

Waterworks District 9 Ward 4 Meeting Minutes
Regular Meeting
Monday, February 10, 2025, 5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, February 10, 2025, 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: Eddy Robinson – Insurance Unlimited
Jake Smith – Insurance Unlimited
Lee Lancon – Lancon Engineers

The first item on the agenda was Ellen Rich Water Line Issues. Lindsey Kennedy (resident on Ellen Rich) had requested a discussion about the issues. Lindsey Kennedy was not present when the meeting started. Theresa Bell made a motion to postpone this agenda item and move her back up if she arrives. Richard Boenig seconded, and motion passed. Customer did not attend the meeting. It will be moved to the next scheduled water board meeting.

Eddy Robinson & Jake Smith – Insurance Unlimited

- Eddy presented the property insurance renewal proposal for 2025/2026 to the board. He informed the board there were no changes to the coverage, however the premium went up due to the 4% inflation rule written into the policy.
- Eddy discussed a potential deductible buy down. The buy down would be \$15,000 (\$5,000 per location) and it would drop the deductible from \$100,000 to \$50,000 per location for wind and hail. After some discussion, the board declined the deductible buy down at this time.
- The elevated storage towers are covered at \$1.5 million. Outside of this meeting, prices will be obtained to replace the water tower and we will discuss adjusting the insurance coverage as needed. Increased policy coverage can be obtained any time of the year.
- There was a motion by Theresa Bell and seconded Richard Boenig to pay the insurance renewal to Insurance Unlimited in the amount of \$137,510.51. Motion carried.
- Theresa let Eddy know he would probably not hear back from the board about the values of the elevated towers until April.

Theresa asked Lee if he would get a replacement cost for an elevated tower, ground storage tank and filters in the plant. Nothing detailed, just factored order of magnitude.

Lee Lancon – Lancon Engineers, Inc. – Engineering Report

- **Water Storage Tank Rehab (Phase 2)** see engineers report for additional details
 - **GWST #1** is 98% complete.
 - It is being filled for disinfection. Jay will top off the tank tomorrow and pull a water sample for the health department. We should get results on Wednesday or Thursday. Pending any issues, the tank should be back in service by Friday.
 - A few holidays were found in the coating inspection (DFT check) and all deficiencies have been corrected.
 - Punchlist items for Weiser to complete when they return for **GWST#2**:
 - Install the screen and back up ring on overflow pipe.
 - Install all signs.
 - Install safety gate.
 - Install rung covers.
 - Complete grounding protection.
 - Install chime seal.
 - Install roof latch lock.
 - Lee let the board know the external tank level float requires a counterweight on the outside to work properly. This will be added to items to be completed.
 - Work on pressures filters is complete, waiting on manway covers.
 - GWST#2 –Dallas with Phoenix Fabricators plan to mobilize to the site and begin work on February 24, 2025. Lee will get in touch with Dallas to get the exact date and let Jay know.

- **Water Storage Tank Rehab (Phase1)** – No progress
 - Warranty repair work for EWST#1 is complete
 - Warranty repair work for EWST#2 is on hold pending completion of interior inspection and receipt of Weiser quote. Inspection is pending a window of good weather.

- **2023 Water Line Upgrade Project (ARPA)** – see engineers report for additional details
 - Kelly has easements for Kent to sign in presence of a notary.
 - The preconstruction conference and the issuance of Notice to Proceed will be scheduled when the easements for Paisley, Hopewell and Oak Lake have been secured. Lee expects these to be secured the mid February. These have been delayed as some property owners are no longer local.

- **Laser Ablation** for paint/coating/scale removal was discussed.
 - Greg (Weiser Construction) will get a price on the laser ablation for the cleaning of the yard piping.

Kelly Riley – Reports

- **Minutes** – The minutes from the previous meeting were reviewed and approved via email prior to the meeting. There was a motion by Ray Taylor and seconded by Steve Belshe 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 the payables. Motion carried.
- **Profit and Loss** – Kelly presented the P&L from last month along with the P&L from the current month to the board. Both months were reviewed and discussed.
- **LAMP Funds** – Kelly let the board know the property tax for January was received. The transfers to LAMP for January and February were made in February for \$403,000.
- **Bank Reconciliation** – Steve looked over bank reconciliations and signed off without any issues.
- **2025 Budget** – Reviewed and discussed. There was a motion by Ray Taylor and seconded by Richard Boenig to approve the budget as presented. Motion carried.
- **Revisions to Commercial Rates** – After some discussion, the board decided to table this item for a future date after additional Operating Cost data is updated and available.

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

There was a motion by Richard Boenig and seconded by Ray Taylor to return to regular session. Motion carried.

- **Policy Manuel** – After a brief discussion, there was a motion by Ray Taylor and seconded by Richard Boenig to approve the Document Retention Policy as presented. Motion carried.
- **Ethics & Sexual Harassment Online Training** – Links have been emailed to each board member.
- **Becky’s Catering** – Kelly let the board know Jay delivered a check to Becky’s attorney on February 4, 2025.
- **Nexbillpay** – Kelly let the board know she spoke with two of Nexbillpay’s customers. They had nothing but good things to say and highly recommend their service. Absorbing the fees at their current rates would double what we are paying now. The board does not want to pass credit card fees onto the customers. After some discussion, the board asked Kelly to get quotes from other services to compare rates.
- **2024-2025 LGAP and CWF Applications** – Natasha, with CPPJ, called last week stating there was grant money still available. The application needs to be turned in by February 28, 2025. The board decided to apply for funds under LGAP for fire hydrants and associated valving and to upgrade the security system.

•**Obsolete Office Computers.** The office computers are approximately 10 years old, instead of upgrading them for the Windows 11 update, it may be more cost effective to replace them. Kelly will get with Keith (Southern Technologies) to get a quote to replace five office computers and two laptops.

Jay Picard – Plant/Field Updates

- **Update on Plant Operation during Snowstorm** – Jay presented a report showing how much water was produced from January 20, 2025, through January 24, 2025. There were not any major issues during the storm, only one significant leak was repaired, and that leak was present before the freezing weather. The leak repair had been delayed due to parts and weather
- **Flow Test on Waterwells** – Jay presented the flow report from Layne to the board. Flow tests are performed every 3 years. The summary of the flow report was reviewed and discussed. Jay will get the full report with curves and additional historical data from Layne for the board.
- **Water Line Issues at End of Ellen Rich** – Customer has added a fence with keypad at the end of this driveway. The meter and flush hydrant are located inside his fence well onto his property.
 - The customer has been very uncooperative. He gives us permission to enter to read the meter and flush the hydrant, and then when we show up, he does not want Waterworks on his property. Verbal threats have been made to District employees attempting to do their job.
 - Jay has informed District employees and the board that he will be the one to go to this address for any issues or work, or he will accompany another employee there. The board has requested that no one goes onto this property by themselves.
 - Jay has confirmed with Bob Kleinschmidt that legally we are allowed to go onto his property to obtain meter readings and flush the hydrant. We also can relocate the meter and hydrant to eliminate the issue with the customer.
 - The District does not own, and is not responsible for the water lines downstream of the meter.
 - Multiple potential piping modifications have been proposed to address the issue, but none have been acceptable to the customer. The customer believes he shouldn't have to pay to reconnect his line once the meter and flush hydrant are moved off his property.
 - Options for piping revisions were discussed and the best one was agreed upon.
 - Jay will discuss with Bob Kleinschmidt a letter to be sent to the customer informing him of the piping modifications and a date after which relocation work will be performed. This will allow him to have his line run and ready to connect when Waterworks moves flush hydrant and meter. Also, to be included in the letter is the reasoning behind having to move the meter and flush hydrant.
- **Fire Hydrant Maintenance** – No hydrant replacements were done in January due to other priorities. Jay let the board know that repairs are on his schedule and will update in March meeting. No additional impaired hydrants have been communicated to the District. Flushing and flow testing is underway.

- **Update on Continuing Loop on Miller** – Work is in progress.

Jay Picard – Plant/Field Updates (continued)

- **Improved Security for Office/Plant (cameras & glass upgrade)** – Jay to get with glass company to come out and give quote to replace glass.

Employee compensation: There was a misunderstanding about the emergency pay policy. After a lengthy discussion about the policy, the misunderstanding was addressed. The policy will be rewritten in wording that everyone can agree on and brought to the board for approval.

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

Water Works District No. 9, Ward 4

Engineer's Report for January 10, 2025, Board Meeting

Report issued: January 10, 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 pressure filters. Work on GWST #1 is approximately 98% complete through February 9, 2025. The following is a summary of the completion status for GWST #1:

- 1.1. Interior

- 1.1.1. Finish coat is 100% complete.
- 1.1.2. DFT checks have been made on the entire surface by the contractor in the presence of LEI's on-site representative Jonathan Tomassi and all noted deficiencies have been corrected and witnessed by Jonathan.
- 1.1.3. The holiday test was performed by the contractor in presence of LEI's on-site representative Jonathan Tomassi and all holidays have been repaired and witnessed by Jonathan.
- 1.1.4. The contractor is currently disinfecting the tank. Water samples should be taken on Tuesday, February 11, 2025, and submitted to LDH for testing. Expect to get LDH test results by Thursday, February 13 and have the tank back in service by Friday, February 12, 2025.

- 1.2. Exterior

- 1.2.1. The exterior surface coating is 100% complete.
- 1.2.2. DFT checks have been made on the entire surface by the contractor in the presence of LEI's on-site representative Jonathan Tomassi and all noted deficiencies have been corrected and witnessed by Jonathan.
- 1.2.3. The following items will be completed when Weiser returns to the site to work on GWST#2:
 - 1.2.3.1. Install the screen and backup ring on overflow pipe.
 - 1.2.3.2. Install all signs.
 - 1.2.3.3. Install safety gate.
 - 1.2.3.4. Install rung covers.
 - 1.2.3.5. Complete grounding protection.
 - 1.2.3.6. Install chime seal.
 - 1.2.3.7. Install roof latch lock.

- 1.3. Yard Piping

- 1.3.1. Yard piping between GWST #1 and 2 has been primed.

2. Yard Piping

- 2.1. No work has been performed on yard piping since the January report.
- 2.2. Weiser is getting a price for laser ablation cleaning of the yard piping.
- 2.3. Weiser plans to continue yard piping work when they return to the site for work on GWST#2.

3. Pressure Filters

- 3.1. The work on pressure filters is 100% complete except for the coating of the manway covers. New covers were ordered by Jay but have not been delivered to the site. Weiser plans to paint the covers when they return to the site for work on GWST#2.

4. GWST #2

- 4.1. As per Dallas Green with Phoenix Fabricators, they plan to mobilize to the site to begin work on GWST#2 around February 24, 2025. LEI will reach out to Dallas to firm up the exact date they plan to be on site and communicate that information to Jay as soon as possible.

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. Working on preparation of easement instruments and easement acquisition. Currently five (5) of thirty (34) parcels have been acquired. Pelican plans to have completed all easement plats by the end of February.
2. The Preconstruction conference and the issuance of the Notice to Proceed will be scheduled when the easements for Paisley, Hopewell, and Oak Lake Drive have been secured. LEI expects these easements to be secured during the week of February 17, 2025.