

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

January 8, 2020

The regular meeting of the Lockwood Water and Sewer District Board of Directors was held on January 8, 2020. President Peters called the meeting to order at 7:00 p.m. in the conference room of the Lockwood Water and Sewer District Office, 1644 Old Hardin Road, Billings, Montana.

Present at the meeting were Board members' Carl Peters, Carlotta Hecker, Nancy Belk and Stuart Deans. Board member Merrill Walker was absent. Also present was Manager Mike Ariztia, Assistant Manager Tony Reed, 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 December 11, 2019 Board meeting were presented for approval. No corrections were noted.

- I. Carlotta Hecker moved to approve the minutes of the December 11, 2019, Board meeting as written. Stuart Deans seconded the motion. Motion carried.

NEW BUSINESS:

- * **Approval of Pay Application No. 3 to KLE Construction for the Johnson Lane Highway 87E water main extension**

KLE Construction presented Pay Application No. 3 for the Johnson Lane Highway 87E water main extension in the amount of \$36,930.60. This is not the final pay application. There was one small portion of the project that couldn't be completed, which was the re-paving of a driveway. Asphalt is not available at this time, and it will have to be completed in the spring. A suspend work order was issued for the project. KLE will come back in the spring when the asphalt plant opens and redo the driveway. At that time, a final pay application will be processed with the reconciling change order, and the project will be complete. That is the only portion of the project that is not completed.

- II. Nancy Belk moved to approve Pay Application #3 from KLE Construction in the amount of \$36,930.60. Carlotta Hecker seconded the motion. Motion carried.

Copy of KLE Pay Application No. 3 attached to minutes

- * **Discussion and possible approval of Task Order No. 2 to the Sewer Master Agreement with Morrison Maierle for completion of the 2020 PER update for the next phase of sewer project,**

Morrison Maierle presented for discussion and possible approval, Task Order No. 2 to the Sewer Master Agreement with Morrison Maierle for completion of the 2020 PER update for the next phase of the sewer project.

The specific project is: Completion of the 2020 Wastewater Preliminary engineering Report, PER, update. The specific project description is: Finalize the PER update in accordance with requirements of expected funding agencies to plan the next phase of sewer extension to the District. The PER was partially drafted under Task Order 1 to the Master Agreement dated January 3, 2018.

The effective date of this Task Order is January 8, 2020. Total compensation to the engineer shall not exceed \$17,800.

- III. Nancy Belk moved to approve payment of Morrison-Maierle Task Order No. 2 not to exceed the amount of \$17,800 as described in the Scope of Services. Carlotta Hecker seconded the motion. Motion carried.

Copy of Morrison-Maierle Task Order No. 2 attached to minutes

Manager Ariztia presented Resolution No. 157 covering the water treatment plan expansion project, for approval by the Board. The intention of this Resolution is to keep the two additional water filter trains that are going to be installed, the same as the two that are existing so it's all the same operation, all the same maintenance, and the same equipment. To accomplish that, they would have to sole source the products related to the clarifiers and filter with the manufacturer of the ones that are currently in the treatment plant. This also requires a resolution from the Board authorizing sole sourcing.

- IV. Stuart Deans moved to adopt Resolution No. 157 for sole source procurement of equipment required for the installation of the new clarifiers for the 2020 Water Treatment upgrade project.. Nancy Belk seconded the motion. Motion carried.

OLD BUSINESS:

None

FINANCIAL REPORTS

A current Trial balance from Yellowstone County was not received.

Financial reports attached to the minutes are: Check/Claim Detail for the Accounting Period December, 2019; Trial Balance with Revenue and Expenditures for the Accounting Period December, 2019; Statement of Revenue Budget vs. Actual for the Accounting Period Statement, December, 2019; Statement of Expenditures - Budget vs. Actual Report for the Accounting Period, December, 2019.

APPROVAL OF BILLS DUE FOR SIGNATURE:

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

OTHER BUSINESS:

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

Jill Cook reported they are working diligently on the plant design. Geotech has been completed and they are waiting on the report from SK Geotechnical, who did the work. Survey is going to be out tomorrow. They are working toward 50% drawings by the middle of the month, and at that time they will present a draft list of specifications. There is a Request for a Proposal out to Collaborative to be the architects on the project, understanding it's a utilitarian building, it's not a highly esthetic but it can help on a project like this to make sure they are matching everything from to the previous building.

Manager Ariztia reported they had a meeting with the funding agencies, bond counsel, and DEQ, to get an idea of what the Board will need to supply to meet their requirements. There is a follow-up call scheduled for February.

*** 2019 Johnson Lane Highway 87 Water Main Project Update**

This was covered above.

*** Board Member Appointment**

Manager Ariztia contacted the county to ascertain the Board position expiration dates. Carl Peters and Merrill Walker will be up for reelection in 2021; Carlotta Hecker, Stuart Deans and Nancy Belk are on the same cycle. Stuart and Carlotta are on through 2023. Nancy is not

shown, so his recommendation would be to appoint Nancy by acclamation to remain on the Board through 2023 should she agree to do that.

- VI. Stuart Deans moved to appoint Nancy Belk to serve on the Board through 2023. Carlotta Hecker seconded the motion. Motion carried.

- VII. Carlotta Hecker moved to reappoint the officers to serve as they do now; Carl Peters, President; Merrill Walker, Vice President and Carlotta Hecker, Secretary. Stuart Deans seconded the motion. Motion carried.

MANAGER REPORTS:

The water pumping record is as follows:

December, 2018	18,480,100
December, 2019	25,072,300

Wastewater record:

November, 2018	3,922,512
November, 2019	4,155,888

November, 2019	Exxon Wastewater	57,635,644
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Manager Ariztia provided an update on the Dain Rauscher investments. Presently there is approximately \$1.9 million in Dain Rauscher with CD investments that are year-long.

ADJOURNMENT:

- VIII. 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 7:50 p.m.

The next Board meeting will be held on February 12, 2020..



Attest



Attest