

MINUTES FOR REGULAR MEETING JANUARY 17, 2023

The Board of Commissioners of Water Works District 1, of Ward 1, of Calcasieu Parish, met for a Regular meeting held Tuesday, January 17, 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 Aguiard,
and Boo O'Quinn
SUPERINTENDENT: Gerald Hoffpauir
FOREMAN: Grant Avery
AUDITOR: Steven DeRouen

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 January 10, 2023 as presented. The motion carried with all yeas and no nays. Mr. Hoffpauir read the Status Report for the month of November, 2022. There were 8,742 active accounts. Mr. Hoffpauir read the Financial Report for the month of December, 2022 prepared by Steirman Whitfield & Company. The Water District received 66.26% in revenue over expenses budgeted year to date.

Mr. Steven DeRouen presented the 2021-2022 Fiscal Year Audit. The Water District received a net increase of \$949,512 in net position. There were no findings of deficiencies or weaknesses in internal controls on the standard audit. The additional Independent Accountant's Report on Applying Agreed-Upon Procedures reflected the new requirements from the Legislative Auditor.

Mr. Hoffpauir informed the Board that the remaining fence repairs at the administrative building due to damages sustained during Hurricane Laura have been completed.

The Board reviewed the 4th Quarter Safe Drinking Water Invoice from the Health Department.

The Board reviewed Pay Estimate Nos. 6 & 7 sent from Meyer & Associates for work completed to date on the Well 5 Generator Project.

The Board reviewed Pay Estimate No. 9 from Meyer & Associates for engineering work completed to date on the Plant B Filter Replacement Project.

The Board reviewed Pay Estimate Nos. 4 & 5 issued from Meyer & Associates for work completed to date on the Pinewood Road Water Line Overlay Project.

The Board reviewed a request for water service to Parkway Commons Development located on the east side of Sallengs Road. The proposed development contains 48 units.

Mr. Hoffpauir informed the Board that the Water District received a preliminary grade of 80 out of 80 issued by the Health Department for the Community Water System Accountability Rule. Mr. Hoffpauir stated that the Health Department requested additional information to establish a final grade that will be issued May 2023. Mr. Hoffpauir further stated that he has applied for extra credit through storage tank and well maintenance assessments.

The Board reviewed proposals from Computer Systems Development Corporation to combine all existing customer databases into one database and create another data base for storing additional records.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Boo O'Quinn to accept the 2021-2022 Audit as prepared by Steven DeRouen & Associates. 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 authorize payment to the Health Department for 4th Quarter Safe Drinking Water Fee in the amount of \$24,914.70. 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 approve of water service to Parkway Commons Development, contingent upon the installation is in accordance to the Water District's Specifications. The motion carried with all yeas and no nays.

A motion was made by Mr. Tim Aguillard and seconded by Mr. Joshua Thomas to accept Computer Systems Development Corporation's software proposals of adding DocMan and upgrading the current database to Progress Enterprise Database Software. The motion carried with all yeas and no nays.

The Board reviewed a Leak Adjustment Policy proposed by the Superintendent.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Boo O'Quinn to authorize payment of the following Pay Estimates for work completed to date on the Well 5 Generator Project:

Pay Estimate No. 6 to Meyer & Associates in the amount of \$659.42

Pay Estimate No. 7 to Clerk of Court in the amount of \$305.00

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 \$8,583.75 for work completed to date on the Plant B Filter Replacement Project, represented by Pay Estimate No. 9. 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 on the following Pay Estimates for work completed to date on the Pinewood Road Water Line Overlay Project:

Pay Estimate No. 4 to Meyer & Associates in the amount of \$835.20

Pay Estimate No. 5 to Lake Charles Newsmedia, LLC in the amount of \$55.00

The motion carried with all yeas and no nays.

A motion was made by Mr. Tim Aguillard and seconded by Mr. Boo O'Quinn to accept the following Leak Adjustment Policy proposed by the Superintendent:

- 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 No. 1.
- Leak adjustments cannot be used to fill swimming pools
- Leak adjustments cannot be used for purposely watering lawns, crops or gardens

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