

Waterworks District 9, Ward 4 Meeting Minutes
Regular Board Meeting
Monday, January 22, 2024
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, January 22, 2024, in the conference room located at 4015 Sherry Street, Sulphur, LA., with President Kent Chamblee presiding with the following members present: Richard Boenig, Steve Belshe, Kent Chamblee, Theresa Bell and Ray Taylor.

The Invocation was led by Ray Taylor followed by the Pledge of Allegiance.

Audience: Lee Lancon – Lancon Engineers, Inc.

Lee Lancon – Lancon Engineers, Inc. Engineering Report

- **Becky’s Catering** – Lee asked for an update, Kelly let him know we still have not heard back from her attorney.
- **Water Storage Tank Rehab** – Project Status: After speaking to contractor about money that was withheld for damages, Lee suggests a reconciliation change order be prepared. Once fully executed, he will submit recommendation for final payment to Stephens TPS. The Board agreed to submit final payment.
- **Water Storage Tank Rehab (Phase2)** – see engineers report.
 - The Project Scope Document is complete. There was a motion by Theresa Bell and seconded by Ray Taylor to ratify the Board’s email approval to put the storage tank project out for bid. Motion carried.
 - Lee and Jay met with 3 metal companies to get quotes to complete wall work on the Plant wall (remove compromised skin, inspect beams/supports and put back) and install an awning (8”x73” with a 4” drop curtain) over filters. Lee mentioned no action needed to be taken on this at this meeting, and will revisit next meeting.
 - Discussed a potential new product to seal the filter penetration thru the wall.
 - Prebid meeting is 2/14/24, with bids due by 2/28/24
- **2023 Water Line Upgrade Project (ARP Funds)**
 - Theresa stated she is waiting for Terry with the Parish to get back with her.
- **Burton Shipyard Road Water Line Relocation** (see engineers report)

Update on Intra Governmental Service Agreement between Waterworks #9 and Fire Protection District #2, Ward 4

Theresa stated she has a meeting with the Fire Department tomorrow. The meeting will be about fire hydrant maintenance.

Kelly Riley – Reports

- **Minutes** – Minutes were reviewed. There was a motion by Ray Taylor and seconded by Richard Boenig to approve the minutes as presented. Motion carried.
- **Payables** – Payables were reviewed and discussed. There was a motion by Ray Taylor and seconded by Steve Belshe to approve payables as presented. Motion carried.

Waterworks District 9, Ward 4 Meeting Minutes for 1/22/2024

There was a motion by Richard Boenig and seconded by Ray Taylor to go into executive session. Motion carried.

There was a motion by Richard Boenig and seconded by Theresa Bell to return to regular session. Motion carried.

- **Profit & Loss** – Reviewed and discussed. Kelly to get with Laura Hendrickson (CPA) about having transfers from LAMP fund show up on P & L report.
- **LAMP Funds** – Reviewed and discussed.
- **Policy Manual** – In Progress
- **Purchase Order Policy** – Policy was discussed, and changes were made. Revised policy to be brought back to the board at the next meeting.

Steve requested a summary of hourly rates and yearly salaries of each employee. Kelly will have something at the next meeting.

There was a motion by Theresa Bell seconded by Ray Taylor to go into executive session. Motion carried.

There was a motion by Ray Taylor and seconded by Theresa Bell to return to regular session. Motion carried.

- **Credit Card Fees** – Kelly got with current credit card company. They stated we had a special utility rate and the only way to reduce credit card fees was to pass some or all the processing fee on to the customer. The board does not want to pass any fees on to the customer. For the other bids, need to determine if their processing is compatible with our Clover billing system.
- **Bank Bidding** – Two bids were turned in. After some discussion, the board requests a third bank to bid on our account along with one from our current bank. Will revisit at February's meeting.
- **Office Closure Due to Weather** – After some discussion - If an employee is on vacation and the office is forced to close due to inclement weather, the board agrees the employee should not have to use those hours as vacation hours. This will be reflected in the new District Policy Manual.

Jay Picard – Reports/Updates

- **Water Line on Miller for Chuck Kinney** – Jay explained to the board that there is no water line on Miller where Mr. Kinney's property is located. Initially, when lines were installed, the water line was not installed all the way down the road. After some discussion, the board requests Jay get a quote to extend line down Miller as a 2" and as a 6" to create a loop. There is also a potential for Paul Richard's lot to be developed requiring water.
- **Tie in Well #3 to Generator** – Jay will be meeting with two more electrical contractors for quotes.
- **Improved Security for Office/Plant (cameras, glass, etc)** – No progress

Waterworks District 9, Ward 4 Meeting Minutes for 1/22/2024

Kent Chamblee asked about the light on top of one of the water towers. Jay let him know he is waiting for parts to come in. They are unable to find the short in the existing line so new line will be run from breaker box all the way to the top. A new light will also be installed.

Kelly presented the Audit Engagement Letter from Steve Derouen for the financial audit for 2023. After review by the board, the letter was signed by Theresa Bell.

There was a motion by Richard Boenig and seconded by Ray Taylor to adjourn the meeting. Motion carried.

Water Works District No. 9, Ward 4
Engineer's Report for January 22, 2024, Board Meeting
Report issued: January 19, 2024

LEI Project No. 19-007 Water Storage Tanks Rehabilitation

1. Construction is now complete, and the following is a general summary of construction work completed since last report:
 - 1.1. EWST #1 Volunteer Road
 - 1.1.1. All work completed.
 - 1.2. EWST #2 Mosswood Drive
 - 1.2.1. All work completed.
 - 1.3. Project Status
 - 1.3.1. Once the damage issues have been resolved a reconciliation change order will be prepared and fully executed and final payment will be recommended by LEI.
 - 1.3.2. Get an update on the status of Becky's damage claims.

LEI Project No. 19-007 Water Storage Tanks Rehabilitation (Phase 2)

- 1.1. The project manual is complete. The Board has authorized, by email, proceeding with the project advertisement for bids. The project will begin advertising on Friday, January 26, 2024 and bids will be received at the office of Lancon Engineers on Thursday, February 22, 2024. A non-mandatory pre-bid meeting is scheduled for Wednesday, February 14, 2024 at the office of WWD#9.
- 1.2. Request that the Board ratify their approval to proceed with bidding the project.
- 1.3. Discuss issues with filters and building wall penetrations. Recommended that owner solicit quotes to remove existing flashing to allow inspection of filter wall and coating system at wall penetrations and replace flashing with temporary flashing that will be removed and replaced by painting contractor and then remove and replace building insulation and sheeting on the entire wall and permanently flash the filter wall penetration. Review quotes received by Jay Picard.

LEI Project No. 22-003, 2023 Water Line Upgrade Project (ARP Funds)

1. Get update on status of ARP fund approval by CPPJ from the Board.

LEI Project No. 18-002, Burton Shipyard Road Water Line Relocation

1. Reviewed Easement Termination Agreement document submitted by Kelly Malone with Driftwood. Easement to be terminated are located east of Global Drive along the section of Burton Shipyard Road that has been privatized. Water line in this area has been abandoned by the Board and accordingly the easements are no

longer needed. LEI recommends approval of the agreement. Bob Kleinschmidt recommends approval of the agreement. Refer to the attached documents. **Update – The Easement Termination Agreement document was executed and recorded with the Calcasieu Parish Clerk of Court on 12/20/2023 file #3527350, Book 4618, Page 10. An original of the document was sent to Kelly Riley on by Mack Gregorie.**

2. Review of the Easement Termination Affidavit document submitted by Kelly Malone revealed a problem that needs to be corrected before that document is approved by the Board. The problem involves the easements under paragraph C and D of the document. Those easements were obtained from Stephen Kent Vallette across property at the NW corner of the intersection of Burton Shipyard Road with Olsen Road. As per the documents the easements are described as being 10' in width and are located across the Vallette property; however, their specific location is not identified. The District had an existing line along the north side of Burton Shipyard Road which has been abandoned and has an existing line along west side of Olsen Road that is still in service. Due to the ambiguity of the easement legal descriptions for both line it is not possible to determine which easement is associated with the line along Olsen Road. Mack Gregorie, attorney for Driftwood, wants to have both easements abandoned and Driftwood grant a new easement for the line along Olsen Road. To make sure the easement width is sufficient he is having the line located by Fenstermaker and they will establish the easement width to include the line and prepare a plat and legal description for Mack's use in preparing the new Easement Instrument. I agree with this approach and recommend that no action be taken on the Affidavit of Termination document until the new Easement Instrument has been prepared by Mack, reviewed by me and Bob, and recommended for approval by the Board by Bob. I will also have Bob review the Affidavit of Termination document concurrent with his review of the new Easement Instrument. **Update-Waiting on receipt of new Easement Instrument by Mack Gregorie.**