



## COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

### Work Session Minutes

December 6th, 2023 at 9:00 am

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

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The meeting is open to any interested member of the public. Agendas are prepared for the meetings; agendas may be requested by email from the board secretary Jenn Burnside, [jenn@heightswaterdistrict.com](mailto:jenn@heightswaterdistrict.com) 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 on line and can download them or print them at their own expense.

#### **PUBLIC COMMENT on Work Session Agenda Items:**

- A. Any member of the Public may be heard on any subject that is not on the agenda. Comments are limited to 2 minutes. You may only speak once for each item 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 board meeting's Agenda for discussion.

**PUBLIC COMMENT:** None

#### **AGENDA ITEMS**

- 1. Audit review  
Brian Van Steeland, CPA came to speak with the board and answer some questions they had regarding the audit.
- 2. Commissions paid to Stifel  
The Board asked Josh to have Steve Knutson come to the next board meeting or work session. They would like to get more information from him and ask him some questions.
- 3. Update on Task Orders 28 and 29  
Josh explained where we were at on Task Orders 28 and 29. He also included information about the delays in Task Order 28.
- 4. Employee Job Descriptions  
There was some discussion on the General Manager's job description. Jeff asked Josh to contact other water districts to get their General Manager's Job descriptions.
- 5. Personnel Policy Manual Updates  
This was tabled as not all board members received the policy manual.
- 6. Minutes and Posting  
Doug asked Jenn to post the minutes that were missing from the website and to ensure that everything was posted correctly and in a timely manner.

7. Status of Legal Representation

We received no response from the RFP that was put out. Other options are being considered.

8. Ahoy repair

The Board discussed an issue with a dig from earlier this year and tossed around some possible resolutions.

**Meeting adjourned @ 11:27 AM**

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**Recording Secretary, Jennifer Burnside**

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**Board President, Ming Cabrera**