

Waterworks District 9, Ward 4 Meeting Minutes
Regular Board Meeting
Monday, August 14, 2023
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, August 14, 2023 in the conference room located at 4015 Sherry Street, Sulphur, LA., with President Ken Chamblee presiding with the following members present: Ray Taylor, Theresa Bell, Kent Chamblee, Steve Belshe and Richard Boenig.

The Invocation was presented by Ray Taylor followed by the Pledge of Allegiance.

Audience: Lee Lancon – Lancon Engineers, Inc.

Lee Lancon – Engineering Report

- **Water Storage Tank Rehab Project Status**
 - **Volunteer Rd.** (see attached engineers report)
 - **Mosswood** (see attached engineers report)
 - **GWST #1, #2 & Yard Piping** (see attached engineers report)
 - Lee reported that Project is substantially complete and discussed the punch list items
 - There was a motion by Ray Taylor and second by Theresa Bell to approve the Notice of Substantial Completion for Stephens TPS, Inc. for the Water Storage Tank Rehabilitation Project. Motion carried.
- **Water Storage Tank Rehab (Phase 2)**
 - **GWST #1 and #2 Inspection and Clean Out** (see attached engineers report)
Lancon Engineers requested that the Board ratify their approval of the Elite 360 Proposal for Phase 2 scope development that was previously approved by the Board via email. There was a motion by Theresa Bell and second by Ray Taylor. Motion carried.
- **ARP Project** (see attached engineers report)
 - After lengthy discussion on currently proposed scope items, Theresa Bell and Kent Chamblee plan to meet with the fire chief and the police juror, prior to attending the fire department board meeting, to discuss the fire department supplying fire hydrants for the hydrant only portions of the project.
 - Alice has emailed Brett with P&N, who is administering the ARPA Project for the Parish inquiring about the status of the approvals for the project.

Alice Webb – Reports

- **Minutes** –Minutes were reviewed. There was a motion by Ray Taylor and second by Steve Belshe to approve minutes as presented with minor clerical corrections. Motion carried.
- **Payables** – Payables were reviewed and discussed. There was a motion by Ray Taylor and second by Richard Boenig to approve payables as presented. Motion carried.
- **Profit & Loss** – Reviewed, discussed with no corrections.
- **LAMP Funds** – Reviewed and discussed. Based on the interest we are receiving, the LAMP funds are the best place to keep the district project money to keep it accessible while we complete the Water Tank Rehabilitation Project and the ARPA Project.
- **Training (Ethics/Sexual Harassment)** Alice will contact the Parish and obtain a training link/site the board can use, since the one emailed does not work.
- **Policy Manuel** – In progress.
- **Variable Cost** – Theresa will work on updating this and review with Steve targeting for review with the rest of the board in September or October.

Jay Picard – Reports/Updates

- **Drilling Machine Repair**– Beacon came in, but still waiting on more parts
- **Sand on Vehicles** – The last one to be completed has been traded in so owner is no longer worried about it.
- **Electrical Separation of Plant and Office** – In order to separate the plant from the office there will need to be 2 disconnects. The breaker will cost ~\$5,000, and has a 6-8 week delivery. Rough estimate is \$10,000 to \$13,000 for separation. Montgomery will get current prices for wire and labor. The Board agrees the work needs to be done and approved to proceed with getting the estimate and performing the work.
- **Tie in Well #3 to Emergency Generator** – Entergy finally came out and evaluated the electrical supply for supporting Well #3 from the Plant Electrical supply instead of the separate supply. Based on their calculations, the existing transformers will be sufficient to power Well #3 as well as the other wells and the plant, which will allow it to be tied into the generator.
-Jay will contact Montgomery and see what it would cost to have them develop the scope so job can be bid out.

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- **Water Meter Installation Costs** - After some discussion, changes will be made to the formula to calculate new installation fees. Emails will be sent out to board members for review and will be revisited at next board meeting.
- **New Hire** - Jay let the board know he is still learning and has no issue doing what is told to do. He is doing day to day work orders alone.
- **Operator Uniforms/Safety Equipment** - The Board discussed uniforms for operators. They agree, even during a probation period, that operators should be given shirts and proper safety gear to perform their duties.
- **Improved Office/Plant Security** Jay mentioned about the recent activity happening around the area. He mentioned the glass in the front office should be bulletproof. Jay stated that Sheriff Department has asked a few times since the beginning of the year if we had surveillance cameras. Richard Boenig suggested to get scope/quotes to upgrade security around the property.

Other Items

Diggers Night Out -Alice Webb asked the board to consider sponsorship for the annual Diggers Night Out. Sponsorship is \$500.00 and includes four complementary attendees. Open spots will go to operators then to board members. There was a motion by Steve Belshe and second by Ray Taylor to approve sponsorship. Motion carried.

There will be a special board meeting on August 14, 2023 for employee reviews and ARPA status update.

There was a motion to adjourn by Ray Taylor and second by Richard Boenig. Motion carried.

Water Works District No. 9, Ward 4
Engineer's Report for August 14, 2023, Board Meeting
Report issued: August 14, 2023

LEI Project No. 19-007 Water Storage Tanks Rehabilitation

1. Construction is continuing and the following is a general summary of construction work completed since last report:
 - 1.1. EWST #1 Volunteer Road
 - 1.1.1. Exterior of tank:
 - 1.1.1.1. All work completed except for the items noted under 1.1.3.
 - 1.1.2. Interior of tank:
 - 1.1.2.1. All work is complete, and tank is in service.
 - 1.1.3. The following items of work still need to be completed:
 - 1.1.3.1. Seal the surface of each tank leg concrete foundation in the same manner as the tank as Mosswood Drive.
 - 1.1.3.2. Install standoffs on the cable of the safety climb system on the exterior tower access ladder.
 - 1.1.3.3. Install the tension spring on the cable of the safety climb system on the exterior tower access ladder as per the manufacture.
 - 1.2. EWST #2 Mosswood Drive
 - 1.2.1. Exterior of tank:
 - 1.2.1.1. All work completed except for the items noted under 1.2.3.
 - 1.2.2. Interior of tank:
 - 1.2.2.1. All work completed, and the tank is in service.
 - 1.2.3. The following items of work still need to be completed:
 - 1.2.3.1. Touch up paint chip on the riser manway davit arm.
 - 1.3. GWST#1, #2, and Yard Piping
 - 1.3.1. Work was deleted by Change Order No. 6, is fully executed, and recorded.
 - 1.4. Property Damage Report for Becky's Catering, LLC
 - 1.4.1. Still working with Becky's attorney Jeff Townsend to get permission to access the site make the requested repairs.
 - 1.4.2. LEI is seeking a price from R. Cloud to fill and grade low areas and ruts left on the site by the contractor. Jay and staff have identified the specific areas with pin flags. This cost will be deducted form the contractor's final payment.

1.5. Project Status

- 1.5.1. Project is Substantially Complete as of July 21, 2023. Board is requested to approve the Notice of Substantial Completion at the Board meeting. If approved the document will be recorded with the Calcasieu Parish Clerk of Court on Tuesday, August 15, 2023, and that action will start the 45-day lien period.
- 1.5.2. LEI will prepare the final reconciliation change order and submit same to the Board for consideration at their September Board meeting.
- 1.5.3. At the end of the 45-day lien period (9/29/2023), Contractor will provide the Clear Lien Certificate and LEI will prepare the final Contractor's Application For Payment and submit it to the District for final payment.

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

1. GWST #1 and #2 Inspection and Clean Out

- 1.1. By email communication with the Board, LEI received Board approval of Elite 360's proposal and accordingly LEI authorized Elite 360 to begin work.
- 1.2. GWST #1 was dewatered by Jay on Thursday/Friday, 8/10 and 8/11.
- 1.3. Elite began their work today, 8/14/2023.
- 1.4. The inspection work on GWST#1 should be completed on Wednesday, 8/16/2023 and the tank will then be put back into service on Friday, 8/18/23.
- 1.5. The start of inspection work on GWST#2 is to be determined.
- 1.6. LEI requests that the Board ratify their approval of the Elite 360 Proposal by resolution at tonight's Board meeting.**

2. Preparation of Bidding Documents for Phase 2

- 2.1. Engineering work for preparation of the bidding documents is underway and is focusing on the type of containment to be specified.
- 2.2. Once the inspection work is complete the project scope of work will be firmed up and the bidding document will be completed. The anticipated completion date is the end of September and it is anticipated that the authorization to advertise for bids will be requested at the October Board meeting.

LEI Project No. 22-003 ARP Project

1. LEI adjusted the project budget estimate for the various items of work and included an estimate for construction cost, non-construction costs (engineering, etc.) and total project cost and provided same to Theresa on July 13, 2023, for her review, and comment.