



## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

### Board of Directors Special Meeting Minutes

April 8<sup>th</sup>, 2024 at 9:00 AM

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

The meeting is open to any interested member of the public. Agendas are prepared for the meetings; agendas may be requested from the General Manager 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 online and can download them or print them at their own expense.

**CALL MEETING TO ORDER:** President Doug Kary called the meeting to order at 9:00 AM

#### WELCOME AND INTRODUCTIONS

**Board Members present:** Doug Kary, Frank Ewalt, Tom Zurbuchen

**Jenn Burnside (Board Secretary)**

**Staff Members present:** Josh Simpson

**Also present:** 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.

**April 8<sup>th</sup>, 2024 9:00 AM**

**AGENDA ITEMS:**

Item #1 Emergency Declaration to Expedite Water Main Replacement

Item #2 Service Line Replacement

**Item #1 Emergency Declaration to Expedite Water Main Replacement**

Doug cited resolution 008-24.

Doug moves that resolution 008-24 be adopted. Frank seconds.

**PUBLIC COMMENT:**

Pam asked about a price from public works.

Doug said we have no price yet.

Frank said the only way we can get a price is if we have this resolution saying we want this done. Which has to be in by April 12<sup>th</sup> 2024.

Motion and Vote:

Doug moves that resolution 008-24 be adopted. Frank seconds. All approved

**Item #2 Service Line Replacement**

Doug said it had been recommended by Acting General Manager Josh that we replace all of the service lines pertaining to the Bitterroot project. Doug also asks Josh about pulling the lines.

Frank said if pulling them works.

Josh explained it can be iffy, we have had success on some but not on others.

Tom asks how big of a hole do they have to by the crew?

Josh said big enough to put a trench box in.

Tom makes a motion that this emergency repair be done by our current police standards and specifications. Frank seconds.

Frank asks if other water districts do the same thing.

Josh said he is just following what is in Heights Water's standards.

Frank said you have to look at the cost.

Josh said if you're going in there to replace the whole thing why not replace the whole thing and be done with it.

Doug said he would like to refer back to the meeting with Bo, he said that this is something the Board should not be entangled with because it is a management decision.

Frank said it's policy so it's a Board decision.

Doug said yes but the management made decisions on the policy. So, unless we are going to have a total change of policy.

Frank said he thinks the Board's position should be taken into consideration by the customers. The more we charge them by doing this stuff the higher the water rates are going to be. Sometimes we have to look at the customers and we haven't been doing that. Sometimes we have to look at the cost and if it outweighs the benefits why not. However, Sometimes the cost doesn't outweigh the benefits. That is one reason why we are replacing this whole water main.

Doug asked if we are replacing the service lines or is the contractor.

Josh said the contractor would be doing all of the work.

Tom said we should follow the policy and replace the service lines.

Doug said we don't have time to amend the policy.

Tom said we could make an amendment to the motion that we get staff to get with the engineers and come up with the pluses and minuses of splicing service lines.

Doug said Josh could work with them.

#### **PUBLIC COMMENT:**

Pam said she was confused when she asked about the cost and you said you didn't have it. Josh said the bid that we have includes replacing the service lines.

Josh said it's not a bid it's a preliminary cost estimate.

#### **Motion and Vote:**

Tom makes a motion that this emergency repair be done by our current police standards and specifications. Frank seconds. Tom and Doug For, Frank Against. Motion Passed

DEQ letters signed and ready to go.

Frank asked if we are paying Interstate Engineering to have Lowell write the synopsis which was close to the same thing that he wrote. Is it costing the district any money?

Josh said he would ask.

Meeting adjourned @ 9:24 am

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**Board Secretary, Jennifer Burnside**

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**Board President, Doug Kary**



## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

### Board of Directors Special Meeting Minutes

April 10, 2024 at 1:00 PM

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

The meeting is open to any interested member of the public. Agendas are prepared for the meetings; agendas may be requested from the General Manager 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 online and can download them or print them at their own expense.

**CALL MEETING TO ORDER:** President Doug Kary called the meeting to order at 1:00 PM

**WELCOME:**

**Board Members present:** Doug Kary, Frank Ewalt, Jeff Essmann

**Staff Members present:** Josh Simpson, Jenn Burnside (who also serves as Board Secretary)

**Also present:** Pam Ellis, and Evelyn Pyburn (YCN)

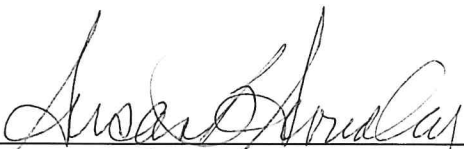
**PRESIDENT'S REMARKS:** WELCOME and meeting explanation, which was the Board anticipated closing the meeting for litigation strategy and then would re-open the meeting to inform the public of its decision.

**PUBLIC COMMENT** on Non-Public Hearing Agenda Items: no comment was given. Agenda Items.

1. Consideration of Settlement of Ellis v. Billings Heights Water District was called. Attorney Susan Swimley informed the Board that a settlement agreement has been drafted consistent with the Board's direction from the last meeting on this topic. The agreement needs to be discussed and allow the Board to ask any questions they want. Ms. Swimley recommended closure as this is an active litigation and the discussion in public could be detrimental to the District's position. The President close the meeting. Minutes of the closed session are maintained in Ms. Swimley's attorney-client confidential file. The public exited the meeting room.
2. At 1:11 p.m. President Kary opened the meeting and the public re-entered. President Kary explained the Board reviewed the settlement agreement as presented and approved it. Public Comment was called. Ms. Ellis said, "Thank

you.”. Member Ewalt moved to approve the settlement agreement. Member Essmann seconded the motion. Motion passed unanimously.

The meeting was adjourned at 1:15 p.m.

  
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Susan Swimley, acting Board secretary

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Board President, Doug Kary



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

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

April 17<sup>th</sup>, 2024 at 6:00 PM

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

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

#### **WELCOME AND INTRODUCTIONS**

**Board Members present:** Doug Kary, Frank Ewalt, Tom Zurbuchen, Ming Cabrera, Jeff Essmann, Pam Ellis

**Jenn Burnside (Board Secretary)**

**Staff Members present:** Josh Simpson

**Also present:** Willeen and Greg Erpenbach, Laura Drager, 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.

**April 17<sup>th</sup>, 2024 6:00 PM**

**PUBLIC COMMENT:**

**None**

Frank makes a motion to move number one on old business forward at this time, and that is the district determined that it is in the best interest of the district. Its customers and its operations settle the Ellis lawsuit and thereby temporarily modify district resolution 15-23 to recognize and receive Pam Ellis to the county-appointed board seat with the enactment of this resolution until December 31, 2024, at which time the county-appointed seat shall be eliminated and district resolution 15--23 shall be declared in full force in effect. Tom Seconds

Tom amends the motion to add, under the consent agenda, monthly prepaid bills be moved since there was none in the agenda. Also that monthly payable, also since there was two in the agenda, it could be added to the consent agenda. Pam seconds

**OLB BUSINESS #1 RESOLUTION 009-24:**

Frank make a motion to accept Resolution 009-24. Tom seconds

**Public Comment:**

None

**Motion and Vote:**

Frank makes a motion to move number one on old business forward at this time, and that is the district determined that it is the best interest of the district. Its customers and its operations settle the Ellis lawsuit and thereby temporarily modify district resolution 15-23 to recognize and receive Pam Ellis to the county-appointed board seat with the enactment of this resolution until December 31, 2024, at which time the county-appointed seat shall be eliminated and district resolution 15-23 shall be declared in full force in effect. Tom Seconds. All Approved.

Tom amends the motion to add, under the consent agenda, monthly prepaid bills be moved since there was none in the agenda. Also that monthly payable, also since there was two in the agenda, I could be added to the consent agenda. Pam seconds. All Approved

Frank make a motion to accept Resolution 009-24. Tom seconds. All Approved

**MINUTES:**



Pam said the only correction she would make is it just has one set of minutes and there's two sets of minutes in the agenda packet. So it seems like they're technically on the agenda, so we definitely should approve both of them.

Tom moves to accept the minutes as presented on both the March 20th meeting and the March 26th meeting. Ming seconds.

Public Comment:

None

Motion and Vote:

Tom moves to accept the minutes as presented on both the March 20th meeting and the March 26th meeting. Ming seconds. All Approved

**CONSENT AGENDA:**

Tom asked to separate the Felt-Martin bill from the consent agenda.

Tom moved to accept the consent agenda, less the Felt-Martin bill including the payroll and payment package. Jeff seconds.

There was discussion about Capital Improvement line in the financial reports.

Public Comment:

None

Motion and Vote:

Tom moved to accept the consent agenda, less the Felt-Martin bill including the payroll and payment package. Jeff seconds. All Approved

Separated Felt Martin Bills:

Tom moves to reject the Felt-Martin bill.

Jeff makes a substitute motion that we pay the Felt-Martin bill. Pam seconds

Tom said some time ago we had a major discussion about the general manager going to the lawyer all the time for opinions without board consent. We have now a \$3,400 plus bill where Felt-Martin has been asked for an opinion again with board consent. That was the big discussion when we hired Felt-Martin and it Felt Martin would be hired by the board, not the board chair, not the GM, but the board. The board was not consulted and we have a \$3,400 bill. It's not public and it's kind of hypocrisy from our previous discussions. I think there should be a major discussion on how we move forward. Are we going to continue this policy or is this lawyer going to be hired by the board?

Doug said if you look at the date on the bill, February 26, when did we hire Felt-Martin? At the February board meeting. And what was on here was to review the annexation map and policy changes for the city. These are the first two things to go to him.

Tom said he what Felt-Martin sent back. The summary opinion clearly shows based on the facts and analysis from the materials submitted. We don't need a lawyer just to read materials, we need a lawyer for the whole thing.

Jeff said we probably should have a discussion on the process for what goes with the board and under what circumstances.

Public Comment:

Laura said it was her understanding during the February meeting that it was part of the scope of work that we wanted to assign to the attorneys because at the time we were discussing whether or not to have that additional access to the water over on the Gleneagles area. She said she is speaking in favor of paying the bill.

Motion and Vote:

Jeff makes a substitute motion that we pay the Felt-Martin bill. Pam seconds. All approved

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

Josh: the Wicks Lane replacement, talked with Terry, he's got some quantities on the concrete. He was just waiting on prices and temp water should start next week.

We are having trouble with the receipt printer up the front. It's 18, 20 years old, at least. It stops working, Jenn and Suzie who spent a couple of days on the phone with Black Mountain and Morrison & Maierle trying to troubleshoot and it's shot. we got a quote on a new one which was \$995 for the receipt printer.

Jeff said thermal paper is a tool of the past. You go to Ace Hardware, for example, and you get a receipt on an 8.5 by 11-inch paper. You can buy those printers a lot cheaper and you don't have to buy that expensive thermal paper.

Doug asked how many, how many receipts per day do you normally go through?

Jenn said in the first two weeks of the month we go through 50-100 receipts in a day.

Further discussion was had regarding the receipt printer.

Public Comment:

Laura made a comment to find out how much it would cost for Black Mountain or whoever the program is for the software, to transfer to the new receipt format. Because if it's cheaper to pay for the programming going forward, that might be an option or a good solution.

Jenn said yes she can currently print to a regular printer, every time it goes down they have to completely shut down that computer every time a customer wants a receipt because it won't print one, I can print it on Suzie's printer right there. However, it prints in a full 8x10 sheet with a little tiny strip across it. So we're wasting an entire piece of paper for that.

Ming is for replacing the receipt printer with a new receipt printer.

Doug moves to allow management to handle this as a day-to-day operation. Tom seconds.

Josh continued with his report, He had a gentleman from Phillips 66 come into the office and they are looking at replacing their transmission line that cuts from north of the Heights across Alexandar that parallels the highway and then follows the bike path. It's getting aged out so they are looking to replace it.

Jeff asked about the price quotes for the Emergency Call outs

Josh said he would make calls tomorrow.

There was then a discussion regarding the Wicks Lane project.

#### Motion and Vote:

Doug moves to allow management to handle this as a day to day operation. Tom seconds. Jeff, Frank, Tom, Doug, Ming For. Pam Against. Motion Passed

### **TREASURES REPORT:**

Laura explained Gross Income account is \$1. Service charge \$764.33. Sweep account \$638,856.63 Earned \$348.99. Payroll account. \$162,748.19 First Interstate Savings account \$258,776.04. Earned \$564.18 Yellowstone Bank Savings account \$219,584.53.

Tom asked about the CD's coming due with Stifel and if we are putting the funds into the STIP fund.

Further discussion was had regarding the investments.

### **COMMITTEE REPORTS:**

#### **Item#1 Discovery Committee:**

Frank said haven't had any meetings after we had the first one. I wanted to make sure we got all the stuff done with the general manager on board. We worked on getting that Wicks Lane project going so we could get that replaced. We're scheduled now for a meeting on Monday the 22<sup>nd</sup> from 10 to 11 and right now it's scheduled for Belknap and that would be Ming, Jeff and Frank. When I talked to Debbie she suggested we have something worked up for a memorandum of understanding.

Further discussion was had on what to put in the memorandum of understanding.

#### **Public Comment:**

Greg says he worked for the county and I worked with city projects. The City likes everything in their favor. The purpose of an engineering firm would be for a third party

to evaluate to see what they're proposing and what you would like think going to be reasonable for both sides. The city really likes to have everything to their advantage sometimes you can have the engineering firm for their previous experience draw up a contract that you can both look at. If you know what your goal is and the city knows what their goal is, talk to the engineering firm and they can put together a proposal for it with the items that highlight those items.

Laura said she thinks we are hiring a general manager that has a world of experience with engineering and those kinds of things. We really miss out if we didn't have at least have a conversation with the new general manager about his thoughts. His experience is vast and he may have some great suggestions for the discovery committee and what the scope of work we should be looking for.

### **Item #2 General Manager replacement report:**

Taking up under Old Business #6

### **OLD BUSINESS:**

#### **Item #2 Reposting for vacant Board member seat:**

Ming makes the motion to reopen the vacant board member for applications and to close that before and make that decision and to be seated at the next board meeting on Wednesday May 15<sup>th</sup>. Tom seconds

Doug said it was agreed that we were going to post the opening after this meeting and then close on May 8<sup>th</sup>, interview on May 15<sup>th</sup> at the board meeting, and then the seating will take place the first Monday in June.

Ming said he amended the motion to what Doug said.

Ming makes a motion to post the opening after this meeting and then close on May 8<sup>th</sup>, interview on May 15<sup>th</sup> at the board meeting, and then the seating will take place the first Monday in June. Jeff seconds.

Frank wants to amend it to say that we will not hold any previously posted applications for that position if they want to apply to get it started over as of tomorrow. Ming seconds.

Pam thinks it's offensive and disrespectful for everyone to have to reapply.

#### **Public Comment:**

None

#### **Motion and Vote:**

Ming makes a motion to post the opening after this meeting and then close on May 8<sup>th</sup>, interview on May 15<sup>th</sup> at the board meeting, and then the seating will take place the first Monday in June. Jeff seconds. All Approved

Frank wants to amend it to say that we will not hold any previously posted applications for that position if they want to apply to get it started over as of tomorrow. Ming seconds. All Approved

### **Item #3 Task Order 29 progress:**

All information was in the Interstate Engineering report in the board packet for this meeting.

Tom moves to table this subject. Motion dies for lack of a second.

Jeff asks about the the pricing.

**Item #4 AC pipe assessment report for JDH Corrosion:**

Report in packet.

Tom said he read it six times and I guess I don't have the expertise to understand what it says what's the life expectancy left in the pipe?

Josh said that was an additional email that he sent.

Josh reads the email:

It's hard to quantify the useful life of the pipe or put a number to the years left of the pipe. There is some calcium loss to the pipe sample that we tested, but AC pipe doesn't fail from calcium loss. AC pipe fails from external conditions like soil movement putting pressure on the pipe and causing it to crack. There isn't a history of pipe breakage of your AC pipe so the soils in your area appear to be stable. Based on that, and our experience studying AC pipe we consider that there is still life left in the pipe. It's just difficult to put a number on the years left of service.

Further discussion was had regarding the life of the pipe.

**Item #5 Bill Calculating App:**

New design for the bill calculator for the website. Images were in the board packet.

Jeff ask how the calculator works and if he could enter a number into the box and it would generate the calculation.

Josh said yes.

Tom asked how much it would cost to update when we get the new rates.

Jenn said it is in the quote, to update would be \$240.

Jeff said he thinks this provides useful information.

There was discussion on the handiness of these tools.

Jeff makes a motion to have the staff get it posted on our website and prominently on the landing page. Frank seconds.

Frank asks what happens when you start with this program and it starts glitching. How much it is going to cost to fix it?

Jenn said there is no cost for a glitch fix.

Pam said we are approving something tonight that we will have to change again on July 1<sup>st</sup>.

Jeff anything we can do the help educate our customers is well worth it.

Frank agrees with Pam, maybe we should wait.

Doug said for \$240?

Public Comment:

Willeen said this is a wonderful tool. When the bills go up in June or July she would like to be able to see the breakdown.

Laura said she was in favor of the motion. It has been a long time since the Board has taken action on anything that has been a tool for the public. This would be something very nice for the public.

Motion and Vote:

Jeff makes a motion to have the staff get it posted on our website and prominently on the landing page. Frank seconds. All Approved

**Item #6 GM offer and contract:**

Small mistake section 6 refers to section 4 instead of section 5.

Jeff moves for approval of the employment agreement. Frank seconds. No vote was taken

Tom said he would not vote for a resolution that he has not seen or heard.

Tom makes a substitute motion to create a resolution.

5-minute recess so Jeff can draw up a resolution.

Jeff reads the resolution 0010-24. Tom seconds.

Public Comment:

Laura said thank you to the Board of Directors. She is really excited that the board is offering Bo this opportunity.

Motion and Vote:

Jeff moves for approval of the employment agreement. Frank seconds. All Approved

**NEW BUSINESS:**

**Item #1 Reorder the CIP projects:**

Jeff recommends the Board bring this to the next meeting when the new GM can be present.

**Item #2 Budget Item:**

Also moved to next meeting when the GM can be present.

**Item #3 Response to City of Billings proposed rate increase:**

Tom said on page 5 of the proposal from the City that the max hour and max day peaking numbers have been adjusted. At the bottom of the page, it shows that our peaking numbers were taken from FY 2022 and FY 2019. Those numbers presented were from FY 2015.

Further discussion was had regarding the peaking numbers from 2015 that were presented in the rate increase from the City of Billings.

Tom makes a motion to notify the City of Billings that we reject this proposal because the numbers on page 5 are not consistent with the peaking numbers that the City gave the board. Jeff seconds.

Jeff would also like to alter the motion to send the City a letter to reject the proposal because we wish to investigate the accuracy of some of the numbers reported and preserve our ability to understand those numbers.

More discussion was had regarding the flow growth rate and peaking times.

**Public Comment:**

Laura supports the motion, she was asking for clarification on a letter sent from staff.

**Motion and Vote:**

Tom makes a motion to notify the City of Billings that we reject this proposal because the numbers on page 5 are not consistent with the peaking numbers that the City gave the board. Jeff seconds. All Approved

Jeff amends the motion to send the City a letter to reject the proposal because we wish to investigate the accuracy of some of the numbers reported and preserve our ability to understand those numbers. Tom seconds. All Approved

**Item #4 Employee Retirement:**

Josh explains the allocation of how the plan is written and how those funds are doled out. Currently, the retirement plan is written with 1000 hours and a December 31<sup>st</sup> last-day requirement. In the past, we have had a few employees retire or quit before the last day of the year. These employees received the profit share without completing the requirements laid out in our policy. There was a letter sent to Acsensus asking them to hold back the profit sharing and they did not.

Jeff prepared a substitute resolution, which directs the chairman to contact our lawyer to ask him to contact Acsensus and tell them to do their job under the contract and return the funds to the District. He feels that the funds should only go out at the year-end closing. He would also like a report from the GM no later than next Tuesday, confirming that the reserve account has been set up and processes are in place.

Jeff moves to for adoption of Resolution 011-24. Frank seconds.

Tom asks about the resolution only talking about Acsensus and not Randel & Herly.

Josh clarified Randel & Hurley is the administrator and Acsensus is the bookkeeper.

Jeff would like to amend his drafted resolution and eliminate the names, to say an employed vender.

**Public Comment:**

Laura said it was her understanding that they eliminated the profit share at a prior Board meeting and moved to increase the match.

Tom said that when Randel & Hurley were here they said the best time to do that was in September. This is because you have to give the employees a 60-day notice of the change. Then this could be implemented at the beginning of the following year.

Laura said if we were to set this up in a reserve account instead of their investment accounts they would lose the interest.

Pam said that's the contract. She also asked about the wording treasure in the resolution.

Laura asks if the Board could give Josh more than one day to report. She suggested the 25<sup>th</sup> for a report date.

Jeff reads Resolution 011-24 with the updated corrections.

There was a discussion of where the money would be held during this year's time until the end of the year.

Public Comment:

Willeen says she gets what Jenn is saying in regard to the money being set aside. She asks if it is possible for her to create some kind of savings account for these funds. At least until you decide to put them with Acsensus.

Further discussion was had regarding this topic.

Greg asks if there is anything in the contract about the cancelation of the contract.

Jeff said that it was all for the lawyer to figure out.

Motion and Vote:

Jeff moves to for adoption of Resolution 011-24 with corrections. Frank seconds. Jeff, Frank, Tom, Doug, Pam For. Ming Against. Motion Passed.

Work Session Wednesday, May 1<sup>st</sup> @ 9:00 AM

Next Board meeting Wednesday, May 15<sup>th</sup> @ 6:00 PM

Meeting adjourned @ 8:29 pm

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**Board Secretary, Jennifer Burnside**

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**Board President, Doug Kary**



05/01/24  
07: 50: 30

BILLINGS HEIGHTS WATER DISTRICT  
Payroll Check Register for Accounting Period 4/24

Page: 1 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-89430	6 JENNIFER M BURNSIDE	1614.50	04/12/24	4/24
-89429	10 QUIN T FUHRMAN	2171.48	04/12/24	4/24
-89428	13 MATTHEW KADLEC	1936.14	04/12/24	4/24
-89427	2 CLAY J MCCAFFREE	1827.34	04/12/24	4/24
-89426	11 SUZANNE M MCKETHEN	1344.38	04/12/24	4/24
-89425	1 ANDREW W REICHENBACH	1734.76	04/12/24	4/24
-89424	7 JOSHUA C SIMPSON	2602.18	04/12/24	4/24
-89423	FIT EFTPS	3859.09	04/12/24	4/24
-89422	SIT MT DEPT OF REVENUE	456.00	04/12/24	4/24
-89421	401K ASCENSUS	2036.53	04/12/24	4/24
-89420	401K PS FIRST INTERSTATE BANK SA	712.12	04/12/24	4/24
-89419	14 BO ANDERSSON	1950.77	04/26/24	4/24
-89418	6 JENNIFER M BURNSIDE	1566.56	04/26/24	4/24
-89417	10 QUIN T FUHRMAN	1651.05	04/26/24	4/24
-89416	13 MATTHEW KADLEC	1814.58	04/26/24	4/24
-89415	2 CLAY J MCCAFFREE	2198.57	04/26/24	4/24
-89414	11 SUZANNE M MCKETHEN	1344.38	04/26/24	4/24
-89413	1 ANDREW W REICHENBACH	1851.10	04/26/24	4/24
-89412	7 JOSHUA C SIMPSON	2400.54	04/26/24	4/24
-89411	FIT EFTPS	4316.32	04/26/24	4/24
-89410	SIT MT DEPT OF REVENUE	501.00	04/26/24	4/24
-89409	401K ASCENSUS	2170.86	04/26/24	4/24
-89408	401K LOAN ASCENSUS	290.31	04/25/24	4/24
-89407	401K PS FIRST INTERSTATE BANK SA	774.10	04/25/24	4/24
-89406	HEALTH INS BCBS	14687.48	05/01/24	4/24
-89405	DENTAL GUARDIAN	1470.14	04/30/24	4/24

\* denotes missing check number(s)

# of Checks: 26

Total : 59282.28

Electronic Checks: 59,282.28

Non-electronic Checks: 0.00

05/07/24  
15:48:22

BILLINGS HEIGHTS WATER DISTRICT  
Balance Sheet  
For the Accounting Period: 4 / 24

Page: 1  
Report ID: L150

5210 Water

Assets

Current Assets

Operations & Maint Ckg	(	70.00)	
Gross Income Fund Ckg		630,031.73	
Payroll Checking		196,389.01	
Undeposited Funds		1,802.58	
First Interstate Savings		259,399.94	
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		297,918.52	
Accts Rec		7,246.17	
Accrued Investment Interest		44,592.86	
Prepaid Expense		2,193.91	
Inventory - Supplies		158,347.57	
		-----	
Total Current Assets			8,344,917.87

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 21,360,048.07

Liabilities and Equity

Current Liabilities

CONVERSION Accounts Payable		2,844.67	
Comp Abs Payable		81,391.75	
FIT Payable		7,023.99	
SIT Payable	(	50.00)	

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BILLINGS HEIGHTS WATER DISTRICT  
Balance Sheet  
For the Accounting Period: 4 / 24

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5210 Water

State UCC Payable	671.32	
MT Unemp Payable	( 737.45)	
401k Payable	5,836.32	
Refunds Payable	( 9,347.42)	
	-----	
Total Current Liabilities		87,633.18
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		4,016,633.18
Equity		
Fund Balance - Operations & Maint Fund	565,257.45	
Fund Balance - Acquisiton 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)	530,938.79	
	-----	
Total Equity		17,343,414.89
Total Liabilities & Equity		21,360,048.07

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BILLINGS HEIGHTS WATER DISTRICT  
Balance Sheet  
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7910 Payroll Clearing

Assets

Current Assets

Payroll Checking	2,770.22	
	-----	
Total Current Assets		2,770.22
		-----
Total Assets		2,770.22

Liabilities and Equity

Current Liabilities

Social Security Payable	( 120.58)	
Medicare Payable	( 28.20)	
FIT Payable	( 170.71)	
SIT Payable	( 51.00)	
MT Unemp Payable	638.17	
401k Payable	( 640.55)	
BCBS Health Ins Payable	2,630.77	
Guardian-Dental Payable	347.07	
Guardian-Vision Payable	51.66	
Guardian-LTD Payable	52.89	
Guardian-STD Payable	42.33	
Guardian-Life Payable	18.37	
	-----	
Total Current Liabilities		2,770.22
		-----
Total Liabilities & Equity		2,770.22

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BILLINGS HEIGHTS WATER DISTRICT  
Balance Sheet  
For the Accounting Period: 4 / 24

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7930 Claims Clearing

Assets

Current Assets

Gross Income Fund Ckg	15,363.94	
	-----	
Total Current Assets		15,363.94
		-----
Total Assets		15,363.94

Liabilities and Equity

Current Liabilities

Checks Payable	15,363.94	
	-----	
Total Current Liabilities		15,363.94
		-----
Total Liabilities & Equity		15,363.94

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BILLINGS HEIGHTS WATER DISTRICT  
Income Statements Summarized  
For the Accounting Period: 4 / 24

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5210 Water

----- Current Year -----				
	Current Month	Current YTD	Budget	Variance
-----				
Revenue				
340000	335,480.97	4,324,030.44	5,538,090.00	-1,214,059.56
360000			-6,519.00	6,519.00
Total Revenue	335,480.97	4,324,030.44		
Cost of Goods Sold				
430100 Cost of Good Sold	135,798.24	2,059,348.94	3,026,106.00	966,757.06
Total Cost of Goods Sold	135,798.24	2,059,348.94		
Operating Expenses				
430510 Administrative	27,632.33	342,552.86	453,486.00	110,933.14
430520 Water	90,323.74	925,645.63	993,767.00	68,121.37
Total Operating Expenses	117,956.07	1,268,198.49		
Other Income				
370000	623.90	6,654.34	3,579.00	3,075.34
Total Other Income	623.90	6,654.34		
Other Expenses				
490700 Capital Improvements	28,725.69	472,198.56	1,111,205.00	639,006.44
Total Other Expenses	28,725.69	472,198.56		
Net Income (Loss)	53,624.87	530,938.79		

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BILLINGS HEIGHTS WATER DISTRICT  
Object Summary Budget vs. Actual Query  
For the Accounting Period: 4 / 24

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Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
110 Salary	37,482.97	471,289.34	596,082.00	596,082.00	124,792.66	79%
112 Directors Fees	750.00	8,150.00	23,776.00	23,776.00	15,626.00	34%
114 Salary - Bonus	0.00	0.00	0.00	0.00	0.00	0%
141	0.00	0.00	0.00	0.00	0.00	0%
142 FICA - SS/Medicare	2,867.49	36,030.95	45,607.00	45,607.00	9,576.05	79%
145 Unemployment	299.86	1,970.60	3,908.00	3,908.00	1,937.40	50%
146 Workers Comp	574.43	6,128.74	10,313.00	10,313.00	4,184.26	59%
147 Retirement Benefits	2,774.20	39,677.96	48,680.00	48,680.00	9,002.04	82%
148 Employee Insurance	16,157.62	171,174.73	212,680.00	212,680.00	41,505.27	80%
149 Payroll Taxes	0.00	75.22	0.00	0.00	-75.22	0%
1XX Object Group Total	60,906.57	734,497.54	941,046.00	941,046.00	206,548.46	78%
211 Office Supplies & Equip	995.00	14,424.30	4,596.00	4,596.00	-9,828.30	314%
221 Operating Supplies	148.87	1,830.15	4,789.00	4,789.00	2,958.85	38%
222 Lab and Medical Supplies	0.00	302.02	317.00	317.00	14.98	95%
226 Clothing & Uniforms	0.00	-9.99	1,946.00	1,946.00	1,955.99	-1%
231 Gas, Oil, Fuel	1,215.85	12,990.55	18,875.00	18,875.00	5,884.45	69%
233 Machinery & Equip Parts	814.03	8,266.53	17,285.00	17,285.00	9,018.47	48%
236 Water Main & Line Repair	4,310.66	16,015.98	23,140.00	23,140.00	7,124.02	69%
241 Consumable Tools	651.65	5,142.76	1,817.00	1,817.00	-3,325.76	283%
243 Safety Supplies	0.00	2,717.50	127.00	127.00	-2,590.50	***%
2XX Object Group Total	8,136.06	61,679.80	72,892.00	72,892.00	11,212.20	85%
311 Communication & Postage	2,013.90	24,193.85	28,441.00	28,441.00	4,247.15	85%
321 Printing & Forms	0.00	2,016.47	1,879.00	1,879.00	-137.47	107%
331 Subscriptions & Legal Notices	25.90	940.85	855.00	855.00	-85.85	110%
335 Memberships & Dues	675.00	3,192.00	2,055.00	2,055.00	-1,137.00	155%
339 Certification Renewals	0.00	409.30	1,070.00	1,070.00	660.70	38%
341 Electricity	3,800.49	44,829.46	49,096.00	49,096.00	4,266.54	91%
342 Gas	271.80	2,157.23	3,699.00	3,699.00	1,541.77	58%
343 Sewer	96.46	1,104.57	1,516.00	1,516.00	411.43	73%
344 Telephone & Internet Access	301.19	3,085.12	3,395.00	3,395.00	309.88	91%
345 Cell Phone	175.05	1,792.89	2,373.00	2,373.00	580.11	76%
346 Elm-Utilities Underground	864.64	5,871.83	5,254.00	5,254.00	-617.83	112%
347 Permits	100.00	202.50	103.00	103.00	-99.50	197%
348 Billings Alarm	0.00	780.00	655.00	655.00	-125.00	119%
349 Quality Testing	495.00	7,546.82	7,196.00	7,196.00	-350.82	105%
351 Legal Fees	16,817.00	35,932.20	22,771.00	22,771.00	-13,161.20	158%
352 Accounting Fees	0.00	14,000.00	14,956.00	14,956.00	956.00	94%
353 Engineering Fees	5,145.00	22,412.20	167,370.00	167,370.00	144,957.80	13%
355 Data Processing Services	4,279.22	44,666.10	49,578.00	49,578.00	4,911.90	90%
361 Repair & Maint. Contract Servic	4,430.00	70,314.19	21,801.00	21,801.00	-48,513.19	323%
363 Meters Repair & Maintenance	0.00	29,015.91	57,660.00	57,660.00	28,644.09	50%
366 Building Maintenance	0.00	0.00	1,355.00	1,355.00	1,355.00	0%
371 Travel & Lodging	0.00	1,124.69	2,023.00	2,023.00	898.31	56%
381 Training & Tuition	0.00	1,645.00	1,392.00	1,392.00	-253.00	118%



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BILLINGS HEIGHTS WATER DISTRICT  
Object Summary Budget vs. Actual Query  
For the Accounting Period: 4 / 24

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Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
3XX	Object Group Total	39,490.65	317,233.18	446,493.00	446,493.00	129,259.82	71%
	411 Concrete	0.00	5,600.00	5,351.00	5,351.00	-249.00	105%
	451 Gravel & Sand	0.00	2,174.28	3,203.00	3,203.00	1,028.72	68%
	471 Asphalt & Cold Mix	7,467.00	14,396.00	15,660.00	15,660.00	1,264.00	92%
4XX	Object Group Total	7,467.00	22,170.28	24,214.00	24,214.00	2,043.72	92%
	510 Business Insurance	0.00	94,557.00	12,910.00	94,146.00	-411.00	100%
	533 Equipment Rental	750.00	750.00	0.00	0.00	-750.00	0%
	555 Bank Service Charges	752.79	10,642.61	8,178.00	8,178.00	-2,464.61	130%
	591 Taxes	453.00	13,448.46	7,897.00	7,897.00	-5,551.46	170%
	592 DEQ Service Connection Fee	0.00	12,030.00	11,962.00	11,962.00	-68.00	101%
5XX	Object Group Total	1,955.79	131,428.07	40,947.00	122,183.00	-9,245.07	108%
	620 Interest	0.00	0.00	0.00	0.00	0.00	0%
6XX	Object Group Total	0.00	0.00	0.00	0.00	0.00	0%
	810 Losses (Bad Debt)	0.00	7.35	0.00	0.00	-7.35	0%
	890 Miscellaneous	0.00	264.31	0.00	0.00	-264.31	0%
	892 Bank Reconciliation-Cash	0.00	917.96	0.00	0.00	-917.96	0%
	899 Water Purchased	135,798.24	2,059,348.94	3,026,106.00	3,026,106.00	966,757.06	68%
8XX	Object Group Total	135,798.24	2,060,538.56	3,026,106.00	3,026,106.00	965,567.44	68%
	920 Capital Improvements	0.00	184,720.00	183,405.00	183,405.00	-1,315.00	101%
	930 Capital Outlay-Improvements to	23.19	54,810.83	443,437.00	443,437.00	388,626.17	12%
	940 Capital Outlay-Building &	0.00	16,266.01	162,372.00	162,372.00	146,105.99	10%
	970 Project Engineering	28,702.50	216,401.72	162,416.00	162,416.00	-53,985.72	133%
9XX	Object Group Total	28,725.69	472,198.56	951,630.00	951,630.00	479,431.44	50%
	Grand Total:	282,480.00	3,799,745.99	5,503,328.00	5,584,564.00	1,784,818.01	68%

Statement of Profit/Loss Actual FY22/23, Year-End- Estimate FY23/24 Budget FY24/25

Fund	Fund Description	Account	Account Description	E-Y-E FY23/24	Budget	24/25	% Diff FY24/F25	\$ Diff Budget	Actual FY23
5210	Water	343021	Water Revenue	5,093,658	\$ 5,414,559		6.3%	\$ 320,900	\$ 4,815,130
5210	Water	343023	Hydrant Rental (fee only)	2,898	\$ 2,500		-13.7%	\$ (398)	\$ 2,300
5210	Water	343024	Work Order Revenue		\$ -			\$ -	
5210	Water	343026	Service Line Fee	85,543	\$ 90,000		5.2%	\$ 4,457	\$ 216,304
5210	Water	343027	Misc. Water Revenue	14,045	\$ 14,500		3.2%	\$ 455	\$ 512,264
5210	Water	343028	Buy-In Fees	2,196	\$ -		-100.0%	\$ (2,196)	
5210	Water	343300	Misc. Charges for Services	24,602	\$ 25,000		1.6%	\$ 398	\$ 11,686
5210	Water	343380	Inspection Fees	4,020	\$ 4,200		4.5%	\$ 180	\$ 3,900
5210	Water	343810	Federal Grants		\$ -		0.0%	\$ -	
5210	Water	371010	Investment Earnings	7,150	\$ 6,720		-6.0%	\$ (430)	\$ (6,519)
Total Revenue				\$ 5,234,113	\$ 5,557,479		6.2%	\$ 323,365	\$ 5,555,065

Account	Account Description	Object	Object Description	E-Y-E FY23/24	Budget	24/25	% Diff FY24/F25	\$ Diff Budget	Actual FY23
430100	Cost of Good Sold	899	Water Purchased	2,692,003	\$ 2,925,130		8.7%	\$ 233,127	\$ 3,026,106
430510	Administrative	110	Salary	278,159	\$ 293,948		5.7%	\$ 15,790	\$ 286,199
430510	Administrative	112	Directors Fees	9,780	\$ 8,400		-14.1%	\$ (1,380)	\$ 23,776
430510	Administrative	142	FICA - SS/Medicare	20,615	\$ 21,785		5.7%	\$ 1,170	\$ 21,894
430510	Administrative	145	Unemployment	918	\$ 970		5.7%	\$ 52	\$ 908
430510	Administrative	147	Retirement Benefits	19,889	\$ 21,018		5.7%	\$ 1,129	\$ 20,575
430510	Administrative	148	Employee Insurance	90,391	\$ 95,522		5.7%	\$ 5,131	\$ 100,134
430520	Water	110	Salary	296,077	\$ 312,884		5.7%	\$ 16,807	\$ 320,449
430520	Water	142	FICA - SS/Medicare	22,623	\$ 23,907		5.7%	\$ 1,284	\$ 23,713
430520	Water	145	Unemployment	1,446	\$ 1,528		5.7%	\$ 82	\$ 3,000
430520	Water	146	Workers Comp	7,354	\$ 7,772		5.7%	\$ 417	\$ 10,313
430520	Water	147	Retirement Benefits	27,724	\$ 29,298		5.7%	\$ 1,574	\$ 28,105
430520	Water	148	Employee Insurance	115,019	\$ 121,548		5.7%	\$ 6,529	\$ 112,546
430520	Water	149	Payroll Taxes	75	\$ -		-100.0%	\$ (75)	\$ 4,596
430520	Water	211	Office Supplies & Equip	15,024	\$ 7,200		-52.1%	\$ (7,824)	\$ 4,596
430520	Water	221	Operating Supplies	2,196	\$ 2,300		4.7%	\$ 104	\$ 4,789
430520	Water	222	Lab and Medical Supplies	362	\$ 380		4.8%	\$ 18	\$ 317
430520	Water	226	Clothing & Uniforms		\$ 600		0.0%	\$ 600	\$ 1,946
430520	Water	231	Gas, Oil, Fuel	15,589	\$ 16,500		5.8%	\$ 911	\$ 18,875
430520	Water	233	Machinery & Equip Parts	9,920	\$ 10,500		5.8%	\$ 580	\$ 17,285
430520	Water	236	Water Main & Line Repair	19,219	\$ 20,310		5.7%	\$ 1,091	\$ 23,140
430520	Water	241	Consumable Tools	6,171	\$ 6,522		5.7%	\$ 350	\$ 1,817
430520	Water	243	Safety Supplies	3,261	\$ 3,446		5.7%	\$ 185	\$ 127
430520	Water	311	Communication & Postage	28,294	\$ 30,076		6.3%	\$ 1,783	\$ 28,441
430520	Water	321	Printing & Forms	2,420	\$ 2,572		6.3%	\$ 152	\$ 1,879
430520	Water	331	Subscriptions & Legal Notices	1,129	\$ 1,200		6.3%	\$ 71	\$ 855
430520	Water	335	Memberships & Dues	3,830	\$ 3,950		3.1%	\$ 120	\$ 2,055
430520	Water	339	Certification Renewals	491	\$ 500		1.8%	\$ 9	\$ 1,070
430520	Water	341	Electricity	54,129	\$ 58,000		7.2%	\$ 3,871	\$ 49,096
430520	Water	342	Gas	2,589	\$ 2,752		6.3%	\$ 163	\$ 3,699
430520	Water	343	Sewer	1,325	\$ 1,409		6.3%	\$ 84	\$ 1,516
430520	Water	344	Telephone & Internet Access	3,702	\$ 3,935		6.3%	\$ 233	\$ 3,395
430520	Water	345	Cell Phone	2,151	\$ 2,287		6.3%	\$ 136	\$ 2,373
430520	Water	346	Elm-Utilities Underground	7,046	\$ 7,490		6.3%	\$ 444	\$ 5,254
430520	Water	347	Permits	243	\$ 15,000		6072.8%	\$ 14,757	\$ 103
430520	Water	348	Billings Alarm	936	\$ 975		4.2%	\$ 39	\$ 655
430520	Water	349	Quality Testing	9,056	\$ 9,840		8.7%	\$ 784	\$ 7,196
430520	Water	351	Legal Fees	43,119	\$ 46,853		8.7%	\$ 3,734	\$ 22,771
430520	Water	352	Accounting Fees	14,000	\$ 14,500		3.6%	\$ 500	\$ 14,956
430520	Water	353	Engineering Fees	26,895	\$ 10,000		-62.8%	\$ (16,895)	\$ -
430520	Water	355	Data Processing Services	53,599	\$ 55,000		2.6%	\$ 1,401	\$ 49,578
430520	Water	361	Repair & Maint. Contract Service	78,314	\$ 82,000		4.7%	\$ 3,686	\$ 21,801
430520	Water	363	Meters Repair & Maintenance	45,016	\$ 52,000		15.5%	\$ 6,984	\$ 51,593
430520	Water	371	Travel & Lodging	1,350	\$ 1,500		11.1%	\$ 150	\$ 1,355
430520	Water	381	Training & Tuition	1,974	\$ 2,500		26.6%	\$ 526	\$ 1,392
430520	Water	411	Concrete	6,720	\$ 7,000		4.2%	\$ 280	\$ 5,351
430520	Water	451	Gravel & Sand	2,609	\$ 3,000		15.0%	\$ 391	\$ 3,203
430520	Water	471	Asphalt & Cold Mix	17,275	\$ 18,400		6.5%	\$ 1,125	\$ 15,660
430520	Water	510	Business Insurance	96,557	\$ 103,000		6.7%	\$ 6,443	\$ 81,132
430520	Water	533	Equipment Rental	900	\$ 1,000		11.1%	\$ 100	\$ -
430520	Water	555	Bank Service Charges	11,868	\$ 12,000		1.1%	\$ 132	\$ 8,178
430520	Water	591	Taxes	15,595	\$ 16,500		5.8%	\$ 905	\$ 7,897
430520	Water	592	DEQ Service Connection Fee	12,030	\$ 12,752		6.0%	\$ 722	\$ 11,962
430521	Water	620	Interest	85,111	\$ 75,000		-11.9%	\$ (10,111)	\$ 104,470
430520	Water	810	Losses (Bad Debt)		\$ -			\$ -	\$ -
430520	Water	892	Bank Reconciliation-Cash	1,102	\$ 1,200		8.9%	\$ 98	\$ (3,776)
Total Operating Exp.				\$ 4,285,191	\$ 4,585,661		7.0%	\$ 300,469	\$ 4,560,318
Gross Profit				\$ 948,922	\$ 971,818		2.4%	\$ 22,896	994,747
% Gross Profit				18.1%	17.5%				17.9%
Non-Operating Revenues									
Investment Income				\$ 150,000	\$ 150,000			26	\$ 146,670
Net Income:				\$ 1,098,922	\$ 1,121,818		2.1%	\$ 22,896	\$ 1,141,417
% of Revenues				21.0%	20.2%				20.5%

**Statement of Profit/Loss Actual FY22/23, Year-End- Estimate FY23/24 Budget FY24/25**

Summary	E-Y-E FY23/24	Budget 24/25	% Diff FY24/F25	\$ Diff Budget	Actual FY23
<b>Total Revenue</b>	<b>\$ 5,234,113</b>	<b>\$ 5,557,479</b>	<b>6.2%</b>	<b>\$ 323,365</b>	<b>\$ 5,555,065</b>
Water Purchased	\$ 2,692,003	\$ 2,925,130	8.7%	\$ 233,127	\$ 3,026,106
<b>% of Revenue</b>	<b>51.4%</b>	<b>52.6%</b>			<b>54.5%</b>
Admin Exp.	419,752	\$ 441,644	5.2%	\$ 21,892	\$ 453,487
% Admin of Revenue	8.0%	7.9%			8.2%
Water Exp.	1,173,437	\$ 1,218,887	3.9%	\$ 45,450	\$ 1,080,725
% Water Exp of Revenue	22.4%	21.9%			19.5%
Net From Operation	<b>\$ 948,922</b>	<b>\$ 971,818</b>	<b>-11.6%</b>	<b>\$ 22,896</b>	<b>\$ 994,747</b>
Non-Operating	\$ 150,000	\$ 150,000	0.0%	\$ -	\$ 146,670
<b>Total Revenue</b>	<b>\$ 1,098,922</b>	<b>\$ 1,121,818</b>	<b>2.1%</b>	<b>\$ 22,896</b>	<b>\$ 1,141,417</b>
<b>% of Revenues</b>	<b>21.0%</b>	<b>20.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>20.5%</b>
<i>Water Purchased/Water Sold</i>	<i>52.9%</i>	<i>54.0%</i>			<i>62.8%</i>

Capital Improvements			Y-T-D Apr FY23/24	Year-End	Budget FY24/25
Object Description	Object	Fund	Committed	FY23/24	FY24/25
Engineering Fees	353	5210	\$ 22,412	\$ 27,000	\$ 10,000
Capital Improvements (SRF Payment)	920	5210	\$ 184,720	\$ 184,720	\$ 184,720
Capital Outlay-Improvements to Plant (Clorination Plant)	930	5210	\$ 54,811	\$ 386,086	\$ 454,811
Capital Outlay-Building & Equipment (CIP & Rate Study)	940	5210	\$ 16,266	\$ 56,266	\$ 15,000
Project Engineering Project ( #28 & #29)	970	5210	\$ 216,402	\$ 238,781	\$ 413,553
<b>Capital Total:</b>			<b>\$ 472,199</b>	<b>\$ 865,853</b>	<b>\$ 1,068,083</b>
<b>Engineering Total:</b>			<b>\$ 22,412</b>	<b>\$ 27,000</b>	<b>\$ 10,000</b>
<b>Grand Total:</b>			<b>\$ 494,611</b>	<b>\$ 892,853</b>	<b>\$ 1,078,083</b>



## Board of Directors Application Form

Thank you for your interest in joining the County Water District of Billings Heights Board of Directors! Please use this form to provide information about yourself. This information will ensure the best candidate is selected to fill the vacancy by the District's current Board of Directors.

Your name: Laura Drager

Your Phone Number: 406.698.5265 Email address: laura.drager@live.com

Your address: 2233 Constellation Trail, Billings, MT 59105

Your occupation/employer: Self

Briefly describe why you would like to join our Board of Directors:

I would like to fulfil the remainder of my unexpired elected term.

I really care about the District and the ratepayers. I only resigned to be eligible to be considered for the

CEO/General Manager position. I have experience with acquisitions and can help with the consolidation with the City.

Your current organizational affiliations (names of the organization and your role(s):

1. Heights Task Force - member

2. Parks and Recreation Board of Directors

3. Billings Association of Realtors - VP/Sec

4. Montana Association of Realtors - Board of Directors, Government Affairs Committee member

National Association of Realtors - Public Policy Coordinating Committee member

Which of your skills/experiences would be the most beneficial to the Board?

Knowledge of the District - Benefits, Financial, Budget, Staff

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Roberts Rules of Order

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Legislative issues

---

Previous Board Experience?

County Water District of Billings Heights Board of Directors 2022-2024

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Billings Association of REALTORS® Board of Directors 2019-present

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Montana Association of REALTORS® Board of Directors 2020-present

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City of Billings Parks & Rec Board of Directors 2021-present

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If you are appointed to the Board, you affirm you have read and meet the qualifications under MCA 7-13-2233. You also affirm that if during your service on the Board your circumstances should change and you will no longer meet the qualifications you will notify the Board as soon as possible. The appointment will be to fulfill the term of a mid term vacancy on the Board.

Your signature: Laura Drager Date: 04/22/2024



## Board of Directors Application Form

Thank you for your interest in joining the County Water District of Billings Heights Board of Directors! Please use this form to provide information about yourself. This information will ensure the best candidate is selected to fill the vacancy by the District's current Board of Directors.

Your name: Greg Erpenbeck

Your Phone Number: 406-650-3374 Email address: ircrpen@gmail.com

Your address: 1715 St Andrews Dr Billings MT 59105

Your occupation/employer: retired - Yellowstone County  
Facilities Supt

Briefly describe why you would like to join our Board of Directors:

please see attached sheet

Your current organizational affiliations (names of the organization and your role(s)):

1. Altana Federal Credit Union - Board of Directors
2. Billings Senior Citizens Inc - volunteer and consultant
3. \_\_\_\_\_
4. \_\_\_\_\_



Which of your skills/experiences would be the most beneficial to the Board?

please see attached sheet

Previous Board Experience?

please see attached sheet

If you are appointed to the Board, you affirm you have read and meet the qualifications under MCA 7-13-2233. You also affirm that if during your service on the Board your circumstances should change and you will no longer meet the qualifications you will notify the Board as soon as possible. The appointment will be to fulfill the term of a mid term vacancy on the Board.

Your signature:

Reg Egel

Date:

05-02-24

## County Water District of Billings Heights

### Board of Directors Application Form

#### **Greg Erpenbach – Board of Directors Application**

#### **Briefly describe why you would like to join our Board of Directors**

I would like to join the CWDBH Board and become more active in the Heights community. I have lived in the Heights since 1988. The Water District is an essential part of the growth of the Heights. The Heights needs a stable healthy water supply at a price that meets the growing needs of residential properties as well as commercial businesses.

#### **Which of your skills/experiences would be most beneficial to the Board?**

- worked with architects and engineers designing new and remodeled buildings,
- involved with bidding and awarding of projects (RFQ, RFP, RFB)
- involved in project contract administration,
- wrote bid specs for projects,
- employee hiring and management,
- involved in county safety committee and Department of Labor and Industry safety programs,
- managing and preparing budgets
- worked with diverse groups
- familiar with Apple and Windows computers

#### **Previous Board Experience**

My Board experience began in 1992 with Mountain State Federal Credit Union. In 2003, MSFCU merged into Altana Federal Credit Union. While at AFCU, I have experience with at least 6 mergers. I am on the Asset Liability Committee which analyzes the financial condition of the credit union. I am currently the First Vice Chair, on the Executive and Governance committees.





## Board of Directors Application Form

Thank you for your interest in joining the County Water District of Billings Heights Board of Directors! Please use this form to provide information about yourself. This information will ensure the best candidate is selected to fill the vacancy by the District's current Board of Directors.

Your name: Philip Lilleberg

Your Phone Number: 406-860-5902 Email address: phill@CFL-CashFlow.com

Your address: 1813 St. Andrews Dr.  
Billings, MT 59105

Your occupation/employer: Self, Swimming Pool Business 36 years,  
Landlord 79 years, Developer 28 years, Semi-Retired

Briefly describe why you would like to join our Board of Directors:

To help keep water affordable and promote business  
in the Billings Heights area.

Your current organizational affiliations (names of the organization and your role(s)):

1. Director and President Prairie Subdivision Homeowners Association
2. Adult Resource Alliance Meals on Wheels
3. \_\_\_\_\_
4. \_\_\_\_\_

Which of your skills/experiences would be the most beneficial to the Board?

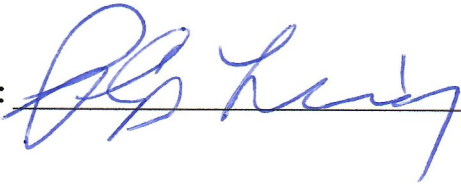
Have worked with Architects and Engineers in the design and building of Commercial and Municipal Swimming Pools, pumps and filtration equipment and chlorination systems. Built a community septic and irrigation system.

Previous Board Experience?

Salvation Army advisory board.

If you are appointed to the Board, you affirm you have read and meet the qualifications under MCA 7-13-2233. You also affirm that if during your service on the Board your circumstances should change and you will no longer meet the qualifications you will notify the Board as soon as possible. The appointment will be to fulfill the term of a mid term vacancy on the Board.

Your signature:



Date:

4/23/2024



PLEASE MAIL PAYMENTS TO:  
INTERSTATE ENGINEERING, INC.  
PO BOX 2035 • JAMESTOWN, ND 58402  
PH. 701.252.0234

County Water District of Billings Heights  
1540 Popelka Drive  
Billings, MT 59105

April 13, 2024

Project No: WR2403091

Invoice No: 53950

**Miscellaneous Engineering Services**

*Meetings with CWDBH Management to Discuss Ongoing Projects, Operations, and Wicks Lane Construction Challenges with the City*

*Prepare Project Schedule and Priority-Task List for Emergency AC Water Main Replacement Along Wicks Lane*

*Hydraulic Modeling of Hawthorne BPS Pressure Zone Area Antelope Hills Development Feasibility and Potential SID*

*Review AC Pipe Sample Lab-Testing Results with District Operator*

*Prepare Engineer's Monthly Report for CWDBH Board and Attend CWDBH March Workshop Meeting*

*GIS System Management and Updates*

**Professional Services from March 03, 2024 to April 06, 2024**

**Professional Personnel**

	Hours	Rate	Amount
ADMIN I	2.00	80.00	160.00
ENG I	4.50	125.00	562.50
ENG II	2.00	140.00	280.00
ENG IV	3.50	170.00	595.00
ENG VIII	11.00	230.00	2,530.00
PLANNER III	2.50	165.00	412.50
TECH III	24.50	110.00	2,695.00
TECH VII	18.00	170.00	3,060.00
TECH IX	3.50	200.00	700.00
Totals	71.50		10,995.00
<b>Total Labor</b>			<b>10,995.00</b>

**Unit Billing**

Travel Vehicle	133.0 Miles @ 0.82	109.06
Survey Vehicle	41.0 Miles @ 0.92	37.72
<b>Total Units</b>		<b>146.78</b>

**146.78**

**Total this Invoice \$11,141.78**

Interest of 1.5% per month will be applied to all invoices over 60 days old.

Please call me if you have any questions regarding this invoice.

*Bradley Boehm*  
Bradley Boehm  
406.256.1920

*Hold until  
May meeting*





**PLEASE MAIL PAYMENTS TO:**  
 INTERSTATE ENGINEERING, INC.  
 PO BOX 2035 • JAMESTOWN, ND 58402  
 PH. 701.252.0234

County Water District of Billings Heights  
 1540 Popelka Drive  
 Billings, MT 59105



April 13, 2024  
 Project No: WR2403091.01  
 Invoice No: 53951

Construction Design and Bidding of Emergency Main Line Replacement  
 on Wicks Lane from Bitterroot Drive to Duran  
 Complete UAS-Topographic Survey for Wicks Lane Project Corridor from Bitterroot Drive to Duran Road  
 Review CWDBH Water Model for Verification of Pipe Up-Sizing (8" vs 12")  
 Draft Existing Ground Base Mapping for Developing Bid Plans and Details  
 Site Visits and Meetings with CWDBH Management  
 Review DEQ Deviation Request (From Adjacent Wicks Lane City Storm Water Project) with CWDBH  
 Management Staff  
 Billings, Montana

**Professional Services from March 24, 2024 to April 06, 2024**

**Professional Personnel**

	Hours	Rate	Amount
ADMIN I	2.00	85.00	170.00
ENG II	12.50	145.00	1,812.50
ENG IV	6.00	175.00	1,050.00
ENG VIII	8.50	235.00	1,997.50
TECH III	42.00	115.00	4,830.00
TECH VII	13.50	175.00	2,362.50
Totals	84.50		12,222.50
<b>Total Labor</b>			<b>12,222.50</b>

**Unit Billing**

Travel Vehicle	153.0 Miles @ 0.82	125.46	
<b>Total Units</b>		<b>125.46</b>	<b>125.46</b>
<b>Total this Invoice</b>			<b>\$12,347.96</b>

Interest of 1.5% per month will be applied to all invoices over 60 days old.

Please call me if you have any questions regarding this invoice.

*Bradley Boehm / kg*

Bradley Boehm  
 406.256.1920



828 Great Northern Blvd  
Helena, MT 59601  
(406) 449-5500 | (800) 765-9429  
info@randall-hurley.com

County Water District of Billings Heights  
Attn: General Manager  
1540 Popelka Drive  
Billings, MT 59105-4468



## INVOICE

Invoice Date: 4/15/2024  
Invoice Num: 95023  
Due Date: Upon Receipt

COU901:0 County Water District of Billings Heights Savings & Profit Sharing Plan

### Description

Plan Amendment 1: SCP to remove allocation conditions

Quantity	Unit Price	Amount
1.0	\$250.00	250.00
Subtotal:		\$250.00
Total Amount Due:		\$250.00

Remit Check to:  
Randall + Hurley  
1328 N Whitman Lane  
Liberty Lake, WA 99019

Pay by Credit Card or ACH:  
[Click here to pay now](#)

The finest compliment we can receive is your referral.  
Thank you for your Business!



## Fixed Income Offer Sheet

*Prepared For*

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**CWDBH**

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*May 1, 2024*

*Prepared By*

**Steve Knudson, CFP**

**Phone: (406)252-3068**

**Fax: (406) 252-4767**

**Email: [knudsons@stifel.com](mailto:knudsons@stifel.com)**

Qty (000)	Cusip	Rating / FDIC #	Issue	Type State	Coupon	Maturity	Price	YTW YTM	DTW DTM	Accrued Interest	Principal	Net Amount
1,000	91282CFM8	Aaa/-	United States Treas Notes	Treas	4.125%	09/30/2027	\$97.992	4.768% 4.768%	3.13 3.13	\$3,606.56	\$979,921.88	\$983,528.44
600	91282CGH8	Aaa/-	United States Treas Nts	Treas	3.500%	01/31/2028	\$95.738	4.754% 4.754%	3.43 3.43	\$5,307.69	\$574,429.69	\$579,737.38

**Additional information available upon request.  
Securities identified herein are subject to availability and changes in price/yield.**

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