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Minutes  
Regular Board Meeting  
Monday, September 12, 2022  
5:30pm – Conference Room

The Board of Directors met in a special meeting on Monday, September 12, 2022 in the conference room located at 4015 Sherry Street, Sulphur, La., with President Larry Mouton presiding with the following members present: Ray Taylor, Theresa Bell, Larry Mouton, and Kent Chamblee.

Conference Call: Richard Boenig

The Invocation was led by Kent Chamblee followed by the pledge of allegiance.

Audience: Mike Clark – Contractor  
Lee Lancon – Lancon Engineers, Inc.

Mike Clark came before the Board of Directors to discuss potable water to an existing RV Park located behind Stine Lumber. Mr. Clark stated he is the contractor representing the RV Park and he has constructed a blacktop road off of West Cal Blvd called Williams Perkins Road, exclusive for the park. Jay Picard mentioned years ago someone approached Waterworks 9 and at that time we could not get permission to run a waterline therefore the RV Park had to drill a well. The Park is having issues with iron and the Health Department is coming down on them to fix the situation. Mr. Clark approached the City of Sulphur and was directed to Waterworks 9 due to the RV Park location was within the Waterworks 9 boundaries. Mr. Clark mentioned that the Park has worked out a plan with DEQ, how long that will last is unknown, therefore whatever the Waterworks District and the City of Sulphur can work out is no rush at this time. After lengthy discussion, Commissioner Theresa Bell asked the board members if someone from Waterworks 9 speak to City of Sulphur to see if they would agree to give up the water on the south side of I10 frontage road. All agreed that it would be beneficial to the City of Sulphur.

Lee Lancon presented Project Updates:

Burton Shipyard Road Waterline Relocation (Olsen Rd. to Global Dr.)

Lee mentioned that the Driftwood Project of the Waterline relocation is 100% complete and ready for Final Acceptance. The new relocated waterline is in service and is being used to deliver potable water to the District's customers in that area. Lee will email the letter from Driftwood LNG, LLC submitting the fully executed and recorded Certificate of Substantial Completion along with Clear Lien Certificates including their request for the Board's Final Acceptance of the project. Lee recommended that the Board accept the project as complete to the extent that the District will incorporate the project into the District for the District's full ownership, use, and perpetual maintenance. Commissioner Richard Boenig asked if the as built drawings were sent to the district. Lee agreed that they were. There being no further discussion, there was a motion by Theresa Bell and seconded by Ray Taylor accept the project as complete as per Lee Lancon recommendation. Motion Carried.

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Filter Project Update:

Commissioner Richard Boenig asked the status of the filter. The Contractor has set the filter in place and all of the face piping is hung and fittings that were received from Hungerford & Terry. The contractor is having a spool piece resized to make a connection into the existing piping. All of the media is in. Contractor is waiting on other pieces so they can work on the connection.

Mapping of the District:

Commissioner Ray Taylor asked if Lee spoke to the Carlyss Fire Chief concerning the information on the mapping. Lee stated the mapping is all there, he will get with the Carlyss Fire Chief and go over the flows, etc.

Elevated Water Storage Tank #2 (EWST #2) – Mosswood Rd.

Lee mentioned a Recommendation of Payment directly to Stephens TPS, Inc. in the amount of \$47,499.05 for work complete and/or stored materials for the period from August 1, 2022, through September 9, 2022. There is a retainage we are holding in the amount of \$2, 499.95.

Lee handed out a Cost Breakdown for the EWST #2 on Mosswood Rd. Lee explained to the Board of Directors that the workers did the work but when the hydro blasting was complete, the job Superintendent should have stopped the crew and noticed the problem. Lee stated all of the work performed after the hydro blasting is not what the district can use or benefit from. Lee read over the cost breakdown with his adjusted fees per item and feels \$25,000 is a reasonable amount owed to the Contractor for EWST #2 on Mosswood Rd. Motion by Ray Taylor and second by Theresa Bell to pay \$25,000 to the Contractor. If the Contractor is not agreeing to the \$25,000 payment, they will authorize Lee to go up to 75% of the original request anything else the Contractor must approach the Board of Directors. Motion Carried.

Lee presented the Breakdown of Change Order #2 for the EWST#2 on Mosswood Rd. After lengthy discussion, Lee gave the total cost of change Order #2 is \$260,000.00 and does not include the containment system costs. The containment system costs is \$72,127.52.

Commissioner Richard Boenig would like Lee to have a summary of prices, reason for change order and justification for our files. There was a motion by Theresa and seconded by Kent Chamblee to accept the construction bid breakdown from Stephens TPS, Inc. on change order #2 for the EWST#2 on Mosswood Rd. Motion Carried.

After Commissioner Theresa Bell made a few corrections to the minutes, a motion by Theresa Bell and seconded by Ray Taylor to approve the minutes of the regular August 8<sup>th</sup> and the special August 30<sup>th</sup> minutes as presented. Motion Carried.

After reviewing the payables, there was a motion by Ray Taylor and seconded by Theresa Bell to pay payables as presented. Motion Carried.

P & L Report – Reviewed as presented

Lamp Funds – Commissioner Theresa Bell suggested the board to consider transferring monies from some of the Lamp Funds invested most appropriately. Also the Operating Account funds

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can be transferred leaving around \$500,000.00 in account. After lengthy discussion, the board tabled until October meeting. CPA Jerry Milner will be attending October 10<sup>th</sup> board meeting.

Ethics Online Training: Commissioner Theresa Bell will complete her training and send it in.

Harassment Online Training – Commissioner Theresa Bell will complete her training and send it in.

Policy and Procedure Manuel – Tabled

Extra Time Off - Commissioner Richard Boenig would like to have ETO Reports emailed on a monthly basis to board members for review.

Request to add to Vacation Calendar – Alice mentioned that the industry standard for vacation is 30 years of service is 6 weeks' Vacation. After lengthy discussion, Commissioner Richard Boenig stated we should see what the Parish policy is on vacations. Alice will call the parish to see what their policy is on 30 years of service for vacation time and have it for the October meeting.

360 Software Training Update – Jay mentioned the upgrade is finished and operators are reading so we should have results on how it is working. Jay stated he needs to purchase another iPad for meter reading. Currently operators have an android for out in the field to pull history off meters. Commissioner Ray Taylor asked are they using a more rugged device out in the field due to weather conditions. Jay said the operators are using a computer to read meters in the truck. Jay will look into see about a more rugged iPad for the field.

Generator – Jay stated he is waiting for information on the transfer switch.

Flow Test Results for Wells 1, 2 and 3 – Jay received a flow test report from Layne Christensen Company showing issues with Well#2. Layne Christensen representative believe it's the pump wear. To pull the pump on Well#2 and take to Layne Christensen shop. To mobilize a crew and equipment, pull pump assembly, transfer to Layne Christensen shop and provide a repair estimate is \$24,000.00. Commissioner Kent Chamblee asked if Jay noticed the gpm going down and what was it. Jay stated he did notice it was going down and it's running about 600 gpm. Commissioner Richard Boenig stated we need to go forward with the estimate as presented by Jay. All agreed.

Sanitary Survey – Many changes on the survey. Jay mentioned there is flashing and heavy rust on the seal on Well #2. When Layne Christensen comes out Jay will have them look at it and be sure nothing is wrong with the piping going into the ground. Commissioner Theresa Bell suggested Jay look into wrapping the pipe or using a different type of paint such as Tnemec Paint instead of water paint. Jay does not have the results on the survey as of today. The survey is on a point and grading system. The District can lose points and gain points. One of the mandatory things is a customer cost rate study. The study must be prepared by an Engineer or Auditor.

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Once the survey reports comes back Jay will present it to the Board. The survey will be part of the CCR Report that will be distributed to all of the District customers.

Procedures – Commissioner Theresa Bell asked Jay where he was on procedure for the generator. Jay mentioned he has no procedures on the generator until he meets with the Cummings representative. Jay is still waiting on the transfer switch. Jay stated he can manually run the generator. Commissioner Ray Taylor and Richard Boenig stated a procedure on how to manually operate the generator needs to be prepared. Commissioner Theresa Bell stated the board is not worried about the cost to get whoever Jay needs to come out and go through the steps and have a procedure drawn up. The boards concern is Hurricane season is here. Jay mentioned that he has backup to get water to the customers no matter what.

Field Reports – Commissioner Richard Boenig asked if the change outs were due to problems or new change outs. Jay stated that there were problems with meter tops He changed them out to register reads. All are still under warranty. Most of the problems are the original meters put in years ago.

There being no further business, the meeting was adjourned on a motion by Ray Taylor and seconded by Kent Chamblee. Motion Carried.