

Waterworks District 9 Ward 4 Meeting Minutes  
Regular Board Meeting  
Tuesday, November 12, 2024  
5:30 p.m. – Conference Room

The Board of Directors met in a regular meeting on Tuesday, November 12, 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 (phone), 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.- Engineer Report**

- **Water Storage Tank Rehab (Phase 2)** – see engineers report
  - Dallas Green (Phoenix CEO) took over the project for Michael.
  - Phoenix’s subcontractor, Weiser Construction, began mobilizing today for GWST#1. Work starts on Monday, November 18, 2024. Work schedule is attached.
  - During design, initial thoughts were to eliminate roof stiffeners. Detailed structural design will require stiffeners for required wind loading. Lee has discussed with them about calculating with the channel installed so it is free draining.
  - Lee and Zack (Well Hung Metal), met with Hermillo (Weiser Construction) to coordinate how to handle the painting/covers on the filters.
  - The current schedule extends beyond the 210 days in the contract. Lee will discuss with Phoenix.
- **Water Storage Tank Rehab (Phase 1)**
  - Work was not completed today as expected. Should be completed tomorrow. Contractor will be flushing out the bottom and will finish buttoning the tank up depending on the weather.
  - Kent asked Lee about EWST# 2 (Mosswood). Lee stated he spoke with Greg Weiser. They indicated they are interested in doing the work. Once EWST#1 is back in service, Lee will coordinate with Jay to take EWST#2 out of service for inspection. Lee would like Weiser Construction to look at it and give a price on repairs that may need to be made. Lee plans to have Travis (Elite 360) accompany him on the inside for the inspection.
- **2023 Water Line Upgrade Project (ARP)** – see engineers report
  - Advertising began on October 22, 2024.
  - Bids will be opened at the office of Lancon Engineers on Monday, November 18, 2024, at 2 p.m.
  - Currently three bidders have requested plans.

**Lee Lancon – Lancon Engineers, Inc.- Engineer Report (continued)**

**2023 Water Line Upgrade Project (ARP) (continued)**

- Engineers estimated construction cost is \$2,008,507.00.
- There was a motion by Theresa Bell and seconded by Ray Taylor to approve Amendment #2 to the Engineering Agreement (preparation of survey plats/legal descriptions and easement acquisition services). Motion carried.
- Schedule till the end of the year is attached.
- Special Meeting to be held on Monday, December 2, 2024, to award the construction contract.
- **Mapping of the District** – no progress

**Kelly Riley – Reports**

- **Minutes** – Minutes were reviewed. There was a motion by Ray Taylor and seconded by Richard Boenig to approve the minutes as presented. Motion carried.
- **Payables** – Payables were reviewed and discussed. There was a motion by Ray Taylor and seconded by Ricard Boenig to approve payables as presented. Motion carried.
- **Profit & Loss** – Current P & L was reviewed and discussed. The updated P&L is still a work in progress. Kelly will create an account code for Project Engineering Fees so it will no longer be listed as contract labor.
- **Bank Reconciliation** – Kelly informed the Board that Steve Belshe reviewed the reconciliations for both JD Bank accounts and signed off to them. The reconciliation for the Chase account will be done once we receive the statement in the mail. Unable to get a statement online due to closing the account in October. Steve will review it once it is available.
- **LAMP Funds** – Reviewed and discussed.
- **Retention Records** – After a brief discussion, there was a motion by Ray Taylor and seconded by Richard Boenig to approve the Retention Records Schedule.
- **Policy Manual** –Retention Records Schedule finalized.
- **Ethics & Sexual Harassment Online Training** – Still waiting on one certificate from Ray Taylor.
- **Becky’s Catering** – No update
- **Christmas Holiday for 2025** – Per our Policy, the Christmas Holidays are Christmas Day and either the day before Christmas or the day after. The office also normally closes at noon on Fridays. There was a motion by Theresa Bell and seconded by Steve Belshe to close the office Wednesday (Christmas Eve), Thursday (Christmas Day) and Friday. Motion carried.
- **December Disconnects** - Due to the timing of the holiday schedule, and not to create additional stresses during the Holiday season, disconnects for non-payment will not be done in December 2025.

**Jay Picard – Plant/Field Updates**

- **Altitude Valve on Mosswood Tower** – Jay let the board know the altitude valve malfunctioned last week and will need to be repaired/replaced. He doesn't have timing or cost estimates for repair yet.
- **Fire Hydrant Maintenance** – No repairs/replacement were made due to manpower constraints.
- **Update on Continuing Loop on Miller** – Contractor is ordering materials to get started. Schedule is unknown at this point.
- **Improved Security for Office/Plant (cameras/glass upgrade)** – No progress

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

Water Works District No. 9, Ward 4

Engineer's Report for November 12, 2024, Board Meeting

Report issued: November 12, 2024

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

1. Phoenix's subcontractor, Weiser Construction, began mobilizing today and plans to begin work on GWST #1 on Monday, November 18, 2024. Refer to their latest construction schedule attached hereto.

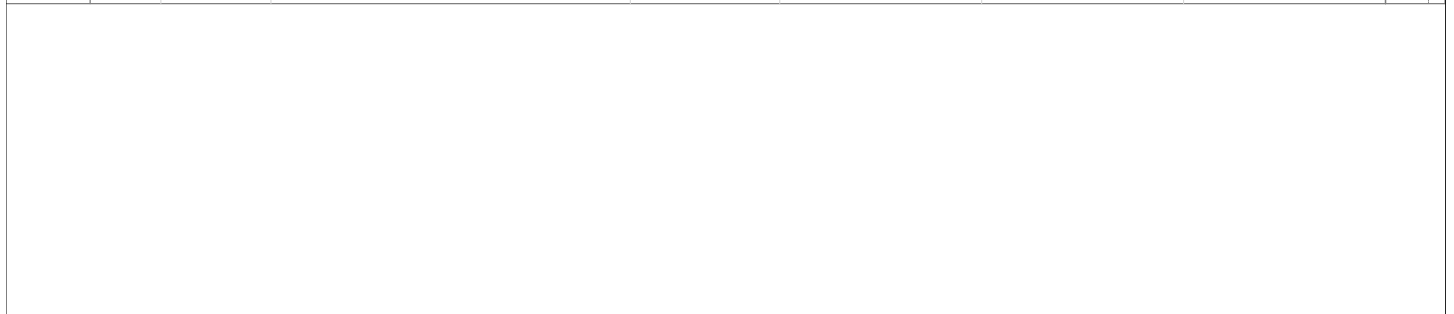
**LEI Project No. 19-007 Water Storage Tanks Rehabilitation (Phase 1)**

1. Warranty repair work to EWST#1 is expected to be completed today.

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

1. The project began advertising for bids on Tuesday, October 22, 2024, and bids will be received/opened at the office of Lancon Engineers, Inc. on Monday, November 18, 2024 at 2:00 pm CST.
2. Currently three (3) bidders have requested plans, Lakeside Construction Services, LLC, Hackley Enterprises, LLC, and APECK Construction, LLC. Engineer's estimated construction cost is \$2,008,507.00.
3. Review and discuss Amendment No. 2 to the Engineering Agreement for the preparation of survey plats/legal descriptions and easement acquisition services. Request that the Board authorize these services for the acquisition of utility easement and temporary construction servitudes for construction of the project.
4. Review and discuss the project schedule through the end of 2024. See the attached schedule.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	8, '24 M
1		NTP	1 day	Tue 9/10/24	Tue 9/10/24		
2		Drawings/Fabrication	40 days	Wed 9/11/24	Tue 11/5/24	1	
3		<b>Tank 1</b>	<b>75 days</b>	<b>Wed 11/6/24</b>	<b>Mon 2/17/25</b>		
4		Strip/Inspect	6 days	Wed 11/6/24	Wed 11/13/24	2	
5		Paint Pressure Filters	10 days	Tue 11/12/24	Mon 11/25/24	2FS+4 days	
6		Paint Yard Piping	10 days	Tue 11/12/24	Mon 11/25/24	2FS+4 days	
7		Install Containment	5 days	Thu 11/14/24	Wed 11/20/24	4	
8		Hot Work	17 days	Thu 11/14/24	Fri 12/6/24	4	
9		Thanksgiving	4 days	Tue 11/26/24	Fri 11/29/24		
10		Paint Interior	10 days	Mon 12/9/24	Fri 12/20/24	8	
11		Christmas/New Years	12 days	Sat 12/21/24	Mon 1/6/25		
12		Paint Exterior	25 days	Tue 1/7/25	Mon 2/10/25	11	
13		Fill Tank/Disinfect	5 days	Tue 2/11/25	Mon 2/17/25	12	
14							
15		<b>Tank 2</b>	<b>95 days</b>	<b>Tue 2/18/25</b>	<b>Mon 6/30/25</b>		
16		Strip Interior	6 days	Tue 2/18/25	Tue 2/25/25	13	
17		Replace Roof	25 days	Wed 2/26/25	Tue 4/1/25	16	
18		Install Containment	5 days	Wed 4/2/25	Tue 4/8/25	17	
19		Hot Work	10 days	Wed 4/2/25	Tue 4/15/25	17	
20		Holiday	6 days	Wed 4/16/25	Wed 4/23/25		
21		Paint Interior	15 days	Thu 4/24/25	Wed 5/14/25	20	
22		Paint Exterior	25 days	Thu 5/15/25	Wed 6/18/25	21	
23		Fill Tank/Disinfect	5 days	Thu 6/19/25	Wed 6/25/25	22	
24		Punchlist / Substantial Completion	3 days	Thu 6/26/25	Mon 6/30/25	23	



Project: 20241028 - Calcasieu P Date: Wed 10/30/24	Task		Manual Summary Rollup	
	Split		Manual Summary	
	Milestone		Start-only	
	Summary		Finish-only	
	Project Summary		External Tasks	
	Inactive Task		External Milestone	
	Inactive Milestone		Deadline	
	Inactive Summary		Progress	
	Manual Task		Manual Progress	
	Duration-only			

**2023 WATER LINE UPGRADE PROJECT (ARPA)  
WATER WORKS DISTRICT NO. 9, WARD 4  
CALCASIEU PARISH, LOUISIANA  
LEI PROJECT NO. 22-003  
OCTOBER 7, 2024  
REVISED 10/16/2024**

- |   |                            |
|---|----------------------------|
| 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.  | 10-22-2024                 |
| 4. Bid period (25 days minimum).  | 10-22-2024 thru 11-18-2024 |
| 5. Receive bids, perform bid evaluation, and issue award recommendation.  | 11-18-2024 thru 11-27-2024 |
| 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  |