

## **MINUTES FOR REGULAR MEETING NOVEMBER 19, 2024**

The Board of Commissioners of Water Works District 1, of Ward 1, of Calcasieu Parish, met for a Regular meeting held Tuesday November 19, 2024 at 7:00 p.m. in the Water Works District office located at 265 Parish Road in Moss Bluff.

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

Mr. Joshua Thomas called the meeting to order. A motion was made by Mr. Boo O’Quinn and seconded by Mr. Glen Franklin to accept the Minutes for the Agenda Meeting held November 12, 2024 as presented. The motion carried with all yeas. Mr. Hoffpauir read the Status Report for the month of September, 2024. There were 8,823 active accounts. Mr. Hoffpauir read the Financial Report prepared by Steirman Whitfield & Company for the month of October, 2024. The Water District received 41.51% in revenues over expenses budgeted year to date.

Mr. Steven DeRouen presented the 2023-2024 Fiscal Year Audit to the Board. The net increase in net position was \$1,044,430 which was significantly attributed to multiple grants received within the fiscal year. The audit disclosed no deficiencies or material weaknesses in internal controls. The Independent Accountant’s Report on Applying Agreed-Upon Procedures reflected all procedures for areas of control and compliances were appropriate for its purposes.

A discussion was held on the You Winn Road Water Line Relocation Project. Mr. Avery informed the Board that all materials for the project have been received and the contractor is scheduled to commence work around the middle of December.

A discussion was held to isolate Tower A from the system to perform an inspection and washout. Mr. Avery provided the Board with quotes obtained from Utility Services in the amount of \$2,250 and Maguire Iron in the amount of \$2,650. Mr. Avery stated that Utility Services has assured him the work would be completed before the end of the year.

A discussion was held on the Parish’s request to construct a community welcome sign on the Water District’s property located on the southwest corner of the intersection of Phils Lane and Highway 171 North.

A discussion was held to terminate the Xpress Pay online payment module due to non-support from the Water District’s software provider and replace it with the Utilipay online payment module. As a comparison from the October billing cycle for online payments, the calculations for service fees from Utilipay would have saved 95% of the customers on their online transaction

fees. Of the 5% of customers that were calculated to have had higher rates from Utilipay, the increase only ranged from \$0.01 to \$0.82.

The Board reviewed Pay Estimate Nos. 23 and 24 for work completed to date on the Well 5 Generator Project.

The Board reviewed Pay Estimate No. 8 from Core & Main for work completed to date on the Service Line Inventory Project.

The Board reviewed Pay Estimate Nos. 28, 29, and 30 for work completed to date on the Plant B Filter Replacement Project.

A discussion was held to complete the Ethics Training mandated by the State for public servants each year.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Boo O'Quinn to accept the Audit for Fiscal Year 2023-2024 and authorize payment to Steven DeRouen & Associates LLC in the amount of \$20,750. 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 the Parish to construct a community sign on the Water District's property located on the southwest corner of the intersection of Phils Lane and Highway 171 North, contingent upon the sign location would not be in conflict with the Water District's existing water line. 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 terminate the Xpress Pay online payment module and accept the Utilipay online payment module. The motion carried with all yeas and no nays.

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

Pay Estimate No. 23 to Kaough & Jones in the amount of \$6,725.00 for final retainage

Pay Estimate No. 24 to Kats service & More LLC in the amount of \$3,275.00

The motion carried with all yeas and no nays.

A motion was made by Mr. Boo O'Quinn and seconded by Mr. Glen Franklin to authorize payment to Core & Main in the amount of \$36,765.40 for work completed to date on the Service Line Inventory 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. Glen Franklin to authorize payment on the following Pay Estimates for work completed to date on the Plant B Filter Replacement Project:

Pay Estimate No. 28 to Meyer & Associates in the amount of \$11,477.97

Pay Estimate No. 29 to Meyer & Associates in the amount of \$1,087.24

Pay Estimate No. 30 to Tullier Services LLC in the amount of \$323,000.00

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.

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Boo O'Quinn, Secretary Treasurer of  
Water Works District 1, of Ward 1, of  
Calcasieu Parish