

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

**July 10, 2024**

**Call to Order:**

The regular meeting of the Lockwood Water and Sewer Board of Directors was held on July 10, 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 present was LWSD Manager Mike Ariztia, Assistant Manager Tony Reed, Jill Cook of Morrison-Maierle, and Evelyn Pyburn of *Yellowstone County News*.

**Public Comment:**

1. Any member of the public may be heard on any subject that is not on the agenda. There were no comments.

**Approval of Minutes:**

**2. June 12, 2024**

The minutes of the June 12, 2024 meeting were presented for review and approval. There were no corrections.

- I. Scot Bowen moved to approve the June 12, 2024 minutes as written. Brent Kober seconded the motion. Motion carried.

**New Business:**

3. **Discussion and approval of agreement with Midwest Assistance Program, Inc. (MAP), to conduct an income survey needed for the Phase 3 water replacement project Community Block Grant (CDBG) application.**

Manager Ariztia raised the need for an agreement with MAP to conduct an income survey in coordination with Yellowstone County's application for a CDBG grant. The purpose of the grant is to replace the aging water infrastructure and improve fire-fighting capabilities. The survey would encompass 109 lots within the Phase 3 Lockwood Subdivision. No formal agreement between MAP and Lockwood is required.

There is no cost for MAP's services. The Board unanimously agreed to seeking an agreement with MAP, and for the income survey to move forward. All information gathered will remain confidential.

**4. Discussion and Approval of Amendment No. 6 to Task Order No. 17 of the Water Master Agreement relating to increased costs for the Construction Phase Services for the 2020 Water Treatment Plant Improvements**

Modifications to Task Order No. 17, Amendment No. 6, include additional days of construction and administration; unscheduled employment of engineer; change orders; ongoing construction observation and administration; and costs for services related to final closeout services of the Construction Phase Services for the 2020 Water Treatment Plant Improvements. Amendment No. 6 totals \$44,500.00.

- II. Scot Bowen moved to approve Amendment No. 6 to Task Order 17 in the amount of \$44,500.00. Brent Kober seconded the motion. Motion carried.

**5. Renewal of agreement with 120 Water for the revised lead and copper rule Phase 3 Sewer Project Update**

An agreement was entered into in October, 2023 with 120 Water to satisfy reporting requirements associated with the revised lead and copper rule. This revision requires all public water systems to conduct an inventory for lead and copper service lines and submit the results by mid-October of 2024. The inventory has not been completed for the final submittal in October. There are approximately 1300 unknowns to be surveyed at this time.

Four options were offered:

- One-year agreement
- One-year limited agreement, removal of some services
- Two-year agreement, same pricing as present agreement
- Two-year limited agreement, removal of some services

Manager Ariztia's recommendation was to extend the one-year renewal of the agreement with the same services now provided, total \$9,853.20.

- III. Brent Kober moved to approve a one-year extension of the 120 Water Agreement in the amount of \$9,853.20. Scot Bowen seconded the motion. Motion carried.

**6. Approval of MICRO-COMM quote for new SCADA computer and spare parts**

A quote was received from MICRO-COMM for a new SCADA computer and parts.

The computer quoted was a Dell OptiPlex, with a three-year hardware warranty. The quote included setup and install of equipment replacements. The computer portion of the quote is a second computer which is installed in the same area, and is considered a “hot” backup to where if one computer goes down, this computer would automatically pick up and you would not lose any continuity of information. Also included is a firewall for cyber security to keep hackers from accessing outside the organization.

The second portion of the quote has to do with the aging parts of equipment in the plant when the SCADA system was originally put in. Manager Ariztia requested that MICRO-COMM provide a list of parts that would provide protection from equipment failure of these aging parts. The cost for the Dell computer, requested SCADA replacement parts, firewall and programming is \$23,500.00.

- IV. Brent Kober moved to accept the MICRO-COMM/SCADA quote for a Dell computer, SCADA system, replacement parts and software installation, in the amount of \$23,500.00. Scot Bowen seconded the motion. Motion carried.

**7. Approval of Technology by Design quote for office computer replacements**

A Technology by Design quote was received for upgrading the computer equipment in the office. There were two quotes; one was to replace the office computers, keyboards and monitors. There was a separate quote to purchase the firewall to protect the office Internet line.

- V. Scot Bowen moved to accept Technology Design’s Option 1, upgrading the computer equipment in the office, in the amount of \$5,929.00, and secondly, the lease option for the Firewall in the amount of \$485.00. Brent Kober seconded the motion. Motion carried.

**8. Discussion and possible motion regarding annual wage increases for fiscal year 2025**

Manager Ariztia reported many of the entities he contacted for comparable salary increases were still working on their budgets and information was not available. Based on the salary scale revisions Lockwood did over the last year, the majority of the employees will be moved into a different point in a new scale.

Manager Ariztia requested the Board approve the pay scales as being effective July 1; ability to move the personnel that are affected by the pay scale into their appropriate pay scales as designated; and finally, the additional employees receive whatever percentage the Board chooses.



- VI. Carlotta Hecker moved to make the adjustments for those employees affected by the new salary ranges, with a 4% salary increase for all other employees. Brent Kober seconded the motion. Motion carried.

9. **Old Business:**

**Water Treatment Plant Expansion Update**

The work on the irrigation system has been completed, and RSCI has laid a majority of the sod at the Treatment Plant. Most of the punch list items are completed. Items remaining are questions on the change orders, one being the UV system required installation of a “neutral” that was not known to be needed. There are other change orders that also need to be addressed.

**Phase 3 Sewer Project Update**

The project is still in design. There are a few easements that still need to be executed by the owners. All owners have been contacted and are aware of the need for easements.

**MDT Update**

Design has been completed on the portion of the project that LWSD will be constructing prior to the MDT project. Lockwood is waiting for confirmation on the EDA funding through the County before going out to bid. All requested documentation has been submitted to the EDA. Once the local EDA group approves it, then it goes to the federal level for final approval and award. Manager Ariztia and Morrison-Maierle continue to coordinate with MDT and are wrapping up the 70% plans for the portion of work that will be done as part of the MDT project. Once complete, 70% plans will be submitted to LWSD and MDT for review.

**Letter of Interest for vacant LWSD Board position**

A letter was received from Gary Forrester expressing an interest in filling the vacant Board position. Mr. Forrester was a previous LWSD Board member. This position is the remainder of Merrill Walker’s position of approximately a 16-month term. Mr. Forrester is the only person that has submitted a letter indicating an interest in the position.

- VII. Brent Kober moved to approve Gary Forrester to fill the vacant Board position. Scot Bowen seconded the motion. Motion carried.

10. **Balance Sheets, P&L Budget Comparison**

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

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

**11. Approval of Bills Due for Signature**

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

**Other Business:**

None.

**Manager’s Report:**

**12. Pumping Record**

|                   |            |            |            |               |
|-------------------|------------|------------|------------|---------------|
| Water             | June, 2023 | 30,361,900 | June, 2024 | 49,815,658    |
| Wastewater        | May, 2023  | 5,369,000  | May, 2024  | Not available |
| Par MT Wastewater | May, 2023  | 59,122,000 | May, 2024  | Not available |

Camping World advised they were going to abandon a water line. The hydrant at that location will have to be moved outside of that abandonment. The County has approved the abandonment.

**Adjournment:**

IX. Scot Bowen moved to adjourn. Brent Kober seconded the Motion. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m.

  
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