

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

The Board of Directors met in a regular meeting on Monday, September 9, 2024, in the conference room located at 4015 Sherry St., 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.

Theresa Bell added hurricane discussion as an agenda item. It will be placed after Mapping of the District.

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

- **Water Storage Tank Rehab (Phase 2)** – see engineers report
  - Notice to Proceed was issued for September 9, 2024. Contractor agreed to it however no one showed up. They are waiting to get engineering design details back prior to making a commitment on schedule. Contractor is currently working on a project in Alexandria.
  - Richard asked what “costing submittal” was about. Lee stated the word “costing” was a typo.
- **Water Storage Tank Rehab (Phase 1)** – see engineers report
  - Theresa asked Lee if he knew why it failed the jeep test. Lee stated it failed due to poor quality of workmanship.
  - Lee asked the board to think about if they really want Stephens to get on tank 2 for the warranty work. Theresa stated that if someone else does the work they will not warranty the work. Lee stated there isn’t any warranty other than the initial 1-year warranty.
  - Lee mentioned the board may want to see if the painters they have coming to do work on the storage tanks would be interested in the work on tank 2. Theresa asked Lee to speak with them to see if they would be interested.
- **2023 Water Line Upgrade Project (ARP)** – see engineers report (note, engineers report is dated incorrectly as September 10, 2024, instead of September 9<sup>th</sup>)
  - Lines on Carbide to be marked tomorrow (9/10/24)
  - The remaining survey work is on Petro, Areno/Hwy 108, AA Meyers, Moss/Woodland, Jett and Wildflower.
  - Steve asked if anyone had been out to look at the Hafer site. He asked why we were upgrading the line due to what it would be feeding. Theresa stated it was to help keep the fire rating. The board wants to know if it will in fact affect the fire rating before moving forward with this site. Theresa will check on it. Steve mentioned he wants to be included in the next meeting with the fire department.

- Preliminary plans/designs are set up for Hafer/Parham, Paisley, Hopewell, Hwy 1133/Hwy 108, Hwy 1133 west of the bridge, Lori Ln., Battington (including Langford, Sterlington and Wilshire) and Carbide.
- Lee submitted a draft version of the Project Manual (front end documents) to Kristie Cumberland with CPPJ for her review.
- Kent asked if there were any problems getting easements. Lee stated they haven't attempted to get any easement yet. Some streets already have easements. They will get easements in November and December. He let the board know they may have to purchase some easements.

### **Hurricane Francine Discussion**

- Jay let the board know the generator was tested last week, everything is fueled up and there is extra fuel in the back.
- Kent asked Jay if he thought there would be any issues since one tower is down. Jay stated doesn't think it will cause a significant problem but he will change the levels on the tower in service so it will cycle sooner so it doesn't get below a certain level.
- Jay had the operators walk property and make sure everything was secure.
- Steve asked about construction material at the tower. Jay said he told the contractor that we wanted both manways bolted up and for them to pick up all loose material. If they do not show up to pick up, the District will secure it.
- Office will close at noon on Tuesday, September 10, 2024, and remain closed Wednesday, September 11, 2024. Office to reopen Thursday morning, weather permitting. Office will send out an alert notifying customers of the closure.

### **Kelly Riley – Reports**

- **Minutes** – Minutes were reviewed. There was a motion by Ray Taylor and seconded by Steve Belshe to approve the minutes from the August 27, 2024, Special Meeting Minutes. Motion carried.
- **Payables** - Payables were reviewed and discussed. There was a motion by Steve Belshe and seconded by Richard Boenig to approve payables as presented. Motion carried.
- **Profit & Loss** – Reviewed and discussed. Kelly gave the board a copy of the updated P&L and the original P&L. The board will put the new P&L aside and look at it later.
- **Bank Reconciliation** –
  - Steve looked over reconciliations for all three accounts prior to the meeting and signed off on them.
  - Kelly let the board know that there is still one customer that is still depositing their payment into the Chase account. The office has contacted them several times to change the banking information. Kelly let the board know that the best course of action may be to close the account and let their payment bounce back.
  - Kelly asked the board if they would want to reduce the amount kept in the operating account to \$300,000. Remaining funds will be transferred to the

LAMP Project Fund. The board agrees with reducing the amount kept in the operating account. Kelly let them know that money can be transferred back within 1-2 business days if need be.

- **LAMP Funds** – Reviewed and discussed. Theresa wants to discuss possibly changing the contribution amount into the LAMP accounts at the next meeting. The board decided to make one contribution to the General Account each month instead of 4 contributions (one into each of the four accounts).
- **Retention Records** – No progress
- **Policy Manual** – In Progress
- **Ethics & Sexual Harassment Online Training** – Only certificates still needed are Ray Taylor's.
- **Becky's Catering** – No Update
- **CPPJ Sewer Agreement** – Kelly let the board know she sent cancellation letter along with new proposed agreement to the Parish via certified mail. Still waiting to hear from them. The board wants Kelly to call Terry Frelot with the parish to follow up.
- **New Hire Pay Increase Provisions** - After lengthy discussion, there was a motion by Theresa Bell and seconded by Ray Taylor to
  - Reduce the probation period from 120 days to 60 days. This allows the probation period to end when the health insurance takes effect.
  - At the end of the 60-day probation period, the supervisor will evaluate the employee.
  - The supervisor is authorized by the board to raise the employee's hourly pay (based on merit) up to \$2.00 per hour. Anything over \$2.00 per hour will have to be brought to the board for approval.

**Jay Picard – Plant/Field Updates**

- **Fire Hydrant Maintenance** – Still waiting for hydrants to come in. Theresa is waiting to hear back from Judd about funding.
- **Update on Continuing Loop on Miller** – On hold for the time being due to work on Calcasieu Industrial Drive.
- **Improved Security for Office/Plant (cameras & glass)** – No Progress

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