



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Special Board Meeting Minutes

February 4, 2026
VIA Zoom

The Special Board meeting was opened with the Pledge of Allegiance and was called to order by President Essmann.

Roll Call of Board Members and Introduction of Guests and Visitors

Board Members present: Directors Ellis, Ewalt, Erpenbach, Kary, Graves and President Essmann were present via Zoom.

Others Present: General Manager Bo Anderson, Assistant Manager Josh Simpson, Board Secretary Carolyn Bakker were present at the Board office.

President's Remarks on Conduct of Meeting: There were no guests present either in person or online, so President Essmann omitted the President's remarks.

Approval of Agenda: Director Graves made the motion to approve the agenda. It was seconded by Director Ellis. The motion was approved unanimously.

New Business: Resolution to Approval of General Manager Job Description and posting of the position.

Director Ellis made the motion to approve the Resolution to approve the General Manager Job Description as prepared by the Recruiting Committee. The motion was seconded by Frank Ewalt. Director Ellis told the group that she and the other Directors on the committee had some minor changes that they would like to be made to the document. She requested that the group go through the description to review Job Description and consider the changes requested. Secretary Bakker shared the document with the screen.

Director Ellis led the discussion of the proposed changes. President Essmann stated that each of the changes being made should be done with a motion and a vote.

Changes that were proposed:

Change the title of heading of item 1 from Governance and Leadership to Policy Implementation.

Fw: Job Description for review

Motion by Director Ellis, Seconded by Director Graves. Passed.

Remove the word "Preferred" from the Application Deadline.

Motion by Director Ewalt, Seconded by Director Ellis. Passed

Move the first bullet point under Item 7 (Degree in engineering.....) to Item 8

Motion by President Essmann and seconded by Director Ewalt. Passed.

Add "Ability to pass pre-employment physical examination, including drug screening" to Item 7

Motion by Director Ellis, second by Director Graves. Passed

Add Item 9 "Physical Demands and Working Conditions" heading and description.

Motion by President Essmann. Seconded by Director Ellis. Motion Passed.

Add the last three items from the city description to the bottom of the job description:

“Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise. The City retains the discretion to add duties or change the duties of this position at any time.”

Motion by Director Graves, second by Director Ewalt. Passed.

Remove the bullet “(17.40.208 CERTIFIED OPERATOR IN CHARGE OF SYSTEM)” from Item 8

Motion by Director Ellis, seconded by Director Erpenbach. Passed with a vote of 5-1, Director Graves voting no.

Change Estimate Salary range to \$100,000- \$150,000

Motion by President Essmann, Seconded by Director Graves. Motion passed.

Add board@heightswaterdistrict.com to the “How to Apply” section in addition to Director Ewalts email.

Motion by Director Ellis, Second by Director Essmann. Passed.

GM Andersson offered some suggestions such as specifying technical skills in Microsoft software and Black Mountain software as well as having 3-5 years of experience in the field. Director Ewalt advised that the Recruiting Committee can explore those qualifications during the interview process.

Director Graves made the motion to accept the General Manager Job description with the changes made by the Board. Director Ewalt seconded the motion. The motion was approved unanimously. President Essmann asked that the Board Secretary make the changes to the Job Description document and circulate the revised document to the Board for review. After the Board has had time to review, she is to post the Resolution and Job Description to the District’s website.

President Essmann asked for an update on how the search process was progressing, specifically if contacting executive search firms for options. Director Ellis reported that they have been reaching out to various firms and are waiting for responses. Director Ewalt reported that the committee had contacted Peak Water Services, a company that has traveling managers as a temporary solution.

Director Ellis asked for permission to post the position with Montana Rural Water Association. She also asked that the position be posted with the American Water Works Association (AWWA) both at both the state and national level. A member would need to do that. Director Ewalt will work with GM Anderson to get that posted. Additionally, Director Ellis asked to have the job posted with the Yellowstone County News for 2 weeks.

Director Ellis made a motion to place an ad in the Yellowstone County News for two weeks as soon as possible. The ad to be 2 column inches and refers potential candidates to the website. Director Graves seconded the motion. The motion passed.

Items for future Board Meetings

Director Ellis brought up the idea of having members of the Board attend the Montana Rural Water Conference in Billings. The members would have the opportunity to network towards the goal of spreading the word about the opening. President Essmann recommended that the topic be addressed at during the February meeting.

Director Ellis asked for clarification about a memo that had been sent out by GM Andersson regarding proposed signage on the building and the gate to the fenced area in the back. President Essmann asked GM Andersson to make a report on the topic at the February meeting.

Announcements:

Next Board Meeting: February 18, 2026, 6-9 pm

Meeting was adjourned at 7:19 pm



Carolyn B. Bakker, Board Secretary