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

March 11, 2025

Call to Order:

The regular monthly meeting of the Lockwood Water Sewer Board of Directors was held on March 11, 2025. 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. Board member Gary Forrester was absent. Also present was LWSD Manager Mike Ariztia, Assistant Manager Tony Reed, and Jill Cook of Morrison-Maierle, Inc.

Public Comment:

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

   There were no public comments.

Approval of Minutes:

2. The minutes of the February 12, 2025 meeting were presented for review and approval.

   One correction was noted, Scot Bowen's first name was misspelled as Scott.

   I. Scot Bowen moved to approve the February 12, 2025 minutes with the correction as noted. Carlotta Hecker seconded the motion. Motion carried.

New Business:

3. **Discussion and possible approval of Task Order No. 4 to the Sewer Master Agreement with Morrison-Maierle for engineering services to complete a BGI/YELP connection study.**

   Morrison-Maierle was asked to prepare an analysis and report to evaluate the BGI connection to the LWSD collection system and ascertain the impact to the existing LWSD sanitary sewer collection system infrastructure. The report and analysis is due 210 days from the effective date of the task order, March 11, 2025.

   Compensation shall be in the advanced amount of $76,000.00, which is the responsibility of BGI. Morrison-Maierle will not hold the District responsible for payment of the $76,000.00 fee. The report and analysis will not be undertaken until Morrison-Maierle is issued a Notice to Proceed.

II. Carlotta Hecker moved to approve Task Order No. 4 to the Sewer Management Agreement with Morrison-Maierle to complete a BGI/YELP connection study in the amount of $76,000.00, to be paid in advance by BGI. Morrison-Maierle will not hold the District responsible for this payment of $76,000.00. The District will issue Morrison-Maierle a Notice to Proceed when the study is ready to be undertaken. Scot Bowen seconded the motion. Motion carried.

4. Discussion and possible approval of a proposal from Raftelis to conduct and prepare a Large Customer Sewer SDF and Recurring Rate Study for a Possible BGI/YELP connection.

Raftelis presented a proposal for compilation of an updated 2025 scope of a new Large Customer Sewer SDF and Recurring Rate Study for a possible BGI/YELP connection. Phase 1 is proposed to be completed by June 30, 2025, which will include a tailored SDF for BGI/YELP.

Phase 2 is proposed to include updated Phase 1 results and is anticipated to be initiated in July or August, 2025, with results completed before July 1, 2026. The fee for this study is not to exceed $24,000.00, which is to be paid in advance by BGI.

III. Brent Kober moved to approve the Raftelis study on BGI connection and System Development Fee in the not-to-exceed amount of $24,000.00, which is the responsibility of BGI and to be paid advance of commencement of the study. Scot Bowen seconded the motion. Motion carried.

5. Discussion and approval of Amendment No. 3 to Task Order No. 20 of the Water Master Agreement relating to increased costs for the Johnson Lane Utility Modifications.

Amendment No. 3 to Task Order No. 20 consists of changes to services performed by Morrison-Maierle in the following respects: Modifications to services of Engineer; Modifications to payment of Engineer; Modifications to Time(s) for rendering services. Compensation for Amendment No. 3 is an increase of $24,000.00, resulting in a total current contract of $438,000.00.

IV. Scot Bowen moved to approve Amendment No. 3 to Task Order No. 20 to the Johnson Lane Utility Modifications to be increased in the amount of $24,000.00. Brent Kober seconded the motion. Motion carried.

6. Discussion and approval of possible increase for the recording and preparation of the District meeting minutes.

A discussion was held by the Board regarding an increase to the amount paid for the recording and preparation of the Board's monthly meeting minutes by $50.00 to $200.00

per meeting, citing there has been no increase in the compensation since March of 2019. The increase will be retroactive to the February, 2025 meeting.

V. Scot Bowen moved to increase payment for recording and preparation of the District monthly meeting minutes to $200.00 retroactive to February, 2025. Carlotta Hecker seconded the motion. Motion carried.

Old Business:

7. MDT Johnson Lane Project Update

Construction was started on Monday, March 10, installing the two new force mains on Firth Street all the way up to Frontage Road. They will then put in a new water main on Firth Street, and will begin working on the water main on North Frontage Road, and the water main on Unertal going from Johnson Lane by the fire station.

8. Phase 3 Sewer Project update

Plans were submitted to DEQ. Comments were returned from DEQ, which are being reviewed by Morrison-Maierle. The two temporary construction easements for part of the project have been secured. The only easement left is the Hecker easement along the Interstate, the Certificate of Survey breaking off a small portion of the Hecker property for the lift station. Those documents are with the District legal counsel preparing the legal portion. The only one left to receive is the Bretz RV. It is anticipated the project may be able to go to bid mid or end of April.

Financial Reports

9. **Board discussion of Balance Sheets, P&L Budget Comparison, Yellowstone County Summary**

10. **Approval of Bills due for Signature**

VI. Brent Kober moved to pay the bills due. Carotta Hecker seconded the motion. Motion carried.

Other Business: None.

Manager's Report:

11. **Pumping Record**

Water:	February, 2024	25,688,145	February, 2025	29,668,359
Wastewater:	January, 2024	4,785,000	January, 2025	3,400,327
PAR MT	January, 2024	56,236,000	January, 2025	74,025,866

There was a leak in a 24" line at the plant. It has been repaired.

Justin Goselin, Brent Kober and Manager Ariztia attended the Rural Water Conference in Great Falls, 3-12 through 3-14, 2025.

The furnace in the office went out causing the pipes to freeze. They have been repaired. Water damage was incurred in the Men's bathroom, which is also being repaired.

The new truck was received, and the Bobcat worked fine in clearing the snow.

Adjournment:

VII. 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 8:05 p.m.

Scot F Bowen
ATTEST

Brent Kober
ATTEST