



COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Emergency Board Meeting Minutes

Wednesday, May 6, 2026, 2:30 pm

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

Director Ellis led the Pledge of Allegiance. President Essmann called the meeting to order at 2:30 p.m., and Board Secretary Bakker conducted the roll call. Directors Ellis, Erpenbach, Ewalt, Graves, Kary, and President Essmann were present, establishing a quorum. Also in attendance were Interim General Manager Blaine Oborn, Board Secretary Carolyn Bakker and Evelyn Pyburn, Yellowstone County News.

President Essmann waived the reading of the President's Remarks on Conduct of Meeting because Evelyn Pyburn regularly attends the meetings and was the only guest present. He then asked whether she had any comments to share, and she declined. Director Graves noted that the Board and Manager should consider developing a contingency plan in case water rationing becomes necessary due to the Yellowstone River's record-low levels.

Approval of Agenda:

President Essmann made the request to add the posting of the Organizational Analysis report from GMP to the website. Director Kary made a motion to amend the agenda to include the request. Director Ewalt seconded the motions. The motion passed unanimously.

New Business:

00x-26 Resolution providing for Changes in Bank Signature Cards and other Financial Document

Director Ellis made the motion to bring the Resolution for changes to the signature card and other financial documents at First Interstate Bank to the floor for discussion. Director Erpenbach seconded the motion.

Director Ellis raised the question of why bank didn't alert the district regarding the rewards program and how it was being used. IGM Oborn replied that the proposed resolution would allow the bank to share that information. Director Ellis went on to inquire how the matter of the Rewards being used by employees would be addressed. This is a matter that IMG Oborn will address in his role as Interim General Manager.

Director Ewalt asked if there had been any consideration of other banking options. President Essmann stated that the resolution gives the authorization to review other options with the current bank as well as other institutions. Director Graves

asked if the District's credit card processing structure includes a convenience fee for taking credit card payments. IMG Oborn said he will verify that. A roll call vote was taken, and the motion to approve the resolution was passed unanimously.

00x-26 Resolution for Adoption of Circle K Pro fuel program to manage fuel purchases

Director Ellis made the motion to open the discussion to adopt the Resolution to adopt a Circle K Pro Fuel program to manage fuel purchases. The motion was seconded by Director Erpenbach. IGM Oborn explained the proposed program with Circle K. The program provides useful controls to monitor purchases as well as discounts that would save the District money. The motion passed unanimously.

00x-26 Resolution to post the Organizational Analysis Report

Director Kary made the motion to post the Organizational Analysis Report to the District website. Director Graves seconded the motion. Director Ewalt asked if this was the final report. President Essmann confirmed that. Director Ellis asked if GMP would be available to present their report at the May Board meeting. President Essmann said that they would be available in-person or via Zoom. The group indicated that a Zoom presentation would be acceptable. President Essmann requested that IGM Oborn and Board Secretary Bakker research a better camera to improve the quality of the video for the meetings. The motion was passed unanimously.

Items for Future Board Meetings

President Essmann reminded the Board, that a major issue that the Organizational Analysis Report pointed out that communication between the Board and other parties (Manager & Contractors) parties needs to be improved and streamlined. Requests from the Board members are to be routed to the President, who will then address to the manager, or put it on the agenda for consideration if the matter involves board policy. Communication with contractors and other entities that provide services to the District will be from the Interim General Manager, as requested by them.

President Essmann explained, that in the past, the ad hoc committees had been set up as a solution to get requested information on various topics for the Board to fulfill its fiduciary obligation to District Customers. The committees were borne from frustration with a manager resistant to implementing our adopted policies. He stated that the committees have completed their respective tasks and are no longer needed as we now have a responsible and responsive Interim General Manager. As a result, the President stated he was disbanding the various ad hoc committees as it is important that IGM Oborn be the sole point of contact for vendors and staff.

Disbanded Committees:

- Audit Committee
- Executive Search Committee
- CIP Committee
- Rate Case Committee
- Budget Committee

Remaining Committee created by Resolution

Consolidation Study Committee

Topics suggested for upcoming meetings:

Questions for the auditor
Pending Task orders with Engineers
Budget Presentation
Update Board Policy document to reflect the updated banking policy

Announcements:

Next Board Meeting: May 20, 2026

President Essmann adjourned the meeting at 3:30 p.m.


Carolyn B. Bakker, Board Secretary