



# COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

## Board of Directors Meeting Agenda

February 2, 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.

6:00—7:15 pm Matt Brock (resume pp 2-3)

7:15—8:00 pm BREAK

8:00—9:15 pm Casey Hruby (Not yet scheduled)

### ANNOUNCEMENTS

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

### ADJOURN

## **Matt Brock**

318 Drydock Ct., Vacaville, CA 95688 – (707) 239-1793

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**Objective** To obtain a challenging and rewarding position with opportunity for upward advancement.

**Experience** **Operations & Maintenance Supervisor**  
Contra Costa Water District – Concord, CA

3/2019 – Current

Supervise all staff in the duties related to the Central County Canal area. Plan and budget off-season projects. Manage budget in areas of labor, overtime, services, rental, and capital projects. Prepare and submit required county, state, and federal reports. Oversee District wide aquatic and terrestrial programs utilizing integrated pest management.

Engage in hiring, evaluation, and disciplinary process.

### **Agricultural Operations Supervisor**

Solano Irrigation District – Vacaville, CA

3/2016 – 3/2019

Supervise all Lead Watertenders and Watertenders on all shifts and rotations. Plan and budget off-season projects based on priority and District needs. Complete employee evaluations and engage in hiring and/or disciplinary process. Supervise the District's vegetation management program. Prepare and submit required county, state, and federal reports. Prepare board docket memo's and submit to general manager for processing.

### **Lead Watertender**

Solano Irrigation District – Vacaville, CA

6/2013 – 3/2016

Oversee operation of watertenders on assigned shift and rotation. Operate canals, pipelines, pump stations. Foreman on maintenance projects related to water conveyance.

Acted as Water Treatment Operator on occasion as I possessed required certification.

## Watertender

Solano Irrigation District – Vacaville, CA

7/2006 – 6/2013

Operation of canals, pipelines, pump stations. Maintenance of water conveyance facilities and construction of new infrastructure.

### Education

#### CA POST Basic Academy

College of the Redwoods – Eureka, CA

3/2013

#### Certificate of Completion – Criminal Justice

Solano Community College – Fairfield, CA

6/2012

### Certifications

- California State Water Resources Control Board ○ Water Distribution Grade D4 ○ Water Treatment Grade T2
- California Department of Pest Regulation ○ Qualified Applicator Certificate Cat A, B, C, F

**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**

**Winn-Marion Inc  
Troubleshooting Sup  
Automation Manager**

- Managed/Scheduled Oct 2018-Current  
Troubleshoot of  
Automation Crew
- Performed Field  
troubleshooting for  
customers
- Sales/Customer  
Service
- Branch Operations
- Managed Projects

**American Ag Systems  
Regional Manager**

- Managed Jan 2018-Oct 2018  
constructions projects.
- Oversaw All regional  
business.

**CHS Nutrition  
Assistant Manager**

- Lead for  
Production and

- Production Supervisor
- Project Lead
- Scheduler
- HACCP Team Member
- Safety Team Member

Aug 2015-Jan 2018

*you interest*

<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 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 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 Logic Control Systems, 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>		
<p><b>DSP II Pride Manchester Inc., 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 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