

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

April 8, 2020

The regular meeting of the Lockwood Water and Sewer District Board of Directors was held on April 8, 2020. President Peters called the meeting to order at 7:00 p.m. Due to COVID-19, and the Governor's Executive Order on social distancing, the meeting was held by phone conferencing. Present at the Lockwood Water and Sewer District conference room at 1644 Old Hardin Road, Billings, Montana, were President Peters, Manager Mike Ariztia and Marilyn Niezwaag, recording secretary.

Also due to COVID-19, the public meeting on the PER covering the next phase of the sewer project, scheduled for April 7, 2020 at the Lockwood Fire Station, was cancelled until a later date.

Appearing by teleconference were Board members' Carlotta Hecker, Merrill Walker, and Stuart Deans. Board member Nancy Belk was absent. Also participating by teleconference were Jill Cook of Morrison-Maierle, and Evelyn Pyburn of *Yellowstone County News*.

Attendance and Voting Record attached to minutes

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

The minutes of the March 11, 2020 Board meeting were presented for approval. No corrections were noted.

- I. Stuart Deans moved to approve the minutes of the March 11, 2020 Board meeting as written. Merrill Walker seconded the motion.
Motion carried.

NEW BUSINESS:

- * **Approval of Pay Application #4 to KLE Construction for the Johnson Lane-Hwy 87 E. water main extension**

KLE Construction's final Pay Application No. 4 was presented for approval for the Johnson Lane-Highway 87 E. water main extension project in the amount of \$8,718.26.

- II. Stuart Deans moved to approve KLE Construction's final Pay Application No. 4, in the amount of \$8,718.26. Merrill Walker seconded the motion. Motion carried.

Copy of KLE's final Pay Application No. 4 attached to minutes

* **Approval of Amendment No. 1 to Task Order No. 13 for the Johnson Lane-Hwy 87 E. water main extension**

Amendment No. 1 to Task Order No. 13 for the Johnson Lane-Hwy 87 E. water main extension was presented for approval. The nature of the Amendment is to cover additional unscheduled services to be performed by the engineer; modifications to payment of Engineer, and modifications to time(s) for rendering services. There was no additional cost involved to the District. The Engineer's additional cost in the amount of \$9,500 was withheld from KLE's final payment.

- III. Stuart Deans moved to approve Amendment No. 1 to Task Order 13 covering the Johnson Lane-Hwy 87E. water main extension in the amount of \$9,500 at no additional cost to the District. Merrill Walker seconded the motion. Motion carried.

Copy of Amendment 1 to Task Order 13 attached to minutes

* **Approval of Change Order #2 (Reconciling Change Order) for the Johnson Lane-Hwy 87 E. water main extension**

Change Order No. 2 takes into account the unscheduled employment of the Engineer. The Reconciling Change Order does not increase anything above what has already been paid, but the quantities actually installed differ from the quantities in the original bid, and subsequently show that the contractor had completed more work than the value of the contract. This Change Order essentially adjusts the contract price to match the amount of work actually done.

- IV. Stuart Dean moved to approve Reconciling Change Order No. 2. Carlotta Hecker seconded the motion. Motion carried.

* **Discussion and possible amendment to the June 14, 2017 motion regarding the payment of System Development Fees (SDFs) and the establishment of a time for connection to the sewer system.**

After discussion by the Board, the decision was made to extend the current sewer SDF from June 14, 2017 to July 1, 2017, to allow property owners additional time to connect into the sewer system without an increase.

- V. Merrill Walker moved to approve modification of the current SDF to extend

the effective date of June 14, 2017 to July 1, 2017 and extending the time frame of the 3-year policy going into effect. Carlotta Hecker seconded the motion. Motion carried.

OLD BUSINESS:

None.

FINANCIAL REPORTS

No financial information was available from Yellowstone County.

Financial reports attached to the minutes are: Check/Claim Detail for the Accounting Period March, 2020; Trial Balance with Revenue and Expenditures for the Accounting Period March, 2020; Statement of Revenue Budget vs. Actual for the Accounting Period Statement, March, 2020, Statement of Expenditures - Budget vs. Actual Report for the Accounting Period, March, 2020.

APPROVAL OF BILLS DUE FOR SIGNATURE:

VI. Stuart Deans moved to approve payment of the bills submitted on the Check/Claim Detail List. Carlotta Hecker seconded the motion. Motion carried.

OTHER BUSINESS:

*** 2020 Water Treatment Plant Upgrade Project design update**

Jill Cook advised they were at 95% complete on the water plant upgrade project plans. The plans and specs were sent to DEQ, as well as being sent to the other funding agencies. TSEP, RRGL and Army Corps of Engineers each received a set as well. DEQ will review and provide comments. Simultaneously, the project will go through an internal Q/A process. Robert Morrison of Morrison-Maierle is presently working on a Q/A.

Jill is expecting to set a bid date with Manager Ariztia aiming to allow the contractor to start construction after peak demand passes. The contractor may be allowed to start construction the beginning of September, but those details will be finalized with Manager Ariztia. The flood plain permit is ready to be submitted to the County.

MANAGER REPORTS:

Pumping Record - Water:

March, 2019

22,632,100

March, 2020 25,063,300

Wastewater record:

February, 2019 4,590,476
February, 2020 4,351,116

Exxon Wastewater:

February, 2019 52,685,380
February, 2020 50,937,304

The front lobby has been closed to the public, but the drive-through and drop boxes are open during normal hours for payments. Also, the public can still make payments online.

A request by the District for reimbursement was submitted to the Army Corps of Engineers for some of the engineering expenses for the treatment project. Full reimbursement of \$212,000 was received from the Army Corps, Section 595.

Manager Ariztia has received telephone calls from a local engineering firm regarding the possibility of BGI connecting into the District's sewer system. Manager Ariztia forwarded information to the engineer, and he will keep the Board apprised of any new developments.

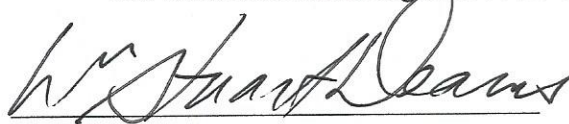
The Rural Water conference in Great Falls was cancelled due to COVID-19.

ADJOURNMENT:

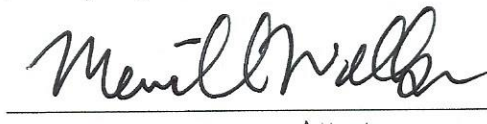
VII. Carlotta Hecker moved to adjourn the meeting. Stuart Deans seconded the motion. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 7:50 p.m.

The next Board meeting will be held on May 13, 2020.



Attest



Attest