

Waterworks District 9 Ward 4 Meeting Minutes
Regular Board Meeting
Monday, February 12, 2024
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, February 12, 2024, in the conference room located at 4015 Sherry Street, Sulphur, LA., with President Kent Chamblee presiding with the following members present: Richard Boenig, Steve Belshe, Kent Chamblee, Theresa Bell. Ray Taylor was absent.

The Invocation was led by Theresa Bell followed by the Pledge of Allegiance.

Audience: Eddie Robinson & Jake Smith – Insurance Unlimited
Lee Lancon – Lancon Engineers, Inc.

Eddie Robinson & Jake Smith – Insurance Unlimited

- Eddie presented the property insurance renewal for 2024/2025 to the board. He informed the board that our policy and rate are very good.
- Eddie and Jay performed another walk through to double check covered buildings. Jay is to have signs made and hung on buildings for identification purposes.
- Still waiting to get a quote for Cyber Liability. Cyber Policy will be back dated due to premium being due on 2/15/2024 and we have yet to get a quote.
- Richard Boenig asked about the generator being listed in the policy. Eddie is to check to see if generator is listed and if not, he will have generator listed as a line item.
- There was a motion by Theresa Bell and seconded by Richard Boenig to pay the insurance premium of \$120,485.32. Motion carried.

Lee Lancon – Lancon Engineers, Inc. Engineering Report

- **Water Storage Tank Rehab Project Status** – (see engineers report)
 - final payment has been made.
 - Lee recommends taking the towers out of service for inspection, to inspect the inside.
- **Water Storage Tank Rehab (Phase 2)** – (see engineers report)
 - Lee presented quotes Jay received to replace wall panels around filters and to install a canopy over the filters. There was a motion by Theresa Bell and seconded by Steve Belshe to accept the bid from Well Hung Metal, to include a free-standing canopy, in the amount of \$28,952.32. Motion carried.
- **2023 Water Line Upgrade Project (ARP Funds)**
 - Still waiting to hear back from the parish.

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

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

- **Burton Shipyard Road Water Line Relocation** – (see engineers report)
 - Waiting for approval from Bob Kleinschmidt to sign cancelation of easement.

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

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

Kelly Riley – Reports

- **Minutes** – Minutes were reviewed. There was a motion by Steve Belshe and seconded by Richard Boenig to approve the minutes as presented. Motion carried.
- **Payables** – Payables were reviewed and discussed. There was a motion by Richard Boenig and seconded by Steve Belshe to approve payables as presented. Motion carried.
- **Profit & Loss** – Reviewed and discussed. Theresa made the board aware of journal entries that were made by the CPA. The board is not comfortable with why entries were dated so far back. Kelly is to set up a meeting with the CPA to discuss what is happening. Theresa and Kent would like to be at the meeting with the CPA also.
- **LAMP Funds** – Reviewed and discussed. Kelly mentioned it was time to move money from the operating account to a LAMP account. There was a motion by Theresa Bell and seconded by Richard Boenig to move money from the operating account to the LAMP Construction account bringing operating account balance to \$600,000.00. Motion carried.
- **Policy Manual** – Tabled till next meeting.
- **Bank Bidding** – After some discussion, there was a motion by Theresa Bell and seconded by Richard Boenig to change the operating account from JP Morgan Chase to JD Bank. Theresa Bell recommended waiting on transferring money into LAMP account until after most of the checks have cleared the Chase account. \$500,000 will be used to open the new Operating Account at JD Bank. Both accounts will be run parallel for a few months, giving Kelly time to get everything changed over and make sure all autodrafts are drawing appropriately.

Jay Picard – Plant/Field Updates

- **Water Line down Miller** – After some discussion, the board chose to complete the loop with a 6" water line and fire hydrant. Due to the amount being over the dollar threshold, Jay will get two more bids.
- **Tie In Well #3** – Jay is still waiting for additional quotes. The board approved for Jay to proceed when quotes come in.
- **Improved Security for Office/Plant (cameras, glass upgrade, improved door)** – No progress.
- **New Employee** – Jay let the board know he hired another operator, Braiden Young.

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

Water Works District No. 9, Ward 4

Engineer's Report for February 12, 2024, Board Meeting

Report issued: February 12, 2024

LEI Project No. 19-007 Water Storage Tanks Rehabilitation

1. Construction is now complete, and the following is a general summary of construction work completed since last report:
 - 1.1. EWST #1 Volunteer Road
 - 1.1.1. All work completed.
 - 1.2. EWST #2 Mosswood Drive
 - 1.2.1. All work completed.
 - 1.3. Project Status
 - 1.3.1. Project final Reconciliation Change Order No. 7 has been fully executed and recorded with the Calcasieu Parish Clerk of Court. Original of the fully executed change order and recordation information has been provided to the Contractor and Water District.
 - 1.3.2. Contractor's final pay application has been submitted to the Water District with a recommendation for final payment by the Engineer.
 - 1.3.3. Project is now complete. The one (1) year warranty period is set to expire on July 20, 2024. *Accordingly, a warranty inspection of the elevated water tanks should be conducted before that date.* LEI has set a notification of the inspection for May 21, 2024, and it is recommended that the Water District do the same so that the inspection can be completed in advance of the July 20, 2024 deadline.

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

- 1.1. The project began advertising on Friday, January 26, 2024, and bids will be received at the office of Lancon Engineers on Thursday, February 22, 2024. A non-mandatory pre-bid meeting is scheduled for Wednesday, February 14, 2024, at the office of WWD#9.
- 1.2. To date, bidding documents have been issued to four (prime bidders) including:
 - 1.2.1. Pittsburg Tank and Tower, Hendersen, KY
 - 1.2.2. Maguire Iron, Inc., Sioux Falls, SD
 - 1.2.3. Utility Service Co., Inc., Perry GA
 - 1.2.4. Phoenix Fabricators & Erectors, Avon, IN
- 1.3. Discuss issues with filters and building wall penetrations. Recommended that owner solicit quotes to remove existing flashing to allow inspection of filter wall and coating system at wall penetrations and replace flashing with temporary flashing that will be removed and replaced by painting contractor and then remove and replace building insulation and sheeting on the entire

wall and permanently flash the filter wall penetration. Review the following quotes received by Jay Picard.

1.3.1. Well Hung Metal, LLC

1.3.1.1. Change out wall panels around filters after painting is done	\$15,786.36
1.3.1.2. 8' x 75' (16' ht.) awning over filters	\$11,565.96
1.3.1.3. 8' x 75' freestanding canopy over filters	\$13,165.96
1.3.1.4. Total with awning	\$27,352.32
1.3.1.5. Total with freestanding canopy	\$28,952.32

1.3.2. H & H Metal Contractor's, Inc.

1.3.2.1. Change out wall panels around filters after painting is done	\$18,100.00
1.3.2.2. 8' x 75' (16' ht.) awning over filters	\$13,500.00
1.3.2.3. Total with awning	\$31,600.00

1.3.3. Angelico Construction Company, LLC

1.3.3.1. Change out wall panels around filters after painting is done	\$25,305.00
1.3.3.2. 8' x 75' (16' ht.) awning over filters	\$14,440.00
1.3.3.3. Total with awning	\$39,745.00

LEI Project No. 22-003, 2023 Water Line Upgrade Project (ARP Funds)

1. Get update on status of ARP fund approval by CPPJ from the Board.

LEI Project No. 18-002, Burton Shipyard Road Water Line Relocation

1. Review of the Easement Termination Affidavit document submitted by Kelly Malone revealed a problem that needs to be corrected before that document is approved by the Board. The problem involves the easements under paragraph C and D of the document. Those easements were obtained from Stephen Kent Vallette across property at the NW corner of the intersection of Burton Shipyard Road with Olsen Road. As per the documents the easements are described as being 10' in width and are located across the Vallette property; however, their specific location is not identified. The District had an existing line along the north side of Burton Shipyard Road which has been abandoned and has an existing line along west side of Olsen Road that is still in service. Due to the ambiguity of the easement legal descriptions for both line it is not possible to determine which easement is associated with the line along Olsen Road. Mack Gregorie, attorney for Driftwood, wants to have both easements abandoned and Driftwood grant a new easement for the line along Olsen Road. To make sure the easement width is sufficient he is having the line located by Fenstermaker and they will establish the easement width to include the line and prepare a plat and legal description for Mack's use in preparing the new Easement Instrument. I agree with this approach and recommend that no action be taken on the Affidavit of Termination document until the new Easement Instrument has been prepared by Mack, reviewed by me and Bob, and recommended for approval by the Board by Bob. I will also have Bob review the Affidavit of Termination document concurrent with his review of the new Easement Instrument. **Update-Received new Easement Instrument from Mack Gregorie. Sent it to Bob Kleinschmidt on 2/2/2024 and again on 2/12/2024 and am waiting on his authorization of approval by the Board.**



Well Hung Metal, LLC

3472 S. Beglis Pkwy

Sulphur, LA 70665

Metal Building Erectors, Metal Roofs, Patios, Repairs and Crane Truck Rental

Phone (337) 527-7923 Fax (337) 527-0448

PROPOSAL

DATE: 1-22-24

Carlyss Water Department

Labor and material to change out wall panels around filters after painting is done.

Task to be performed are as followed:

- **Cut back sheets for painters.**
- **Install new galv angle around filters.**
- **Change out base angle.**
- **Insulate wall using 3" Tyvek.**
- **Sheet walls using 26ga light stone PBR.**
- **Install flat pan trim with hard closure over filters.**
- **Install new gutter and downspouts using 26ga white.**
- **All fasteners to be long life.**

Permit by others.

TOTAL: \$15,786.36

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If legal action is required to enforce rights pursuant to this agreement, Well Hung Metal, LLC shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction. A finance charge of 1 ½% per month which is an annual rate of 18% will be charged to all 30 days past due accounts.

Note: this proposal may be withdrawn by us if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL/BINDING CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.



Well Hung Metal, LLC

3472 S. Beglis Pkwy

Sulphur, LA 70665

Metal Building Erectors, Metal Roofs, Patios, Repairs and Crane Truck Rental

Phone (337) 527-7923 Fax (337) 527-0448

PROPOSAL

DATE: 1-22-24

Carlyss Water Department

Labor and material to install an 8'x75'x16' awning over filters with the following:

- **26ga galv roof**
- **4' drop wall on the front and each end**
- **26ga light stone on walls**
- **14ga framing.**
- **4"x4" hot dipped galv poles anchored to existing slab**
- **Move gutter from eave of building to the eave of the awning.**
- **Roof pitch to match the building.**
- **All fasteners to be long life.**

Permit by others.

TOTAL: \$11,565.96

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If legal action is required to enforce rights pursuant to this agreement, Well Hung Metal, LLC shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction. A finance charge of 1 ½% per month which is an annual rate of 18% will be charged to all 30 days past due accounts.

Note: this proposal may be withdrawn by us if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL/BINDING CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.



Well Hung Metal, LLC

3472 S. Beglis Pkwy

Sulphur, LA 70665

Metal Building Erectors, Metal Roofs, Patios, Repairs and Crane Truck Rental

(337) 527-7923 Fax (337) 527-0448

PROPOSAL

DATE: 2/1/2024

TO: Carlyss Water Department

Material, labor to install an 8x75x16 freestanding canopy over filters as follows:

- **Galv roof**
- **4' drop wall on the front and each end**
- **Light stone walls**
- **Roof pitch to match building**
- **4"x4" hot dipped galv poles on each end**
- **Move gutter from eave of building to the eave of canopy**
- **All sheeting to be 26ga**
- **All fasteners to be long life\$13,165.96**

Permit by others.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If legal action is required to enforce rights pursuant to this agreement, Well Hung Metal, LLC shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction. No warranties expressed or implied for leak repair work. A finance charge of 1 1/2% per month which is an annual rate of 18% will be charged to all 30 days past due accounts.

Note: this proposal may be withdrawn by us if not accepted within 10 days.

ACCEPTANCE OF PROPOSAL/BINDING CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE INDICATES ACCEPTANCE OF PROPOSAL

Quoted by: Zachery Royer

Office # (337) 527-7923

Cell # (337) 513-8431

Fax # (337) 527-0448



908 W Napoleon St • Sulphur, LA 70663 • Phone: 337-287-4204

Print Date: 1-18-2024

Water Works No. 9 - Metal Work

LICENSE NUMBER: LA # 44472

PROJECT INFORMATION

Architect: N/A

Scope of work: Metal sheeting and flashing

Jobsite Location: 4015 Sherry Street, Sulphur, LA 70665

Items	Description	Price
Base Bid	Supply labor, materials, and equipment for the following: - Remove flashing and cut away sheets as needed for tank access - Remove and replace (16) pbr wall sheets - Install new flashing around (6) tanks - Remove and reattach gutters and framing as needed to perform work	\$25,305.00
Canopy	Supply labor, materials, and equipment to install 8x75x16 component canopy with 6' drop wall on north and south sides - 4x4 posts - 8" galv framing - 26ga pbr sheeting - Gutters and downspouts	\$14,440.00
Exclusions	Exclusions include permitting, job toilet, and any scope not listed on proposal.	\$0.00

TERMS AND CONDITIONS

1. THIS BID IS ONLY GOOD 15 DAYS AFTER RECEIVING ON DATE SHOWN ON PROPOSAL.
2. PAYMENT SCHEDULE: TBD
3. PROVIDED BY OWNER: Permitting, electrical power, job toilet.
4. ANGELICO CONSTRUCTION CO., LLC will complete all the tasks described in this proposed bid *AS LISTED ABOVE*. Any changes will incur cost to the **OWNER**.

ANGELICO CONSTRUCTION CO., LLC is not responsible for delays caused by decision making by Owner or outside parties.

I confirm that my action here represents my electronic signature and is binding.

Signature:

Date:

Print Name:



PROPOSAL

H & H METAL CONTRACTORS, INC.
 STEEL BUILDING ERECTION
 METAL ROOFS FOR HOMES
 P.O. BOX 1369
 SULPHUR, LA 70664
 (337)625-2777 Fax (337)626-9817

Randy Burleson
 Estimator
 337-794-6135 (cell)
 rburleson126@yahoo.com

PROPOSAL SUBMITTED TO	Carlyss Waterworks		PHONE	DATE	1-2-24
STREET			JOB NAME		
CITY, STATE AND ZIP CODE			JOB LOCATION		
ARCHITECT			JOB PHONE		

We hereby submit specifications and estimates for:

Furnish material, labor and equipment to remove and replace 16' x 51' wall panels and Insulation. Also cut 4 Radius Circles and install new radius Flashing. Using Following:

- 1) 26ga STD color sheeting (R panels), Flashing
- 2) 14ga - Rake angle
- 3) Cut angle cut inside
- 4) 3" Tyvek insulation
- 5) Manlift

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of _____ dollars (\$ 18,100.00)
 payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature Randy Burleson

*Note: this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL
 The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.
 Date of Acceptance: _____

Signature _____
 Signature _____



PROPOSAL

H & H METAL CONTRACTORS, INC.
 STEEL BUILDING ERECTION
 METAL ROOFS FOR HOMES
 P.O. BOX 1369
 SULPHUR, LA 70664
 (337)625-2777 Fax (337)626-9817

Randy Burleson
 Estimator
 337-794-6135 (cell)
 rburleson126@yahoo.com

PROPOSAL SUBMITTED TO	Carlyss Waterworks #19	PHONE	DATE	1-2-24
STREET		JOB NAME	8'x73' Canopy	
CITY, STATE AND ZIP CODE		JOB LOCATION		
ARCHITECT		JOB PHONE		

We hereby submit specifications and estimates for:

Furnish material and labor to install One
 8'x73'x15' single slope canopy with
 4' dropwall on low side. Using the following:

- 1) 14ga. 4"x4" w/ Base plate
- 2) 14ga. Rafter
- 3) 16ga. purlins
- 4) 20ga. STD color sheeting (R panels), Trim
 + gutters

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of _____ dollars (\$ 13,500.00)

payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature Randy Burleson

*Note: this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL
 The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.
 Date of Acceptance: _____

Signature _____
 Signature _____