

Waterworks District 9, Ward 4 Meeting Minutes
Regular Board Meeting
Monday, June 10, 2024
5:30 p.m. – Conference Room

The Board of Directors met in a regular meeting on Monday, June 10, 2024, in the conference room located at 4015 Sherry Street, Sulphur, LA., the President Kent Chamblee presiding with the following members present: Richard Boenig, Steve Belshe, Kent Chamblee and Theresa Bell. The following member was absent: Ray Taylor.

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

Audience: Lee Lancon, Lancon Engineers, Inc.

Lee Lancon – Lancon Engineers, Inc.

- **Water Storage Tank Rehab (Phase 2)** – see engineers report
 - waiting on official start date
 - Plan on starting with GWST #1 (south tank)
- **Water Storage Tank Rehab (Phase 1)** – see engineers report
 - Field work should be finished by July 1.
 - Richard asked Lee if he was getting updates as the inspection was taking place. Lee informed him that the exterior coating has good adhesion and there was mud cracking where there were excessive coats of paint. He stated this was mainly at intersections.
- **2023 Water Line Upgrade Project (ARP)** – see engineers report
 - First six (6) sites have been surveyed

Intra Governmental Service Agreement (IGSA) between Waterworks #9, Ward 4 and Fire Protection District #2, Ward 4

- Theresa informed the rest of the board that the Fire Department was to discuss it at their upcoming meeting this Wednesday. Kent and Theresa will attend to assist with any questions the Fire Board may have.
- Kent will discuss with Shannon what type of signs the fire department was wanting to install on the hydrants...i.e. “Out of Service” signs, or “Emergency Use Only, contact Carlyss Water Works for potable or non-potable water needs” signs.

Fire Hydrant Maintenance

- Waiting for the IGSA to be signed before proceeding

Kelly Riley – Reports

- **Millage for 2024** – It was a re-assessment year.
 - Millage rate went up due to the property values decreasing because of the hurricanes.
 - Kelly read the resolution out loud. The board voted unanimously to adopt the new millage rate of 2.63 mills.
- **Minutes** – Minutes were reviewed. There was a motion by Richard Boenig and seconded by Steve Belshe to approve the minutes as presented. Motion carried.

- **Payables** – Payables were reviewed and discussed. There was a motion by Steve Belshe and seconded by Richard Boenig to approve payables as presented. Motion carried.
- **Per-diem** - There was a discussion on per diem for the district. The board agrees that overnight travel will have a \$60 per day per diem with \$40 for Fridays. If overnight travel is not required, there will be a \$20 lunch per diem per day. This will be corrected in the Policy Manual.
- **Profit & Loss** – Reviewed and discussed. Kelly let the board know she and Theresa met with Laura Hendrickson. New accounting codes will be set up so the P&L will better reflect our accounting. Hope to have a new draft P&L for the July or August meeting.

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

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

- There was a motion by Theresa Bell and seconded by Richard Boening to open a new account at JD Bank to be used specifically for projects. The first project will be the ARP Project. The minimum balance in this account will be \$10,000.00. Motion carried.
- There was a motion by Theresa Bell and seconded by Richard Boenig to move \$200,000.00 from the Chase Operating account to the operating account at JD Bank, move \$579,870.00 from the Chase Operating account to the LAMP Project Fund, use \$10,000.00 from the Chase Operating account to open the Project Account at JD Bank and keeping \$10,000 in the Chase Operating account. Motion carried.
- **LAMP Funds** – Reviewed and discussed
- **Policy Manuel** - There will be changes to the per diem policy and the Sexual Harassment policy.
- **Ethic & Sexual Harassment Online Training** – Board members are required to take the supervisor training and the regular training for the sexual harassment.
- **Update on Becky's Catering** – No response back from Becky or her lawyer.
- **Bank Reconciliation** – Steve Belshe looked over bank reconciliation in the office prior to the monthly board meeting. Kelly will try to find customers who received refund checks on inactive accounts with credit balance. She will then void an old check written from the Chase Operating account that was not cashed and reissue a check from the JD Bank Operating Account.

Jay Picard – Plant/Field Updates

- **Continuing Loop on Miller** – No update
- **Tie in Well #3 to Generator**
 - The tie-in is scheduled for this Thursday.
 - The office will have to shut down during the tie in. Kelly will send out alert notifying customer of the office closure.
 - Well 3 out of service until tie in is made.
- **Improved Security for Office/Plant** – no progress
- **Training:** sessions were good. Instructor passed on that inspectors are working on the next level of enforcement for backflow preventors. Initially, everyone was focused on commercial, they will now start looking at residential.

There was a motion to adjourn by Theresa Bell and seconded by Steve Belshe. Motion carried.