

MINUTES FOR REGULAR MEETING OCTOBER 19, 2021

The Board of Commissioners of Water Works District 1, of Ward 1, of Calcasieu Parish, met for a Regular meeting held Tuesday, October 19, 2021 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, Joshua Thomas and Tim Aguillard

SUPERINTENDENT: Gerald Hoffpauir

FOREMAN: Grant Avery

Mr. Boo O’Quinn called the meeting to order. A motion was made by Mr. Glen Franklin and seconded by Mrs. Donna DeBarge to accept the Minutes for the Agenda Meeting held October 12, 2021 as presented. The motion carried with all yeas and no nays. Mr. Hoffpauir read the Status Report for the Month of August 2021. There were 8,647 active accounts. Mr. Hoffpauir read the Financial Report for the Month of September 2021 prepared by Steirman Whitfield & Company. The District received 21.13% in revenues over expenses budgeted year to date.

A discussion was held on repairs to the old administrative building. The Board reviewed photos of the work completed.

A discussion was held on the Plant B Filters. Mr. Hoffpauir informed the Board that Meyer & Associates has not yet completed the scope of work for ultra-sonic scanning the filters, but estimates the specifications to be completed in time to receive bids by the December Regular Meeting.

The Board reviewed Change Order No. 1 for final reconciliation of quantities on the Indian Bayou Subdivision Water Line Overlay Project Phase 1 to reduce the original contract amount from \$271,145 to an adjusted amount of \$259,835.

The Board reviewed Pay Estimate No. 25 for final work completed on the Indian Bayou Subdivision Water Line Overlay Project Phase 1.

The Board reviewed a plat for requested water service to Trademark Townhomes located on Topsy Road across from Gillis Elementary School.

The Board reviewed Pay Estimate No. 1 for hydraulic modeling the Trademark Townhomes development.

A discussion was held to authorize Meyer & Associates to develop plans and advertisement of bids to repaint the interior of Tower B and the Exterior of Tower C.

A discussion was held to record two-way conversations between the District and its customers for quality control. Mr. Hoffpauir informed the Board the in researching recorder options, he was informed that the District's current phone system no longer has hardware or software support. The board reviewed a proposal from E2E to move to a Cloud Based Internet Phone System that includes recording and audio search abilities. The system costs about the same as what the District is currently paying for phone service.

A discussion was held to approve a Resolution to include an addendum to the Backflow Prevention Policy relative to non-compliant customers that fail to have an annually tested and approved backflow prevention device.

A discussion was held on the District's interaction with social media. The Board reviewed a proposal from Palette Branding to provide informational videos for the District's customers and create a Facebook Page for social medial interaction on the District's behalf.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Tim Aguillard to approve of Change Order No. 1 for Reconciliation on the Indian Bayou Subdivision Water Line Overlay Project, as recommended by Meyer & Associates. The motion carried with all yeas and no nays.

A motion was made by Mr. Joshua Thomas and seconded by Mr. Tim Aguillard to authorize payment to MPB Construction LLC in the amount of \$32,058.50 for final completion on the Indian Bayou Subdivision Water Line Overlay Project Phase 1, as represented by Pay Estimate No. 25, contingent upon final inspection and approval from the District. The motion carried with all yeas and no nays.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Glen Franklin to allow water service to the Trademark Townhomes adjacent to Topsy Road in Gillis, contingent upon the installation is in accordance to the 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 authorize payment to Meyer & Associates in the amount of \$1,648.03 for modeling work on Trademark Townhomes, as 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. Glen Franklin to authorize Meyer & Associates to provide plans and bid specifications for repainting the interior of Tower B and the exterior of Tower C. The motion carried with all yeas and no nays.

A motion was made by Mr. Glen Franklin and seconded by Mr. Tim Aguillard to accept the proposal from E2E for a new Cloud Based Phone System and initiate 2-way phone recordings. The motion carried with all yeas and no nays.

A motion was made by Mrs. Donna DeBarge and seconded by Mr. Glen Franklin to approve of a Resolution to include an Addendum to Calcasieu Parish Ordinance No. 6562 relative to non-compliance of an annually tested and approved backflow prevention device, whereby the District will hire a plumber to provide backflow preventor testing and repairs or replacement if necessary and charge the non-compliant customer cost plus 20%. The motion carried with all yeas and no nays.

A motion was made by Mr. Joshua Thomas and seconded by Mr. Glen Franklin to accept the proposal by Palette Branding to provide informational video content and engage in social media on the District's behalf. The motion carried with all yeas and no nays.

There being no further business, a motion was made by Mr. Glen Franklin and seconded by Mr. Tim Aguillard to adjourn. The motion carried with all yeas and no nays.

Donna DeBarge, Secretary Treasurer of
Water Works District 1, of Ward 1, of
Calcasieu Parish