Website

Board of Directors—Please list alphabetically by last name and include their email addresses (I sent those to you initially). Please add that I am Recording Secretary ==All set==

I would like to have the ability to automatically forward emails that are sent to CWDBH@gmail.com directly to each Board member. What do we need to do to make that happen? ==In order to do that you'd have to setup filters in gmail to forward them when they come in. I actually setup a way on the contact form that people can select the member or all members they want to contact – I can add the email addresses behind the form so that it automatically gets sent to the person or person(s) selected.==

https://billingsheightscwd.teammunicode.com/contact

Calendar We were told when we purchased the agenda software and website that we would have a calendar and that the information for meetings would be automatically posted to the calendar when the documents were published. Please update. ==I added the calendar link under About Us==

Video and Audio We have just started recording the meetings on zoom. I have audio files for recent meetings. We need to change the heading and also I need a You Tube channel linked and the audio files uploaded. ==I can add a link to your Youtube Channel if you send it. There is a way in Municode Meetings where you can add the video link for each meeting. Audio files are large, so I will need to setup an FTP account and you will have to do a special process to get those in place.== The YouTube Channel has been created. Pam needs to convert the audio files to allow uploading.

Contact Information Please identify the office staff by name; include the emergency # ==I updated the Contact Us Page and you'll see the link to the staff directory as well where each person is listed== https://billingsheightscwd.teammunicode.com/contact

Municode Agenda Mgmt & Training Videos & Documents (not public; on website) how do board members or staff access – ==I added a button to the dashboard right under the Website Training Videos to these files for you.==

pamellis50@gmail.com Please change to pamelliscwdbh@gmail.com ==Done==

Administration Contact Information

Peyton Brookshire, **General Manager** **Email: peyton@heightswaterdistrict.com**

Office: 406-252-0539 Ext: 3   Cell: 406-696-0636

Josh Simpson, Assistant Manager josh@heightswaterdistrict.com Office: 406-252-0539 Ext: 2

Billings, account questions, emergency 406-252-0539 Ext: 2

Pay your bill 406-252-0539 Ext: 1

- **Suzie McKethen, Clerk**

- **Dianne Crees, Billing**

<u>Google Analytics</u> Registration As part of the go-live process we will setup google analytics on your new website. There is no charge for this service. This will allow you to track information related to how users find and use your website. In order to configure this on your site I'll need you to follow the attached instructions to setup your municipal account and create a tracking code. If you already use analytics and have a tracking code for your current site you can just send that UA code, there is no need to create a new account.

laura@remax-billings.com

Mon, Apr 4, 3:32 PM (4 days ago)

to me

Hi Pam,
I reviewed the website, it looks good. My only comment is it would be nice if we can link the MCA code on the Board application website to make it easy for anyone applying for the board to review the code.

Mary Joy Gasdia

Wed, Apr 6, 4:42 AM (2 days ago)

When you go to the Board of Directors page the link is on the right. I will move it to the bottom near the application.

I'll update the meeting for 4/13