERING

Professionals you need, people you trust

Prepared By: Interstate Engineering, Inc.

www.interstateeng.com

EXHIBIT DATE - NOVEMBER 2023

The map displays the Northwest Pressure Zone with various water infrastructure alternatives. A red dashed line represents the proposed waterline, while blue solid lines represent existing waterlines. Red circles with arrows indicate pump stations, and red circles indicate storage tanks. The map includes several callouts for specific locations and alternatives:

- OX BOW RESERVOIR & HAWTHORNE PUMP STATION**
- LANIER RESERVOIR & PUMP STATION**
- CONNECT TO EXST. 24" TRANSMISSION MAIN**
- EXST. 12" TRANSMISSION MAIN**
- ALTERNATIVE 5 - PROPOSED NW TRANSMISSION MAIN ALIGNMENT**
- ALTERNATIVE 1 - INCREASE MAINS WITHIN AREA TO MINIMUM 8-INCH**
- ROLLING HILLS PUMP STATION**
- CONNECT TO EXST. 12" GRID MAIN**
- ALTERNATIVE 6 - UPSIZE BOOSTER PUMPS AT ST. ANDREWS**
- ALTERNATIVE 3 - INSTALL ELEVATED PEDESTAL TANK**
- ST. ANDREWS PUMP STATION**
- INVERNESS PUMP STATION**
- ALTERNATIVE 2 - INCREASE MAINS ON SUCTION SIDE OF ST. ANDREW'S BOOSTER STATION**

Coordinates for specific points are provided:

- Point 4:** LAT: N045° 51' 23.11" LONG: W108° 30' 27.62"
- Point 3:** LAT: N045° 51' 23.07" LONG: W108° 28' 35.75"
- Point 9:** LAT: N045° 50' 31.02" LONG: W108° 30' 24.33"

Distances are marked: 7914' and 5275'.

**NOTE: THE EXACT LOCATION OF THE SECOND METERED CONNECTION WITH THE CITY OF BILLINGS (ALTERNATIVE 4) STILL NEEDS TO BE DETERMINED**

X:\2022\WR\00\WR22-00-135-CWDBH\_NWTMain\_T028\20\_CADD\_WR2200135\90\_Exhibits\Environmental Letters Exhibit.dwg 11/24/2023 7:56:57 AM

23



**From:** Friday, Wyeth <[FridayW@billingsmt.gov](mailto:FridayW@billingsmt.gov)>

**Sent:** Tuesday, January 2, 2024 11:37 AM

**To:** Gina Barry <[Gina.Barry@interstateeng.com](mailto:Gina.Barry@interstateeng.com)>

**Cc:** Meling, Debi <[melingd@billingsmt.gov](mailto:melingd@billingsmt.gov)>; Duray, Jennifer <[DurayJ@billingsmt.gov](mailto:DurayJ@billingsmt.gov)>; Fogelsong, Mac <[FogelsongM@billingsmt.gov](mailto:FogelsongM@billingsmt.gov)>; Engels, Louis <[engelsl@billingsmt.gov](mailto:engelsl@billingsmt.gov)>

**Subject:** CWDBH - Northwest Transmission Main Preliminary Engineering Report

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Eugenia,

The City of Billings has reviewed the County Water District of Billings Heights (CWDBH) alternatives presented in your November 27<sup>th</sup> Letter. We have the following comments:

- The alternatives don't include cost estimates, however each alternative presented appears to require a significant capital investment, except for Alternative #4: Install a Second Metered Connection with the City of Billings.
- Alternative #1 requires a large amount of pipe replacement on the order of several miles of pipe replacements. In addition to being costly, this would create a significant inconvenience to residents in the area.
- Alternative #2 requires approximately 4000' of main replacement on a major arterial in Wicks Ln. In addition to being costly, this would create a significant inconvenience to residents in the area.
- Alternative #3: The City of Billings already has two 2-million-gallon tanks in this area on the same pressure zone as the low-pressure area. Utilizing the existing capacity in these tanks will help reduce water age and maintain chlorine residual in the CWDBH system. Adding an additional tank at this location may also create disinfection byproduct issues. Additionally, the current agreement between the CWDBH and the City allows for storage capacity of four million total gallons split between two existing reservoirs. CWDBH is already exceeding this capacity. Bringing another tank online would require a new Agreement between the CWDBH and the City.
- Alternative #4 would have several other benefits to the low pressure in the area in addition to capital cost savings:
  - Elimination/limitation of the need for Inverness Pump Station resulting in operational and maintenance savings to CWDBH.
  - Elimination/limitation of the need for St. Andrews Pump Station resulting in operational and maintenance savings to CWDBH.

- Elimination/limitation for the need for Rolling Hill Pump Station resulting in operational and maintenance savings to CWDBH.
- Alternative #5: Future growth in the area can be served by the City of Billings water system rather than CWDBH expanding north. This would eliminate the need for a large transmission main which we anticipate would cost on the order of tens of millions of dollars.
- Alternative #6 would require additional power consumption to meet pressure requirements in addition to the capital expenditure of upsizing the pumps.

Before proceeding with other options, we suggest that you further assess Alternative #4 in coordination with the City of Billings. The City of Billings already has a large 24" water main at the corner of Governors Blvd and Wicks Ln which will likely alleviate the pressure issues in affected area at significantly less cost to CWDBH. A modeling effort that considers both systems could provide further insight into the feasibility of Alternative #4. It is my understanding that the CWDBH's primary concern with this alternative was paying for the capital costs in the rates, but that concern was mitigated when the City stated that CWDBH could pay for the capital costs up front rather than in the rates.

In addition to the detailed review of the Northwest Transmission Main Preliminary Engineering Report alternatives, it is important to again note that the City Council amended its Limits of Annexation Map on August 14, 2023 (See map attached) to include a substantial portion of this study area in the Zone 1 Limits of Annexation area. Zone 1 indicates property in this area may petition for annexation at any time and the City expects annexation of property in this area. As we conveyed to your firm in April 2023, a large portion of the area east of Gleneagles Boulevard, north of Annandale Road and south of Alexander Road shown can be served by the City Zone 3E water service area (See reference to Alternative #5 ), and the City intends to serve that area as the property is annexed into the City per the latest Limits of Annexation Map amendments and in coordination with developer plans for portions of the Dover Ranch property in this area.

I have copied Billings Public Works Director Debi Meling, Deputy Public Works Director Jenifer Duray, City Engineer Mac Fogelson and City Water Quality Superintendent Louis Engels on this email as they provided the response on the technical system portions of this study proposal.

Thank you for the opportunity to provide comment on this analysis.



[billingsmt.gov](http://billingsmt.gov)

**Wyeth Friday, AICP**

Planning & Community Services Director  
[fridayw@billingsmt.gov](mailto:fridayw@billingsmt.gov)

2825 3rd Ave. N  
Billings, MT 59101  
P 406.247.8676

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Mailing Technical Services, Inc  
PO Box 1753 Billings, MT 59103  
accounting@mailingtechnical.com  
(406) 245-1234  
EIN #: 81-0484845

<http://www.mailingtechnical.com>



## Quote 1474

### Monthly Invoices

SALES REP INFO  
Jordan Yarbrough  
jyarbrough@mailingtechnical.com  
+14062451234113

QUOTE DATE  
Mon, 09/11/2023  
QUOTE EXPIRY DATE  
Wed, 10/11/2023

TERMS  
Net 10

ORDERED BY  
HEIWAT  
Heights Water District  
Attn: Pam Ellis  
1540 Popelka Dr  
Billings, MT 59105

CONTACT INFO  
Peyton Brookshire  
peyton@heightswaterdistrict.com  
+1

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	<b>BW Print</b> B&W Printing; 8.5x11; simplex Variable info / address prefilled	6000	Each	\$0.05	\$300.00	N
2	<b>Insert</b> Inserting Charge	6000	Each	\$0.035	\$210.00	N
3	<b>B&amp;W print - #10 window envelope</b> Custom print of logo / return address / permit #10 Window Envelope - stock included in price	6000	Each	\$0.08	\$480.00	N
4	<b>Sorting / Barcoding</b>	6000	Each	\$0.035	\$210.00	N
5	<b>First Class Letter Postage</b> First Class Letter Postage	6000	Each	\$0.645	\$3,870.00	N

Thank you for the opportunity to present this quote. Please call us if you have any questions about this quote at (406) 245-1234 or send an email to: [sales@mailingtechnical.com](mailto:sales@mailingtechnical.com)

**PAYMENT TERMS/CREDIT CARD:** Unless an established customer, the entire quoted postage amount, if applicable, is required to start work. The balance is due based upon the terms as stated on the invoice, usually net 10 days. Credit card use must be approved in advance and will add at least a 4% convenience fee, plus a \$0.25 per transaction fee to this quote amount.

**VALIDITY:** This quote is valid for 30 days from its date. If United States Postal rates change, this quote may become invalid upon their effective date. All postage rates quoted are reasonable estimates and are subject to customer qualifying for the rates quoted and the mail qualifying for the category of postage quoted as determined by the United States Postal Service.

**Subtotal:** \$5,070.00  
**Sales Tax (0%):** \$0  
**Total:** \$5,070.00

SIGNATURE:

DATE:

Account Number: 01001-00  
 Service Address: 866 RADFORD SQ (W)  
 Last Payment: 123.33 - 08/30/2022  
 Billing Date: 09/27/2022

SOWERS, DOUG  
 866 RADFORD SW W  
 BILLINGS MT 59105

Current Reading: 08/23/2022 341704  
 Previous Reading: 07/21/2022 335330  
 Usage: 6374

### Important Messages

Service	Current	Past-Due	Balance
WATER	1.00	0.00	1.00
FIRE LINE	1.00	0.00	1.00
DEPOSIT INT.	1.00	0.00	1.00
MISC. CHARGE	1.00	0.00	1.00
LINE REPAIR FEE	1.00	0.00	1.00
OVERPAYMENT	-1.00	0.00	-1.00
<b>Totals:</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>
<b>DUE DATE</b>	<b>09/12/2022</b>		

THANK YOU FOR YOUR PREVIOUS PAYMENT

### USAGE HISTORY IN GALLONS

AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022
6298	12865	3078	924	877	1269	1099	1156	1088	1234	2999	14992	6374
H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD	H-HELD



**County Water District of  
 Billings Heights**  
 1540 Popelka Dr  
 Billings, MT 59105

Account Number: 01001-00  
 Service Address: 866 RADFORD SQ (W)  
 Billing Date: 09/27/2022  
 Current Charges: 4.00  
 Past Due Charges: 0.00  
 Amount Due by 09/12/2022: 4.00  
 Amount Due After 09/12/2022: 4.40



☐ Check here if you have had a mailing address change and indicate this change on the back of the stub.



22191 Web ID

DOUG SOWERS  
 866 RADFORD SQ W  
 BILLINGS MT 59105-3392

Amount Enclosed: \_\_\_\_\_



Account Number: 07041-00  
 Service Address: 805 CRIST DR 805 - DUPLEX  
 Billing Date: 07/27/2022  
 Current Charges: 27.40  
 Past Due Charges: 0.00  
**Amount Due on or before 08/10/2022:** 27.40  
**Amount Due After 08/10/2022:** 30.14

☐ Check here if you have had a mailing address change and indicate this change on the back of the stub.



15997 Web ID

RAINBOW PROPERTIES  
 1417 13TH ST W  
 BILLINGS MT 59102

Amount Enclosed: \_\_\_\_\_

Account Number: 07041-00  
 Service Address: 805 CRIST DR 805 - DUPLEX  
 Last Payment: 28.03 - 07/12/2022  
 Billing Date: 07/27/2022

RAINBOW PROPERTIES  
 1417 13TH ST W  
 BILLINGS MT 59105

Service	Current	Past-Due	Balance
WATER	26.10	0.00	26.10
LINE REPAIR FEE	1.30	0.00	1.30
<b>Totals:</b>	<b>27.40</b>	<b>0.00</b>	<b>27.40</b>
<b>DUE DATE</b>			<b>08/10/2022</b>

**Meter Readings and Usage**

WAT - Curr	07/20/2022	1224131
WAT - Prev	06/21/2022	1219635
WAT - Usage		4496

**Important Messages**

**USAGE HISTORY**

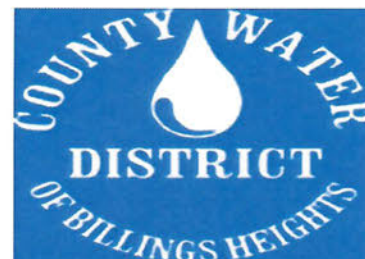
USAGE HISTORY												
JUL-2021	AUG-2021	SEP-2021	OCT-2021	NOV-2021	DEC-2021	JAN-2022	FEB-2022	MAR-2022	APR-2022	MAY-2022	JUN-2022	JUL-2022
Water												
6584	5999	5524	5390	6309	5065	6211	5081	5425	4284	5574	4935	4496
Electric												

**THANK YOU FOR YOUR PREVIOUS PAYMENT**

## Monthly Bill Processing and Mailing Cost

	MTS		In House Letter		In House Postcard			
BW Print	\$	300.00	Folding Machine	\$	889.99	Postcards	\$	1,140.00
Insert	\$	210.00	Paper	\$	315.47	Postcard Mailing	\$	2,024.42
Envelopes	\$	480.00	Postage Machine	\$	362.76	Additional stamps	\$	48.00
Sorting/Barcoding	\$	210.00	Envelopes	\$	719.90			
First Class Mail	\$	3,870.00	First Class Mail	\$	3,366.00			
TOTAL	\$	5,070.00		\$	5,654.12		\$	3,212.42
Total W/O Machines				\$	5,126.89			





Heights Water District, thank-you for showing interest in our products and services. Below you will find pricing on a Konica C360i. The Konica C360i is a 36 page per minute digital color copier, printer, and scanner. This machine is configured with a 100-sheet dual scan document feeder, 2 – 500 sheet trays, 2500 sheet large capacity tray, and a bi and tri folding staple booklet finisher. The total price listed below includes delivery, installation/integration, and training.

**Konica C360i**

**63 month FMV lease @.....\$184.00/month**

**Or**

**Purchase @ \$9179.00**

**New, 52ppm Brother monochrome laser printer included with new lease or purchase**

**\* A Fair Market Value (FMV) lease is available for this machine. At the end of the term you would then have the option to purchase the machine for its fair market value or lease new equipment.**

**Maintenance Agreement**

**Includes all parts, labor, supplies, and toner. The only items not included is staples and paper. These rates are locked for the duration of the lease.**

Black – \$0.009

Color – \$0.055

**Susan Swimley**  
1807 West Dickerson, Suite B  
Bozeman, MT 59715  
Telephone: 406-586-5544  
Fax: 406-586-3130



January 05, 2024  
Invoice No. 12990

Co. Water Dist. of Billings Heights  
1540 Popelka Drive  
Billings, MT 59105

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Client Number: DOF3266 Co. Water Dist. of Billings Heights  
Matter Number: 2826 Billings Heights Water District - v. Yellowstone Co.  
For Services Rendered Through 1/5/2024.

---

			<b>Fees</b>	
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12/15/2023	SBS	Read and edit msg	0.25	\$75.00
			<b>Billable Hours / Fees:</b>	<b>0.25      \$75.00</b>

---

### Timekeeper Summary

Timekeeper SBS worked 0.25 hours at \$300.00 per hour, totaling \$75.00.

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### Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/29/2023	Check Number 10979 against Inv# 12922	(\$2,205.00)
<b>Total Payments Received:</b>		<b>(\$2,205.00)</b>

---

Continued On Next Page

**Client Number:** DOF3266  
**Matter Number:** 2826

1/5/2024  
Page: 2

### **Current Invoice Summary**

<b>Prior Balance:</b>	\$2,205.00	
<b>Payments Received:</b>	(\$2,205.00)	<b>Last Payment: 12/29/2023</b>
<b>Unpaid Prior Balance:</b>	<u>\$0.00</u>	
<b>Current Fees:</b>	\$75.00	
<b>Advanced Costs:</b>	<u>\$0.00</u>	
<b>TOTAL AMOUNT DUE:</b>	<u><u>\$75.00</u></u>	

Thank you for your prompt payment.

**Susan Swimley**  
1807 West Dickerson, Suite B  
Bozeman, MT 59715  
Telephone: 406-586-5544  
Fax: 406-586-3130



December 07, 2023

Invoice No. 12922

Co. Water Dist. of Billings Heights  
c/o Peyton Brookshire  
1540 Popelka Drive  
Billings, MT 59105

---

Client Number: DOF3266 Co. Water Dist. of Billings Heights  
Matter Number: 2826 Billings Heights Water District - v. Yellowstone Co.  
For Services Rendered Through 12/7/2023.

---

<b>Fees</b>				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
11/6/2023	SBS	File Court minutes; Email President/GM for meeting	0.10	\$30.00
11/8/2023	SC	Telephone call and emails w/D. Kary re: Zoom meeting w/Board re: cross-claim	0.50	\$45.00
11/15/2023	SBS	Meeting w/Board re: status of case; Draft answer to counterclaim w/defense	2.25	\$675.00
11/15/2023	SBS	Draft board meeting minutes	0.40	\$120.00
11/15/2023	AG	Zoom meeting w/S. Swimley and board re: status of matter and options regarding next steps	1.00	\$250.00
11/20/2023	AG	Draft portions of answer to counterclaim	1.50	\$375.00
11/21/2023	AG	Finalize answer to counterclaim	1.00	\$250.00
11/26/2023	AG	Draft counterclaim; Revise and edit answer to counterclaim	1.00	\$250.00
11/27/2023	SBS	Review our response to counterclaim and consult A. Garab on various paragraphs	0.70	\$210.00
<b>Billable Hours / Fees:</b>			<b>8.45</b>	<b>\$2,205.00</b>

Continued On Next Page

Client Number: DOF3266  
Matter Number: 2826

12/7/2023  
Page: 2

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### Timekeeper Summary

Timekeeper SBS worked 3.45 hours at \$300.00 per hour, totaling \$1,035.00.

Timekeeper AG worked 4.50 hours at \$250.00 per hour, totaling \$1,125.00.

Timekeeper SC worked 0.50 hours at \$90.00 per hour, totaling \$45.00.

---

### Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/1/2023	Check Number 10972 against Inv# 12867	(\$7,035.00)
Total Payments Received:		(\$7,035.00)

---

### Current Invoice Summary

Prior Balance:	\$7,035.00	
Payments Received:	(\$7,035.00)	
Unpaid Prior Balance:	\$0.00	
Current Fees:	\$2,205.00	
Advanced Costs:	\$0.00	
TOTAL AMOUNT DUE:	\$2,205.00	

Last Payment: 12/1/2023

Thank you for your prompt payment.



## RESOLUTION NO. 001-24

**WHEREAS** there have been persistent problems with low water pressure during certain hours of the day in Lake Hills Subdivision which is an integral part of the County Water District of Billings Heights, and

**WHEREAS** the current Capital Improvement Plan for the District includes the design and construction of a project named the Northwest Transmission Line to connect the Ox Bow Reservoir through the Transmission line to existing infrastructure . at an estimated cost of 12 Million dollars, or approximately \$2000 per metered customer of the District, and

**WHEREAS** the Northwest Transmission Line Project is in its early stages as the surveying of the proposed line location has not yet even commenced and the engineering of said line cannot begin until said surveying is complete and surface and subsurface conditions are known, and

**WHEREAS** Interstate Engineering has identified 5 other possible solutions for eliminating the low pressure areas, and

**WHEREAS** it is in the best interest of the taxpayers and ratepayers of the District to study and investigate further these alternate solutions to serve the taxpayers and ratepayers of the District for a more affordable price than the Northwest Transmission Line.

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

That all work to survey, study, design and construct the Northwest Transmission Line be suspended immediately until such time as the Board concludes that the proposed alternatives are not cost effective.

**PASSED** by the Board of Directors of the County Water District of Billings Heights and **APPROVED** this 17<sup>th</sup> day of January, 2024.

**COUNTY WATER DISTRICT  
OF BILLINGS HEIGHTS**

BY: \_\_\_\_\_  
ITS: President, Doug Kary

Attest:

\_\_\_\_\_  
Board Secretary





## RESOLUTION NO. 002-24

**WHEREAS**, the County Water District of Billings Heights ("District") is a duly formed and operating water district pursuant to Title 7, Chapter 13, Parts 22, and 23 of the Montana Code Annotated; and

**WHEREAS**, the District purchases its water from the City of Billings Municipal Water Utility; and

**WHEREAS**, a County water District has the power to pursue consolidation with a Municipality when more than 60% of the District's customers reside within the Municipality's City Limit and the District purchases its water from the Municipality; and

**WHEREAS**, the District includes the municipality of Billings Montana; and

**WHEREAS**, the District includes unincorporated territory of Yellowstone County; and

**WHEREAS**, the City of Billings municipal water system functions as the sole source of water for the District and more than 60% of the District's customers reside within the municipal limits of the City of Billings; and

**WHEREAS**, the consideration of this Resolution was published and posted in accordance with Montana law; and

**WHEREAS**, at the regular meeting of the County Water District of Billings Heights held on January 17, 2024, the Board took and considered public comment, if any.

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

Shall initiate an exploration of the possibility of consolidation and how it's impacts could affect the District.



**PASSED** by the Board of Directors of the County Water District of Billings Heights and **APPROVED** this 17<sup>th</sup> day of January, 2024.

**COUNTY WATER DISTRICT  
OF BILLINGS HEIGHTS**

BY: \_\_\_\_\_  
ITS: President, Doug Kary

Attest:

\_\_\_\_\_  
Board Secretary