

The Commissioners of Ward Two Water District of Livingston Parish met in a regular meeting on Tuesday, February 19, 2019 at 7:00 pm at their Administration office on Carter Drive in Denham Springs, La.

The meeting was called to order by President Ted Graham

Present – T. Graham, J.McCoy, S.Westmoreland, J.Easterly, S.Spillman

Absent -none

Guests - Agnes Killcrease, Office Manager

Barry LeJuene, Manager

Roy Waggenpack, Owen & White

one employee of the District

Trey Sanders, H.T.Bourgeois CPA's

Legal Counsel, Colt Fore, Hannah and Blayne Honeycutt

Chairman introduced new Legal Counsel attending the meeting.

Motion to accept the minutes from January 15, 2019, as mailed with no public comment by S.Spillman seconded by J.Easterly Vote passed Yeas-5 Nays-none

Absent–none

Motion to accept the minutes from the special meeting on January 29, 2019, as mailed with no public comment by J.Easterly seconded by S.Westmoreland Vote passed Yeas-5

Nays-none

Absent–none

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

Trey Sanders of H.T.Bourgeois CPA's presented the audit planning letter to the board and presented an addendum for consideration on the AUP audit for 2018.

Motion to adopt the addendum regarding the modification of the AUP portion of the 2018 financial audit as presented with no public comment Vote passed Yeas-5 Nays-none

Absent-none

Engineer, Roy Waggenpack, reported on the final completion of the Hwy 1026/190 Roundabout Project and noted inspections are being made. He noted that there are no other active projects remaining at this time.

Administrative Director, Cookie Killcrease, reported on flood insurance renewal quotes with varying coverages and premiums. Board discussed and requested Administrative Director to explore greater coverage with quoted premium.

Manager, Barry LeJuene, reported on the monthly customer update, noting that a total increase of 43 customers was realized for this month (year to date +43) resulting in a total customer count of 20,752

Manager requested that one vehicle be purchased from the State Bid Listing at an estimated cost of \$28,500 due to service demand needs by staff.

Motion to purchase one new vehicle from the Louisiana Competitive Contract line item Contract #4400010201 from Courtesy Ford in the amount of \$28,442.34 with no public comment by J.Easterly seconded by S.Spillman Vote passed Yeas-5 Nays-none Absent-none

A Financial report was presented by the Administrative Secretary for the month of January 2019, and a comparison of the period of operations and budget was given to the Board of Commissioners.

Under board comments, Jimmy McCoy questioned if customers who pay automatically receive a hard copy of their bill in the mail. He suggested to discontinue if they pay with auto pay to save the District postage fees.

He requested that a discussion on the Live Oak High School logo painting on the Watson water tower be on the next meeting's agenda. Board discussed when the next routine painting procedure is scheduled. Manager noted that an inspection is upcoming to identify any spots needing attention, but would only involve spot painting.

John Easterly led a Personnel Committee discussion on the current vacation policy. He stated that simplicity for vacation time for employees should be followed whereby no accrual calculations should be an ongoing process. Board agreed

On behalf of the Personnel Committee, he also explained the intention of the committee regarding emergency time policy and how call out time was administered. Manager commented that time and a half standard was in place. John Easterly also recommended that a call out curfew be followed whereby an 8pm curfew would limit field employees to cease any reconnect service responses as of 8pm. Board discussed and agreed. It was noted that a notice of this policy be placed in bold type in all correspondence henceforth. Board also agreed.

John Easterly led discussion on minimum compensation rates administered for office workers. Administrative Director noted that the old policy stated hourly pay ranges starting at \$11 per hour for selected office personnel. Personnel Committee recommended to hire new employees at a rate contingent upon experience rather than a set schedule of hourly pay. Board agreed.

John Easterly reported that the purchase agreement for the French Settlement Water Company selected sites and the Port Vincent water system is progressing. He recommended to authorize new Legal Counsel to compile on behalf of the District a formal Purchase Agreement.

Motion to authorize Colt Fore, Legal Counsel to prepare a formal purchase agreement between Ward Two Water District and the municipality of Port Vincent along with portions of the French Settlement Water Company's systems with no public comment by J.McCoy seconded by S.Spillman Vote passed Yeas-5 Nays-none Absent-none

Motion to approve the payment of the bills as presented with no public comment by J.McCoy seconded by J.Easterly Vote passed Yeas-5 Nays-none Absent-none

Motion to adjourn the meeting with no public comment by J.McCoy seconded by J.Easterly Vote passed Yeas-5 Nays-none Absent-none



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Randall Smith Administrative Secretary

**Next meeting will be held on Tuesday, March 19, 2019 at 7 PM**