

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

November 8, 2017

The regular meeting of the Lockwood Water and Sewer District Board of Directors was held on November 8, 2017. President Carl Peters called the meeting to order at 7:00 p.m. in the conference room of the Lockwood Water & Sewer District Office, 1644 Old Hardin Road, Billings, Montana.

Present at the meeting were Board members Carl Peters, Nancy Belk, Carlotta Hecker, and Stuart Deans. Board member Merrill Walker was absent. Also present were LWSD Manager Mike Ariztia, Assistant Manager Tony Reed, Jill Cook of Morrison-Maierle, and Evelyn Pyburn of the *Yellowstone County News*.

Attendance and Voting Record attached to minutes

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

The minutes of the Board meeting of October 11, 2017, were presented for approval. Two corrections were noted: Page 2, first full paragraph, delete "coronation" room and insert "**chlorination**" room; Page 4, paragraph on TEDD, last sentence, delete "truck" system, and insert "**trunk**" system.

- I. Stuart Deans moved to approve the Board meeting minutes of October 11, 2017 with the corrections as noted. Carlotta Hecker seconded the motion. Motion carried.

NEW BUSINESS:

*** Approval of Agreement between Lockwood Water & Sewer District and Morrison-Maierle, Inc., to provide engineering services for the Lockwood Sewer Lift Station Project**

Manager Ariztia presented a memo to the Board regarding the MMI agreement for the sewer lift station project related to the installation of a third pump in the main sewer lift station. The scope of the agreement includes design, construction and post-construction services. The third pump installation is in anticipation of Exxon connecting into the LWSD sewer system in the fall of 2018. Exxon will pay for the installation of the third pump out of their system

development fee. Engineering cost is estimated at \$45,900; total estimated cost for the installation of the third pump at the main sewer lift station is \$262,000.

- II. Nancy Belk moved to approve the agreement between LWSD and Morrison-Maierle, Inc., to provide engineering services for the Lockwood Sewer Lift Station Project in the estimated cost of \$45,900. Stuart Deans seconded the motion. Motion carried.

Copy of November 3, 2017 Memo attached to minutes

OLD BUSINESS:

None.

FINANCIAL REPORTS

The Yellowstone County trial balance was not available.

Financial reports attached to the minutes are: Check/Claim Detail for the Accounting Period October 2017; Trial Balance with Revenue and Expenditures for the Accounting Period October 2017, Statement of Revenue Budget vs. Actual for the Accounting Period Statement October, 2017; Statement of Expenditures - Budget vs. Actual Report for the Accounting Period October, 2017.

- III. Nancy Belk moved to approve payment of the bills submitted on the Check/Claim Detail List. Carlotta Hecker seconded the motion. Motion carried.

OTHER BUSINESS:

*** Intake project update**

Jill Cook reported the preconstruction conference on the intake project was held on November 8 with Western Municipal. Also in attendance were representatives from MDT, Terracon, Yellowstone Basin Construction, and ACE Electric. The most notable item arising from the preconstruction conference is Municipal requested that for Notice to Proceed be issued as of November 27th. Originally, the date for Notice to Proceed was November 13th, but they requested a two-week delay due to various complexities of the project. The main provision is that Lockwood Irrigation has access by May 1st, 2018. The pump station does not need to be running by then, as long as they are providing adequate temporary water to the Water and Sewer District.

This will be the first time the intake structure has been exposed and visible since it was installed in 1985.

MANAGER REPORTS:

The water pumping record is as follows:

October, 2016	23,723,700
October, 2017	21,927,600

Wastewater record:

September, 2016	4,271,080
September, 2017	4,808,892

Manager Ariztia reported that the credit card processing is slowly progressing. In July, 20 transactions were processed; August, 47 transactions; September, 61 transactions; and October, 81 transactions.

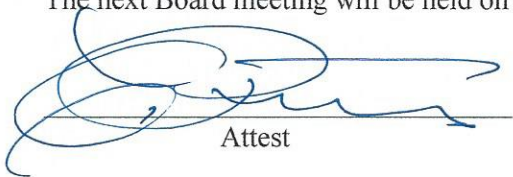
There are currently 209 sewer connections between Phase 1 and Phase 2. In Phase 2, there are 642 connections, of which 117 people have paid and 84 have connected.

Manager Ariztia advised historically the day after Thanksgiving is a quiet, inactive day at the District, and inquired if the Board would be open to having the office closed the day after Thanksgiving as a paid holiday for the employees. The Board agreed to the request.

- IV. Nancy moved to approve closure of LWSD the Friday after Thanksgiving as a paid holiday for LWSD employees. Carlotta Hecker seconded the motion. Motion carried.
- V. Nancy Belk moved to adjourn the meeting. Carlotta Hecker seconded the motion. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 7:45 p.m.

The next Board meeting will be held on December 13, 2017.


Attest


Attest