

MINUTES FOR REGULAR MEETING SEPTEMBER 19, 2023

The Board of Commissioners of Water Works District 1, of Ward 1, of Calcasieu Parish, met for a Regular meeting held Tuesday, September 19, 2023 at 7:00 p.m. in the Water Works District office located at 265 Parish Road in Moss Bluff.

MEMBERS PRESENT: Boo O’Quinn, Glen Franklin, Donna DeBarge and Joshua Thomas
ABSENT: Tim Aguillard
SUPERINTENDENT: Gerald Hoffpauir
FOREMAN: Grant Avery

Mr. Glen Franklin called the meeting to order. A motion was made by Mr. Boo O’Quinn and seconded by Mr. Joshua Thomas to accept the Minutes for the Agenda Meeting held September 12, 2023 as presented. The motion carried with all yeas. Mr. Hoffpauir read the Status Report for the month of July, 2023. There were 8,786 active accounts. Mr. Hoffpauir read the Financial Report prepared by Steirman Whitfield & Company for the month of August, 2023. The Water District received 11.41% in revenues over expenses budgeted year to date.

Mr. Avery opened the only advertised responsive bids received for a new 2023 ½ Ton Pick-up Truck and a new 2023 1 Ton Truck. The Bid was as follows:

2023 ½ Ton Pick-up Truck	Bolton Ford	\$35,165.00
2023 1-Ton Truck W/ Utility Bed	Bolton Ford	\$83,850.00

Mr. Avery presented the quotes received for security upgrades. The quotes were as follows:

Preferred Communications	\$64,745.02
LRC Wireless	\$59,614.37
Red Alert	\$53,917.96

The Board reviewed a revision to the Water District’s Reimbursement Policy recommended by the Superintendent.

The Board reviewed Pay Estimate No. 12 on the Pinewood Road Water Line Overlay Project.

The Board reviewed Pay Estimate Nos. 8 & 9 on the Well 5 Generator Project.

The Board reviewed Pay Estimate No. 14 on the Plant B Filter Replacement Project.

The Board reviewed Pay Estimate No. 16 on the Meter Replacement Project Phase 2.

The Board reviewed the invoice for the 2023 2nd Quarter Safe Drinking Water Fee submitted for payment by the Health Department.

Mr. Hoffpauir informed the Board that the 2015 Server has lost function of one of its drives. However, the server is still operational with the remaining drive. The Water District is in the process of obtaining specifications and replacement cost of a new server.

The Board reviewed a rate study performed by the Louisiana Rural Water Association based on the Water District's 2022 audit. LRWA gave the Water District a sustainability factor of 1.38 which is .23 higher than their recommended sustainability factor of 1.15. Therefore, the LRWA's recommendation to Water Sector for the \$517,500 grant was to not require the Water District to have a critical asset reserve fund.

The Board reviewed a rate study performed by the Superintendent based on the 2023 audit. The audit reflected a significant increase in operating expenses and a decrease in total revenues from the previous year.

A discussion was held on a request for Parkway Commons Apartments to install 8 master meters for 8 building complexes in lieu of installing individual meters due to limited utility access from the proposed design. The Board reviewed a cost study performed the Superintendent which indicated the Water District would lose revenue with the current commercial rate structure over a multi-service rate structure.

A discussion was held on election of officers.

A motion was made by Mr. Boo O'Quinn and seconded by Mrs. Donna DeBarge to accept Bolton Ford as the lowest qualified bidder for a new 2023 ½ Ton Pick-up Truck in the amount of \$35,165.00 and 1-Ton Truck in the amount of \$83,850.00. The motion carried with all yeas and no nays.

A motion was made by Mr. Joshua Thomas and seconded by Mrs. Donna DeBarge to accept Red Alert as the provider of the lowest qualified quote for security upgrades in the amount of \$53,917.96 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 accept the revision to the Water District's Reimbursement Policy proposed by the Superintendent. 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 of the following Pay Estimates:

Pay Estimate No. 12 to Meyer & Associates for \$344.52 on the Pinewood Water Line Project.
Pay Estimate Nos. 8 & 9 to Meyer & Associates for \$17,061.00 on the Well 5 Generator Project.
Pay Estimate No. 16 to Meyer & Associates for \$2,067.12 on the Meter Replacement Phase 2
Pay Estimate No. 14 to Meyer & Associates for \$6,376.65 on the Plant B Filter Replacement
The motion carried with all yeas and no nays.

A motion was made Mrs. Donna DeBarge and seconded by Mr. Boo O'Quinn to authorize the Water District to replace the 2015 server. The motion carried with all yeas and no nays.

A motion was made Mr. Boo O'Quinn and seconded by Mrs. Donna DeBarge to authorize a Resolution to increase the following rates effective November 1, 2023:

Residential Users: \$20.50 for 0-2,000 gallon minimum & \$3.80/1,000 gal. thereafter

Multi-service Users: \$21.50 for 0-2,000 gallon minimum & \$3.80/1,000 gal. thereafter

Commercial Users: \$29.00 for 0-3,000 gallon minimum & \$3.80/1,000 gal. thereafter

The Health Department customer charge of \$1.00 per month for the Safe Drinking Water Fee shall remain in effect. The motion carried with all yeas and no nays.

A motion was made by Mr. Boo O'Quinn and seconded by Mr. Joshua Thomas to allow master meters for Parkway Commons Townhomes, contingent upon the commercial rate structure is equivalent to the multi-service rate structure. The motion carried with all yeas and no nays.

A motion was made Mrs. Donna DeBarge and seconded by Mr. Boo O'Quinn to elect the following officers:

President: Mrs. Donna DeBarge

Vice President: Mr. Joshua Thomas

Secretary Treasurer: Mr. Tim Aguillard

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

Tim Aguillard , Secretary Treasurer of
Water Works District 1, of Ward 1, of
Calcasieu Parish