

Waterworks District No. 2, Parish of Beauregard

MINUTES

The Board of Commissioners, governing authority of Waterworks District No. Two (2) of the Parish of Beauregard, Louisiana, met in an open and public session at 6:00 p.m. on Monday, August 14, 2023, at the regular meeting place of said Board, 9252 Hwy 27, Singer, LA.

Bill White, Vice-President of the Board of Commissioners called the meeting to order and on roll call, the following members being present: Bill White, Richelle Bowman, Caroll Johnson, and Lisa Gearen (6:30 p.m.)

Absent: *Jerry Cooley*

Others Present: *Mathieu Rose, Mark McCarty, Casey Whitehead-Duke Industries, Keith Bonin-BPPJ Candidate.*

Public Participation: *There was no public participation*

Approval of Minutes:

Richelle Bowman, 2nd by Carol Johnson, moved to adopt the Minutes of the July 10, 2023 Board meeting and to forego the reading thereof, motion carried without opposition.

Approval of Financial reports: *Richelle Bowman, 2nd by Caroll Johnson, moved to adopt the financial reports as written for July 2023, the motion carried without opposition.*

Payment authorization:

Richelle Bowman, 2nd by Caroll Johnson, moved to pay monthly invoices for August 2023, the motion carried without opposition.

Amendments to the Agenda:

Richelle Bowman, 2nd by Caroll Johnson, moved to enter into an Executive Session to discuss Maintenance Personnel, after the Secretary Report. The motion carried without opposition.

Public Participation: *Mr. Keith Bonin attended the meeting to observe and gain knowledge on how various Boards operate.*

Caroll Johnson 2nd *by Richelle Bowman, moved to move "Unfinished Business" after "New Business". The motion carried without opposition.*

New Business:

New Meter Installation Policy:

Mathieu Rose discussed amending the meter installation policy to adhere to the new Lead and Copper Rule requirement. He requested the following to be added to the policy:

1. *Once the paperwork is completed at the office, and payment has been made the following will be implemented.*

2. *Prior to installation of a new meter set the customer is required to leave approximately 24" of his service line exposed for inspection.*
3. *The residential or commercial water line must be of a non-lead, non-copper, and non-galvanized material.*
4. *The customer must install a shut-off valve on their side at the meter.*
5. *The customer's side begins at their connection to the meter with approved service line material.*
6. *The company will prepare the meter set prior to actually setting the meter in order for the customer to be able to set their service line, and once it meets the EPA standard, the Operators will set the meter.*

The new Lead and Copper Rule requires the District to investigate and report service line material for every active and inactive meter on the District's and the customers side by October 2024.

Richelle Bowman, 2nd by Carol Johnson, moved to approve the amendments to the Meter Set Policy, the motion carried without opposition.

Duke Industries:

Mr. Casey Whitehead, a representative for Duke Industries discussed creating a working relationship with the Water District, as well as his community. He explained that Duke Industries has given the small community the opportunity to create jobs by using local companies when it is feasible. The company offers the following services, Engineers, Storage Tanks, Motors, Pumps, and Electrical, and Boring up to 36', as well as other services that may benefit the water company.

The Board thanked Mr. Whitehead for his presentation and would be getting back for more information on the opportunities he offered.

Water Sector Funding:

Mark discussed the District being awarded \$1.3,000,000 from the Water Sector Program, with the District having a \$342,000.00 match. This will include the Fields and Phelps Booster Station improvement upgrades. The grant will hinge on the District complying with a water rate study, and an increase in water rates if the state requires them to do so. Two Consultant have been approved to do the water rate studies, and LRWA is one of the consultants.

The Board decided to wait on the water rate study before proceeding with the funding variants from the Water Sector Program.

Insurance:

Richelle Bowman, 2nd by Caroll Johnson, moved to approve the renewal of the system's insurance by Dethloff Insurance Company in the amount of \$32,288.74. The motion carried without opposition.

Office Internal Security:

Richelle Bowman, 2nd by Caroll Johnson, moved to approve the purchase of the Internal Security and Backup protection for the District by Mr. Andy Buford in the amount of \$1,200.00. The motion carried without opposition.

DWRFL Payment:

Richelle Bowman, 2nd by Caroll Johnson, moved to pay \$9,240.00 to GNF Management within the DWRFL program, the motion carried without opposition.

Unfinished Business:

Fields Project:

Mark McCarty discussed the Liquidated Damages against Griner Drilling, and requested permission to renegotiate for the District.

Richelle Bowman, 2nd by Lisa Gearen, moved to approve for Mark McCarty to renegotiate with Griner Drilling on Liquidated Damage, the motion carried without opposition.

Fields Storage Tank:

Mark McCarty submitted the revised copy of the Fields Storage Tank with an increase from \$350,000.00 to \$400,000.00. The \$50,000.00 increase was because of price changes in the Tank and Piping. There was discussion on how to proceed with the

Maintenance Report: Mathieu Rose

Lisa Gearen discussed phone calls she was getting concerning the time frame in which customer's work orders were being accomplished, and hauling log debris, supplies, and driving.

Richelle Bowman discussed liabilities to the District over delivering debris, as well as cut up logs as part of the debris clean up, to properties for disposal even if permission is given.

Mathieu Rose discussed that sometimes the trees are so large that it is time consuming to bring them back to the office, and he really had no where to dispose of them, and this method had been working for the past 7 years to help in cleaning up debris, instead of leaving it on a customer's property.

Lisa Gearen, 2nd by Richelle Bowman, moved that all debris from any job, including debris from trees is to be brought to the Central Office for disposal, and the motion carried without opposition.

Mathieu Rose gave a report of work orders accomplished from July to August 14, 2023.

1. System Overview: 112 work orders completed
 - 5 new meter sets
 - 15 Leaks Repaired
 - 4 of the repairs required Precautionary Boil Advisories
 - 7 Leaks pending

One of the leaks was under a large Pine tree, and BECI came in and cut the tree down for the water district because he did not believe that the Operators could hand taking the tree down safely.

2. Mr. Calcote of K Hebert Company agreed to do Bi-annual pump/motor preventative maintenance inspections with this year being \$3,000.00, and bi-annually \$6,000.00.

Richelle Bowman, 2nd by Caroll Johnson, moved to hire KHebert Company to proceed with Bi-Annual Preventative Maintenance on the Motors and Pumps at \$3,000.00 for the remainder of this year. The motion carried without opposition.

3. Caroll Johnson, 2nd by Lisa Gearen, moved to table the Robert Clark Rd camp extension with new meter sets, until an easement can be obtained, as well as gaining more concrete information.

4. *Robert Clark Rd water line placement has been approved by LDH, and we are waiting on BPPJ to move the road before proceeding.*
5. *Mr. McGregor has a psi 43, and after multiple testing the issue still seems to be with the elevation of his new home. He has requested a new 1" meter to see if that would help.*

Caroll Johnson, 2nd by Lisa Gearn, moved to have LRWA to come in and assist Mathieu to see if any other testing could be completed, other than what LRWA, Mark McCarty, and Mathieu has already accomplished. The motion carried without opposition.

6. *The Lead and Copper Rule is required by October 2024, and the system has approximately 1866 active meters, and 415 location meters. Once the investigation is complete a more accurate number will be available.*
7. *Well 4 is down, the Control Panel is burnt, and Kevin Comeaux is seeing he can do with repairs, verses replacement, since the panel is so old. The Board discussed filling it with the insurance.*
8. *A meter set expense spreadsheet was given to the Board on how much it was actually costing the District in setting a new meter.*

The District discussed the loss they were incurring with new meter sets, and with an investigation into what other District Water Companies were charging a motion was made to increase a new meter set with the new policies in place.

Richelle Bowman, 2nd by Caroll Johnson, moved to increase the cost of In-house new meter set to \$1,275.00, with a cost increase on road bores to \$750.00 up to a 1" water line, with the exception of any road bore that is completed by a contractor, in which the customer will absorb the cost of the road bore issued by the contractor, effective August 15, 2023, the motion carried without opposition.

Secretary Report: Paula Rose

1. *Paula discussed the SCADA system, and installing a monitor on the wall in order to be able to view it better, especially during a crisis.*

Richelle Bowman, 2nd by Lisa Gearen, approved the installation of 2 monitors in the amount of \$850.00, the motion carried without opposition.

Richelle Bowman, 2nd by Lisa Gearen, moved to enter into an Executive Session to discuss personnel, the motion carried without opposition.

Richelle Bowman, 2nd by Lisa Gearen, moved to re-enter into a regular session, and moved to accept the resignation of William Dunham, and if needed to hire additional temporary personnel from LA Workforce. The motion carried without opposition.

Adjournment:

There being no further business, upon a motion by Lisa Gearen 2nd by Carroll Johnson, the meeting was adjourned, the motion carried without opposition.

I DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the minutes of the business meeting held on Monday, August 14, 2023, at the regular public meeting place of said Board at 9252 Hwy 27, Singer, Louisiana.



Paula Rose-District Secretary/Treasurer



Jerry Cooley, President