

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

April 10, 2024

Call to Order:

The regular meeting of the Lockwood Water and Sewer Board of Directors was held on April 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. Also in attendance was LWSD Manager Mike Ariztia, Assistant Manager Tony Reed, Jill Cook, Engineer, Morrison-Maierle, Inc., and Evelyn Pyburn, *Yellowstone County News*.

Tony Gerharz of the accounting firm Wipfli LLP, was present to report the Independent Auditor's Report and Financial Statements for the year ending June 30, 2023.

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. **March 13, 2024**

The minutes of the March 13, 2024 meeting were presented for review and approval.

The phrase "Overspent Expenditures" was removed from Page 3 which set forth the Water and Sewer revenue and expenditures.

Parties attending the Montana Rural Water 2024 Conference in Great Falls were Employee Nick **Baker**, Board member Brent Kober and LWSD Manager Michael Ariztia.

- I. Scot Bowen moved to approve the March 13, 2024 with the two changes set forth above. Carlotta Hecker seconded the motion.

Motion carried.

New Business

3. Review and approval of the District 2023 Audit (Tony Gerharz with Wipfli).

Mr. Gerharz reported that the District 2023 audit showed no discrepancies. Lockwood Water and Sewer is compliant with all federal and state accounting requirements. Wipfli's report is available at the LWSD office for public review.

II. Scot Bowen moved to approve the Wipfli Audit. Carlotta Hecker seconded the motion. Motion carried.

4. Authorization of submission of an RRGL Planning Grant Application to conduct emerging contaminate sampling.

In 2023, LWSD applied for a planning grant through RRGL and MCEP. Issues were discovered with the new grant, and the District now wishes to apply for a \$40,000.00 RRGL Planning Grant for the PER and a \$15,000.00 grant, to test for emerging contaminants in the groundwater. There is potential funding available if LWSD can prove it has emerging contaminants in the groundwater to assist property owners in connecting to the sewer. The application is due to be submitted by April 30, 2024.

III. Scot Bowen moved to authorize the submission of an RRGL planning grant application for the PER and testing of contaminants in groundwater. Brent Kober seconded the motion. Motion carried.

5. Approval of contract with Nittany Grantworks for the preparation and submission of an RRGL planning grant application.

Manager Ariztia stated Nittany Grantworks was contacted to prepare and submit an RRGL planning grant application for the emergent contaminate groundwater testing and the PER. Nittany's fee is not to exceed \$1,200.00 or \$80.00 per hour.

IV. Scot Bowen moved to approve Nittany Grantworks planning grant fee in an amount not to exceed \$1,200.00 or \$80.00 per hour. Carlotta Hecker seconded the motion. Motion carried.

Old Business:

6. Water Treatment Plant Expansion Update

The contractor is continuing to work on the punch list and landscaping. There are one or two change orders outstanding that will have to be taken care of.

7. Phase 3 Sewer Project Update

The plans are still in design, and Manager Ariztia has received 70% of the plans. Easements continue to be pursued.

Discussion was held regarding obtaining further available grants to tie together the various projects the District wants to accomplish. The Board is agreeable to moving forward to incorporate the water and the Lockwood subdivision into the Phase 3 project. This will be discussed further at the next meeting.

Financial Reports:

8. Balance Sheets, P&L Budget Comparison

Water – March, 2024: Claim Details; Trial Balance with Revenue and Expenditures; Statement of Revenue Budget vs. Actuals; Budget vs. Actual Report for Organization Report.

Sewer – March, 2024: Claim Details; Trial Balance with Revenues and Expenditures; Statement of Revenue Budget vs. Actuals; Budget v. Actual for Organization Report;

Approval of Bills Due for Signature

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

Other Business:

Lockwood Water and Sewer Manager Mike Ariztia, was named Manager of the Year at Montana Rural Water Convention. President of the Board, Carl Peters, nominated Manager Ariztia citing his outstanding service and dedication to the Water and Sewer District. The Board and staff are very proud of the nine years Mike has served the District and the many goals he has accomplished.

Manager’s Report:

10. Pumping Record

Water:	March, 2023	22,561,795	March, 2024	26,583,398
Wastewater	February, 2023	3,893,000	February, 2024	3,998,000
Par Montana	February, 2023	56,761,000	February, 2024	58,001,000

With regard to the Johnson Lane Interchange Project, plans are at 90%. They are hoping to advertise for bids towards the end of this month. The easements have been acquired from the Holiday Inn and the Clocktower Inn to do both of the projects.

All permits have been received for the screen project and all the screens have been received by Western Municipal Construction. The diving contractor and Western Municipal will be beginning work on Monday, and will start dredging and cleaning in the river on the 16th, and replacing screens the following day. Based on the schedule they should have everything completed by the end of next week.

Adjournment:

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

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


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