

The Commissioners of Ward Two Water District of Livingston Parish met in a regular meeting on Tuesday, October 15, 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, S.Spillman, S.Westmoreland, J.McCoy, J.Easterly

Absent -none

Guests - Agnes Killcrease, Office Manager

Barry LeJuene, Manager

Roy Waggenpack, Toby Fruge of Owen & White

Several employees of the District

Legal Counsel, Colt Fore

Insurance Agent-Melissa Wade, Brown & Brown

Motion to accept the minutes from September 17, 2019, as mailed with no public comment by J. McCoy seconded by S.Westmoreland Vote passed Yeas-5 Nays-none Absent–none

Melissa Wade, Insurance Agent, presented the 2019-2020 insurance proposal for renewal of all policies. The proposal was explained and the total premium renewal equaled \$125,720.52

Motion to renew the 2019-2020 insurance policies as presented from Brown & Brown for a total premium of \$125,720.52 with no public comment by J.McCoy seconded by J.Easterly Vote passed Yeas-5 Nays-none Absent-none

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

Legal Counsel, Colt Fore, noted that the French Settlement water system purchase is finalized. The sale was recorded in the Clerk of Court Office.

He discussed the District policies regarding political activity and recommended to adopt social media policies for all workers during working hours. He explained the research on this subject thus far. Jimmy McCoy recommended that personal phones be left at the employee's locker during regular working hours. He also stated that Ward Two phone usage needs to be defined in the policy during working hours. Board discussed various options regarding the suggestion.

Motion to add an addendum to the Personnel Manual regarding phone usage by employees during working hours with no public comment by J.McCoy seconded by J.Easterly Vote passed Yeas-5 Nays-none Absent-none

Engineer, Roy Waggenpack reported that the Dunn Road line re-location project bids will be opened on 11-19-19; Single Acres project bid opening on 11-15-19, and Stonebridge project bid opened on 11-8-19.

He stated that a pre-construction meeting regarding discussion of the re-location of lines in preparation of the Juban Road improvement project is being planned for. He noted that an estimated \$111,000 remains on the final obligation with the DWRL funding (2011 series).

Engineer stated that various District improvement items are being considered by DWRL for a potential new issue (system improvement plan involving areas currently east of the boundaries). It appears that Louisiana guidelines favor loans first to systems in violation, then remaining to Districts requesting loans. It appears that 10 million is available and maybe 4 million would be available to Districts like Ward Two Water.

Administrative Director requested approval of the DWRL re-budget application #8 and approval of pay request of #60 in the amount of \$168,754.29 regarding the DWRL 2011 series loan

Motion to authorize the Manager to execute the re-budget request #8 (DWRL series 2011) as presented by the Administrative Director with no public comment by S.Spillman seconded by J.Easterly Vote Yeas-5 Nays-none Absent-none

Motion to approve the application #60 in the amount of \$168,754.29 to the DWRL fund for the 2011 expansion as presented by the Administrative Director with no public comment by J.Easterly seconded by S.Westmoreland Vote Yeas-5 Nays-none Absent-none

Administrative Director presented an unclaimed funds report.

Motion to disburse \$11,396.69 identified as unclaimed funds to the Louisiana Department of Revenue as recommended by Administrative Director with no public comment by S.Westmoreland seconded by J.McCoy Vote passed Yeas-5 Nays-none Absent-none

Manager, Barry LeJuene, reported on the monthly customer update, noting that a total increase of 38 customers was realized for this month (year to date +563) resulting in a total customer count of 21,272. He recommended to advertise for a six month plumbing supply bid from vendors for the January through June period, 2020.

Motion to advertise for the six month plumbing supply bids as recommended by Manager and for the period January 1 through June 30, 2020 with no public comment by S.Spillman seconded by J.Easterly Vote passed Yeas-5 Nays-none Absent-none

Manager noted that the transitioned full control over the French Settlement Water and Port Vincent Water systems was effective on October 1, 2019.