



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Special 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 and are available at <https://www.yellowstonecountynews.com/county-water-district-of-billings-heights/> and <https://heightswaterdistrict.com/agendas-and-minutes/>.

CALL MEETING TO ORDER: President Ming Cabrera

WELCOME AND INTRODUCTIONS

PRESIDENT’S REMARKS: Ming Cabrera

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 Board for their input. The President will recognize speakers who raise their hand. 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.

PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Items

- 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 an item to the next meeting’s Agenda for discussion.

NEW BUSINESS: Hire the General Manager (contingent upon verification of educational certifications and official education transcripts, pass medical exam including a drug and alcohol screen, a complete background check prior to beginning work, and negotiated contract).

Public Comment: The public may comment provide feedback to the Board based on the interviews of the four candidates for General Manager who were interviewed on Saturday, January 29, 2022. The resumes are included in the agenda.

- Casey Hruby (resume pp 2-4)
- Benjamin Magaña (resume pp 5-7)
- Chad Christopherson (resume pp 8-10)
- Peyton Brookshire (resume 11-13)
- General Manager Job Post (p 14)
- General Manager Job Description (p 15-18)

Recommended motion: having conducted a public hearing, considered written and spoken public testimony, I move to hire _____ contingent upon verification of educational certifications and official education transcripts, pass medical exam including a drug and alcohol screen, a complete background check prior to beginning work, and negotiated contract.

ANNOUNCEMENTS

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

you interest

Wednesday, February 16th , 6:00 pm February Board meeting

ADJOURN

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

+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

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

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

PEYTON BROOKSHIRE

Billings, MT 59105 406-696-0636
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.
- 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,
- 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

General Manager

County Water District of Billings Heights

The County Water District of Billings Heights is seeking a General Manager to lead, motivate, manage, supervise and coordinate the District. This General Manager serves as the chief executive officer of the District under the direction of the District Board of Directors. The General Manager is responsible for all aspects of the efficient and cost-effective operations and administration of the District.

In accordance with the policy guidelines of the Board of Directors and consistent with Federal and State regulations, the General Manager plans, implements, and directs the operations of the District's water system in a manner that insures service to customers, ongoing maintenance of systems and equipment, and sound development for the future. Quality decision making and judgment are expected and required.

Essential duties and responsibilities include but are not limited to: assume safety responsibility for personnel and the safety of water delivery; select, train, motivate and evaluate personnel; plan, direct, coordinate and review work plan for District. The General Manager is provides thought-out and sound advice and counsel to the Board of Directors in relation to projects, developments, and improving District functions, is responsible for developing, preparing, and recommending a comprehensive budget and rate structure with supporting data for the District and Serves as a liaison and advisor for the District with consulting engineers, government agencies, developers, and any others as need arises.

Salary range: \$78,000 - \$121,775 negotiable depending on education and experience

Excellent benefits including full medical and dental coverage, paid vacation and sick leave, and retirement benefits. Relocation expenses and mileage or work vehicle negotiable.

Desired Qualifications and Skills:

- A professional engineering license with a minimum of five (5) years or project or personnel management experience in water resource management
- At least five years of progressively responsible experience involving the management of materials, personnel, budgets, rates, and purchasing in a water system.
- Possession of, or ability to obtain within 180 days a valid Montana Water Operator Certification appropriate for the District's classifications
- Technical proficiency with computers and software
- Must possess a valid state of Montana driver's license with an insurable record

Required Materials:

- Cover letter
- Resume including education, special skills, licenses or certificates, employment history including contact information of employers and salary
- Submit to: John Rife, Job Service Billings 2121 Rosebud Drive #B Billings, MT 59102
jrife@mt.gov (406) 655-6075

The successful applicant will be required to provide verification of educational certifications and official education transcripts, pass a medical exam including a drug and alcohol screen, and a complete background check prior to beginning work. The Board will review applications beginning December 16, 2021.

**GENERAL MANAGER DUTIES AND EVALUATION
BOARD POLICY NO.**

Job Title: General Manager
Reports To: Board of Directors
FLSA Status: Exempt
Prepared by: District Board
Prepared date: November 29, 2021

Primary Objective

This General Manager serves as the chief executive officer of the District under the direction of the District Board of Directors. The General Manager is responsible for all aspects of the efficient and cost-effective operations and administration of the District.

In accordance with the policy guidelines of the Board of Directors and consistent with Federal and State regulations, the General Manager plans, implements, and directs the operations of the District's water system in a manner that insures service to customers, ongoing maintenance of systems and equipment, and sound development for the future. Quality decision making and judgment are expected and required.

Essential Skills Required

- Possess the ability to analyze, evaluate, write, and understand budgets and rate structures.
- Be able to monitor construction projects, as well as the maintenance and operation of water facilities.
- Possess the ability to handle accounting and payroll functions in accordance with government accounting guidelines.
- Be available for 24-hour on-call for emergencies except when previous arrangements are made with other district employees.
- Submits to random alcohol and drug testing per District regulations.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Physical requirements include the ability to reach, twist, stand, balance, bend, stoop, crouch, crawl, walk, or climb in a variety of indoor and outdoor environments and weather conditions, and lift weights

up to 50 lbs. (greater with assistance), and manual dexterity to perform computer and cell phone tasks. Sensory abilities include smelling, hearing, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Areas of Accountability and Performance:

Following directions from the Board of Directors the General Manager will:

- Develop rate structures as required by Montana law.
- Develop projections for current and future needs in the areas of staff, capital improvement projects and finances for 2 years, 5 years and 10 years.
- Monitor construction projects, as well as the maintenance and operation of water facilities.
- Maintain accounting and payroll functions in accordance with government accounting guidelines.
- Administer, supervise, plan, direct, and coordinate the water systems and office, delegating tasks as needed.
- Maintain familiarity with the rules and regulations of the District in order to enforce them and to answer questions from customers or developers.
- Meet and work with consultants and/or engineers to further the goals and needs of the District and its projects.
- Demonstrate the ability to read and interpret plans and specifications, and to locate lines for construction purposes.
- Work closely with Montana Rural Water and other agencies, attending related onsite and off-site meetings, seminars and training as often as possible in order maintain certifications and to be current on regulations and legislation at the state and federal levels in the water and wastewater fields.
- Is responsible for the timely filing of any necessary District reports to County, State and Federal agencies.
- Assists in preparation of the agenda and resolutions for the monthly Board meetings in compliance with board policy. Attends every board meeting and is prepared to discuss in detail the implications on District operations of any agenda item.
- Initiates, plans, develops, and implements records and reports for the Board of Directors
- Organizes and prepares financial reports, minutes, correspondence and other documents for board action, and performs other duties as assigned by the Board of Directors
- Is responsible for all facilities, property, and equipment of value.

- Provides thought-out and sound advice and counsel to the Board of Directors in relation to projects, developments, and improving District functions.
- Recommends priorities for short- and long-range projects, and coordinates implementation as required.
- Is responsible for developing, preparing, and recommending a comprehensive budget and rate structure with supporting data for the District.
- Serves as a liaison and advisor for the District with consulting engineers, government agencies, developers, and any others as need arises.
- Recommends purchases of new and replacement equipment as the result of continuous appraisal of the working and functionality of District facilities and equipment.
- Is responsible for timely and accurate meter reading, accounting and payroll tasks for the District as well as the billing and collection of accounts.

- Is responsible for establishing a high level of customer service and maintaining quality contacts with the public, District customers and the Board
- Build and maintain strong, positive working relationships with the Board, District staff, community agencies, consultants, District customers, and the public. Responds to customer complaints and inquiries and is able to utilize the proper tact and diplomacy when dealing with District business.
- Complete ongoing and continuing educations as it relates to water and sewer systems, safety, regulation compliances, interlocal contracts, and various “good of the District” management issues

Supervision-Responsibility for Work of Others

The General Manager

- Administer all personnel matters of the District including supervision and direction, orienting, training, discipline, evaluation of performance and related matters, delegating tasks as needed. (Exception: The Board Secretary reports directly to the Board of Directors) • Prepares written job descriptions for each employee and an annual employee evaluation
- Develop and maintain job descriptions for all district personnel
- Assign employee tasks to assure effective use of personnel, equipment, and facilities.
- Is responsible for using and instructing others in the proper use of safety equipment and procedures to prevent injury.
- Help maintain a professional atmosphere and positive morale among employees.
- Cross-train with other employees to maintain staffing requirements during periods of transition, vacations, or other absences.
- Periodically reviews logs and journals completed by other personnel.
- Is responsible for employee hiring, evaluations, additional training, advancement, promotions, wage increases, and terminations.
- Is responsible for preliminary review and management of all employee related plans and insurance programs, which are a part of the employee compensation package.
- Assess and suggest changes to the rate and structure of employee pay scales and compensation.
- Is responsible for ensuring employees obtain certification in the water field, and continue and maintain their education as required for their certifications.

Education, Training and Experience Requirements:

The General Manager possesses

- Any combination of education and experience equivalent to high school graduation and some college training in the areas of business administration. A degree in engineering is preferred.
- At least five years of progressively responsible experience involving the management of materials, personnel, budgets, rates, and purchasing in a water system.
- Valid Montana Water Operator Certifications appropriate for the District’s classifications (certified within 180 days of position acceptance)
- Technical proficiency with computers and software
- Must possess a valid state of Montana driver’s license with an insurable record

Evaluation of the General Manager

At least annually, at or near the employment anniversary date of the General Manager, the Board will meet in executive session for the purpose of evaluating the performance of the General Manager.

The Board will summarize the results of their individual evaluations and arrive at a consensus as to the overall performance of the General Manager. The results of the evaluation will be communicated to the General Manager.

The Board President shall ensure that the provisions of this policy are followed.

Adopted: November 29, 2021

Revised:

Reference: CWBDH Policy

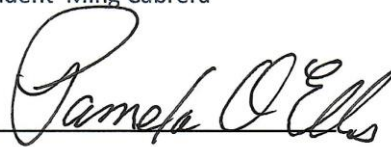
Review Date:

Attest: /s/



Board President Ming Cabrera

Attest: /s/



Secretary