

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

January 10, 2024

Call to Order:

The regular meeting of the Lockwood Water and Sewer Board of Directors was held on January 10, 2024. 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, Scot Bowen and Brent Kober. Manager Mike Ariztia, Assistant Manager Tony Reed, Jill Cook, Engineer, Morrison-Maierle, Inc., and Evelyn Pyburn, *Yellowstone County News*, were also present.

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. November 8, 2023. One error was found on Page 2, bottom paragraph, "compete" should be "complete".
 - I. Scot Bowen moved to approve the minutes of the November 8, 2023, as corrected. Brent Kober seconded the motion. Motion carried.

3. **Approval of 2024 Board Meeting Schedule**

Manager Ariztia presented for approval the 2024 Board meeting schedule.

- II. Carlotta Hecker moved to approve the 2024 Board Meeting Schedule. Brent Kober seconded the motion. Motion carried

4. **Appointment of Officers**

Manager Ariztia affirmed that Board officers are as follows, Carl Peters, President; Brent Kober, Vice-President; Carlotta Hecker; Secretary. Scot Bowen, Board Member.

III. Carlotta Hecker moved to accept the Board officers as stated. Brent Kober seconded the motion. Motion carried.

5. Review of and possible approval of Water Treatment Plant Lead job description

The Board previously authorized Manager Ariztia to prepare a Water Treatment Plant Lead Job Description. Manager Ariztia advised he made additions and modifications to the Essential Job Functions and Education Training and Experience sections of the document before presenting it to the Board. On Page 4, Working Conditions, the voltage should be 480, not 12,470. After further review, the Board accepted the description as revised.

IV. Scot Bowen moved to accept the Job Description document and to the creation of a Water Treatment Plant Lead Job Position. Carlotta Hecker seconded the motion. Motion carried.

Old Business:

6. Water Treatment Plant Expansion Update

Manager Ariztia reported the major work has been completed. Substantial completion has been issued. The contractor is working on the punch list. The items of landscaping and the irrigation system have been delayed until the spring of 2024. The District has been anticipating a final pay application from the contractor, but it has not been received.

7. Phase 3 Sewer Project Update

Manager Ariztia reported they are moving forward with the final design, which is approximately 70% completed. There are still areas that he is trying to negotiate easements for, which hopefully will be completed this month. The drawings will be submitted to DEQ when completed. The project is moving forward.

Manager's Reports:

With regard to the MDT/LWSD project, Manager Ariztia gave an update on the MDT Interchange project. The details are being finalized. A portion of this work is part of the TEDD too. The TEDD is paying their portion of the water main extension across the Interstate.

Financial Reports:

8. Balance Sheets, P&L Budget Comparison.

Attached Financial Reports consist of **November, 2023** and **December, 2023** figures due to the fact no meeting was held in December, 2023.

Water - November: Claim Details (Overspent Expenditures); Trial Balance with Revenue and Expenditures; Statement of Revenue Budget vs. Actuals; Budget vs. Actual Report for Org's Report.

Sewer – December: Claim Details (Overspent Expenditures); Trial Balance with Revenues and Expenditures; Statement of Revenue Budget vs. Actuals; Budget v. Actual for Org's Report;

Water – December, 2023: Claim Details (Overspent Expenditures); Trial Balance with Revenues and expenditures; Budget v. Annual for Org's Report; Statement of Revenue Budget v. Actuals

Sewer – December, 2023: Trial Balance with Revenue and Expenditures; Budget v. Annual for Org's Report; Statement of Revenue Budget v. Actuals

Approval of Bills Due for Signature

9. V. Carlotta Hecker moved to approve payment of the bills as set forth on the Water and Sewer Fund Claim Details. Scot Bowen seconded the motion. Motion carried.

Other Business:

Manager's Report:

10. Pumping Record

Water:	Dec. 2022	23,397,400	Dec. 2023	20,566,241
	Nov. 2022	21,081,500	Nov. 2023	20,316,318
Wastewater:	Nov. 2022	4,452,000	Nov. 2023	4,074,000
	October 2022	5,052,000	October 2023	4,402,000
Par Montana	Nov. 2022	27,864,000	Nov. 2023	53,793,000
	October 2022	45,797,000	October 2023	61,890,000

Manager Ariztia reported that Par Montana requested an additional 250,000 gallons of water per minute in the winter and 100 to 150 gallons per minute in the summer. Manager Ariztia will be looking into it further, but it is not available at this time.

Manager Ariztia reported they are having trouble with the screens on the river. After investigation, it was discovered that the screens the manufacturer shipped and were installed were the incorrect screens. There have been several meetings between LWSD, Morrison-Maierle and Western Municipal Construction, the contractor on the project, to find a solution to the problem. There have been two meetings with the screen manufacturer, and it has agreed to enter into settlement negotiations. Morrison-Maierle has undertaken the necessary initial investigation.

Manager Ariztia reported that every three years the State does a sanitary survey through all LWSD facilities to determine the quality of its operations. The report from the inspector indicated that LWSD looked good, had no issues, and no violations. There were some recommendations that can be easily taken care of. He commented that the bulk water stations "were the best in the State."

Adjournment:

- V. Carlotta Hecker moved to adjourn. Brent Kober seconded the Motion. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m.

Brent Kober
ATTEST

Carlotta Hecker
ATTEST