

Waterworks District 9 Ward 4 Meeting Minutes  
Regular Meeting  
Monday, January 13, 2025 5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, January 13, 2025, in the conference room located at 4015 Sherry St., Sulphur, LA., with President Kent Chamblee presiding with the following members present: Richard Boenig (phone), Steve Belshe, Kent Chamblee, Theresa Bell and Ray Taylor (phone).

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

Audience: Kilburn Landry – The Johnson Law Firm (attorney for Becky Fuselier)  
Lee Lancon - Lancon Engineers, Inc.

**Kilburn Landry – The Johnson Law Firm - Representative for Becky’s Catering**

- Mr. Landry informed the board that the settlement only pertains to the damage caused by the sandblasting. It does not pertain to the drainage or the ditch.
- Kelly showed Mr. Landry an email from Bob Kleinschmidt about adding a letter g to page 3 of the Receipt and Release. Mr. Landry does not have an issue with the adding of the section for item “g”.
- Mr. Landry made changes to the document during the meeting. Letter “g” states “any and all, past, present and future damages to the immovable and/or movable property, owned by Becky Fuselier and /or Becky’s Catering, LLC.”
- Once changes were made, there was a motion by Steve Belshe and seconded by Theresa Bell to approve the Receipt and Release. Motion carried.
- Court costs will be split 50/50 between both parties.
- Mr. Landry will have Becky Fuselier sign the Receipt and Release. The distribution of the settlement will be coordinated through Bob Kleinschmidt.

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

- **Water Storage Tank Rehab (Phase 2)** see engineers report
  - GWST#1 is 56% complete as of December 2024.
  - Weld buildup on gouges in the tank is complete.
  - Floor thicknesses were good, consistently at 0.25”+.
  - DFT is mostly good. 18-20 in most spots with a few at 40 which will be buffed down as appropriate.
  - Stripping of the weld seams and other sharp or irregular edges (ladders, etc. has been completed, so full painting can proceed.
  - They expect to complete the finish coat this week, if the weather permits.
  - Yard piping between GWST #1 and #2 has been primed.
  - Contractor expects to be complete with GWST#1 in two weeks if weather conditions cooperate.
- **Water Storage Tank Rehab (Phase 1)** see engineers report
  - Warranty repair work to EWST#1 is complete.
  - Warranty repair work to EWST#2 is on hold pending completion of interior inspection and receipt of a price quote from Weiser Industrial Coating.

**Lee Lancon – Engineering Report Water Storage Tank Rehab (Phase 1) (cont.)**

- Inspection is in the process of being scheduled and will be delayed until after the freezing temperatures forecasted later this month.
- **2023 Water Line Upgrade Project (ARPA)**
  - Construction contract was recorded with the Calcasieu Parish Clerk of Court of December 16, 2024.
  - Copy of construction contract and recordation information was sent to Michael Hibbing and Nolan Hahn on December 16 and 17, respectively.
  - Easement instruments for the Hopewell and Paisley sites have been prepared and Karl Bertrand is continuing to meet with property owners to secure the required easements.
  - Preconstruction conference and issuance of the Notice to Proceed will be scheduled when the easements for Paisley, Hopewell and Oak Lake Drive have been secured.
  - Theresa received an email from William Crosby with Eisner Advisory Group. He will be assisting with reporting required for the WW9 Waterline Upgrades project with Calcasieu Parish. Theresa will work with him to resolve the issues that he has with the records Retention Policy.

**Kelly Riley – Reports**

- **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 Richard Boenig and seconded by Theresa Bell to approve the payables. Motion carried.
- **Profit and Loss** – There is an issue with some of the numbers carrying over properly in the new P&L. The board agreed to table the P&L review until February’s meeting so the discrepancies can be corrected.
- **LAMP Funds** – January contribution will be delayed until we get the first property tax check to avoid dropping account balance below the specified minimum. The board will review future monthly contributions in February to ensure appropriate monthly contribution amount.
- **Bank Reconciliation** – Steve looked over bank reconciliations and signed off without questions.
- **2025 Budget** – Tabled till next month due to the issues with the P&L, and to allow posting of December bills from January so all the actuals reflect a full year, not some at 11 months.
- **Policy Manual** –
  - Policy sections required for the ARP Project have been updated and approved. Additional changes to the Record Retention may be required after review by Eisner Advisory Group.
  - Changes to the Sexual Harassment Policy will be proposed after this year’s training.

**Kelly Riley – Reports (cont.)**

- **Ethics & Sexual Harassment Online Training** – New links will be available in February. Kelly will send the links to all board members once she receives them.
- **Becky’s Catering: Provide Adequate Drainage** - After a lengthy discussion on the best way repair the ditch on Becky’s property there was a motion by Steve Belshe and seconded by Richard Boening to get a proposal to address the drainage and ditch/potential culvert along the road. The board also approved to accept proposal as long as it does not exceed \$30,000.00.
- **Nexbillpay (Credit Card Processor)** – Kelly let the board know she has a list of Nexbillpay clients that she can to discuss their experience with Nexbillpay. She will call as time permits prior to the next board meeting.

**Jay Picard – Plant/Field Updates**

- **Rate Study:** Jay asked the board for their decision on the rate study that was presented at last month’s meeting. Jay needs to have an approved rate study with certificate of completion submitted to the DH&H grade rule website before the end of January 2025. The board approved the rate study as presented and will address rate increases, if any, at the February meeting.
- **Flow Test for Water Wells** – Jay let the board know flow test were performed on the wells today. He is waiting for the results.
- **Update on Continuing Loop on Miller** – Contractor has pipe stretched out and fused. Weather has caused some delays.
- **Waterline at end of Ellen Rich** – There were some significant issues when Luke went to flush the meter on Curtis Babineaux’s property. After significant discussion, the board agrees the flush hydrant and the water meter need to be moved outside the fenced area belonging to Curtis Babineaux. Preliminary locations were discussed for relocation. Steve asked Jay to set up an appointment with Bob Kleinschmidt. Jay stated he will see if Bob can meet at our office to address the best way to rectify the situation, timing and who needs to pay for what. Jay will let the board know when Bob can meet.
- **Fire Hydrant Maintenance** – No repairs made in December.
- **Lake Charles Methanol Inquiring about a 3” meter** - They will have to get written permission from the port to put a meter on their property. Theresa asked how much water they wanted. They will need 22 million gallons to hydrotest. Jay let them know they cannot hook up to hydrants. Theresa mentioned that they should be looking at best practices for reusing the hydrotest water.

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 January 13, 2025, Board Meeting

Report issued: January 13, 2025

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

1. Phoenix's subcontractor, Weiser Construction, is continuing to work on GWST #1 and yard piping. Work on GWST #1 is approximately 56% complete through December 2024. The following is a summary of the completion status for GWST #1:
  - 1.1. Interior
    - 1.1.1. Finish coat has been applied from roof down to top weld seam on bottom wall ring.
    - 1.1.2. Intermediate coat has been applied on bottom wall ring and floor.
    - 1.1.3. Currently working on roof caulking and minor coating repairs. Expect to complete finish coat this week if weather permits.
  - 1.2. Exterior
    - 1.2.1. Exterior surface has been primed and approximately 75% of weld seams have been stripe coated.
    - 1.2.2. Plan to complete stripe coat and begin intermediate coat tomorrow if weather permits.
  - 1.3. Yard Piping
    - 1.3.1. Yard piping between GWST #1 and 2 has been primed.
2. Contractor expects to be complete with GWST#1 in 2 weeks if weather conditions cooperate.

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

1. Warranty repair work to EWST#1 is complete.
2. Warranty repair work to EWST#2 on hold pending completion of interior inspection and receipt of a price quote from Weiser Industrial Coatings. Inspection work is in the process of being scheduled and is pending a window of good weather with low temperatures being 40 degrees or higher.

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

1. The construction contract was recorded with the Calcasieu Parish Clerk of Court on December 16, 2024.
2. A copy of the construction contract and recordation information was sent to Michael Hibbing and Nolan Hahn on December 16<sup>th</sup> and 17<sup>th</sup> respectively.
3. Easement instruments for the Hopewell and Paisely sites have been prepared and Karl Bertrand is meeting with property owners to secure the easements as of today.
4. The Preconstruction conference and issuance of the Notice to Proceed will be scheduled when the easements for Paisley, Hopewell, and Oak Lake Drive have been secured.