

Waterworks District 9, Ward 4 Meeting Minutes
Regular Board Meeting
Monday, June 12, 2023
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, June 12, 2023 in the conference room located at 4015 Sherry Street, Sulphur, LA., with the following members present: Richard Boenig, Steve Belshe, Kent Chamblee, Theresa Bell and Ray Taylor.

The invocation was led by Theresa Bell followed by the Pledge of Allegiance.

Audience: Steve DeRouen, Steven M. DeRouen & Associates LLC
Lee Lancon, Lancon Engineers

Steve DeRouen – 2022 Financial Audit

- Steve presented the 2022 Financial Audit to the Board. He gave an unmodified opinion to the financial statements – which is a positive thing.
- There were no instances of non-compliance
- Copy of Sexual Harassment/Ethics training to be put with audit once it is approved.
- Steve will submit report to the State by the end of June

Lee Lancon – Engineering/Project Updates

Water Storage Tank Rehab

- **Tank #2 (Mosswood Rd)** – 80-85% complete – interior was tested. Pull test was performed to check adhesion – the results were good.
- Holiday test was done and resulted in approximately 10 spots to repair. They are working on repairs now.
- Only issue with interior is the riser floor. Had to be re-blasted and put zinc coat. Need to put intermediate and final coats.
- Should finish this week. Due to interior repairs, it has to set 7 days before water can be put in it.
- **Tank #1 (Volunteer Rd)** – Several items were not completed. Contractor wants to make one trip to complete both tanks. Tank #2 items are: rung covers, grounding rods, sides, signs, cracks in foundation, seal foundation

surface and add a balcony gate. Contractor began filling in the ruts on the property.

- Previous inspectors fired. Lee has not settled up with them. Wrote a long letter and will be mailing it out.
 - Lee is pleased with new inspector. Lee mentioned inspector also does structural work and would like to bid on project. If he wouldn't get project bid, Lee would like for this inspector to continue to inspect job. His name is Travis Miller and his company is Elite 360.
 - Lee spoke to Joel and he has no problem with terminating the project. Lee also spoke with Bob Kleinschmidt and Lee will have a change order to reconcile and delete other work. He will get everything together and have board approve and sign off to it and have it recorded. Bob said we will be ok as long as everything is documented.
- **Becky's Catering** – President Kent Chamblee and Lee Lancon met with Becky's Catering's attorney, Jeff Townsend, Jr. Becky did not attend the meeting. One concern Lee had was Becky allowing WW9 to grade that swell. Attorney Jeff Townsend thought that was fair. Jeff also understood that WW9 was going to grade Becky's property from her Building to the swell to make sure it drained properly. Lee stated the property already drains properly and we aren't going to improve the property to make it drain better. Lee mentioned that WW9 is only repairing the ruts. Kent stated that WW9 needs another estimate on the Jeep. Also a better understanding on the HVAC quote that we received. Kent asked the attorney, subject to the second quote on the jeep, the Water Board will want a letter signed by Becky signing off to the final costs of damages to Becky's property. At that time the Water Board will review, sign letter and cut Becky a check.
 - Jay mentioned there is one truck with the Fire Department that has not been taken care of. Worker needed truck for something that day.

Alice –Reports

- **Minutes** – There was a motion by Richard Boenig and second by Ray Taylor to approve the minutes as presented. Motion Carried.
- **Payables** – There was a motion by Ray Taylor and second by Richard Boenig to pay payables as presented. Motion Carried.
- **Profit & Loss** – Reviewed and discussed with no corrections

- **Review Lamp Fund Accounts** – After reviewing the Lamp Fund Accounts, there was a motion by Theresa Bell and seconded by Richard Boenig to transfer \$500,000.00 out of the Operating Fund Account to the Lamp General Fund Account. Motion Carried.
- **Policy Manuel** – In progress. Theresa Bell mentioned some changes and points to cover are: Nepotism, Adopt the Parish EAP (Employee Assistance Program) and maintain a Gift Log.
- **Training (Ethics/Sexual Harassment)** - Must be completed by December.
- **Jay Picard – Reports/Updates** –
 - Update on Sand on Vehicles, houses, etc. – Only one truck left to repair from the Fire Department. Although it was scheduled for repair, the Owner of the truck could not take the truck in that day. It will be rescheduled.
 - Fire Department Flow Testing – Firemen are flushing hydrants once a year and Waterworks 9 flushes dead end areas of the district every other month.
 - Main Generator (transfer switch) – Jay mentioned he is waiting on a date to do the start up. Commissioner Richard Boenig asked about running electrical from generator to Well #3. Jay will have to get with Energy to determine upgrading the transformer.
 - Drilling Machine Repairs – Jay stated the new equipment should be here at the end of the month, meanwhile he is borrowing the equipment from the Vendor.
 - New Truck – Has not had time to search for a new one.
 - Work Truck – The work truck came back from the dealership and they could not find out why the truck is shaking so much when driving.
- **Currie Drive Bridge Project** – Waterworks waterline was in private right of way and not in the way of the project. While the parish workers were digging they exposed a waterline and set culverts on top of the waterline. Jay called a contractor out to relocate the waterline approximately 10’ away from where the existing waterline was and is now in public right of way. Jay feels the waterline will be fine where it is. Jay is in contact with the parish for the cost of having to relocate away from private right of way. The costs is \$25,000.00 for 8” line boring approximately 300’.
- Carlyss Drive Bridge project – The parish will be laying culverts at the bridge located on Carlyss Drive. Jay is not sure if we are public or private right of way. Waiting on survey from the parish. Jay mentioned that we have a 14” waterline at the location. Parish bidding out in September therefore the

project will probably start the first of the year. Jay will stay in touch with the parish.

- **Vacation Policy** - There was lengthy discussion on the procedure of how vacations can be split up and how the scheduling and changes are performed. Secretary/Treasurer Theresa Bell asked to go into executive session to discuss this matter. Upon entering back into regular session, there was more discussion on vacation changes to the policy. Theresa Bell will write up the procedure and present it to the rest of the board for approval. All agreed.

There being no further business, the meeting was adjourned on a motion by Ray Taylor and seconded by Steve Belshe. Motion Carried.