

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

**July 11, 2018**

The regular meeting of the Lockwood Water and Sewer District Board of Directors was held on July 11, 2018. 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, Merrill Walker and Stuart Deans. Also present was Manager Mike Ariztia, Assistant Manager Tony Reed, and Jill Cook of Morrison-Maierle.

**Attendance and Voting Record attached to minutes**

**PUBLIC COMMENT:**

Merrill Walker questioned whether the covering on the clear well was starting to fall apart. Manager Ariztia said the rubberized epoxy type filling is starting to crack and peel at the seams. They are looking for a better solution to the problem.

**APPROVAL OF MINUTES:**

The minutes of the June 13, 2018 Board meeting were presented for approval. No additions or corrections were found.

- I. Nancy Belk moved to approve the minutes of the June 13, 2018 Board meeting as written. Merrill Walker seconded the motion. Motion carried.

**NEW BUSINESS:**

**\* Approval of Western Municipal Corporation Pay Application 8 for the Water Intake Project**

Western Municipal Pay Application No. 8 in the amount of \$74,181.20 was presented for Board approval covering services performed as of June 29, 2018 on the Water Intake Project.

- II. Merrill Walker moved to approve Western Municipal Construction Pay Application No. 8 in the amount of \$74,181.20. Stuart Deans seconded the motion. Motion carried.

**Copy of Western Pay Application No. 8 attached to minutes**

\* **Approval of Morrison Maierle Amendment 1 to Task Order No. 1 (Sewer PER Update)**

Morrison Maierle presented for approval Amendment No. 1 to Task Order No. 1. The modification provides that several scope components will be deleted from Task Order 1 and will be completed under a separate Task Order such that only specific parts of the PER are being completed under this Task Order.

The tasks and PER portions deleted by this Amendment will need to be completed under a future Task Order. The following items are deleted from Task Order 1: Task 4 - Environment Evaluation; Task 5a - Public Meeting No. 2; Task 7 - Other -- this item was related to coordination with the grant writer for grant submittal. Deletion of these items result in a credit to the District of \$14,500.00, which will be recaptured by Morrison-Maierle as the tasks are reintroduced for work to be done.

Jill Cook brought up the necessity for a public meeting in conjunction with the first phase of the PER, which would be to give the public an overview of the potential planning for a Phase 3 sewer project. A second meeting would take place to advise of costs, et cetera, and to obtain public input into the planning process before the Board has made its decision on whether to proceed with Phase 3. Following discussion, the decision was made to hold the first public meeting in conjunction with the September Board meeting on September 12.

**Copy of MMI Amendment No. 1 to Task Order 1 - PER, attached to minutes**

III. Merrill Walker moved to approve Morrison Maierle's Amendment 1 to Task Order No. 1, Sewer PER update, resulting in a temporary credit to the District in the amount of \$14,500.00 as set forth above. Nancy Belk Seconded the motion. Motion carried.

\* **Discussion on possible second water fill station**

Manager Ariztia reported there is a corner parcel of property to the south of the Johnson Lane tank, which appears to be large enough to accommodate a water fill station with the ability to fill on both sides. The property owner is interested in selling the property. President Peters advised that before too much is done, potential safety issues should be looked at as an important factor. Inquiry should be made of the county and MDT to ascertain their requirements for ingress and egress on the approach to that corner. Further research will be undertaken before a decision is made.

\* **Discussion and possible motion regarding annual wage increases for fiscal year 2019**

Following discussion on fiscal year 2019 employee wage increases, the Board decided on a 3.5% wage increase which is in line with the western region wage increases as researched by Manager Ariztia.

- IV. Carlotta Hecker moved to approve a 3.5% LWSD employee fiscal year 2019 wage increase. Nancy Belk seconded the motion. Motion carried.

**OLD BUSINESS:**

None.

**FINANCIAL REPORTS**

A Yellowstone County trial balance was not received.

Financial reports attached to the minutes are: Check/Claim Detail for the Accounting Period June, 2018; Trial Balance with Revenue and Expenditures for the Accounting Period June, 2018, Statement of Revenue Budget vs. Actual for the Accounting Period Statement, June 2018; Statement of Expenditures - Budget vs. Actual Report for the Accounting Period June, 2018.

- V. Nancy Belk moved to approve payment of the bills submitted on the Check/Claim Detail List. Merrill Walker seconded the motion. Motion carried.

**OTHER BUSINESS:**

\* **Intake project update  
Sewer PER update**

**Intake Project Update:**

The project is now 97.9% complete. Western is clearing out the pump tubes going to the intake necessitated by the screens silting in during the winter. Tru Pipe ran their Jetter truck down the lines. The air purge lines now appear to be cleared.

The VFDs for the motors were found to be undersized for the pumps, necessitating replacement of the VFDs. The representative from Border States acknowledged the mistake, and they will be replacing the VFDs in the next couple weeks.

The remaining items consist of touch up and clean up. Landscaping is also being done

to fix the lot area that was tore out behind the treatment plant. The tank mixers are done and functioning. There is some finalization work to be done on the chlorination equipment, but it is primarily complete. The project should be completed in the next two to three weeks.

Manager Ariztia had a meeting with Northwestern Energy, in which one of the items discussed was placement of an anchor guy wire that unfortunately affects access to the irrigation district facility. The problem arises because of space limitations and there is nothing at this time that can be done with the placement of the guy wire.

### Lift Station Update

The preconstruction meeting was held this week. The Western Municipal contract is signed, and the pump has been ordered and received by the contractor. A Notice to Proceed was issued as of July 23<sup>rd</sup>. The entire project is anticipated to take 15 working days, and should be completed by mid August.

### MANAGER REPORTS:

The water pumping record is as follows:

June, 2017	38,647,300
June, 2018	25,780,700

Wastewater record:

May, 2017	3,988,336
May, 2018	5,342,064

Manager Ariztia advised he spoke to Lieutenant Governor Mike Cooney regarding TSEP funding. He was told that the Governor's plan is to recommend to the legislature that they approve all the projects that had their funding taken away as part of the special legislative session that was held. He will request that those entities be put on a separate list, and that list be funded before they fund any new project requests for the upcoming year.

VI. 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 8:25 p.m.

The next Board meeting will be held on August 8, 2018.

  
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