

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

**September 11, 2024**

**Call to Order:**

The monthly meeting of the Lockwood Water and Sewer Board of Directors was held on September 11, 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, Scot Bowen, Brent Kober and Gary Forrester. Board member Carlotta Hecker was absent. Also present was LWSD Manager Mike Ariztia, Assistant Manager Tony Reed, and Jill Cook of Morrison-Maierle, Inc.

**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. **August 14, 2024**

The minutes of the August 14, 2024 meeting were presented for review and approval. The following corrections were noted:

Page 2: Motion I, Brent Kramer should be Brent **Kober**

Page 2: Motion II, Brent Kramer should be Brent **Kober**

Page 4. Item 7, Change public water to **public sewer**

Page 4 Emergent Contaminants should be **Emerging Contaminants**

Page 5: Move page number from top of Page 5 to bottom of Page 4

- I. Gary Forrester moved to approve the August 14, 2024 minutes with the revisions as set forth above. Brent Kober seconded the motion. Motion carried.

**New Business:**

3. **Review and possible approval of Pay Application No. 22 to Record Steel Construction, Inc. (RSCI) for the 2020 Water Treatment Plant Upgrade Project**

Manager Ariztia stated this is the final RSCI pay application. Last Month the Board postponed approving RSCI's payment application contingent upon the District receiving a letter of acceptance from RSCI that met the requirements the Board had made during the August meeting. The pay application from RSCI was reviewed by the District's attorney and found to be in order and \$144,500.00 in liquidated damages was removed from the pay application. The total amount of the pay application is \$740,464.80, out of which \$733,860.15 goes to the contractor, and \$7,404.65 goes to the State for its State Gross Receipt Tax.

II. Brent Kober moved to pay RSCI Pay application No. 22 in the amount of \$740,464.80. Scot Bowen seconded the motion. Motion carried.

**4. Approval of contract with Nittany Grant works for the preparation of a Community Development Block Grant (CDBG) application contingent upon the results of the ongoing income study**

A proposal was received from Nittany Grant works to prepare a grant application to the Montana Community Development Block Grant (CDBG) Program. Application deadline is October 22, 2024. The fee for services is \$90.00 per hour, total fee not to exceed \$5,400.00. Services include but are not limited to:

- Preparing the table of contents
- Updating the Uniform Application to include CDBG funds
- Preparing responses to the CDBG ranking criteria
- Preparing resolution to authorize submission
- Preparing the certification for application
- Preparing the draft management plan
- Submitting the application through the Montana File Transfer Service

III. Brent Kober moved to approve the contract with Nittany Grant-Works to prepare a grant application to the Montana Community Development Block Grant (CDBG) program in an amount not to exceed \$5,400.00. Gary Forrester seconded the motion. Motion carried.

**5. Discussion and approval of Amendment No. 1 to Task Order No. 23 of the Water Master Agreement relating to the Preliminary Engineering Report (PER) update needed for the CDBG application**

Morrison-Maierle, Inc. presented for approval Amendment No. 1 to Task Order No. 23 covering additional services to be performed by engineer, modification to payments to engineer and modifications to time(s) for rendering services. For the additional services or the modifications set forth above, Owner shall pay Engineer the following additional or modified compensation:

Additional Services:	
Master Plan Update Tasks 1-5 =	\$14,200
Task 6, CDBG EA =	8,300
Original TO 23 =	<u>\$255,600</u>
Revised total cost	\$278,100

- IV. Brent Kober moved to approve Amendment 1 to Task Order No. 23 for an Update to the LWSD Water Master Plan for the CDBG Application in an amount not to exceed \$22,500, and contingent upon the results of the income study. Scot Bowen seconded the motion. Motion carried.

**Old Business**

- 6. None.

**Financial Reports**

- 7. **Balance Sheets, P&L, budget comparison, Yellowstone County Trial Balance**

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

**Sewer – August, 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**

- 8.
  - V. Scot Bowen moved to approve payment of the bills as set forth on the August Water and Sewer Fund Claim Details. Brent Kober seconded the motion. Motion carried.

**Other Business:**

**Phase 3 Sewer Update**

Design is still at 70%. Most of the papers and easements have been signed.

**MDT Johnson Lane Project Update**

The project is moving along pretty well. Drawings have been submitted to MDT for review, and are waiting for feedback to see if any changes need to be made. There are two sets of drawings MDT will have to review. Because of the EDA grant in which LWSD is co-applicant along with the TEDD, instead of doing a typical agreement with MDT, they will do a lump sum agreement calling for MDT to pay 75% of the cost.

**Manager's Report**

**9. Pumping Record.**

Water	August, 2023	52,172,600	August, 2024	53,677,646
Wastewater	July, 2023	4,694,000	July, 2024	Not available
Par MT Wastewater	July, 2023	53,215,000	July, 2024	Not available


Manager Ariztia talked to Anna Miller with the state, and there is a potential there may be some additional loan forgiveness that LWSD may be eligible for on the waterline project.

**Adjournment:**

VI. 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 8:55 p.m.

  
ATTEST

  
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