

## **MINUTES FOR SPECIAL MEETING FEBRUARY 14, 2023**

The Board Commissioners of Water Works District 1, of Ward 1, of Calcasieu Parish, met for a Special Meeting held Tuesday February 14, 2023 at 6:00 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 Boo O’Quinn  
MEMBERS 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 Mrs. Donna DeBarge to accept the Minutes for the Regular Meeting held January 17, 2023 as presented. The motion carried with all yeas.

Mr. Avery informed the Board that the contractor has scheduled to cut and cap two 12” water lines and remove a 6” tee, replacing it with a coupled 6” line at the corner of Joe Miller Road and North Perkins Ferry Road from 8:00 a.m. until 4:00 p.m. on February 15, 2023. Notices have been sent out through KPLC and the District’s automated notification system.

A discussion was held on requesting an extension for submitting plans and specifications from the Water Sector Grant Funding Project for Treatment Plant C. Mr. Hoffpauir stated that Meyer & Associates estimates they should be completed by September 2023.

Mr. Hoffpauir informed the Board that the Water District’s previous Disaster Policy for Data Recovery was revised from semi-annual full recovery testing to quarterly full recovery testing.

Mr. Hoffpauir informed the Board that he spoke with the State regarding sexual harassment training and was informed that all public servants require one hour training per year and supervisors will require 2 hours per year. Mr. Hoffpauir informed the Board that he will forward all Water District personnel and Board Members a downloadable file from the state to complete the course. The state will also require annual reporting.

The Board reviewed the Water Sector Cooperative Endeavor Agreement approved for \$517,000 that will be applied to the construction funds for the Plant C Project.

The Board reviewed an Employee Manual proposed by the Superintendent that contains practices from the Water District and Parish which also includes sexual harassment training and reporting.

A motion was made by Mr. Boo O'Quinn and seconded by Mrs. Donna DeBarge to apply for a time extension to submit plans and specifications to the Water Sector Grant Funding on the Treatment Plant C Project. The motion carried with all yeas and no nays.

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

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