

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

**March 11, 2020**

The regular meeting of the Lockwood Water and Sewer District Board of Directors was held on March 11, 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, and Stuart Deans. Board members Nancy Belk and Merrill Walker were absent. Also present was Manager Mike Ariztia, Assistant Manager Tony Reed, Jill Cook, of Morrison-Maierle, and guest, Bill Haynes, AIA, of Collaborative Design.

**Attendance and Voting Record attached to minutes**

**PUBLIC COMMENT:**

None.

**APPROVAL OF MINUTES:**

The minutes of the February 12, 2020 Board meeting were presented for approval. Corrections were noted as follows:

Page 1, under health insurance renewal, the monthly premium amount is \$8,148.13, not \$8,148.27.

Page 2: fourth paragraph, sentence should read, "Nittany Grantworks proposes to complete the scope of work in no more **than** 110 hours."

Page 4: first full paragraph under Manager Reports regarding the TEDD presentation, should read, " , , making property owners sign waivers of right to protest **future** annexation."

- I. Carlotta Hecker moved to approve the minutes of the February 12, 2020 Board meeting with the corrections as noted above. Stuart Deans seconded the motion. Motion carried.

**NEW BUSINESS:**

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

Jill Cook reported they were at 90% design, and were expected to deliver 95% review

plans to the District next week, simultaneously submitting the plans to DEQ for review. As part of that, Collaborative Design has been working on their design and the exterior materials.

Bill Haynes of Collaborative Design presented to the Board a slide presentation of the design features for the Water Treatment Plant facility as proposed by his firm. Collaborative's focus is based on a theme of Lockwood Pride due to Lockwood growth that has taken place. The resulting design will be a 3500 square foot footprint added to the building. Mr. Haynes was interested in the Board's opinion as to the prospect of designing the building as a statement of community recognition.

One other factor to be considered is the energy code that has to be met is much more stringent than 10, 15 years ago. The energy codes now requires continuous insulation on the outside of the building to accommodate the requirement for R24 walls. As part of the permitting process, proof of compliance has to be provided to show the building is meeting the energy code. They are beating the energy code by 1%.

**\* Amendment 1 to Task Order 12 (Water Treatment Plant Improvement Project)**

Amendment 1 to Task Order 12 covers the engineer and subconsultant, SK Geotechnical, investigations to characterize the extent of structural fill installation from the original Water Treatment Plant construction, in order to determine if any special provisions need to be made for this design's building shoring.

In addition, Engineer performed additional analysis and communication with Yellowstone County regarding the existing building construction and dry flood proofing. This was beyond the scope of the original Task Order.

Additional compensation is due the Engineer as follows:

Original Task Order 12:	\$491,000.00
Amendment 1 to Task Order 12:	8,474.00
Total:	\$499,474.00

II. Carlotta Hecker moved to approve payment of Amendment 1 to Task Order 12 covering the Water Treatment Plant Project in the amount of \$8,474.00. Stuart Deans seconded the motion. Motion carried.

**Copy of Amendment 1 to Task Order 12 attached to minutes**

**\* Select date, time and location for the April LWSD Board Meeting and 2<sup>nd</sup> Sewer Preliminary Engineering Report (PER) Update, public meeting**

The first public meeting on the PER was held last year, and as part of the process for



submitting to the funding agencies for the next phase of the sewer project, a second meeting is required. Manager Ariztia contacted the Lockwood Fire Station and it advised they were booked for that evening, but April 7<sup>th</sup> or 9<sup>th</sup> are available.

- III. Stuart Deans moved to hold the public meeting and Board meeting on April 7th at 7 o'clock at the Lockwood Fire Station. Carlotta Hecker seconded the motion. Motion carried.

## **OLD BUSINESS:**

### **\* TEDD Update**

On February 18th, Manager Ariztia returned to a work session before the City Council, to give a joint presentation with Big Sky Economic Development, and Woody Woods, as the Advisory Committee chairperson. There were two motions made. The first motion that was made was to allow Lockwood to expand its boundary to include the TEDD, but require waivers of right to protest annexation at the time they connect to the District. A second motion was made that was exactly the same, but without requiring the waivers of protest. The vote ended up being 5, yes, to allow expansion without waivers, and 6, no.

On the second motion to allow Lockwood to expand its boundary with the waivers of annexation won by two votes, 7 to 4. The direction to staff, not an official vote, was to move forward putting something together allowing Lockwood to expand its boundary with the requirement for the property owners to sign a waiver of the right to protest future annexation.

Direction was given to City Staff to begin working on an agreement with the Lockwood Water and Sewer District that allowed expansion of its sewer boundary with the requirement of landowners signing a waiver of right to protest future annexation at the time of connection. No formal action was taken at this meeting.

## **FINANCIAL REPORTS**

No financial information was available from Yellowstone County.

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

## **APPROVAL OF BILLS DUE FOR SIGNATURE:**

- IV. 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:**

None.

**MANAGER REPORTS:**

Pumping Record - Water:

February, 2019	17,137,000
February, 2020	21,916,000

Wastewater record:

January, 2019	5,090,140
January, 2020	4,285,292

Exxon Wastewater:

January, 2019	51,899,232
January, 2020	64,258,436

Manager Ariztia reported that the \$625,000 TSEP grant was reimbursed to the District for the Intake Project.

President Peters and Carlotta Hecker have both signed the TSEP contracts for the TSEP grant for the Water Treatment Plant Project. The RRGL fund contract has already been done and approved.

With regard to the construction of the treatment plant expansion project, Manager Ariztia felt it was better that bidding be pushed back to July or August and to start construction in September. It is anticipated that the project will take six months to complete.

Manager Ariztia they may need to hire someone as seasonal labor this year, probably around April, to work through the summer.

There were no Board members who wanted to attend the Water Conference in Great Falls.

**ADJOURNMENT:**

V. 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 8:45 p.m.

The next Board meeting will be a public and regular Board meeting to be held at the Lockwood Fire Station on April 7, 2020.



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Attest



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Attest