

MINUTES FOR REGULAR MEETING FEBRUARY 21, 2023

The Board of Commissioners of Water Works District 1, of Ward 1, of Calcasieu Parish, met for a Regular meeting held Tuesday, February 21, 2023 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, Tim Aguillard,
and Boo O'Quinn

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 February 14, 2023 as presented. The motion carried with all yeas and no nays. Mr. Hoffpauir read the Status Report for the month of December, 2022. There were 8,742 active accounts. Mr. Hoffpauir read the Financial Report for the month of January, 2023 prepared by Steirman Whitfield & Company. The Water District received 80.79% in revenue over expenses budgeted year to date.

A discussion was held on the status of the Joe Miller Road water line repair. Mr. Avery stated that the contractor has made all necessary repairs with exception of repairing the asphalt on the shoulder of the road. The only remaining work required is to complete the final dress-up.

Mr. Avery stated that the Water District has received the pipe for the Pinewood Road Water Line Overlay Project. The remaining materials is expected to be delivered within the next couple of months.

Mr. Hoffpauir informed the Board that the Water Sector Grant Division has denied a 7 month extension request to provide plans and specifications on the Treatment Plant C Project. Therefore, a secondary request of 6 months was presented to Water Sector for pending consideration.

The Board reviewed Pay Estimate No. 1 from Meyer & Associates on the Executive Drive Water Line Relocation Project.

The Board reviewed Pay Estimate No. 30 from Meyer & Associates on the Indian Bayou Subdivision Water Line Overlay Project.

A discussion was held on Sexual Harassment Training required for all public servants. Mr. Hoffpauir provided the Board with information and a link to a State Civil Service training site for mandatory certification requirements. Mr. Hoffpauir stated he would address annual reporting requirements specific to the new legislation.

The Board reviewed a proposed revision to the Employee Manual presented by the Superintendent that included sexual harassment training and reporting.

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 \$2,100.63 for work completed to date on the Executive Drive Water Line Relocation Project, represented by Pay Estimate No. 1. 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 Meyer & Associates in the amount of \$1,549.81 for work completed to date on the Indian Bayou Subdivision Water Line Overlay Project, represented by Pay Estimate No. 30. The motion carried with all yeas and no nays.

A motion was made by Mr. Joshua Thomas and seconded by Mr. Boo O'Quinn to authorize payment to Meyer & Associates in the amount of \$1,716.75 for work completed to date on the Plant B Filter Replacement Project represented by Pay Estimate No. 10. The motion carried with all yeas and no nays.

A motion was made by Mr. Tim Aguiard and seconded by Mr. Boo O'Quinn to accept the proposed revisions to the Employee Manual as presented by the Superintendent. 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 Mrs. Donna DeBarge 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