

The Commissioners of Ward Two Water District of Livingston Parish met in a regular meeting on Tuesday, November 16, 2021 at 7:00 pm at their Administration office on Carter Drive in Denham Springs, La.

Chairman John Easterly opened the regular meeting

Present – J.Easterly, S.Westmoreland, S.Spillman, J.McCoy, D.Strickland,  
J.Martone

Absent –Shevis Ball

Guests - Agnes Killcrease, Administrative Director

Barry LeJuene, Manager

Roy Waggenpack, Toby Fruge of Owen & White

Legal Counsel, Colt Fore

Greg Bowman, Human Resource Department

Scott Frazier, Kirk Ash of Baton Rouge Winwater Works

Employee, James Wilson

Customer William Clemmons

Motion to accept the minutes from regular meeting held on October 19, 2021, as mailed with no public comment by S.Spillman seconded by S.Westmoreland Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Under public input, customer William Brian Clemmons, addressed the board regarding procedural issues involving his various attempts to cancel meters located at his address. He gave a history of his contacts with the District over the two meters needing cancelling and issues with the meter reading service, He shared observations regarding meter reading efficiency and incorrect readings. He shared his opinion on personnel shortage excuses given and recommended that the District audit or research the meter reading quality being paid for. He challenged the board to address the meter reading quality and improve communication to the public customers. Chairman also commented on his dissatisfaction with the quality and communication of actions being taken by the meter reading contractor's representatives. He thanked Mr. Clemmons for his openness and directness on this subject.

Mr. Greg Bowman of the Human Resource Department presented the health insurance renewal policy for 2021-2022 with Blue Cross Blue Shield of Louisiana as previously discussed with the Personnel Committee. Board discussed he presentation at length.

Motion to renew the 2021-2022 health insurance coverage policy as presented by the Human Resource Department and as recommended by the Personnel Committee for the premium of \$475,375.36 with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Legal Counsel stated that there was no new legal news to report.

Engineer, Roy Waggenpack, stated that he recommends a change order regarding contract 21-1475-14 (Sims Road waterline replacement) in the amount of \$64,610 relating to additional waterline needs. He also stated that he recommends a change order on contract 21-1475-06 (Vincent Place waterline replacement) in the amount of \$34,896 relating to additional waterline needs.

Motion to approve change order #1 on contract 21-1475-14 Sims Road waterline replacement as recommended by Engineer in the amount of \$64,610 with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Motion to approve change order #1 on contract 21-1475-06 Vincent Place waterline replacement as recommended by Engineer in the amount of \$34,896 with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Administrative Director reported on the Accounts Receivable customer analysis for the past month, noting that there were 5 customers with balances greater than \$1000. Board discussed and directed to enforce more stringent collection on these five accounts at the first of 2022.

She presented Safety Hand Book and Vehicle Safety Policy and Procedures with corrections previously made. Board made comments with more adjustments needed. She stated that the customer billing cycles are now back on schedule by the meter readers.

She presented a bad debt write off listing and recommended the District's share of \$25,370.60 as well as the other District's portion of bad debts relating to collections.

Motion to approve the write off of 2021 bad debts in the amount of \$25,370.60 as presented with no public comment by J.McCoy seconded by S.Spillman Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Manager, Barry LeJuene, reported on the monthly customer update, noting that a total increase of 112 customers was realized thru October (year to date +608) resulting in a total customer count of 23,191.

He reported that on November 5, 2021, Billy Cripple retired after 42 years of service. Board discussed positions to be filled and the Supervisor's position. Manager noted that James Wilson will assist in the interim period.

A Financial report was presented by the Administrative Secretary for the month of October 2021, and a comparison of the period of operations and budget was given to the Board of Commissioners. He noted that the budget committee has the preliminary budget number for both the 2022 and amended 2021 budgets which will be considered at the next regular meeting.

Motion to accept the financial report as presented with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Scott Frazier and Kirk Ash of Winwater Works made a presentation with information on electronic automated meter reading drive by services. He commented on the advantages of an electronic system for public customers and suggested to choose some routes for installation. He recommended to add/change District specifications on the plumbing supply listing to be advertised soon in order to include this type of meter (Allegro 4G meter type technology). Kirk Ash explained the procedures followed with this technology which adds accuracy, consistency and improvement to the billing process. He covered the aspects of new cellular technology. Board discussed the cost, pricing, quality, functions by the units, and base stations needed. Board questioned signal strength, installation, warranty, data created, and training issues with the representatives.

Board consensus agreed to request Winwater Works representatives to conduct a propagation study on the District for further board consideration.

Motion to adjust the previously 6 month plumbing supply specification listing to be advertised as recommended by Engineer to include updated technology for automated meters with no public comment by J.McCoy seconded by S.Spillman Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Under board comments, Jimmy McCoy presented information on GPS/Camera systems for the vehicles and security cameras for all office/shop sites. He noted that this would document issues and concerns encountered in the past. He recommended to secure accurate pricing on the GPS camera system along with security camera system. Administrative Director commented on early research thus far on pricing.

Motion to direct Administrative Director to secure pricing costs for both a vehicle GPS camera system and security camera systems for board consideration with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Motion to approve the bills as presented with no public comment by J.McCoy seconded by S.Spillman Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Motion to approve the construction bills as presented for Loan #1063039-05 (2019 series) with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-6 Nays-none Absent-Shevis Ball

Motion to adjourn the meeting with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-6 Nays-none Absent-Shevis Ball



Randall Smith Administrative Secretary

Next meeting will be held on Tuesday, December 21, 2021 at 7 PM