

Water Works District 9 Ward 4 Meeting Minutes
Regular Meeting
Monday, September 8, 2025, 5:30 p.m. – Conference Room

The Board of Directors met in a regular meeting on Monday, September 8, 2025, in the conference room located at 4015 Sherry Street, Sulphur, LA.; President Kent Chamblee presiding with the following members present: Richard Boenig, Steve Belshe, Kent Chamblee and Ray Taylor. The following member was absent: Theresa Bell.

The Invocation was led by Richard Boenig followed by the Pledge of Allegiance.

Audience: Trey Broussard – Angelico Construction
Casey Daigle – Diamond D Industries
Lee Lancon – Lancon Engineers, Inc. (LEI)

Trey Broussard – Angelico Construction – Water Project on Patton Street

Trey Broussard (Angelico Construction) is the contractor for Diamond D Industries on Patton Street. They will be starting with a shop and will have an office sometime in the future. Trey stated they were in process of getting quotes to have firewater installed on the property when he contacted WW9. Jay explained to him that WW9 has a list of approved contractors that are allowed to tap into the main water lines. WW9 received three quotes and gave the lower quote to Diamond D Industries. All quotes received by WW9 are turnkey. Trey mentioned the three quotes he received were lower than the quote given by WW9. Two of the quotes received by Diamond D Industries do not include the meter and backflow and one included everything but the meter. After some discussion, the board would like to see an apples-to-apples price comparison to find out why the prices varied. Jay will reach out to WW9's attorney to see what can be done legally as far as re-quoting. Jay will also reach out to each of the contractors with a detailed breakdown of the job specs for the contractors to re-quote on the job. This will allow everyone to see where the price difference comes into play.

The board asked Trey to verify the flow rate needed for fire protection and let Jay know so he can make sure he orders the correct size meter. Jay will get a price for a 6" fire meter and backflow. Once meter and backflow are paid for by the customer WW9 can get it ordered.

Kent Chamblee mentioned a special meeting may be needed to review quotes once received.

Lee Lancon – Lancon Engineers, Inc. (LEI)

Water Storage Tank Rehab (Phase 2) see engineers report

- **GWST #1**
 - The interior is 100% complete and is in operation.
 - The exterior is 98% complete. The following is a list of items to be deferred until fall:
 - Paint blushing on lower ring and around ladder.

- Chime seal installation.
 - Repair the level indicator float.
 - Install all signs.
 - Repair ruts and perform site grading
 - Provide the engineer with thickness check report on the floor.
 - Provide the engineer with all DFT verification reports for the interior and exterior coatings.
- **Yard Piping** – no additional work has been performed
 - As of July 14, 2025, the yard piping work is approximately 20% complete.
 - Due to poor weather conditions, completion of the yard piping work has been deferred until the fall as per Change Order No. 4.
- **GWST#2**
 - As of August 4, 2025, GWST#2 is approximately 99.5% complete and is back in service. All items previously marked as “complete now” have been done except for the following:
 - Repair ruts and perform site grading.
 - Waiting on contractor to provide the engineer with thickness check report on the floor.
 - Waiting on contractor to provide engineer with all DFT verification reports for the interior and exterior coatings.
- **Pressure Filters**
 - The manway covers have been cleaned, prime coated and installed for each filter.
 - The remaining work to be completed in the fall per Change Order No. 4 are:
 - Cleaning, priming and painting manhole necks
 - Paint new manhole covers
 - Holiday and minor defect repairs
- **Water Storage Tank Rehab (Phase 2) GWST#2 (cont.)**
 - The following items are deferred until the fall:
 - Chime seal installation.
 - Install the level indicator and equipment. The level indicator equipment was installed; however, one (1) of the guide cables became detached from the roof causing it to not function properly.
- **Change Order No. 4** – Phoenix to complete certain items now and defer all others until the fall.
 - Change Order No. 4 has been signed by the contractor. Lee will bring it to WW9 office to be signed by Kent.
- **Partial Substantial Completion for items to be completed in the fall**
 - Lee discussed the Partial Substantial Completion with the board.
 - The Partial Substantial Completion applies to all items of work except those listed in Attachment No.1 (see attached)
 - Lee is planning to meet with Brandon (TNEMEC) later this month to make sure scope of work is still accurate.

- There was a motion by Ray Taylor and seconded by Steve Belshe to approve accepting the Partial Substantial Completion. Motion carried.
- **Retainage** (added to engineer's report during meeting)
 - Current retainage fee is 5% or \$ 73,787.00. The contractor asks that it be reduced to a number that better corresponds with remaining work.
 - After some discussion, there was a motion by Steve Belshe and seconded by Richard Boenig to reduce the retainage to 1.25% or \$ 18,446.75. Motion carried.

Repairs to Mosswood Elevated Water Tower (no progress)

- The repair work is complete, and the tower is back in service.
- The water level indicator is not operating properly. Weiser is aware of the issue and is planning to make the necessary repairs when they return in the fall.

2023 Water Line Upgrade Project (ARPA)

- Paisley Parkway – Substantially complete
- Hopewell Drive - Substantially complete
- Lori Lane – All pipe, fire hydrants, service saddles, curb stops, and service pipe have been installed. Water line has been pressure tested and disinfected and received passing test results. All meters have been set, and service lines have been transferred to the new water line. The site has been fine graded, dressed and hydroseeded. Remaining work includes the abandonment of the existing 2” water line.
- Oak Lake Drive – All pipe, fire hydrants, and valves have been installed. Water line has been pressure tested and disinfected and received passing test results. Water meters have been set, and water services have been transferred to the new water line. Remaining work includes setting valve boxes, backfilling open trenches and excavations, dressing and fine grading trench backfill, hydroseeding disturbed areas, abandonment and grouting of the existing 8” water line, and installation of new service line across LA1133 just west of the existing bridge.
- Langford Drive – The new water line along Langford Drive has been staked.
- Through 8/31/25 the contractor is 14.66% behind schedule.
- A construction status meeting was held on September 2, 2025, with the contractor, WW9 representatives and LEI representatives.

Update District Water Map

- LEI met with Jay and Jeremy on August 27, 2025, to review the status of the maps and discuss additional information needed to complete the work. A list of the needed information and a copy of the current maps were provided for their use in obtaining additional information.

Kelly Riley – Reports

Minutes – Minutes from the regular board meeting on 8/11/25 and a special board meeting on 8/18/25 were reviewed. There was a motion by Richard Boenig and seconded by Ray Taylor to approve the minutes from both meetings as presented. Motion carried.

Payables – Payables were reviewed and discussed. There was a motion by Ray Taylor and seconded by Richard Boenig to approve payables. Motion carried.

Profit & Loss – Reviewed and discussed.

ARP Project Reimbursement from Parish – Did not receive any in the month of August.

Bank Reconciliation – Steve Reviewed the bank reconciliations and signed off without any issues.

Policy Manual – No progress

Ethics & Sexual Harassment Online Training for Board Members – Still waiting on certificates from Kent Chamblee, Steve Belshe and Ray Taylor.

Water Bill Adjustments – There was one water bill adjustment in the month of August. It was due to the meter file being correct and overbilled the customer.

Random Drug Screens – Kelly asked the board to do random drug screens quarterly instead of monthly. Richard asked Kelly to write/adjust the policy and present it at the next meeting.

Jay Picard – Plant/Field Reports

Improved Security for Plant/Office – New cameras have installed and repositioned. They now monitor each gate, the drive thru, the foyer, the plant office and the plant entrance/chemical room. New security and entry keypad was also installed.

Building at the Tower on Volunteer Rd – Contractor is behind on some of their work. Jay will have a contractor pour slab. The building contractor does not feel comfortable with using quick crete.

New Lawnmower – New mower has arrived. The board agrees with putting the old mower up for bid.

Extend Slab at the North Gate – No progress

Jay let the board know he hired a new operator, Jared Johnson.

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

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

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

Water Works District No. 9, Ward 4

Engineer's Report for September 8, 2025, Board Meeting

Report issued: September 8, 2025

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

1. GWST#1 – No work was performed on GWST#1. Work on GWST #1 is approximately 99% completed through July 31, 2025. The following is a summary of the completion status for GWST #1:
 - 1.1. Interior
 - 1.1.1. 100% complete and tank is in operation.
 - 1.2. Exterior
 - 1.2.1. The exterior is 98% complete.
 - 1.2.2. The following is a list of pay items and punch list items to be deferred until fall:
 - 1.2.2.1. Paint blushing on GST#1 lower ring and around ladder. (Defer until Fall).
 - 1.2.2.2. Chime Seal installation on GST#1. (Defer until Fall).
 - 1.2.2.3. Repair the Level Indicator Float on GST#1. (Defer until Fall).
 - 1.2.2.4. Install all signs on GST#1 (Defer until Fall).
 - 1.2.2.5. Repair ruts and perform site grading. (Complete now).
 - 1.2.2.6. Provide Engineer with thickness check report on the floor for GST#1 and GST#2. (Complete now).
 - 1.2.2.7. Provide Engineer with all DFT verification reports for the interior and exterior coatings. (Complete now).
2. Yard Piping
 - 2.1. As of July 14, 2025, the Yard Piping work is approximately 20% complete.
 - 2.2. Due to poor weather conditions, completion of the Yard Piping work will be deferred until the fall as per Change Order No. 4.
3. Pressure Filters
 - 3.1. The manway covers have been cleaned, prime coated and installed for each filter.
 - 3.2. Remaining work include cleaning, priming and painting manhole necks, painting new manhole covers, holiday repairs and minor defect repairs. This work will be deferred until the Fall as per Change Order No. 4.
4. GWST #2
 - 4.1. As of August 4, 2025, GWST#2 is approximately 99.5% complete and is back in service.
 - 4.2. The following is a list of pay items and punch list items to be deferred until fall:
 - 4.2.1. Chime Seal installation on GST#2. (Defer until Fall).
 - 4.2.2. Install the Level Indicator Float and equipment. The level indicator equipment was installed; however, one (1) of the guide cables became detached from the roof and so it is not functioning correctly. It will be repaired in the fall.

- 4.2.3. Repair ruts and perform site grading. (Complete now).
 - 4.2.4. Provide Engineer with thickness check report on the floor. (Complete now).
 - 4.2.5. Provide Engineer with all DFT verification reports for the interior and exterior coatings. (Complete now).
- 5. Change Order No. 4
 - 5.1. Review and discuss Change Order No. 4.
 - 6. Partial Substantial Completion for items of work not being deferred until Fall 2025
 - 6.1. Review and discuss the Certificate of Substantial Completion Form and attachments.

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

- 1. Contractor continues working on Paisley Parkway, Hopewell Drive, Lori Lane, and Oak Lake Drive.
- 2. Paisley Parkway – Substantially Complete
- 3. Hopewell Drive – Substantially Complete
- 4. Lori Lane – All pipe, fire hydrant, service saddles, curb stops, and service pipe have been installed. Water line has been pressure tested and disinfected and received passing test results. All meters have been set, and service lines have been transferred to the new water line. The site has been fine graded, dressed and hydroseeded. In general, remaining work includes the abandonment of the existing 2" water line.
- 5. Oak Lake Drive – All pipe, fire hydrants, and valves have been installed. Water line has been pressure tested and disinfected and received passing test results. Water meters have been set, and water services have been transferred to the new water line. In general, remaining work includes setting valve boxes, backfilling open trenches and excavations, dressing and fine grading trench backfill, hydroseeding disturbed areas, abandonment and grouting of the existing 8" water line, and installation of new service line across LA 1133 just west of the existing bridge.
- 6. Langford Drive – The new water line along Langford Drive has been staked.
- 7. Through 8/31/2025 work performed is approximately \$472,818.54 of \$1,827,108.98 or 25.88% and 148 of 365 contract days have been used or 40.54%. Accordingly, the contractor is 14.66% behind schedule.
- 8. A construction status meeting was held on Tuesday, September 2, 2025, with the Contractor, WWD#9 representatives and LEI representatives.

Repairs to the Mosswood Elevated Water Tower

- 1. The repair work is completed, and the tower is back in service.
- 2. The water level indicator is not operating properly. Weiser was notified of this issue and is planning to make the necessary repairs when they return in the fall.

LEI Project No. 23-006 Update District Water Map

- 1. LEI met with Jay and Jeremy on Wednesday, August 27, 2025, to review the status of the maps and discuss additional information needed to complete the work. A list of the needed information and a copy of the current maps was provided for their use in obtaining additional information.

Certificate of Substantial Completion

Project/Contract: Water Storage Tanks Rehabilitation (Phase 2)	Engineer's Project No.: 19-007-D02
Owner: Water Works District No. 9, Ward 4	Owner's Contract No.: N/A
Contractor: Phoenix Fabricators and Erectors, LLC	Date of Contract: May 14, 2024

This Certificate of Substantial Completion applies to:

☐ All Work under the Contract Documents: ☒ The following specified portions:

Refer to Attachment No. 1 - Specified Portions of the Project Considered Substantially Complete.

September 8, 2025

Date of Substantial Completion

The work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A list of items to be completed or corrected, is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be provided in the Contract Documents except as amended as follows:

☐ Amended Responsibilities ☒ Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

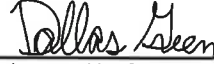
Attachment No. 1 - Specified Portions of the Project Considered Substantially Complete.

Attachment No. 2 - Punch List dated September 8, 2025

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.


Executed by Engineer

9/8/2025
Date


Accepted by Contractor

9/8/25
Date

Accepted by Owner

Date

ATTACHMENT NO. 1
PARTIAL CERTIFICATE OF SUBSTANTIAL COMPLETION
WATER STORAGE TANKS REHABILITATION (PHASE 2)
LEI PROJECT NO. 19-007-D02
SEPTEMBER 8, 2025

1. The Partial Certificate of Substantial Completion shall apply to all Items of work except the following:
 - 1.1. GWST1-2, Ground Water Storage Tank No. 1 (Sherry Street – South) - Furnish and Install "Warning, Tampering With This Facility is a Federal Offense" sign (4 each) and "No Trespassing" sign (4 each). See Supplementary Conditions, Exhibit C Page 2, Exhibit E Page 4 and 5, and Technical Provisions, Section 2 - Special Specifications, Paragraph 2.
 - 1.2. GWST1-5, Ground Water Storage Tank No. 1 (Sherry Street – South) - Furnish and Install a "Confined Space Entry" sign on primary and secondary shell manway. See Supplementary Conditions, Exhibit C Page 7 and 8, and Technical Provisions, Section 2 - Special Specifications, Paragraph 2.
 - 1.3. GWST1-10, Ground Water Storage Tank No. 1 (Sherry Street – South) - Furnish and Install a "Fall Protection Required" sign at base of exterior shell access ladder. See Supplementary Conditions, Exhibit C Page 10, and Technical Provisions, Section 2 - Special Specifications, Paragraph 2.
 - 1.4. GWST1-12, Ground Water Storage Tank No. 1 (Sherry Street – South) - Remove and replace existing liquid level indicator system, complete and in-place. See Supplementary Conditions, Exhibit C Page 12, and Technical Provisions, Section 2 – Special Specifications, Paragraph 11.4.3.
 - 1.5. GWST1-18, Ground Water Storage Tank No. 1 (Sherry Street – South) - Abrasive blast and paint the tank exterior surface including containment/disposal, replacing logos, and replacing level indicator markings. See Technical Provisions, Section 1 General Requirements of the Specifications, Scope of Work Item No. GWST1-18 for expanded scope of work for this item.
 - 1.6. GWST2-1, Ground Water Storage Tank No. 2 (Sherry Street – North) - Seal around the base of the tank (tank chime) to foundation. See Supplementary Conditions, Exhibit D Page 4, Exhibit E Page 46, and Technical Provisions, Section 2 - Special Specifications, Paragraph 3, and Technical Provisions, Section 6, Sheet 3, Detail No. 1.
 - 1.7. GWST2-9, Ground Water Storage Tank No. 2 (Sherry Street – North) - Remove and replace existing liquid level indicator system, complete and in-place. See Supplementary Conditions, Exhibit D, Page 12 and Technical Provisions, Section 2 – Special Specifications, Paragraph 11.4.3.

- 1.8. YHP-1, Abrasive blast and paint all existing above ground yard and header piping and appurtenances (pipe, fittings, specials, valves, and pipe supports) located between the filter building and the ground storage water tanks and located on the north end of the filter building including containment/disposal. See Technical Provisions, Section 1 General Requirements of the Specifications, Scope of Work Item No. YHP-1 for expanded scope of work for this item.
- 1.9. HPF-1, Clean and paint the exterior surface of six (6) steel horizontal pressure water filters. See Technical Provisions, Section 1 General Requirements of the Specifications, Scope of Work Item No. HPF-1 for expanded scope of work for this item.

Attachment No. 2
Water Works District No. 9
Water Storage Tanks Rehabilitation (Phase 2)
LEI Project No. 19-007 D02
Preliminary Punch List
June 24, 2025
Revised September 8, 2025

1. PUNCH LIST FOR ITEMS ASSOCIATED WITH PARTIAL SUBSTANTIAL COMPLETION DATED SEPTEMBER 8, 2025
 - 1.1. Items GWST1-3 and GWST2-2, Provide Engineer with thickness check report on the floor for GST#1 and GST#2. (\$1,200.00)
 - 1.2. Provide Engineer with all DFT verification reports for the interior and exterior of both GST#1 and GST#2. (\$6,000.00)
2. PUNCH LIST FOR ITEMS ASSOCIATED WITH WORK DEFERRED UNTIL FALL 2025 AS PER CHANGE ORDER NO. 4.
 - 2.1. GWST1-2, install chime seal on GWST#1. (bid item not paid, \$4,000.00)
 - 2.2. GWST1-5 and GWST1-10, install signs on GWST#1. (bid items not paid, \$300.00)
 - 2.3. GWST1-12, repair the level indication float on GWST#1, (\$5,200.00)
 - 2.4. GWST1-18, repair paint blush areas on the exterior final coat on GWST#1. (\$5,260.00)
 - 2.5. GWST2-1, install chime seal on GWST#2. (bid item not paid, \$4,000.00)
 - 2.6. GWST2-9, repair the level indication spring and tension cable on GWST#2. (bid item not paid, \$5,200.00)
 - 2.7. YHP-1, complete blast and paint of ductile iron header pipe and ductile iron above ground header pipe and appurtenances. (bid item not paid 100%, holding \$56,800.00)
 - 2.8. HPF-1, prep and coat filter manway covers and throats, repair cracked finish coat on Filter #5, and repair holidays and scratches on Filters 1through 6. (bid item not paid 100%, holding \$2,900.00)