

Waterworks District 9, Ward 4 Meeting Minutes  
Regular Board Meeting  
Monday, July 8, 2024  
5:30 p.m. – Conference Room

The Board of Directors met in a regular meeting on Monday, July 8, 2024, in the conference room located at 4015 Sherry Street, Sulphur, LA., the President Kent Chamblee presiding with the following members present: Kent Chamblee and Theresa Bell and Ray Taylor. The following members were absent: Richard Boenig and Steve Belshe.

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

Audience: Lee Lancon, Lancon Engineers, Inc.

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

- **Water Storage Tank Rehab (Phase 2)** – see engineers report
  - The contractor was unable to start in June. Lee received message from contractor that they tentatively want to schedule work for July 23 and 24. Jay will confirm dates.
- **Water Storage Tank Rehab (Phase 1)** – see engineers report
  - Stephen’s superintendent advised they plan to start work on Wednesday or Thursday of this week.
  - Travis with Elite 360 is working on a final report for the inspection of GWST#1. Lee is hoping to have it next week, and will send the report to the board when he gets it.
  - Inspection of the exterior has been performed on EWST# 2 (Mosswood).
- **2023 Water Line Upgrade Project (ARP)** – see engineers report
  - First six (10) sights have been surveyed.
  - Will increase line size to 10” HDPE to bore under pipeline and Wright Road and will transition down to 8” to tie into water line.
  - Paisley and Hopewell already have existing easements.
  - Lee will reach out to some of the property owners on Hafer about getting easements.

**Kelly Riley – Reports**

- **Minutes** – Minutes were reviewed. There was a motion by Ray Taylor and seconded by Theresa Bell to approve the 3 June Meeting Minutes as presented. Motion carried.
- **Payables** – Payables were reviewed and discussed. There was a motion by Ray Taylor and seconded by Theresa Bell to approve payables as presented. Motion carried.
- **Profit & Loss** – Reviewed and discussed. Kelly let the board know some of the new accounting codes have already been made and reflect on current P&L while Laura Hendrickson is working on the P&L so it will better reflect our accounting.

- **Bank Reconciliation** – Kelly let the board know Steve Belshe looked over bank reconciliation in the office prior to the monthly board meeting. He signed off to reconciliations with no questions.
- **LAMP Funds** – Reviewed and discussed.
- **Policy Manuel** – Theresa informed the rest of the board that she has made some progress but is still working on it.
- **Ethic & Sexual Harassment Online Training** – In progress. Kelly will get a list of board members that still need to complete the online training.
- **Update on Becky’s Catering** – No response back from Becky or her lawyer.
- **Diggers Night Out** – Kelly asked the board if they would like to sponsor Diggers Night Out again this year. There was a motion by Theresa Bell and seconded by Ray Taylor to once again sponsor Diggers Night Out in the amount of \$500.00. Motion carried.

#### **Jay Picard – Plant/Field Updates**

- **Fire Hydrant Maintenance** – Jay received a list of hydrants in need of repairs. 29 instead of the 41 we were initially told.
  - A good portion of the hydrants were simple repairs (like stuck caps). WW9 operators have fixed those.
  - There are 7 that are still in need of repair that will most likely be replacements.
  - Jay let the fire department know that we are unable to repair the hydrant on Hwy 108 by the BFI dump since the waterline belongs to the City of Sulphur. He also let them know we could not repair the ones by Air Liquide because they are on private property.
  - Boudoin Road is still in question because it is a private road.
  - Theresa will request funding from the police jury to help with cost of the parts required for repairs once Jay confirms the depths that he would like to order.
  - Theresa asked Jay how much time they had spent repairing hydrants. Jay let her know they spent about 10 hours in the last two weeks.
- **Continuing Loop on Miller** – Material is on order.
- **Tie in Well #3 to Generator** - Jay let the board know the tie in is complete and everything is working as expected.
- **Improved Security for Office/Plant** – no progress. Jay mentioned to the board that some of the windows need to be replaced due to bad seals.

There was a motion to adjourn by Ray Taylor and seconded by Theresa Bell. Motion carried.