

The Commissioners of Ward Two Water District of Livingston Parish met in a regular meeting on Tuesday, October 19, 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, S.Ball, J.McCoy, D.Strickland,
J.Martone

Absent –none

Guests - Agnes Killcrease, Administrative Director

Barry LeJuene, Manager

Roy Waggenpack, of Owen & White

Legal Counsel, Colt Fore

Wendell Luneau, Monica Mayer of Brown & Brown Insurance

Employee, James Wilson, Mae Wascom

Past employee, Michele Bond

Legal Counsel led in the oath of office for 2 newly appointed board members of the District. David Strickland made the oath of service to Ward Two Water District as a commissioner. Jeffrey Martone made the oath of service to Ward Two Water District as a commissioner. Board congratulated the two new members and the Chairman welcomed them to service.

Under public input, there were no comments so Chairman proceeded to next agenda item.

Motion to accept the minutes from regular meeting held on September 21, 2021, as mailed with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-7 Nays-none Absent-none

Michelle Bond, past employee, addressed board noting her concerns as a past employee. She stated that she experienced a confrontation while employed with another employee. She stated the issues regarding her resignation and that she wanted the full board to hear her concerns. Mae Wascom, employee, expressed various facts over Ms. Bond's exit from the District office. Chairman directed this specific issue to the Personnel Committee for further discussion.

Wendell Luneau of Brown & Brown addressed the board with a presentation of the upcoming 2021-2022 insurance coverage renewal. He noted that there were three options regarding the auto coverage. All other areas of coverage in the proposal were satisfactory with premium quotes. The option 1 renewal for auto increased the premium greatly and increased a higher deductible. The option 2 for auto coverage involves securing a new carrier. The option 3 places auto coverage with an acceptable premium with a special carrier for autos and fleet (Grundy) with a flat deductible feature. He recommended to use Option 3 noted on page 5 of the presentation as a separate quote. Board discussed the options and expressed their views.

Motion to renew the presented insurance coverage for the 2021-2022 period with Option 3 for auto coverage as proposed by agent for Brown & Brown with no public comment by J.McCoy seconded by S.Spillman Vote passed Yeas-7 Nays-none Absent-none

Motion to accept the cyber liability premium coverage and clause in addition to the proposed renewal up to an additional premium amount of \$7412.87 for the 2021-2022 policy period as recommended by the agent for Brown & Brown with no public comment by S.Spillman seconded by S.Westmoreland Vote passed Yeas-7 Nays-none Absent-none

A draft of the safety handbook and vehicle safety policy and procedures manual was presented to the board. Board consensus agreed to defer adoption until review is fully made. Item was directed to be on the next regular meeting agenda.

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

- Engineer, Roy Waggenpack, stated that the DWRL approved contract (Vincent Place) has begun. He also stated that the Simms Road Project re-location is moving forward. He noted that DOTD is proposing another roundabout on Lockhart at Eden Church Road intersection. He explained the estimated timetable. Engineer stated that the Foxglove Subdivision is proceeding (near Duff Road) with ROW agents working per the plans.

Administrative Director reported on the Accounts Receivable customer analysis for the past month. She reported on the fraud event with the banking account on 10-4-21 totaling \$946.20. This event involved an unauthorized debit from Waypoint Freight Company and has been corrected with a reversal by the bank.

She presented the listing of unclaimed funds assembled from individuals which totals \$7726.55. She also expressed the need for authorization for execution with signature of Agnes Cookie Killcrease on grant funds from FEMA.

Motion to disburse \$7,726.55 to the State of Louisiana as the balance of unclaimed funds on hand as of 10-19-21 with no public comment by S.Spillman seconded by S.Westmoreland Vote passed Yeas-7 Nays-none Absent-none

Motion to authorize Agnes Cookie Killcrease to sign any and all documents for FEMA related to disaster relief and grant money on behalf of the Ward Two Water District Board of Commissioners and recognizes Agnes Cookie Killcrease, Administrative Director, as the said signer for the above related documents with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-7 Nays-none

Manager, Barry LeJuene, reported on the monthly customer update, noting that a total increase of no customers was realized thru September (year to date +496) resulting in a total customer count of 23,079. (The new adjusted customer counts were not available due to Hurricane IDA backlog on securing the reports needed).

He presented state bid listing pricing for a JT10 road boring machine for \$161,628.62 and information on a Belshe trailer not on state contract for \$8211.25 (low quote).

Motion to purchase from state bid contract #4400017533 T number 92580 for the amount of \$161,628.62, one model JT10 road boring equipment package from the dealer Ditch Witch of South Louisiana with no public comment by S.Ball seconded by J.McCoy Vote passed Yeas-7 Nays-none Absent-none

Motion to purchase from Ditch Witch of South Louisiana, one new Belshe trailer model WB14-2EP, for the low quoted amount of \$8,211.25 with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-7 Nays-none Absent-none

Board discussed road bore procedures and the need to rent equipment if owned equipment is being repaired. It was also shared that potential contractors should be identified and used in emergency backlog situations.

Board also discussed the need for repairing two trucks not available for use and recommended to discuss action proposed at the next regular meeting.

Motion to advertise for bids the specified plumbing supply listing for a 6 month period ended 6-30-2022, with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-7 Nays-none Absent-none

A Financial report was presented by the Administrative Secretary for the month of September 2021, and a comparison of the period of operations and budget was given to the Board of Commissioners.

Motion to accept the financial report as presented with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-7 Nays-none Absent-none

Under board comments, Shevis Ball discussed the meter reading service issues with getting the meter routes read more consistently. He discussed the need to research and act upon a long range plan for electronic meters versus the current meter types. Board discussed the history of meter reading service. Administrative Director discussed the new procedures by the reading contractor which should improve the timeliness of services. Shevis Ball noted that he will invite a vendor of automatic/electronic meters to attend the next meeting.

Jimmy McCoy recommended to research for company vehicles, GPS camera systems with cost estimates for employee and District safety while vehicles are in operation for the District. He also recommended to research cost estimates of security cameras for the yard areas and Administration Office areas.

Motion to approve the bills as presented with no public comment by S.Ball seconded by J.McCoy Vote passed Yeas-7 Nays-none Absent-none

Motion to approve the construction bills as presented for Loan #1063039-05 (2019 series)
with no public comment by S.Spillman seconded by S.Ball Vote passed Yeas-7
Nays-none Absent-none

Motion to adjourn the meeting with no public comment by J.McCoy seconded by
S.Spillman Vote passed Yeas-7 Nays-none Absent-none



Randall Smith Administrative Secretary

Next meeting will be held on Tuesday, November 16, 2021 at 7 PM