
COUNTY WATER DISTRICT OF BILLINGS HEIGHTS

Board of Directors Meeting Minutes

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

Date: August 19, 2021

Time: 3:00 pm

Board Members: Dennis Cook, Ming Cabrera, Laura Drager, Pam Ellis, Jeff Engel, Dave Graves

Also present: Jeff Weldon, attorney and Sarah Brockel, Felt Martin staff member

EACH BOARD MEMBER WAS INVITED TO SHARE THEIR GOALS IN SERVING ON THE BOARD

ORDINANCES AND RESOLUTIONS

Ordinances refers to the laws made by a municipality. Does not apply to the CWDBH.

Resolutions

- Should be presented to the board in the agenda as a recommendation from the staff
- If passed, the resolution is entered into the minutes and a copy into the resolution book

AGENDAS

- The CWDBH agendas need to be more robust
- Need to include much more information to the board days before the meeting
- Huntley Schools have software called boarddocs from Diligent that assist with preparation of the agendas and minutes
- The agenda and related documents can be projected in the meeting for the public who may not have downloaded the documents in advance

WEBSITE AND TECHNOLOGY

- Recommendation that we upgrade our website to include much more information including not only current but past agendas, supporting documents, resolutions, etc.

BOARD SECRETARY

- Jeff Weldon reviewed the statute and indicated there is nothing in the statute that prevents a board member from preparing the minutes

PUBLIC COMMENTS

- Public invited to make comments on items not on the agenda at the beginning of the meeting
- Public needs to be invited to make comments on any action items on the agenda BEFORE the board votes
- Members of the public need to be recognized by the chair, stand and introduce themselves. The city requires an address though we have a sign in sheet.

REQUEST FOR QUALIFICATIONS is appropriate when seeking professional assistance

REQUEST FOR PROPOSAL is appropriate when seeking bids for equipment purchases or project work

WE NEED

- Written board rules
- Written district policies
- Keep track of the statutory language that is confusing to ask for clarification from the interim committee on local government

JEFF NEEDS

- Articles of Incorporation

OPEN MEETING LAWS AND BOARD QUORUM

- The board is bound by open meeting laws even if they have a committee meeting with less than a quorum; committee meetings should be noticed on the website

BYLAWS

- Committee: Pam Ellis, Laura Drager, Brandon Hurst, Dave Graves
- Jeff Weldon will set a meeting in his office to review the bylaws and make initial recommendations for changes or inclusion