

The Commissioners of Ward Two Water District of Livingston Parish met in a regular meeting on Tuesday, March 17, 2020 at 7:00 pm at their Administration office on Carter Drive in Denham Springs, La.

Vice Chairman John Easterly opened the regular meeting

Present – S. Westmoreland, J. Easterly, J. McCoy, S. Ball

Absent - Stanley Spillman

Guests - Agnes Killcrease, Office Manager

Barry LeJuene, Manager

Roy Waggenpack, Toby Fruge of Owen & White

Several employees of the District

Legal Counsel, Colt Fore

Under public input, no customers were in attendance, therefore Chairman moved to next agenda item.

Chairman introduced Mr. Shevis Ball to the board and welcomed as a newly appointed board member.

Vice Chairman led a discussion with board members regarding the epidemic threat measures.

Vice Chairman recommended to declare an emergency and close the public from access to the lobby and use the drive through window. Various options on sanitizing the facilities of the District were explored including equipment and tools. Hand sanitizer was recommended to be provided on site and for all employees. It was noted that cut off procedures will be ceased until the emergency conditions improve. Superintendent noted that no office directives have been issued by LRWA as of yet and all postponement of training has been made for staff. Shyrl Westmoreland suggested waiving late fees during the threat of the epidemic. Legal Counsel commented that due to the threat of the epidemic suspending enforcement of late fees are allowed and explained the Attorney General's stance on public meeting rules.

Motion to authorize in the event of a quarantine mandate, that board public meeting will not be held with an option for public call in if a telephone conference is held with no public comment by J. McCoy seconded by S. Westmoreland Vote passed Yeas-4 Nays-none Absent-Stanley Spillman

Board discussed emphasis for employees of hand sanitizer, disinfectant and agreed that if any employee's temperature exceeds 100 degrees they be sent home from the work environment.

Motion in accordance with current medical emergency that Ward Two Water District shall close the public lobby and accept payments through the drive thru window for the duration of the threatened medical emergency with no public comment by J. McCoy seconded by S. Westmoreland Vote passed Yeas-4 Nays-none Absent-Stanley Spillman

Administrative Director noted that several employees classified as high risk from infection can do work from home. Board discussed scenarios of at risk employees and agreed to direct employees to perform work duties from their residences. Board also discussed sanitization of all equipment.

Motion to direct selected identified employees to perform work duties off site from residences for the District with oversight by management to protect them from public exposure from the current medical emergency threat with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-4 Nays-none Absent- Stanley Spillman

Motion to accept the minutes from February 18, 2020, as mailed with no public comment by S.Westmoreland seconded by J.McCoy Vote passed Yeas-4 Nays-none Absent- Stanley Spillman

Legal Counsel, Colt Fore, stated that he had no further legal report since the Attorney General update was given at the beginning of the meeting. He did state that a vehicle was in an accident by an employee and the insurance carrier will handle the legal issues of the accident.

Engineer, Roy Waggenpack reported on the bid opening will be on 4-7-20 regarding the Port Vincent extension line. He stated that the Juban Road installation is about 80% complete with minor changes recommended. He stated that the project for the Dunn Road upgrade has encountered ROW issues (tight areas) which will need road boring adjustments and some connection adjustments. He calculated the change as \$71,225 for additional road bores and recommends for approval on this project.

Motion to approve change order No 1 in the amount of \$71,225 on the Juban Road upgrade project as recommended by the Engineer with no public comment by S.Westmoreland seconded by J.McCoy Vote passed Yeas-4 Nays-none Absent-Stanley Spillman

Manager noted that a homeowner in this area has challenged the location of the ROW but that research confirms the District's stance on the ROW location.

Toby Fruge, Owen & White, commented that 95 % of the Stonebridge installation project with a change order recommended as calculated at \$15,370 for added valves and connection modifications.

Motion to approve change order No 1 in the amount of \$15,370 on the Stonebridge connection project as recommended by the Engineer with no public comment by J.McCoy seconded by S.Ball Vote passed Yeas-4 Nays-none Absent-Stanley Spillman

Toby Fruge also reported that the Single Acres connection project is 99% complete and a change order will be presented at the next meeting.

Manager, Barry LeJuene, reported on the monthly customer update, noting that a total increase of 123 customers was realized for the past month (year to date +176) resulting in a total customer count of 21,979.

Manager shared that the elevated tank inspector completed his work for all six units with a final report to follow soon to our Engineer. He also noted that the Burgess ground tank will be cleaned this spring.

He stated that LDH's Sanitary Survey noted no instances of violations and several minor recommendations will be require a response by the District.

He stated that the UCMR4 testing has now been completed and submitted to the lab or analysis with reports forwarded to the EPA.

He stated that a reimbursement check from DEQ for the servitudes at Dunn Road @ Lockhart Road project (\$36,736.25 after retainage deduction).

A Financial report was presented by the Administrative Secretary for the month of February 2020, and a comparison of the period of operations and budget was given to the Board of Commissioners.

Motion to approve the payment of the bills as presented with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-4 Nays-none Absent-Stanley Spillman

Motion to approve the payment of the Construction bills as presented with no public comment by S.Westmoreland seconded by J.McCoy Vote passed Yeas-4 Nays-none Absent-Stanley Spillman

There were no board comments.

Motion to adjourn the meeting with no public comment by J.McCoy seconded by S.Ball Vote passed Yeas-4 Nays-none Absent-Stanley Spillman



Randall Smith Administrative Secretary

Next meeting (to be determined)