

Waterworks District 9, Ward 4 Meeting Minutes  
Regular Board Meeting  
Monday, May 13, 2024  
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, May 13, 2024, in the conference room located at 4015 Sherry Street, Sulphur, LA., the 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.  
Mike Fruge (Veronica Anaker, 2208 Bon Vie Dr.)

**Lee Lancon – Lancon Engineers, Inc.**

- **Water Storage Tank Rehab (Phase 2)** – (see engineers report)
  - Construction Contract received from Phoenix 4-5-2024
  - Had preconstruction meeting on 5-1-2024
  - Anticipating a 7-1-2024 start
- **Water Storage Tank Rehab (Phase 1)** - (see engineers report)
  - Lee discussed the proposal for the 1-year warranty inspection from Elite 360. There was a motion made by Theresa Bell and seconded by Richard Boenig to accept Elite 360's proposal to do a 1-year warranty inspection on the elevated storage tank in the amount of \$34,131.60 and to perform a holiday test in t the amount of \$3,166.54. Motion carried.
- **2023 Water Line Upgrade Project (ARP Funds)**
  - Lee emailed the engineering contract for the board's approval. There was a motion by Theresa Bell and seconded by Ray Taylor to approve engineering services provided by Lee Lancon for the ARP Project. Motion carried.
  - Lee recommended that whenever possible to put new lines in private easement.
  - Lee discussed proposed work for each job site with the board.
  - Lee suggested that the board wait on authorizing acquisition and just authorize title work and survey work tonight. There was a motion by Theresa Bell and seconded by Richard Boenig to approve Evangeline to do title work in the amount of \$47,450 and to approve Pelican to do survey work in the amount of \$75,180. Motion carried.
  - Lee gave the board a printout of the project cost estimate to review.
- **Mapping of District** – Theresa mentioned the district maps need to be updated. This will be started on once the ARP Project is complete.

**Mike Fruge (son in law of Veronica Anaker, resident at 2208 Bon Vie)**

- Mr. Fruge came to the board because of a high-water bill.
- The significant increase was due to both a leak and increased sewer charges.
- Mr. Fruge stated that there was a leak which had been repaired in the past on his side of the meter. He contacted a handy man to identify the leak point. When the handyman dug up the leak area, they noticed the meter box was broken and the previous repair was no longer straight allowing it to leak.
- Mr. Fruge asked if we had a procedure in place to inspect meter boxes. The board stated it is the customer's responsibility to notify the water company of damaged meter boxes.
- Steve Belshe explained to Mr. Fruge the water rates have not gone up. The reason his bill was so high is because the parish went up on their sewer rates.
- Mr. Fruge was upset that notice of rate change was not sent out sooner. We informed him we did not mail that notice out; the parish did.
- The board told Mr. Fruge that he will need to contact the parish about his sewer bill. Ray told Mr. Fruge he needed to contact the parish to see what kind of help they could offer.
- Mr. Fruge mentioned that they were planning on having garden and charging for the water going into the sewer on his bill would not be accurate since the garden water would never enter the sewer system. Theresa mentioned to him to contact the parish beforehand to see if there was a way to not have to pay for that water.
- Kelly will email Mr. Fruge the history that was pulled from his meter.

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

- As of this meeting, Theresa has not heard back from Bob Kleinschmidt on the draft that was sent to him. Kent mentioned that Shannon Castille, Fire Board President, stated were moving forward with the agreement. Theresa stated they cannot be due to the fact the agreement they have left out some things. She will send copy of agreement with changes the water district made to Micah at the fire department.

**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 Steve Belshe to approve payables as presented. Motion carried.
- **Profit & Loss** – Reviewed and discussed.
- **LAMP Funds** – Reviewed and discussed.
- **Policy Manuel** – No progress
- **Ethic & Sexual Harassment Online Training** – In progress. Kelly will re-send emails with the links.
- **Update on Becky's Catering** – no response back from Becky or her lawyer.

**Kelly Riley – Reports (cont.)**

- **Bank Reconciliation** – Kelly presented the bank reconciliations to the board. Richard Boeing reviewed and signed off to the reconciliations. Going forward, Kelly will have a board member come by the office to review and sign off to bank reconciliation and report to the rest of the board at the monthly meeting.

*There was a motion by Steve Belshe and seconded by Ray Taylor to go into executive session. Motion carried.*

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

**Jay Picard – Plant/Field Updates**

- **Continuing Loop on Miller** – Jay got with the contractor. Material has been ordered not sure when it will be in. Jay mentioned he will need to get with one of the landowners because we will probably end up on his property.
- **Tie in Well #3 to Generator** – waiting on supplies and delayed by weather. No scheduled date for completion.
- **Ruby Estates** – Jay got a price for materials to extend the waterline the rest of the way down Gerald and Ramoin. Gerald would cost ~\$2,903, and Ramoin would cost ~\$3,701. The board agrees to divide the total cost of line extension by number of lots and add that to the cost of the tap. Jay will figure out all the details and divide up the cost.
- **Improved Security for Office/Plant** – no progress.

There was a motion to adjourn by Steve Belshe and seconded by Ray Taylor. Motion carried.

Water Works District No. 9, Ward 4

Engineer's Report for May 13, 2024, Board Meeting

Report issued: May 13, 2024

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

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 contacted Phoenix on April 8, 2023 and requested the COIs. LEI received the COIs on May 7, 2024. LEI assembled the contracts and hand delivered them to Bob Kleinschmidt on May 8, 2024, received his approval, then hand delivered them to Kelly for signature by Kent.
2. The Pre-Construction Meeting has been scheduled for Wednesday May 1, 2024, in the District's conference room. The Notice to Proceed date is pending the signature and recordation of the construction contracts and Phoenix's on-site inspection of GWST#1 and issuance of the roof repair shop drawings. Contractor anticipates a NTP date of July 1, 2024.

**LEI Project No. 19-007 Water Storage Tanks Rehabilitation (Phase 1)**

1. Review, discuss, and approve proposal for 1-year warranty inspection by Elite 360. Refer to their proposal attached hereto. Inspection is tentatively set to begin on Friday, May 17, 2024. Absent of issues and weather delays the work should be completed by June 7, 2024.

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

1. Approve and execute the Engineering Service Agreement previously submitted by email on April 23, 2024.
2. Discuss, review, and approve the project surveying services proposal by Pelican Land Surveying, LLC. Refer to their proposal attached hereto.
3. Discuss, review, and approve the project title report services proposal by Evangeline Field Services. Refer to their proposal attached hereto. Using the CPPJ GIS mapping system, LEI estimates 73 parcels for the title reports. At \$650/parcel, the estimated cost of the title reports services is \$47,450. LEI recommends that action regarding the easement acquisition services proposal should be differed until after completion of the title reports. The scope of work for these services will be better defined at that time.