



# COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

## Board of Directors Meeting Agenda

January 29, 2022 at 6:00 PM

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

The meeting is open to any interested member of the public. Agendas are prepared for the meetings; please request an agenda from the Board Recording Secretary Pam Ellis, [pamelliscwdbh@gmail.com](mailto:pamelliscwdbh@gmail.com) and are available at <https://www.yellowstonecountynews.com/county-water-district-of-billings-heights/> and <https://heightswaterdistrict.com/agendas-and-minutes/> . Supplemental documents provided to the Board and referenced in the agenda may be obtained from Board Recording Secretary Pam Ellis, [pamelliscwdbh@gmail.com](mailto:pamelliscwdbh@gmail.com)

**CALL MEETING TO ORDER:** President Ming Cabrera

### WELCOME AND INTRODUCTIONS

**PRESIDENT’S REMARKS:** Ming Cabrera

The purpose of the meeting is to interview finalists for General Manager. No decisions will be made at the meeting today. There will be no opportunity for public comment at this meeting. The Board will provide opportunity for public comment at the Special Board meeting on Wednesday, February 2<sup>nd</sup>.

### NEW BUSINESS Interview candidates for General Manager

Interim General Manager Larry Brewster will ask each of the 11 questions approved by the Board at the Executive Board Meeting on January 24, 2022. Follow-up questions, as long as they are job-related, may be asked of the applicant. These follow-up questions may be based upon an answer to a previously asked question, the job description or based upon the application material that the applicant submitted. All follow-up questions must be retained in the recruitment file. The board will evaluate the response to each question for each candidate on a scale of 1-5. The points will be totalled individually and compiled. The score will be a starting point for discussion and evaluation of the candidate the Board selects.

- 9:00—10:45 am Casey Hruby (resume pp 2-4)
- 11:00—12:45 pm Benjamin Magaña (resume pp 5-7)
- 12:45—1:15 pm LUNCH BREAK
- 1:15—3:00 pm Chad Christopherson (resume pp 8-10)
- 3:15—5:00 pm Peyton Brookshire (resume 11-13)
- 5:00—5:15 pm WRAP UP

### ANNOUNCEMENTS

|   |   |
|---|---|
| Wednesday, February 2 <sup>nd</sup> ,<br>6:00 pm  | Special Board Meeting: Hire General Manager |
| Wednesday, February 16 <sup>th</sup> ,<br>6:00 pm | February Board meeting                      |

### ADJOURN

**Professional Profile**

I have worked 18 years in industrial automation, controls, and maintenance. In my 18 years in industrial maintenance, I have worked my way from a level one to tech through a project manager. I have performed these duties in several different manufacturing settings. I am continuing to grow my managing experience through my current career with Winn- Marion Inc as well as through working on my Energy Management BAS through Bismarck State College. Skills I have gained over the years are:

- People Management
- Production Management.
- Industrial safety.
- Team Leadership.
- Budgets/Production Costs.
- Contractor Management
- Customer Service
- Project Management.
- Production Efficiencies.
- Contractor Management/Scheduling.
- Extended automation and controls experience
- Business Management
- Regulatory Management

**Work History**

|   |   |                   |
|---|---|-------------------|
| <b>Winn-Marion Inc<br/>Troubleshooting Sup<br/>Automation Manager</b> | <ul style="list-style-type: none"> <li>• Managed/Scheduled Troubleshoot of Automation Crew</li> <li>• Performed Field troubleshooting for customers</li> <li>• Sales/Customer Service</li> <li>• Branch Operations</li> <li>• Managed Projects</li> </ul> | Oct 2018-Current  |
| <b>American Ag Systems<br/>Regional Manager</b>                       | <ul style="list-style-type: none"> <li>• Managed constructions projects.</li> <li>• Oversaw All regional business.</li> </ul>   | Jan 2018-Oct 2018 |
| <b>CHS Nutrition<br/>Assistant Manager</b>                            | <ul style="list-style-type: none"> <li>• Production Supervisor</li> <li>• Project Lead</li> <li>• Scheduler</li> <li>• HACCP Team Member</li> <li>• Safety Team Member</li> </ul>   | Aug 2015-Jan 2018 |

*you want*

|   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>Facility Improvement.</li> <li>• Lead to bring to the level of a Safe Feed/Safe Food Production Facility</li> </ul>  | <ul style="list-style-type: none"> <li>• Lead work on feed quality and operational efficiencies.</li> </ul>   |  |
| <p><b>Maintenance Lead/Manager<br/>Pasta MT, Great Falls, MT</b></p>  | <ul style="list-style-type: none"> <li>• Laid out LOTO program</li> <li>• Troubleshoot/Wiring motors, VFD's, instruments, electrical circuits.</li> <li>• Preparing to take boiler license test.</li> <li>• Responsible for being on-call.</li> <li>• Leader of Plant Energy Team</li> <li>• PLC Programming</li> <li>• Rebuilding pumps/Valve</li> </ul> | <p>Oct 2013-Aug 2015<br/>Jan 2011-Mar 2013</p> |
| <ul style="list-style-type: none"> <li>• Managed Maintenance Personnel</li> <li>• Managed all Maintenance Programs</li> <li>• Participated in 3<sup>rd</sup> Party Audits and Preparations.</li> <li>• Maintenance Tech at Pasta MT</li> <li>• Calibrating I/P</li> </ul> |   |  |
| <p><b>Programmer<br/>Logic Control Systems,<br/>Great Falls, MT</b></p>   | <ul style="list-style-type: none"> <li>• PLC Programming</li> <li>• HMI Programming</li> <li>• Estimating Jobs</li> <li>• Working with Electrical Contractors</li> </ul>  | <p>Mar 2013-Oct 2013</p>                       |
| <ul style="list-style-type: none"> <li>• PLC Programming</li> <li>• HMI Programming</li> <li>• Estimating Jobs</li> <li>• Working with Electrical Contractors</li> </ul>  | <ul style="list-style-type: none"> <li>• Troubleshoot/Wiring motors, VFD's, instruments, electrical circuits.</li> <li>• Responsible for being on-call.</li> </ul>  |  |
| <p><b>DSP II<br/>Pride Manchester Inc.,<br/>Bismarck, ND</b></p>  | <ul style="list-style-type: none"> <li>• Ability to handle high stress situations and work was a vast variety of people.</li> </ul>   | <p>Aug 2008-Mar 2010</p>                       |
| <p><b>E/I Tech<br/>Cargill, Wahpeton, ND</b></p>  | <ul style="list-style-type: none"> <li>• Working knowledge of multiple instruments.</li> <li>• Plant First Responder Working knowledge of multiple electrical circuits.</li> </ul>  | <p>Sept 2006-May 2007</p>                      |

**Mechanic/Equip Operator**  
**Krause Bros Const.,**  
**Wahpeton, ND**

- Performed heavy equip. Maintenance
- Supervised night/weekend shift
- Fabricated semi-trailers
- Operated heavy equipment
- Operated a service truck.

Sept 1999-July 2008

**Education**

**BAS Energy Management**

**Bismarck State College,**  
**Bismarck, ND**

Current

**Courses Completed:**

Accounting I/II  
OSHA Compliances  
EPA Permitting  
Fundamentals of Management

Fundamentals of HR  
Organizational Behavior  
Energy Regulation and Compliance  
Bismarck State College

May 14, 2013

**Instrumentation & Control**  
**AAS**

**Courses completed:**

Digital Electronics/I/O Devices  
Motor Controls  
Instrumentation Drawings  
Solid state/Active Devices  
Automation Overview/Controls  
Network Fundamentals I  
Intro to Process Tech

**Masters Of Occupation**  
**Therapy**

**U of Mary, Bismarck, ND**

Aug 2008-May 2009

**Mechanical Engineering**

**NDSU, Fargo, ND**

Aug 2001-May 2002  
June 2003-Dec 2003

# Benjamin Magaña

General Manager • Richgrove Community Services District

Porterville, CA 93257

[benjaminmaganajrBjr4@indeedemail.com](mailto:benjaminmaganajrBjr4@indeedemail.com)

+1 559 679 7926

Open to many positions such as General Manager, Public Works Director, Supervisor. Lead Man. Water Quality Specialist, Backflow Tester, Cross Connection Control Specialist, or Water or Wastewater Operator.

I possess my State of California Water Distribution Grade 3 license. Water Treatment Grade I license, Wastewater Treatment Operator Grade 2 License, Cross Connection Control Specialist license, and utility Management and Finance certifications through Water College university.

Willing to relocate: Anywhere

## Work Experience

### Water Circuit Raider

California Regional Water Association -Sacramento, CA

December 2019 to present

The State Circuit Rider provides professional on-site training and technical assistance to water systems throughout the State of California serving less than 10,000 in population or less than 3,300 service connections to enable those systems to provide water that complies with all federal and State regulations.

### General Manager

Richgrove Community Service District – Richgrove, CA

February 2017 to present

As General Manager to handle the day to day operations of the Community Service District. I am also the District'S Chief Water and Wastewater Operator. I take care of all the office duties from reports to billing to filing taxes and new projects, to well monitoring, treatment plant operations and parks and recreation.

### Operations Manager

Springvale Public Utility District – Springvale, CA

July 2016 – January 2017

## **Water Specialist II**

City of Paso Robles – Paso Robles, CA

December 2013 – October 2015

## **S.C. Supervisor**

Santa Ros Rancheria – Lemorre, CA

August 2009—October 2012

## **Water Utility Worker**

Porterville, CA

August 2005—April 2009

## **Education**

### **A.A. in Progress**

College of the Sequoias - Visalia, CA

### **Diploma**

Monache High School Porterville, CA

## **Skills**

- BUDGET (7 years)
- DESIGNING WASTE (3 years)
- GSA (2 years)
- NEW HIRES (5 years) • REPORT WRITING (6 years) • Profit & LOSS (6 years)
- Inventory Control (5 years)
- Payroll (5 years)
- Tax Experience (6 years)
- Accounts Payable (6 years) • General Ledger Accounting
- Financial Report Writing

*Oh  
guy has families in Montana*

- Accounts Receivable
- Journal Entries
- Office Management
- General Ledger Accounting

## **Additional Information**

### Skills and Qualifications:

- Management
- Financial and Budget Experience
- Report Writing
- Conduct Surveys and Assessments
- provide Training for Staff and New Hires
- Stakeholder Committee Member for Eastern Tule GSA
- Continuous Training and Education with multiple Agencies
  
- Grade 3 Water Distribution License
- Grade 1 Water Treatment License
- (registers to take T2 Exam before November 2021)
- Grade 2 Wastewater Treatment License
- (will take Grade 3 exam in future)
- AWWA Cross Connection Control Specialist License

# Chad Christophersen

6225 Victoria Lane

Billings, MT 59106

Cell Phone: (406) 855-9263

Email: [Cwc53@hotmail.com](mailto:Cwc53@hotmail.com)

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## Professional Employment History

### Phillips 66 Refinery- Billings, MT

2003-Present

#### Area Supervisor- Coker Unit-(2021-Present)

- Manage all day-to-day operations including supervision of 27 operators
- Manage, schedule, and supervise all unit startup and shutdowns
- Manage and schedule all maintenance activities
- Coordinate material and equipment ordering
  - Perform safety audits and lead safety toolbox meetings
- Manage and approve unit MOC's
- Approve all equipment isolation and blind lists for lock out tag out
- Approve all permitting including hot work and confined space entry

#### Operations Training Coordinator-(2019-Present)

- Review, select, and interview potential operator candidates for refinery employment
  - Manage all operating procedures including revisions and refresher training to ensure compliance with corporate and regulatory requirements
- Manage all operations training, operator qualifications, and new hire training
  - Member of P66 corporate steering committee to digitize operating procedures
- Site lead for conversion and implementation of digital procedures
- Site lead for managing and updating operator rounds to ensure compliance
- Assist in incident reviews, cause mapping, and root cause analysis
- Develop and lead safety toolbox discussions
- Develop and implement monthly mock emergency exercises
- MOC auditing team member
- PSM committee member

#### Shift Team Lead-(2018-2019)

- Supervise hourly shift crews on day-to-day operation of refinery



- Manage day to day refinery operation including target rate changes, sample targets, and inventories
- Lead on-shift training, mock emergencies, and scenario drills
- Supervise and assist in refinery maintenance activities including LOTO, joint site visits, IVC approval, and permit approval
- Initiate temporary and emergency MOC's as needed
- Approve and signoff completed procedures

Head Coker Operator-(2011-2018)

- Responsible for overseeing the safe and efficient operation of refinery units
- Supervise the console board operator and outside controlman
- Perform maintenance tasks including lockout/tagout of equipment, gas checks, and issuing permits
- Manage all unit operations including startup/shutdown procedures as well as emergency procedures ● PHA team member
- Lead turnaround coordinator on numerous turnarounds and shutdowns ● Procedure writer

Console Board Operator/Outside Controlman- (2004-2011)

Rotated equally between console operator and outside controlman

- Collected samples, performed unit rounds, helped coordinate unit shutdown/startups, and assisted with general unit operations including lockout/tagout and equipment maintenance

Lab Technician- (2003-2004)

- Responsible for general refinery sample testing including distillations, flash point, gravity, sulfur, cloud/pour, H2S, and finished product certification

**Granite Construction Company (Arizona Branch)- Tucson, AZ 1998-2002**

Project Engineer/Project Manager

- Supervised and managed civil road construction projects ranging from \$750,000-1,000,000. Work included paving, structural concrete, water & sewer installation, dirt work, electrical, sidewalks, curb & gutter, and drainage installation.
- Responsible for all aspects of project management including safety, cost accounting, material ordering, scheduling, cost forecasting, and billing

## Education

Bachelor's Degree in Engineering Science-1998  
Montana Tech- Butte, MT  
E.I T. Successfully Passed- 1998

## **References**

Available upon request

406-696-0636

peyton@heightswaterdistrict.com

667 Aries Avenue, Billings, MT  
59105

# PEYTON BROOKSHIRE

## COUNTY WATER DISTRICT

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### OF BILLINGS HEIGHTS

12127/2021

CWDBH Board of Directors

1540 Popelka Drive

Billings, MT 59105

## DEAR BOARD OF DIRECTORS,

I am writing to you to express my interest and application for the General Manager position for the County Water District of Billings Heights. I have been in water distribution/utilities for 20 years. I have worked for the district for 14 years and am currently the Assistant Manager for the District. I have been the Assistant Manager for the past 7 years. I believe I have played a major role in modernizing and advancing the district over the last 7 years. I have dedicated myself to

the customers of the district by taking on any roles necessary to improve and maintain the largest water district in the state of Montana. Whether it is by leading and oversight on various improvements to complete our CIP projects or going out on a repair when short staffed I have and will continue to serve the district and its customers to the best of my abilities.

Sincerely,

*David P Brookshire*

Peyton Brookshire

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# PEYTON BROOKSHIRE

Billings, MT 59105 406-696-0636  
[peyton@heightswaterdistrict.com](mailto:peyton@heightswaterdistrict.com)

## SUMMARY

Detail-oriented Assistant Manager offers more than 20 years progressive record of accomplishment in working and leadership roles. Establishes clear guidelines and enforces consistent policies to keep staff satisfied and on-target to achieve important objectives. Excellent relationship-building, multitasking and decision-making skills. A flexible professional knowledgeable of County Water District laws and regulations,

## SKILLS

- Developed the District website and implemented the billing software and cloud-based AMR system to coordinate to foster on line bill paying and enhance ease of use for District customers.
- Obtained grant and implemented GIS mapping system of entire water distribution system to improve location validity in the field for employees and enhance record keeping of repairs.
- o Developed tiered rate structure to encourage conservation usage within the district with minimum impact on low end usage customers,
- Conducts plan reviews and revisions for all construction projects within the district boundaries to ensure compliance with applicable District standards and regulations for water distribution and services,
- o SCADA operations knowledge

## EXPERIENCE

### COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Billings, MT

Assistant Manager 07/2014 to Current Oversees and ensures the day-to-day operation of the water distribution system are in compliance with Federal and State requirements; and that all related pump stations, reservoirs are maintained and operated efficiently.

Coordinates with state and federal regulatory agencies to ensure all water sampling and monitoring requirements are current and compliant; coordinates with the testing facilities and maintains proper laboratory testing, procedures, and all records meet state and federal standards.

Oversees the function and servicing requirements of mechanical equipment and machinery and of the treatment processes involved in the operation of the water system

Assess and assist in long term planning, budget and implementation for future growth and development within the district,

- Directed and led employees, supervising activities to drive productivity and efficiency.
- Organized schedules, workflows and streamlined repair and work order process to incorporate into GIS map of the district,

### COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Billings, MT

Water Distribution Operator 10/2007 to 06/2014 Daily operation and maintenance of the water distribution system of the largest County Water District in the state of Montana.

- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Followed applicable regulations, including EPA and OSHA to maintain safety of water distribution system and all personnel on job repair sites.
- Demonstrated leadership by making improvements and accountability to work processes and helping to train others.

## **CITY OF LAUREL Laurel, MT**

Utility Worker

05/2001 to 09/2007

Daily operation and maintenance of the water distribution system and sanitary sewer distribution system within the City of Laurel.

- Followed applicable regulations, including EPA and OSHA to maintain safety of water and sewer distribution system and supervised all personnel on job sites.

## **EDUCATION AND TRAINING**

HIGH SCHOOL DIPLOMA

06/1986

Charles M Russel High School, Great Falls, MT

Montana State University - Bozeman, Bozeman, MT

1987/1988

U.S.A.F

United States Air Force

Military Police 1988-1992

## **CERTIFICATIONS**

- MT Class 2A Distribution Operator License
- MT Class B Commercial Driver's License

