

SUZANNE MARIE MCKETHEN
COUNTY

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DIRECTORS
SANDY D. REITZ, President
WYNN PIPPIN, Vice-President
DONNA DINSMORE
JAMES E. MILLER
DICK MARTIN
CLIFF JONES
JON MUESSIG



BILLINGS HEIGHTS
1540 Popelka Drive
Billings, MT 59105

DUKE NIESKENS
General Manager
Phone: 252-0539
Fax: 252-0518

December 11, 2009

Contract for Outside Services

As Secretary for the Board of Directors of the County Water District of Billings Heights, duties will consist of:

- Written minutes of each regularly scheduled Board meeting on the second Wednesday of the month and any additional scheduled special meetings.
- Transcribed minutes of the monthly meeting must be given to the District office on or before the 25th of the month. Transcription of minutes of special meetings will be due two (2) weeks after the meeting.
- If the secretary is unable to attend the Board meeting, minutes will be tape recorded and minutes will be prepared from the tape.
- Payment of \$150.00 for services rendered will be issued at the next following scheduled Board meeting.
- Either party may terminate this agreement with a minimum notification of one (1) month.

Suzanne Mckethen
Board Secretary
County Water District of Billings Heights

Sandy Reitz
Sandy Reitz, President, Board of Directors
County Water District of Billings Heights