

# Bylaws of Gore Hill County Water District

Adopted and Ratified: April 01, 2026

## ARTICLE 1. NAME

The name of the organization shall be Gore Hill County Water District.

## ARTICLE 2. ORIGIN

### 2.1 Organization

The Gore Hill County Water District ("District") was organized and incorporated as a county water district in Cascade County, Montana, in accordance with U-12-2203 MCA (Montana Code Annotated) 2015. The election establishing the incorporation and boundaries of the District was held on July 9, 1974.

### 2.2 Qualifications for Membership

Membership is open to individuals who own property or reside within the established boundaries of the District.

### 2.3 Voting Rights

1. Each member entitled to vote on matters submitted to the members shall be entitled to one vote per issue.
2. Members may vote in the election of Directors on the established election date (same as the School Board Election date, first Tuesday in May), as set by the Cascade Elections Office.

### 2.4 Annual Meeting

The annual meeting of the members shall be held on the second Tuesday of July to vote on the annual budget and transact other business. If the designated day is a legal holiday, the meeting shall occur on the next business day. If not held as scheduled, the Board shall reschedule as soon as convenient.

### 2.5 Special Meetings

Special meetings may be called by the President, the Board, or members entitled to vote, for any purpose.

## 2.6 Place of Meetings

All meetings shall be held at the principal office or a designated location within the District.

## 2.7 Notice of Meetings

Notice of meetings shall be delivered to each member entitled to notice or vote, either personally or by mail, not less than ten nor more than fifty days before the meeting. For special meetings, the purpose must be stated. The Board must give notice of special meetings within ten to thirty-five days after receiving a written request.

# ARTICLE 3. ADDRESS

The District does not maintain a permanent business office but does have a permanent mailing address:

1. Mailing Address/Physical Address: 4503 62nd Ave SW, Great Falls, MT 59404
2. Business Office Address: Gore Hill County Water District, 4503 62nd Ave SW, Great Falls, MT 59404

# ARTICLE 4. BOARD OF DIRECTORS

## 4.1 General Powers

The Board of Directors manages the affairs of the District.

## 4.2 Number

The Board consists of five (5) Directors, elected as required by 57-13-2232 MCA 2015.

## 4.3 Qualifications

Directors must be owners or lessees of real property within the District or residents therein. Minimum of 3 of the 5 directors will be Certified Class 3A and 4B Operators in the State of Montana. New members must serve six months and then file for training and testing.

## 4.4 Term of Office

Directors serve four-year terms, with elections every fourth year on the second Tuesday in May. Directors hold office until the next annual Board meeting or until their successor is elected.

## 4.5 Place of Meetings

Meetings are held at the principal office or other published locations within the District. The Board meets on the second and fourth Tuesday of each month at 7 PM. Special meetings may be held at alternate published locations. All members are welcome to attend.

## 4.6 Quorum

Three Directors constitute a quorum. Pay the demands as per Article 5.5.4. if a quorum is not present, a majority of those present may adjourn the meeting.

## 4.7 Action by Board Without a Meeting

Actions may be taken without a meeting if written consent is signed by all Directors. Consents may be in counterparts and are entered into the minute book.

## 4.8 Resignation

Any Director may resign by delivering written notice to the President or at any Board meeting. Resignation is effective at the specified time or upon delivery.

## 4.9 Removal

Directors may be removed, with or without cause, by two-thirds of votes at a meeting called expressly for that purpose, with a quorum present.

## 4.10 Vacancies

Vacancies are filled by majority vote of remaining Directors. The new Director serves the unexpired term. Oath of Candidacy and Special District Candidate Petition of Nomination forms must be filed at the Cascade Elections Office.

## 4.11 Compensation

Directors are compensated at a rate approved by members and adopted by the Board per V-13-2273 MCA 2015. No other compensation unless provided by law.

# ARTICLE 5. DUTIES OF THE BOARD OF DIRECTORS

## 5.1 Number and Qualifications

Board officers are President, one or more Vice Presidents, and Treasurer, elected by the Board. Other officers may be elected or appointed as needed. Any two or more offices may be held by the same person, except President.

## 5.2 President

The President is the chief executive officer, supervising all assets, business, and affairs. Presides over meetings and may sign legal instruments unless otherwise delegated. Performs all duties incident to the office and as assigned by the Board.

## 5.3 Vice Presidents

If the President is unable to act, the designated Vice President assumes duties, with powers and restrictions as set by the Board. Vice Presidents may sign legal instruments and perform other assigned duties.

## 5.4 Treasurer

Works with the bookkeeper to manage finances, conduct audits, review budgets, and monthly balance sheets. Ensures compliance with Generally Accepted Accounting Principles (GAAP).

## 5.5 Duties of the Board

1. Act only by ordinance or resolution, with votes recorded in the journal. Ordinances require majority approval and proper signing/attestation.
2. Oversee construction, operation, and maintenance of District works and systems.
3. Employ a general manager and/or auditor if necessary.
4. Approve and pay demands against the District by check signed by two Board members.
5. Maintain an auditing and accounting system showing the District's financial condition per 52-7-503 MCA 2015.
6. Determine water rates for operation and maintenance.
7. Manage debt service obligations, including assessments and coordination with county offices.
8. Retain certified operators/managers for water system functions and health standards.
9. Retain licensed engineers for major projects.

10. Perform all other necessary duties, including compliance with laws and regulations.

## 5.6 Administrative Provisions

1. Books and Records: Maintain current articles, bylaws, financial records, minutes, membership records, and other necessary documents. Open to inspection by qualified members.
2. Board Secretary: Responsible for minutes, notices, custody of records, and signing legal instruments, among other duties.
3. Bookkeeper: Develops financial systems, maintains accounts, ensures legal compliance, and manages customer billing.
4. Accounting Year: Twelve months ending June 30.
5. Rules of Procedure: Meetings follow Roberts' Rules of Order unless inconsistent with bylaws or Board resolutions.

## ARTICLE 6. WATER RATES

1. Water rates may change based on annual review and member vote at the July annual meeting.
2. Monthly water bill payments are due by the 27th of each month. After this date starts a new billing cycle.
3. All invoices are due within 30 days of date of invoice will be subject to a establish monthly service charge on the outstanding balance until balance is paid in full.
4. Mitigating circumstances may be addressed either at a Board meeting or through communication with a Board member by other means. Each situation shall require approval by the Board.
5. Service may be terminated for accounts that are more than 60 days delinquent, unless a mitigating circumstance has been approved by the Board.
6. New residents must pay a deposit held for two years, refunded with interest if payments are timely.
7. The Board reserve the right to impose required initial deposit for accounts that are delinquent on a consistent basis if deposit is not on file with the District. Deposit will be held for two years base on timely payment of month bill plus interest.

## ARTICLE 7. TAP FEE

1. Residents connecting to the water system after August 1, 1976, must pay a tap fee. The District provides connection materials and labor.

2. Residents are responsible for installation and maintenance of their service line, which must meet Board specifications and not exceed 3/4-inch diameter.

## ARTICLE 8. INCLUSION IN THE DISTRICT

1. The Board shall inquire periodically about including new properties. Interested persons must submit a written request and legal description. Inclusion is subject to ordinance adoption and a vote per 7-13-2341 MCA 2015.
2. Property owners may petition for exclusion per 7-13-2344 - 2345 MCA 2015.

## ARTICLE 9. MONTANA LAW

Any matters not addressed in these Bylaws are governed by Montana law on county water and sewer districts at S7-13-22 et seq., MCA 2015.

## ARTICLE 10. AMENDMENTS

1. These Bylaws may be altered, amended, or repealed, and new Bylaws adopted by majority vote of Directors in office.
2. Certification: All Directors certify that these updated Bylaws, adopted August 1, 1976, were ratified and approved as of March 10, 2026, and now constitute the Bylaws of the District.

### Directors of the Gore Hill County Water District

---

David Schuler, President

---

Dennis Peppenger, First Vice President

---

Jerry Ulmen, Second Vice President

---

Susan Bersuch, Third Vice President

---

Kristie Blackford, Treasure, Compliance Officer