

MINUTES FOR REGULAR MEETING DECEMBER 20, 2022

The Board of Commissioners of Water Works District 1, of Ward 1, of Calcasieu Parish, met for a Regular meeting held Tuesday, December 20, 2022 at 7:00 p.m. in the Water Works District office located at 265 Parish Road in Moss Bluff.

MEMBERS PRESENT: Glen Franklin, Donna DeBarge, Joshua Thomas, and Tim Aguillard
SUPERINTENDENT: Gerald Hoffpauir
FOREMAN: Grant Avery
PROJECT ENGINEER: Wayne Harris

Mr. Glen Franklin called the meeting to order. A motion was made by Mr. Boo O'Quinn and seconded by Mrs. Donna DeBarge to accept the Minutes for the Agenda Meeting held December 13, 2022 as presented. The motion carried with all yeas and no nays. Mr. Hoffpauir read the Status Report for the month of October, 2022. There were 8,734 active accounts. Mr. Hoffpauir read the Financial Report for the month of November, 2022 prepared by Steirman Whitfield & Company. The Water District received 55.32% in revenue over expenses budgeted year to date.

Mr. Hoffpauir opened the material bids for the Pinewood Road Water Line Overlay Project. The bids were as follows:

Core & Main	\$79,994.00
Ferguson Waterworks	\$75,396.91

Mr. Wayne Harris opened the labor bids for the Pinewood Road Water Line Overlay Project. The bids were as follows:

Apeck Construction, LLC	\$125,013.55
Blake D. Hines Inc.	\$221,660.00
MPB Construction, LLC	\$131,195.00

The Board reviewed the Notice To Proceed Document For Core & Main to commence with the Meter Replacement Project Phase 2 effective January 30, 2023.

The Board reviewed Change Order No. 1 on the Meter Replacement Project Phase 2 that will allow the contractor to provide additional auditing services to identify and record service line material on both sides of the meter for compliance with EPA mandated inventory controls.

The Board reviewed Pay Estimate No. 3 from Meyer & Associates for engineering work completed to date on the Pinewood Road Water Line Overlay Project.

The Board reviewed Pay Estimate No. 5 from Meyer & Associates for engineering work completed to date on the Well 5 Generator Project.

The Board reviewed Pay Estimate No. 8 from Meyer & Associates for engineering work completed to date on the Plant B Filter Replacement Project.

The Board reviewed Invoice No. 09-3690 from Steven DeRouen & Associates LLC for providing the general audit for fiscal year 2021-2022.

The Board reviewed the Louisiana Compliance Questionnaire for auditing government agencies during fiscal year 2021-2022.

Mr. Hoffpauir informed the Board that the First Moss Bluff Church has provided payments totaling \$3,029.75 to 60 customers that were scheduled for disconnection due to nonpayment for the month of December.

The Board reviewed a print for drainage modifications in Jamestown Subdivision. The labor and materials to relocate the water main in conflict with the drainage project is estimated to cost \$44,072.00. However, the water line is expected to be relocated from private right of way which is reimbursable to the Water District.

A discussion was held to consider the proposal offered by ServLine to provide leak insurance by charging customers a monthly fee. The Board had concerns that the coverage requirements would not allow all customers to qualify for the service.

Mr. Hoffpauir reported that all mandated ethics training has been complied with.

A motion was made by Mr. Tim Aguillard and seconded by Mr. Boo O'Quinn to accept Ferguson Waterworks' bid in the amount of \$75,396.91 as the lowest responsible bidder for material and also accept the lowest responsible labor bid on the Pinewood Road Water Line Overlay Project as recommended by Meyer & Associates. The motion carried with all yeas and no nays.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Joshua Thomas to authorize the President to execute the Notice To Proceed document on the Meter Replacement Project Phase 2. The motion carried with all yeas and no nays.

A motion was made by Mr. Boo O'Quinn and seconded by Mr. Tim Aguillard to approve of Change Order No. 1 on the Meter Replacement Project Phase 2, allowing the contractor to provide the addition of auditing services to identify the service line material on the public and private side of the meter. The motion carried with all yeas and no nays.

A motion was made by Mr. Joshua Thomas and seconded by Mrs. Donna DeBarge to authorize payment to Meyer & Associates in the amount of \$2,421.86 for work completed to date on the Pinewood Road Water Line Overlay Project, represented by Pay Estimate No. 3. The motion carried with all yeas and no nays.

A motion was made by Mr. Boo O'Quinn and seconded by Mrs. Donna DeBarge to authorize payment to Meyer & Associates in the amount of \$472.50 for work completed to date on the Generator For Well 5 Project, represented by Pay Estimate No. 5. The motion carried with all yeas and no nays.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Boo O'Quinn to authorize payment to Meyer & Associates in the amount of \$12,017.25 for work completed to date on the Plant B Filter Replacement Project, represented by Pay Estimate No. 8. The motion carried with all yeas and no nays.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Joshua Thomas to authorize payment to Steve DeRouen & Associates in the amount of \$14,750.00 for the 2021-2022 Fiscal Year General Audit. The motion carried with all yeas and no nays.

A motion was made by Mr. Boo O'Quinn and seconded by Mr. Tim Aguiard to authorize execution of the Louisiana Compliance Questionnaire for the audit of fiscal year 2021-2022. The motion carried with all yeas and no nays.

A motion was made by Mr. Boo O'Quinn and seconded by Mrs. Donna DeBarge to decline the Leak Protection Proposal from ServLine and offer the following leak adjustment to Water Works District 1 customers based on the following criteria:

- 1 leak adjustment allowed within a 12-month period
- All leaks must be fixed prior to qualifying for the leak adjustment
- The customer shall pay the average of a 6-month bill plus half of the balance.
- The remaining half of the balance shall be waived by Water Works District 1.

The motion carried with all yeas and no nays.

There being no further business, a motion was made by Mr. Joshua Thomas and seconded by Mr. Boo O'Quinn to adjourn. The motion carried with all yeas and no nays.

Joshua Thomas, Secretary Treasurer of
Water Works District 1, of Ward 1, of
Calcasieu Parish