

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

March 10, 2021

The regular meeting of the Lockwood Water and Sewer District Board of Directors was held on March 10, 2021. President 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.

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

Attendance and voting record attached to minutes

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

The minutes of the February 10, 2021 Board meeting were presented for approval.

- I. Carlotta Hecker moved to approve the minutes of the February 10, 2021 Board meeting as written. Merrill Walker seconded the motion. Motion carried.

NEW BUSINESS:

- * **Discussion and approval of a contract with Nittany Grantworks for the preparation and submission of an application for funding to USDA Rural Development for the Phase 3 Sewer Project**

As discussed at the February meeting, Lori Benner of Nittany Grantworks was contacted with regard to preparing a proposal for the preparation of two USDA Rural Development Loan Applications, one for Phase 3A and one for Phase 3B. A Professional Services Contract was forwarded to the Board for signature by President Peters. The total fee for professional services will not exceed \$3,600. The application has been signed and submitted to Rural Development.

- II. Nancy Belk moved to approve the Professional Services Contract from Nittany Grantworks to prepare two loan applications to USDA Rural Development in an amount not to exceed \$3,600.00. Merrill Walker seconded the motion. Motion carried.

Copy of Nittany Grantworks Professional Services Contract attached to minutes

- * Discussion and approval of Amendment No. 1 to Task Order No. 2 to the Sewer Master Agreement with Morrison Maierle for the purpose of completing an environmental assessment and coordination with Nittany Grantworks for the preparation of and submission of an application for funding to USDA Rural Development for the Phase 3 Sewer Project**

Jill Cook presented for approval Amendment No. 1 to Task Order No. 2 to the Standard Master Agreement between Morrison-Maierle and the District. The designated project is completion of the 2020 Wastewater Preliminary Engineering Report update, which encompasses preparing the Environmental Assessment and coordination with Nittany Grantworks to prepare the Rural Development loan application. The method of payment will be a lump sum fee of \$12,500.00.

- III. Nancy Belk moved to approve Amendment No. 1 to Task Order No. 2 to the Standard Master Agreement between Morrison-Maierle and the District, covering the loan application to Rural Development for the Phase 3 Sewer Project, in a lump sum fee of \$12,500. Carlotta Hecker seconded the motion. Motion carried.

Copy of Amendment No. 1 To Task Order 2 attached to minutes

Jill also provided the Board with a preliminary breakdown of the Phase 3 Improvements Opinion of Probable Cost for discussion purposes. Costs for technical services are based on a percentage of total construction for budgeting purposes only. Final costs may vary depending on actual site conditions, availability of existing data, and the final scope of services.

With regard to the LWSD Phase 3 Sewer Financing Comparison, costs were broken down into Phase 3A, 3B, and combining A and B into one phase. Financing costs are approximate only, based on current construction cost estimates and schedule. Total estimated cost, projected to 2022, is \$20,184,000. These figures will be recalculated and refined for presentation to the public.

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 February, 2021; Trial Balance with Revenue and Expenditures for the Accounting Period

February, 2021; Statement of Revenue Budget vs. Actual for the Accounting Period
February, 2021, Statement of Expenditures - Budget vs. Actual Report for the Accounting Period
February, 2021.

- IV. 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:

*** Water Treatment Plant Expansion Update**

The preconstruction conference is scheduled for March 17, 2021. Construction is anticipated to begin the first week of April. Miscellaneous electrical work was completed early to facilitate start of construction.

MANAGER REPORTS:

Pumping Record - Water:

February, 2020	22,916,000
February, 2021	18,399,100

Wastewater record:

January, 2020	4,285,292
January, 2021	4,458,828

Exxon Wastewater:

January, 2020	64,258,436
January, 2021	67,794,232

With regard to House Bill 255, Manager Ariztia reported on the current status. Manager Ariztia will prepare a letter of response to the legislature.

The TEDD is now in the hands of the property owners to petition in. An assessment letter was sent to the property owners for their use. So far five petitions have been received from three different property owners.

Manager Ariztia advised he will be out of the office March 11, 12 and 15.

In the area of development, Emerald Eagle, Phase 2, is in the planning stage for building Phase 2. A request to extend facilities is anticipated by the April Board meeting.

Eagle Cliff Meadow Subdivision has two phases to their project, and are doing the planning of Phase 1 at the present time.

Superior Builders is getting ready to start building three duplexes on the corner of Woodland and Old Hardin Road.

The Rural Water convention will be May 19 through 21 in Great Falls.

ADJOURNMENT:

V. Carlotta Hecker moved to adjourn the meeting. Nancy Belk 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 April 14, 2021.



Attest



Attest