

Brent Kober submitted a letter of interest in becoming a member of the Board. Also, at the last meeting Scot Bowen advised that he was willing to continue to serve on The Board for another four-year term. Should the Board choose to appoint Scot and Brent to the two four-year terms, the two-year term will remain vacant.

- II. Carl Peters moved to reappoint Scot Bowen to serve on the Board of Directors for an additional four-year term. Carlotta Hecker seconded the motion. Motion carried.
- III. Carl Peters moved to appoint Brent Kober to serve a four-year term on the Board of Directors. Scot Bowen seconded the motion. Motion carried.
- IV. Scot Bowen moved to appoint Brent Kober to serve as Vice-President of the Board of Directors. Carl Peters seconded the motion. Motion carried.

Currently Carl Peters is the President, Carlotta Hecker is the Secretary, Brent Kober and Scot Bowen are Board Members and Brent Kober has been appointed as Vice-President.

4/5. Resolution No. 183.

Manager Ariztia advised there is grant money available to apply for planning grants. LWSO intends to apply to the Montana Department of Commerce for financial assistance from the Montana Coal Endowment Program (MCEP) to prepare a drinking water Preliminary Engineering Report. There is also a Renewable Resource Grant and Loan Program (RRGL). The MCEP Grant is available to \$40,000.00 for planning, and the RRGL Grant is \$30,000.00. RRGL can be used as the match for the MCEP Grant.

- V. Scot Bowen moved to adopt Resolution 183 authorizing submission of the MCEP Planning Grant Application and RRGL Planning Grant Application, for funding of a new Water Master Plan/Preliminary Engineering Report. Carlotta Hecker seconded the motion. Motion carried.

6. Approval of contract with Nittany Grantworks for the preparation and submission of the MCEP and RRGL Planning Grant Applications.

A proposal was received from Nittany Grantworks to prepare an MCEP Planning Grant Application and RRGL Planning Grant Application. Nittany proposes to compete the scope of work in no more than 45 hours at an hourly rate for services of \$80.00. The total fee for services will not exceed \$3,600.00.

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

November 8, 2023

Call to Order:

The regular meeting of the Lockwood Water and Sewer Board of Directors was held on November 8, 2023. Board President Carl 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.

Introductions:

Present at the meeting were Board members Carl Peters, Carlotta Hecker, and Scot Bowen. Also present was Manager Mike Ariztia, Assistant Manager Tony Reed, Jill Cook, Engineer, Morrison-Maierle, Inc., and Evelyn Pyburn, *Yellowstone County News*.

Guests present were Lockwood residents Brent Kober, 45 Hemlock Drive, and Dick Hoke, 357 Hemlock.

Public Comment:

1. Any member of the public may be heard on any subject that is not on the agenda.

No comments were made.

Approval of Minutes:

2. October 11, 2023.

No corrections were made.

- I. Carlotta Hecker moved to approve the minutes of the October 11, 2023, meeting, as written. Scot Bowen seconded the motion. Motion carried.

3. **Appointment of LWSD Board Members.**

Manager Ariztia advised there is a vacancy on the Board due to the death of Merrill Walker. Two years were remaining on his term as a Board member. There are two full-time positions open, the position that Scot Bowen currently holds, and the position that Stuart Deans held. Stuart Deans is no longer eligible to serve as a Board member and he did not apply for reelection. There are three positions on the Board that are open to be filled.

- VI. Carlotta Hecker moved to approve the proposal of Nittany Grantworks for Preparation of the MCEP and RRGL Planning Grant Applications to support preparation of a Water Preliminary Engineering Report. The total fee for services is not to exceed \$3,600.00. Scot Bowen seconded the motion. Motion carried.

Copy of Nittany proposal attached to minutes

7. Approval of Change Order No. 12 to the 2020 Water Treatment Plant Upgrade Project.

Contractor installed new metal siding per WCD #7. Contractor adjusted the height of the vacuum chamber lid per RFL #106. Weekend days were added to the calendar days project in proportion to the number of contract days added from previous change orders. Change Order No. 12 covers Vacuum Chamber and truss conflicts for a total increase of \$64,454.61. Collaborative Design, the architect, contributed \$30,000.00 for the siding, Morrison-Maierle contributed \$4,459.50 for materials and labor, and two days RPR time, with the addition of 19 days towards substantial completion and 144 days towards final completion.

The Board agreed to Change Order No. 12 based on the contingency that the Board receives a signed copy of the Order from RSCI.

- VII. Carlotta Hecker moved to approve Change Order No. 12 to the 2020 Water Treatment Plant Upgrade Project. Increased amount to the contract is \$64,454.61; with an addition of 19 days to substantial completion and 144 days towards final completion. Scot Bowen seconded the motion. Motion carried.

Copy of Change Order No. 12 attached to Minutes

Old Business:

8. None.

Financial Reports:

9. Balance Sheets, P&L Budget Comparison; Yellowstone County Trial Balance Summary.

Attached Financial Reports consist of the following designations for the Water and Sewer funds for October, 2023: Yellowstone County Trial Balance report, September, 2023; Claim Details; Trial Balance with Revenue and Expenditures; Statement of Revenue Budget vs. Actual; Statement of Expenditures – Budget vs. Actual Report.

Approval of Bills Due for Signature

- 10. VIII. Carlotta Hecker moved to approve payment of the bills due for signature as set forth on the Water and Sewer Fund Claim Details. Scot Bowen seconded the motion. Motion carried.

Other Business:

11. Water Treatment Plant Expansion Update

RSCI has a three-week schedule to do change order work on the valving that we could not do until water demand decreased to where the plant could be shut down for an extended period. RSCI hired a subcontractor locally to perform that work and the subcontractor was able to complete the work in one week. Six automatic valves were replaced along with two manual valves. There also was a reducer and new valve that was replaced in high service pump No. 3.

All of the major work that needed to be done, including change order work, has now been complete. The contractor is now working on completion of the items on the punch list. The only items Manager Ariztia foresees as needing completion is seeding.

Phase 3 Sewer Update

The plans are at almost 60% completion. Manager Ariztia continues to work on easements and rights-of-way. Progress is being made.

Manager’s Report:

12. Pumping Record

Water:	Oct., 2022	28,390,000	Oct., 2023	24,972,000
Wastewater:	Sept., 2022	5,370,000	Sept., 2023	4,619,000
Par Montana	Sept., 2022	67,174,000	Sept., 2023	61,864,000

Manager Ariztia reported his time has been spent on the Phase 3 project. This is the time of year when many reports are due for the funding agencies on the District’s financial status.

Adjournment:

- IX. Scot Bowen moved to adjourn. Carlotta Hecker seconded the Motion. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m.

Brant Kuber
ATTEST


ATTEST