

**MINUTES OF REGULAR MEETING
OF BOARD OF DIRECTORS OF LOCKWOOD
WATER AND SEWER DISTRICT**

May 8, 2024

Call to Order:

The regular meeting of the Lockwood Water and Sewer Board of Directors was held on May 8, 2024. Board President Carl Peters called the meeting to order at 7:00 p.m. in the Lockwood Water and Sewer District Office, 1644 Old Hardin Road, Billings, Montana 59101.

Introductions:

Present at the meeting were Board members Carl Peters, Carlotta Hecker, Scot Bowen and Brent Kober. Also in attendance was LWSD Manager Mike Ariztia, Engineer Jill Cook, Morrison-Maierle, Inc., and Evelyn Pyburn, *Yellowstone County News*. Assistant Manager Tony Reed was absent.

Guest present was Lockwood resident, Dick Hoke.

Public Comment:

1. Any member of the public may be heard on any subject that is not on the agenda.

No comments were made.

Approval of Minutes:

2. **April 10, 2024**

The minutes of the April 10, 2024 meeting were presented for review and approval.

Line 1 of **Approval of Minutes** was changed to read "The minutes of the March 13, 2024 **meeting** were presented fo review and approval."

- I. Scot Bowen moved to approve the April 10, 2024 minutes with the change as set forth above. Carlotta Hecker seconded the motion. Motion carried.

New Business:

3. **Approval of Amendment No. 2 to the Owner-Engineer Master Agreement, dated 10-8-2014 between the Lockwood Water and Sewer District and Morrison Maierle.**

The original Owner-Engineer Master Agreement for services was executed 10/8/2014 between LWSD and Morrison-Maierle. Amendment No. 2 is a 10-year extension to the agreement inasmuch as the District has many projects scheduled to be undertaken, and the recommendation by Manager Ariztia was to extend the agreement at this time.

II. Brent Kober moved to approve Amendment No. 2 to the Owner-Engineer Master Agreement dated 10/8/2014. Scot Bowen seconded the motion. Motion carried.

4. Approval of Task Order No. 23 to the Water Master Agreement to provide design and bidding services for the Lockwood Subdivision water improvements.

III. Scot Bowen moved to approve Task Order 23 covering Design and Bidding for the Lockwood Subdivision Water Improvements as outlined in the Scope of Services. Fee for Design and Bidding phases not to exceed \$255,600.00. Carlotta Hecker seconded the motion. Motion carried.

5. Approval of payment to Western Municipal Construction for the LWSD intake screen replacement project.

IV. Scot Bowen moved to approve payment to Western Municipal Construction for the intake screen replacement project in the sum of \$23,532.78. Brent Kober seconded the motion. Motion carried.

6. Approval of Change Order No. 13 to the 2020 Water Treatment Plant Upgrade Project.

Change Order No. 13 covers additional work completed by RSCI on the Water Treatment Plant Upgrade Project, consisting of 8 additional days for substantial completion, Backwash Supply Charges, High Service Pump – Discharge Piping Changes, and Backwash Isolation Valve Replacement in the total amount due of \$92,328.28.

Manager Ariztia advised it is possible there will be one more change order and one final pay application. It should be completed by the end of June, 2024.

V. Scot Bowen moved to approve Change Order No. 13 as payment to RSCI for the 2020 Water Treatment Plant Upgrade Project in the amount of \$92,328.28. Carlotta Hecker seconded the motion. Motion carried.

7. Approval of proposal from Dan Semmens from Dorsey to serve as bond counsel for the Mid-Zone Water Storage Reservoir Project.

A letter was received from Dan Semmens of the Dorsey Law Firm regarding LWSD Water System Revenue Bonds (DNRC) Drinking Water State Revolving Fund Loan Program, with a proposal to act as Bond Counsel for this transaction. Mr. Semmens is the acting Bond Counsel for the District in other projects. Legal fee is estimated to be \$20,000.00 to \$25,000.00 plus out-of-pocket Disbursements.

- VI. Carlotta Hecker moved to approve Dan Semmens proposal to act as Bond Counsel for the Mid-Zone Water Storage Reservoir Project. Estimated legal fee is \$20,000.00 to \$25,000.00. Brent Kober seconded the motion. Motion carried.

8. Review and approval of the District’s revised employee pay ranges.

Manager Ariztia presented a pay range related to the Board approved creation of a new employee position for LWSD, which is the Water Treatment Plant lead position. That position had to be fit within the pay ranges. The pay ranges were set forth pursuant to AWWA guidelines. The range after Operator 3 is the Assistant Manager position. There were two options, either put the Water Treatment Plant lead in at the same level as the Assistant Manager or bump the Assistant Manager down to the next level, which was a vacant position. This does not change individual pay ranges, just salary ranges. Manager Ariztia requested that if the Board approves the new ranges, they be approved effective July 1, 2024.

- VII. Scot Bowen moved to accept proposed Option 1 pay scale effective July 1, 2024, which included separate grades/ranges for the Water Treatment Plant lead and the Assistant Manager positions. Brent Kober seconded the motion. Motion carried.

Old Business:

9. Water Treatment Plant Expansion Update

Change Order No. 13 was presented and approved for payment. One more change order and a final pay application is expected as set forth previously. Landscaping was delayed due to the wet weather, but should continue next week.

10. Phase 3 Sewer Project Update

Manager Ariztia is working on final easements. He prepared agreements between LWSD and two property owners that will be provided to Riverstone Health.

11. MDT Update

Manager Ariztia and MDT are working on an agreement between the two entities.

The TEDD received a conditional letter of award for the EDA grant resulting in a delay in LWSD's bidding process. An advertisement to bid was placed in the *Yellowstone County News* last Friday. Manager Ariztia received an email from the EDA setting forth requirements that needed to be met. The bid advertisement was canceled to be set for some time in the future. Meetings with the parties are scheduled.

Financial Reports:

12. Balance Sheets, P&L Budget Comparison

Water – April, 2024: Claim Details; Trial Balance with Revenue and Expenditures; Statement of Revenue Budget vs. Actuals; Budget vs. Actual Report for Organization Report.

Sewer – April, 2024: Claim Details; Trial Balance with Revenues and Expenditures; Statement of Revenue Budget vs. Actuals; Budget v. Actual for Organization Report;

Approval of Bills Due for Signature

13. VIII. Brent Kober moved to approve payment of the bills as set forth on the Water and Sewer Fund Claim Details. Scot Bowen seconded the motion. Motion carried.

Manager's Report:

14. Pumping Record

Water:	April, 2023	21,335,300	April, 2024	28,593,037
Wastewater	March, 2023	4,282,000	March, 2024	4,412,000
Par Montana	March, 2023	64,796,000	March, 2024	53,525,000

Adjournment:

IX. Carlotta Hecker moved to adjourn. Scot Bowen seconded the Motion. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m.



ATTEST





ATTEST

