

Waterworks District 9, Ward 4 Meeting Minutes
Regular Board Meeting
Monday, April 8, 2024
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, April 8, 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: Steve DeRouen – Steve DeRouen & Associates LLC
Lee Lancon – Lancon Engineers, Inc.

Steve DeRouen – 2023 Financial Audit

Steve DeRouen presented the 2023 Financial Audit to the Board. He gave an unmodified opinion which is a positive thing.

- Sexual harassment policy needs to state training is required. Theresa mentioned that the policy was revised. Kelly to send Steve the revised policy.
- It is recommended that a member of management, that doesn't have anything to do with writing checks, reviews and signs off to the bank reconciliations. Kelly will bring bank reconciliations to the board meeting each month for review.
- Cybersecurity training is new for 2024. All employees with access to software are required to complete the training. Steve will get back with me on the cybersecurity training.

Lee Lancon – Lancon Engineers, Inc.

- **Water Storage Tank Rehab (Phase 2)** – (see engineers report)
 - Pre-Construction meeting is scheduled for Wednesday, May 1, 2024, at 10 a.m. in the District's conference room.
 - The contractor would like to start around the second week of May.
 - There was a motion by Ray Taylor and seconded by Theresa Bell to award the project to Phoenix Fabricators and allow contracts to be signed, after we receive COI, Bob Kleinschmidt has reviewed and approved. Motion carried.
- **2023 Water Line Upgrade Project (ARP Funds)** –
 - Theresa stated we still have not heard back from the Parish or P&N.

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

- Waterworks received a draft agreement from the Fire District however some things were left out and items of responsibility were not fully clear. Modifications were made and presented to the Waterworks Board for review. After some discussion, additional changes were made. Theresa will make changes and send them to the Waterworks Board Members for approval. The finalized version will be sent to Bob Kleinschmidt for review and then back to the Fire District for approval.

Kelly Riley – Reports

- **Minutes** – Minutes were reviewed. There was a motion by Ray Taylor and seconded by Richard Boenig to approve minutes as presented. Motion carried.
- **Payables** – Payables were reviewed and discussed. There was a motion by Richard Boenig and seconded by Ray Taylor to approve payables as presented. Motion carried.
- **Bank Transition** - Richard asked for an update on the bank transition. Kelly let him know it was going well but it will take a few months to be completely switched over due to some customers paying ACH directly into our account. Theresa mentioned that next month we would drop the balance in the Chase account significantly, only leaving enough to cover what is still left to clear.
- **Purchase Order Policy** – Draft policy was reviewed and changed to include who signs/approves the final purchase order.

- **Profit & Loss** – Reviewed and discussed. Richard asked if a new code would be established for the hydrant repairs. Theresa assured him there would be a classification code to keep track of funds used for hydrant repairs/maintenance.
- **LAMP Funds** – Reviewed and discussed.
- **Policy Manuel (purchase order policy)** – Theresa mentioned to add that a supervisor would need sign the purchase order once typed up. Once changes are made the board approves the policy.
- **Update on Becky’s Catering** – Bob Kleinschmidt is still waiting to hear back from her attorney.
- **New Network Server for Office** - The board approved purchasing a new network server.
- **Cyber Insurance Policy** – Two options:
 - **Option1:** Limit of Liability \$100,00.00 with a total premium of \$794.76.
 - **Option 2:** Limit of Liability \$1,000,000.00 with a total premium of \$3746.29.There was a motion by Theresa Bell and seconded by Ray Taylor to go with Option 2. Motion Carried.

Jay Picard – Plant/Field Updates

- **Continuing Loop on Miller** – no update
- **Tie in Well #3 to Generator** – Conduit is run. Waiting on a panel and more wiring. Depending on the weather is when they will be able to come back out. Jay is not sure of a tie in date as of this meeting.
- **Ruby Estates** - Jay made the board aware that the property on the corner of Ramoin and Carlyss Drive is being sold off as individual lots. The water line down Gerald does not go all the way to the end of the road. He questioned how the board wanted to handle extending the line. Richard requested Jay get an estimate together for extending the lines, so the board can make an informed decision.

- **Equipment:** Jay mentioned old excavator needs repairs. He mentioned he uses it for training purposes and for work around the shop. The board is ok with Jay having repairs made. This will allow for extra equipment during hydrant maintenance.
- **Materials:** lead time is not improving for repair parts and meters. We have a lot of items on backorder. Jay is monitoring and will increase order quantities based on longer lead time if required.
- **Improved Security for Office/Plant – No progress** The board agrees the camera system needs to be upgraded along with upgrading the glass at the drive thru and in the foyer to bullet proof glass. Jay will work on it when he has more free time.

There was a motion to adjourn by Steve Belshe and seconded by Richard Boenig. Motion carried.

Water Works District No. 9, Ward 4

Engineer's Report for April 8, 2024, Board Meeting

Report issued: April 8, 2024

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

- 1.1. Construction contracts were received from Phoenix on Friday, April 5, 2024. All paper work appears to be in order except for COIs for the Builders Risk and OCP coverage. LEI has contacted Phoenix and they are in the process of getting the COIs for this coverage. Once the COIs are received LEI will complete the assembly of the contracts and submit same to the District for review and signature. Before signing the contracts LEI recommends the District provide the contract to Robert Kleinschmidt requesting his review of the contract and recommendation for signature.
- 1.2. The Pre-Construction Meeting has been scheduled for Wednesday May 1, 2024, in the District's conference room. The Notice to Proceed date will be set at that time.