

Waterworks District 9 Ward 4 Meeting Minutes
Regular Board Meeting
Monday, October 14, 2024
5:30 p.m. – Conference Room

The Board of Directors met in a regular meeting on Monday, October 14, 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.

Lee Lancon – Lancon Engineers, Inc.

- **Water Storage Tank Rehab (Phase 2)** – see engineers report
 - Phoenix to be onsite first week of November
 - Schedule given shows 85 days for tank 1 and 80 days for tank 2 so schedule fits into the 210-day construction time frame.
 - Theresa mentioned holiday breaks were not shown in the schedule. Lee will get with Phoenix to ensure they have factored in holidays into their schedules.
- **Water Storage Tank Rehab (Phase 1)** – see engineers report
 - Lee asked Jay if he wanted to be in the tank during the Holiday test. Jay stated he will wait until it is done.
 - Jay is good with removing the staging.
 - Lee spoke with Michael Padilla (before he left the company), and he said they would be interested in giving us a quote to paint the other elevated storage tank. He also stated that if it works out, he could have their paint manager accompany our guy on the interior inspection. Lee will talk to Dallas Green (Phoenix) to make sure he is on the same page as Michael and inform the board.
- **2023 Water Line Upgrade Project (ARP)** –
 - Lee submitted the schedule. He would like to begin advertising Monday, October 21, 2024, and receive bids on November 15, 2024. There was a motion by Richard Boenig and seconded by Theresa Bell to begin advertising on Monday, October 21, 2024. Motion carried.
 - Bidding and awarding of the contract must take place by the end of the year.
 - Theresa asked Lee if there was something he could put in the contract that stated if work cannot be executed in the time allowed could we stop expenditure. Lee will have to look into that.
 - Jay stated some of the sites on the list do not need to be on there. After some discussion, Jay will look over the list and adjust it accordingly.
 - Theresa, Kent and Steve (if available) will get with the Fire Department and confirm potential deletions and changes to the list.
 - Lee let the board know Jett and Wildflower will not be done in the project due to time frame.
- **Mapping the District** – No progress

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Kelly Riley – Reports

Kelly let the board know the meeting for November will be on Tuesday, November 12, 2024, due to the office being closed on Monday, November 11, 2024, for Veterans Day.

- **Minutes** – Minutes were reviewed. There was a motion by Richard Boenig and seconded by Ray Taylor 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.
- **Profit & Loss** – Reviewed and discussed. The board is to look at reports given and let Kelly know what information they would like to see on the updated P & L.
- **Bank Reconciliation** – Steve reviewed and signed off on monthly reconciliations.
- **LAMP Funds** – Reviewed and discussed. After a brief discussion, there was a motion by Theresa Bell and seconded by Richard Boenig to increase the monthly LAMP contribution from \$46,500 to \$100,000. Motion carried.
- **Retention Records** – Should be finished up this week and sent to the board for approval. This needs a quick turnaround as it is the last document that is needed for the ARP project Audit.
- **Policy Manual** – In progress. Minimal progress expected as will finish work on revised P&L for board meetings.
- **Ethics & Sexual Harassment Online Training** – Only certificates needed are Ray Taylor's.
- **Becky's Catering** – No Update
- **CPPJ Sewer Agreement** – Kelly let the board know the September billing was the last time we will bill out for sewer. We had a report put together to be able to send the meter readings to the parish so they can bill out. Richard asked if Waterworks would intervene if there was an obvious problem with the readings. Kelly let him know we would do our normal intervention to bill out for water. Kelly also let the board know that she has not heard from them whether they want to enter into the same agreement we have with the City of Sulphur for performing disconnects.

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

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

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Jay Picard – Plant/Field Updates

- **Calcasieu Industrial Drive** – Jay let the board know the work has been completed.
- **Fire Hydrant Maintenance** – Jay let the board know the hydrants have come in and we are just trying to get them on schedule. There are seven that need to be replaced. Some hydrants that were leaking have been fixed.
- **Continuing Loop on Miller** – Jay met with the contractor today. They are working on getting it scheduled. Waiting for the contractor.
- **Improved Security for Office/Plant (cameras & glass upgrade)** – No progress.

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

Water Works District No. 9, Ward 4

Engineer's Report for October 14, 2024, Board Meeting

Report issued: October 14, 2024

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

1. The Notice to Proceed date of September 9, 2024, was agreed to by the Contractor and Owner.
2. Michael Padilla, Phoenix Project Manager is no longer with the company. I spoke with Dallas Green, Phoenix CEO this morning to get a status update on the project. As per Dallas, they will be on site last week of October or the first week of November to begin construction on GWST#1. Dallas will submit a construction schedule to me this week.
3. Review colors for the tank, legend, and yard piping with the Board.

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

1. Warranty repair work to EWST#1 is ongoing. As per Travis Miller, tank interior bowl is complete and is ready for Holiday "Jeep" test. Contractor will be back on site on Wednesday. Contractor is working on the following:
 - 1.1. Repair of damaged areas and coating failures on the interior of the tank riser.
 - 1.2. Repair of damaged areas and coating failures on the tank exterior.

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

1. The topographic survey work is progressing. Refer to the following for a site by site status update:
 - 1.1. 72 Haffer/Parham - 100% complete
 - 1.2. 77 Paisley - 100% complete
 - 1.3. 78 Hopewell - 100% complete
 - 1.4. 56 Highway 1133/Oak Lake Dr - 100% complete
 - 1.5. 56 Highway 1133 West of bridge - 100% complete
 - 1.6. 23 Lori Lane - 100% complete
 - 1.7. 24 Battington, Sterlington, Wilshire, Langford - 100% complete
 - 1.8. 39 Carbide - 100% complete
 - 1.9. 46 Petro - 100% complete
 - 1.10. 51 Aren Road/Hwy 108 - 100% complete
 - 1.11. 26 AA Meyers - 100% complete
 - 1.12. 48 Moss / Woodland - 100% complete
 - 1.13. 38 Jett – 100% complete
 - 1.14. 32 - Wildflower - 90% cadd, 98% field working on punch list items
2. The title report work is progressing, all preliminary title reports have been received. Final reports have been received for 64 of 84 tracts.
3. Working on project design and completion of construction plans and project manual.
4. Due to time limitations, Jett Street and Wildflower Drive will not be included in the project.
5. Plans, specification, and project manual will be completed this week and the project will be ready to begin advertising for bids on Monday, October 21, 2024. Attached is the proposed schedule for getting the project under contract.
6. Request Board approval to begin advertising the project for bids beginning on Monday, October 21, 2024.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Oct 13, '24	Oct 20, '24										
								S	M	T	W	T	F	S	S	M	T	W	
1																			
2		Tank 1	85 days	Mon 11/4/24	Fri 2/28/25														
3		Filter Houses	15 days	Mon 11/4/24	Fri 11/22/24														
4		Piping	10 days	Mon 11/25/24	Fri 12/6/24	3													
5		Strip/Inspect	5 days	Mon 12/9/24	Fri 12/13/24	4													
6		Remedial Work	20 days	Mon 12/16/24	Fri 1/10/25	5													
7		Paint Interior	15 days	Mon 1/13/25	Fri 1/31/25	6													
8		Paint Exterior	20 days	Mon 2/3/25	Fri 2/28/25	7													
9																			
10		Tank 2	80 days	Mon 3/3/25	Fri 6/20/25														
11		Replace Roof	25 days	Mon 3/3/25	Fri 4/4/25	8													
12		Remedial Work	20 days	Mon 4/7/25	Fri 5/2/25	11													
13		Paint Interior	15 days	Mon 5/5/25	Fri 5/23/25	12													
14		Paint Exterior	20 days	Mon 5/26/25	Fri 6/20/25	13													

Project: Calcasieu Parish, LA - P
Date: Mon 10/14/24

- Task: Solid blue bar
- Split: Dotted blue bar
- Milestone: Diamond symbol
- Summary: Thick black bar
- Project Summary: Thin grey bar
- Inactive Task: White bar with black border
- Inactive Milestone: Diamond symbol with black border
- Inactive Summary: Thin grey bar with black border
- Manual Task: Solid teal bar
- Duration-only: Teal bar with white fill
- Manual Summary Rollup: Thick black bar with white fill
- Manual Summary: Thin black bar
- Start-only: White bar with black border
- Finish-only: White bar with black border
- Inactive Summary: Thin grey bar
- External Tasks: Grey bar
- External Milestone: Diamond symbol
- Deadline: Green arrow pointing down
- Progress: Solid blue bar
- Manual Progress: Solid teal bar

**2023 WATER LINE UPGRADE PROJECT (ARPA)
WATER WORKS DISTRICT NO. 9, WARD 4
CALCASIEU PARISH, LOUISIANA
LEI PROJECT NO. 22-003
OCTOBER 7, 2024**

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|---|----------------------------|
| 1. Complete construction plans, specification, and estimate and submit to the Owner and CPPJ for review, comment, and approval. | 10-14-2024 |
| 2. Receive authorization to proceed with bidding from the Owner. | 10-14-2024 |
| 3. Begin advertising for bids. | 10-21-2024 |
| 4. Bid period (25 days minimum). | 10-21-2024 thru 11-15-2024 |
| 5. Receive bids, perform bid evaluation, and issue award recommendation. | 11-15-2024 thru 11-26-2024 |
| 6. Award of the construction contract by the Owner. | 12-2-2024 |
| 7. Construction Contract Preparation Period including construction contract recordation. | 12-2-2024 thru 12-30-2024 |