

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

The Board of Directors met in a regular meeting on Monday, December 9, 2024, in the conference room located at 4015 Sherry St., Sulphur, LA., with President Kent Chamblee presiding with the following member present: Richard Boenig, Steve Belshe, Kent Chamblee, Theresa Bell. Ray Taylor was absent at roll call but joined the meeting shortly after by phone.

The Invocation was led by Theresa Bell followed by the Pledge of Allegiance.

Audience: Tony Sonnier, LRWA  
Lee Lancon, Lancon Engineers Inc.

**Tony Sonnier – LRWA**

- **2024 Rate Study**
  - Tony presented the rate study for 2024 to the board.
  - Water loss is estimated at 5-10%
  - Rate study needs to be performed every 5 years to get points for it on the DH&H sanitary survey grade rule.
  - At the current water rates, Waterworks 9 is above average for the sustainability factor.
  - The board will further discuss the rate study details and potential changes at a later meeting.

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

- **Amendment No.3 – 2023 Water Line Upgrade Project (ARPA)**
  - Lee presented Amendment No. 3 – changes to the basic engineering fees. Since a few scope items were partially developed, but will not be executed, the standard factored engineering fee will be modified. Final engineering fees shall be \$ 178,733.65.
  - There was a motion by Theresa Bell and seconded by Steve Belshe to increase the engineering fees to \$178,733.65 and giving Kent the authority to sign Amendment No. 3 once it is prepared and presented. Motion carried.
- **Water Storage Tank Rehab (Phase 2)**
  - Lee said they are estimating there are 15-30 gouges on the walls found in Groundwater Storage Tank 1 (South Tank). The quote from the contractor for welding repair work was \$380 per gouge.
  - There was a motion by Theresa Bell and seconded by Richard Boenig to make repairs to gouges not to exceed \$12,000. Motion carried.
  - Lee plans to have the welder complete the first weld and have Johnathon (Lancon Engineers) inspect it to ensure repairs are sufficient.
  - Richard asked to be notified once all repairs are complete but before painting has begun, so he can make a walk through.

**Lee Lancon -Water Storage Tank Rehab (Phase 2 cont.)**

- **1 Year Warranty Inspection –**
  - Once tank 2 (Mosswood) is out of service Greg (Weiser Construction) would like to pressure wash the inside and do the interior inspection with his inspector. Lee stated we can have Travis (Elite 360) there also to witness the inspection. Greg will get a price together for the pressure wash and inspection.

**Kelly Riley – Reports**

- **Minutes –** Minutes from the previous two meetings were reviewed. There was a motion by Steve Belshe and seconded by Richard Boenig to approve the 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 –** New version was reviewed and discussed. Updates have been made however it is still a work in progress.
- **Bank Reconciliation –** Bank reconciliations were reviewed by Steve Belshe prior to the meeting. After a brief discussion, he signed off to them with no issues.
- **LAMP Funds –** Reviewed and discussed.
- **2025 Budget Discussion –** A preliminary budget was given to each board member to review and will be discussed at the next meeting.
- **Policy Manual –** Work was done on the budget for 2025.

*There was a motion by Theresa Bell and seconded by Steve Belshe 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.*

- **Ethics & Sexual Harassment Online Training –** All training has been completed for the year 2024. Kelly will send out 2025 training links in January.
- **Nexbillpay (Credit Card Processor) –** Kelly presented the proposal from Nexbillpay to the board. After some discussion, Steve asked Kelly to get a list of some of their existing customers so she could speak with them to get reviews on the service.
- **Bridgefield (Workers Comp Premium) –** Kelly presented the workers comp premium renewal to the board. After a brief discussion, there was a motion by Theresa Bell and seconded by Steve Belshe to pay the workers comp premium in the amount of \$11,365.68. Motion carried.

**Jay Picard – Plant/Field Updates**

- **Altitude Valve on Mosswood Tower** – Jay let the board know the actuator valve came in and work is supposed to take place on Wednesday, December 11, 2024.
- **Fire Hydrant Maintenance** – No repairs were made in the month of November due to other priorities.
- **Update on Continuing Loop on Miller Dr.** – Due to weather conditions, the contractor has not been able to start the work. The contractor is hoping to have it completed by the end of the year.
- **Flow Test for Water Wells** – will be done in 2025

Jay informed the board that he hired another operator, John White. He comes with experience in operating the drilling rig and can operate an excavator. Jay states that so far, he is working out well.

- **Improved Security for Office/Plant (cameras/glass upgrade)** – No progress.

Steve Derouen sent over the audit engagement letters for the 2024 Financial Audit. Theresa will read them over and sign them. Kelly will return them to Steve via email.

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