

The Commissioners of Ward Two Water District of Livingston Parish met in a special meeting on Tuesday, December 8, 2020, at 7:00 p.m. at their Administration office on Carter Drive in Denham Springs, La.

The meeting was called to order by President J. Easterly

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

Absent - J. McCoy

Guests - Barry LeJeune, General Manager

Agnes Killcrease, Office Manager

Colt Fore, Legal Counsel

Eric Schneider, Employee

Discussion on the policy and procedures for the COVID-19 pandemic was led by Legal Counsel, Colt Fore of Fayard & Honeycutt. Mr. Fore explained the policy and procedures related to the CDC mandated regulations\guidelines for the State Government.

Motion to authorize Legal Counsel to developed\draft policy and procedures related to the COVID-19 pandemic to be adopted in January 2021 meeting by S. Spillman seconded by S. Ball Vote passed Yeas-4 Nays-none Absent-J. McCoy.

Motion to authorize General Manager and Administrative Director as the employees in charge of personnel to follow CDC mandated COVID-19 pandemic State Government regulations\guidelines and subject related changes accordingly until Ward Two Water District has adopted internal policy and procedures guidelines by S. Spillman seconded by S. Westmoreland Vote passed Yeas-4 Nays-none Absent-J. McCoy.

Motion to authorize Administrative Director to proceed with hiring a company to disinfect all Vehicles, Administration office and Maintenance office on a regular bases as soon as possible by S. Spillman seconded by S. Westmoreland Vote passed Yeas-4 Nays-none Absent-J. McCoy.

Consensus of the Board was for all employees Maintenance and Administration to keep their distance from each other as much as possible. When at the time clock always allow at least six foot between each employee punching in\out. Maintenance employees MUST eat while out in the field. (Do not come back to the office for lunch) The maintenance personnel should only be at the office in the morning to punch in or at 4:30 closing time to punch out.

Motion to adjourn the meeting by S. Spillman seconded by S. Westmoreland Vote passed Yeas-4 Nays-none Absent-J. McCoy.



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Randall Smith Administrative Secretary