

Waterworks District 9, Ward 4 Meeting Minutes
Regular Board Meeting
Monday, October 16, 2023
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, October 16, 2023, in the conference Room located at 4015 Sherry St, Sulphur, LA., with President Kent Chamblee presiding with the following members present: Richard Boenig, Steve Belshe, Kent Chamblee, Theresa Bell and Ray Taylor.

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

Audience: Lee Lancon – Lancon Engineers, Inc.
Corey Koonce – Resident on Ellen Rich Rd.
Lindsay Kennedy (representative for “Boogie” Babineaux)
– Resident on Ellen Rich Rd.
Tommy Quirk – DA’s Office

Theresa Bell recommended making a change to the agenda, moving item 8 (Ellen Rich Road Issues) up to item 5.

Ellen Rich Road

Jay explained to the Board the situation on Ellen Rich Road. Customer (Babineaux) located at the end of the road wants to install fencing and a gate at beginning of driveway to prevent others from using driveway as a turnaround causing damages to driveway. The keypad would be located at start of driveway and gate would be 8 feet into driveway.

- Installation of the gate and fence will result in WW9 having to relocate several meters as our water line and some meters are on Mr. Babineaux’s property.
- The waterline crosses the road under the private drive and continues down the private driveway to a flush hydrant.
- There are two meters located near the flush hydrant (1 in service, 1 out of service). Mr. Babineaux told WW9W4 that he would give WW9W4 the code to the gate to have access to the flush hydrant and meters. The District does not want to access behind a locked gate due to liability issues.
- Kent Chamblee asked if there was an existing easement. Steve Belshe related that originally the road was supposed to continue to the flush hydrant.
- Jay met with Beau Moody (Calcasieu Parish) and found the Parish marker for the end of the Road Maintenance.
- According to Corey Koonce and Lindsay Kennedy, the parish does not have an easement at the end of the road as is customary now.
- The District would like to move the flush hydrant and meters outside of the proposed fence and into Parish right of way, but there is very limited space.

Ellen Rich Road (cont)

•Ray Taylor asked Lindsay Kennedy if they had ever thought about donating a section of driveway to Parish and having them maintain it up with rock. She stated they do not want to give up any of the property they purchased.

After lengthy discussion with Corey Koonce and Lindsay Kennedy, on potential solutions, the board thanked them for coming.

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 Ray Taylor to return to regular session. Motion carried.

Lee Lancon – Lancon Engineers, Inc. Engineering Report

- **Water Storage Tank Rehab Project Status**
 - **Volunteer Road** (see engineers report)
All work is complete.
 - **Mosswood Drive** (see engineers report)
All work is complete.
 - **GWST #1, #2 & Yard Piping has been moved to another project as Phase 2** (see engineers report and below)

- **Water Storage Tank Rehab (Phase 2)**
 - **GWST #1 & #2 Inspection and Clean Out** (see engineers report)
 - **EWST #1 (South Tank)**
Richard Boenig asked Lee to see the UT readings for the tank walls, roof and floor. Theresa Bell mentioned with a damaged chime and an annular ring you can have a good UT reading (on the annular ring) but still have corrosion below the annular ring plate and the primary floor. She suggested the inspector tap-out (with a hammer) the annular ring in the section with damaged chime to see if there is any obvious damage, or additional places a UT reading needs to be made. Lee mentioned he will put a line item to have someone complete this.
 - **EWST #2 (North Tank)**
Due to the amount of work that needs to be done on the roof, Lee mentioned that based on his conversation with Ryan Berry, Advance Tank, he recommends replacing the whole roof. The board agrees.
 - **Yard Piping** – No change to scope of this item

Lee Lancon – Lancon Engineers, Inc. Engineering Report (cont)

- **Water Line Upgrade Project (ARP Funds)**
 - Kelly Riley is to follow up with the parish and P&N to find out if the cooperative endeavor was filed.
 - Theresa mentioned that we are still waiting on Terry Frelot with the Parish to get back to us.

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 Steve Belshe to return to regular session.

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

As of this meeting, we have yet to hear back from the Carlyss Fire Department.

Kelly Riley – Reports

- **Minutes** – Minutes were reviewed. There was a motion by Ray Taylor and seconded by Steve Belshe to approve the minutes as presented. Motion carried.
- **Payables** – Payables were reviewed and discussed. There was a motion by Ray Taylor and seconded by Richard Boenig to approve payables as presented. Motion carried.
- **Profit & Loss** – Reviewed and discussed. Theresa Bell will send Steve Belshe a report showing numbers for water production vs billing.
- **LAMP Funds** – Reviewed and discussed.
- **Training (Ethics/Sexual Harassment)** – In progress.
- **Policy Manuel** – In progress. Adding more information and making modifications.
- **New Employee (Leslie Richard)** – Kelly let the board know Leslie is eager to learn and catches on fast. She gets along great with the other girls in the office.

Jay Picard – Reports/Updates

- **Purchase Order Policy** – Jay wants to do away with using purchase orders. We do not have a system to track purchase orders. Theresa Bell is to verify with parish to make sure we are not required to have a purchase order system. At a minimum, Jay would like to increase minimum dollar amount that a PO is required for. Tabled until additional requirements are determined.
- **Drilling Machine Repair** – New equipment came in. The plan is to use this for as long as possible.

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Jay Picard – Reports/Updates (cont)

- **Electrical Separation of Plant and Office** – Scheduled for Fri., October 20, 2023. The Office will close during the duration of the work. Lock-outs have been moved to Tuesday to allow customers to pay when the office is open.
- **Tie in Well #3 to Emergency Generator** – In progress, no new information.
- **Improved Security for Office/Plant (cameras, glass upgrade, improved doors)** – In progress, no new information.
- **Emergency Generator Procedure** – Jay has sent an email to Eddie on the control monitoring system for some additional information. To be finalized and sent out. Ray Taylor stated procedure does not have to be sent out if they have one in the plant.

Kent asked Jay if the new operator was still working out. Jay let the board know that Micah was working out really well.

There was a motion to adjourn by Ray Taylor and seconded by Theresa Bell. Motion carried.

Water Works District No. 9, Ward 4
Engineer's Report for October 16, 2023, Board Meeting
Report issued: October 16, 2023

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. Exterior of tank:
 - 1.1.1.1. All work completed including 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 have been 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 including 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 item of work has been 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. Project Status
 - 1.4.1. The Notice of Substantial Completion was recorded with the Calcasieu Parish Clerk of Court on Tuesday, August 15, 2023, and that action began start the 45-day lien period.
 - 1.4.2. The 45-day lien period ended on September 29, 2023. Contractor is working on getting the Clear Lien Certificate from the CPPJ Clerk of Court's office and will submit same to LEI. Discuss LEI's recommendation for interim and final payment and project close out at the meeting.

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

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

1.1. LEI received a draft copy of the inspection report and noted that the UT reading for the roof panels for GWST#2 (north tank) were missing. Elite360 was advised of the missing readings and plan to have these reading taken on Thursday, October 19, 2023. These readings will be added to the report, and they plan to issue the final report the week of October 23rd. Based on the draft report the following is a brief summary of the tanks condition and repair recommendations:

1.1.1. EWST #1 (South Tank)

- 1.1.1.1. Remove and replace 15' of chime due to loss of metal and significant corrosion, page 11.
- 1.1.1.2. Remove and replace the water level indicator, page 17.
- 1.1.1.3. Remove and replace the center compression ring 2' of rafter connected to the ring at 3 locations, page 22.
- 1.1.1.4. Roof, walls, floor, and interior/exterior tank piping is in good condition and does not need repair. No significant loss of metal thickness in roof, wall, floor panels, and interior/exterior tank piping.
- 1.1.1.5. Interior and exterior coating must be completely removed and replaced.

1.1.2. EWST #2 (North Tank)

- 1.1.2.1. Roof, walls, floor, and interior piping is in good condition and does not need repair except for the following:
 - 1.1.2.1.1. Remove and replace the interior overflow weir box and pipe, page 36.
 - 1.1.2.1.2. Remove and replace the roof stiffeners and center compression ring, pages 37 and 52. As per Ryan Berry, Advance Tank and Construction, Houston Texas, the potential cost savings to salvage and the roof sheets vs. removal and replacement of the entire roof structure including roof sheets is only 4%-7%. Discuss scope with the Board.
 - 1.1.2.1.3. Remove and replace corroded section of roof hatch curb, page 40.
 - 1.1.2.1.4. Repair corroded roof weld seams, page 42.
 - 1.1.2.1.5. Remove and replace 15' of chime due to loss of metal and significant corrosion, page 11, page 46. Consider installing an annular ring around the inside perimeter of the tank similar to the one previously installed on GWST#1 to reinforce the wall to tank floor connection.
 - 1.1.2.1.6. Remove and replace flapper valve and screen on tank exterior overflow pipe, page 48.

1.1.2.1.7. Furnish and install hand rail wings on either side of the exterior access ladder at the tank roof to match GWST#1 (south tank), page 50.

1.1.2.1.8. Interior and exterior coating must be completely removed and replaced.

2. Preparation of Bidding Documents for Phase 2

2.1. The proposed containment system will be a Class 1 System requiring air-impenetrable walls, ceiling, with rigid framing (scaffolding for walls), fully sealed joints, airlock or resealable entryways, negative air pressure achieved by forced air flow, and exhaust air filtration.

2.2. Once the inspection report 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 November, and it is anticipated that the authorization to advertise for bids will be requested at the December Board meeting.

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

1. Prepared the Engineering Service Agreement and submitted a draft copy to the Board for their review and comment. Discuss the agreement with the Board the Board meeting.