

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

Chairman John Easterly opened the regular meeting

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

Absent –Jimmy McCoy

Guests - Agnes Killcrease, Office Manager

Barry LeJuene, Manager

Roy Waggenpack, Toby Fruge of Owen & White

Legal Counsel, Colt Fore

Bonnie Martin, Human Resource Department

Several employees of the District

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

Motion to accept the minutes from public meeting held on October 20, 2020, as mailed with no public comment by S.Spillman seconded by S.Ball Vote passed Yeas-4 Nays-none Absent–Jimmy McCoy

Miss Bonnie Martin of the Human Resource Department addressed the board and presented the 2020-2021 health insurance coverage renewal policy. She summarized the coverage and premium quotes per each option of insurance category. She presented the new rates for the renewal with Blue Cross Blue Shield of La and the terms. Board discussed the options.

Motion to renew the 2020-2021 employee health insurance coverage with the Human Resource Department as presented and recommended by the Personnel Committee with no public comment by S.Ball seconded by S.Spillman Vote passed Yeas-4 Nays-none Absent–Jimmy McCoy

Legal Counsel reported that procedures on answering the Spinks Construction lawsuit has begun. Legal Counsel also reported that the workers compensation attorneys will be handling the arbitration on the outstanding suit from several years ago.

Engineer, Roy Waggenpack reported that the Dunn Road widening project is complete and he recommended a negative change order on this project.

*He stated that Grady Crawford has submitted application 1 for \$265,690.80 and a change order for \$1650 on contract 19-1475-23 which he recommends.

*He discussed a future improvement for the Port Vincent area system that will be covered by the 2019 series DWRL funds remaining (elevated tank with improvements). He stated that operation issues will be handled by Manager for efficiency.

Motion to adopt negative change order on contract 19-1475-10 in the amount of -\$26,605.27 as recommended by Engineer with no public comment by S. Westmoreland seconded by S. Spillman Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Motion to approve application #1 on contract 19-1475-23 in the amount of \$265,690.80 to Grady Crawford Construction from the DWRL funds as recommended by Engineer with no public comment by S. Westmoreland seconded by S. Ball Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Motion to approve change order #1 on contract 19-1475-23 in the amount of \$1,650.00 to Grady Crawford Construction from the DWRL funds as recommended by Engineer with no public comment by S. Ball seconded by S. Spillman Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Administrative Director summarized the Accounts Receivable aging reports and noted that 691 customers were past due.

She reported that the new folding machine is on the State Bid Listing for 2020 at a price of \$54,596. Board discussed ordering to purchase versus bidding later.

Motion to purchase one Quadrant D S model 180i folding machine from the Louisiana State Bid Listing contract 4400010310 in the amount of \$54,596 with no public comment by S. Spillman seconded by S. Ball Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Administrative Director gave a full report on telephone system acquisition.

She recommended to use Gage Telephone for 19 phones which meet all the specifications assembled and noted that there is no start up costs with this contract.

Motion to purchase one new telephone system as per the terms of the contract from Gage Telephone as recommended by the Administrative Director with no public comment S. Spillman seconded by S. Ball Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Administrative Director will research further specifications on a new utility billing software into 2021. She also recommended to write off to bad debt \$14,909.75 for the Ward Two Water District. She also provided Request #3 on the Water System expansion DWRL 2019 in the amount of \$304,345.48.

Motion to approve the write off of 2020 bad debts in the amount of \$14,909.75 as presented with no public comment by S. Westmoreland seconded by S. Spillman Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Motion to approve pay request #3 of the 2019 DWRL construction funds in the amount of \$304,345.48 as presented with no public comment by S. Ball seconded by S. Spillman Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Manager, Barry LeJuene, reported on the monthly customer update, noting that a total increase of 48 customers was realized thru October (year to date +660) resulting in a total customer count of 22,463.

He also noted that October connection backlog is at 30 days and that only 4 customer meters remain for installation on the Port Vincent addition.

He stated that the Buddy Ellis Project is completed and health samples have been taken on the lines.

He stated that he met with his crew regarding fire hydrant repairs and stated that some materials are on hand and others will need ordering. The fire hydrant maintenance will be planned for, but connections and tie-ins are his priority.

Chairman discussed the impact of servicing fire hydrants and the need for more staffing. Manager noted his strategy with the work unit crews.

A Financial report was presented by the Administrative Secretary for the month of October 2020, and a comparison of the period of operations and budget was given to the Board of Commissioners. The preliminary budget for 2021 and amended 2020 was presented for discussion.

Motion to accept the financial report as presented with no public comment by S.Spillman seconded by S.Ball Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

There were no additional commissioner comments.

Motion to approve the bills as presented with no public comment by S.Ball seconded by S.Westmoreland Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

Motion to approve the payment of the Construction bills on 2019 bond series 1063039-05 as presented with no public comment by S.Spillman seconded by S.Westmoreland Vote passed Yeas-4 Nays-none Absent-Jimmy McCoy

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



Randall Smith Administrative Secretary

Next meeting will be held on Tuesday, December 15, 2020 at 7 PM
Public hearing on the 2021 budget to begin the meeting at 7PM