

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

Absent -none

Guests - Agnes Killcrease, Office Manager

Barry LeJuene, Manager

Roy Waggenspack, of Owen & White

Legal Counsel, Colt Fore

Several employees of the District

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

Motion to accept the minutes from public meeting held on August 18, 2020, as mailed with no public comment by S. Spillman seconded by J. McCoy Vote passed Yeas-5 Nays-none Absent–none

Legal Counsel had no new legal activity to report.

Engineer, Roy Waggenspack reported that the Juban Road widening project had obtained substantial completion status as of 8-19-2020.

*He summarized change order #2 on contract 19-1475-08 for a deduction of \$19,730.

*He presented and recommended payment application 2 on contract 19-1475-08 in the amount of \$45,765.00.

*He recommended substantial completion on contract 19-1475-10 regarding the Dunn Road Re-location project as well as the substantial completion on contract 19-1475-23 regarding the Port Vincent Re-location project.

*He gave an analysis of the Port Vincent system. He noted that Ward Two Water has sufficient pressure and supply currently (for Port Vincent area), however the usage is draining more than in the past. He recommended to reduce the settings at the well in order to turn on the Port Vincent well more often to run more efficiently throughout this area's system. Manager noted attempts to balance well control adjustments. Manager also noted that 44 meters are needed to finish the 100% of the metering project.

Motion to grant substantial completion to contractor on contract 19-1475-08 as of 8-19-20 as recommended by Engineer with no public comment by J. McCoy seconded by S. Westmoreland Vote passed Yeas-5 Nays-none Absent-none

Motion to approve change order #2 in the reduction amount of \$19,730.00 regarding the Juban Road Re-location project contract 19-1475-08 as recommended by the Engineer with no public comment by S. Ball seconded by J. McCoy Vote passed Yeas-5 Nays-none Absent-none

Motion to approve application #2 Contract 19-1475-08 in the amount of \$45,765.00 as recommended by Engineer with no public comment by J.McCoy seconded by S.Westmoreland Vote passed Yeas-5 Nays-none Absent-none

Motion to grant substantial completion to contractor on contract 19-1475-10 for the Dunn Road Re-location project as of 9-4-20 as recommended by Engineer with no public comment by S.Westmoreland seconded by S.Ball Vote passed Yeas-5 Nays-none Absent-none

Motion to grant substantial completion to contractor on contract 19-1475-23 for the Port Vincent Re-location project as of 9-15-20 as recommended by Engineer with no public comment by J.McCoy seconded by S.Spillman Vote passed Yeas-5 Nays-none Absent-none

Administrative Director reported on new credit card processing program and noted some adjustments are underway.

She gave an Accounts Receivable report with outstanding balances by customers along with the length of days for the outstanding balances. She covered the policy followed due to the Covid restrictions and impacts to customers.

Board discussed the option of notifying the 10 customers with balances over \$1000 requesting payments. Board agreed to direct the contact of the two groups with the largest balances. Legal Counsel recommended to standardize the policy for a precedent on cut off procedures regarding payments made during the process.

She noted that research on the new phone system and folding machine is ongoing.

Manager, Barry LeJuene, reported on the monthly customer update, noting that a total increase of 51 customers was realized thru August (year to date +519) resulting in a total customer count of 22,322.

Manager reported that the Governor's phase III proclamation has not affected the District with much change and the same procedures will be followed. He stated that there have been no positive test results in the workforce.

He noted operations are about 30 days behind from requested taps for the public and noted that when the Port Vincent area is completed a catch up with taps will be achieved.

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

Motion to accept the financial report as presented with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-5 Nays-none Absent-none

There were no additional commissioner comments.

Chairman appointed board members to committee assignments as per the presented listing to the Budget, Insurance, Personnel, Retirement, Construction and Expansion.

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

Motion to approve the payment of the Construction bills on 2011 bond series 1063039-04 as presented with no public comment by S.Spillman seconded by J.McCoy Vote passed Yeas-5 Nays-none Absent-none

Motion to approve the payment of the Construction bills on the 2019 bond series 1063039-05 as presented with no public comment by S.Ball seconded by S.Westmoreland Vote passed Yeas-5 Nays-none Absent-none

Motion to adjourn the meeting with no public comment by S.Ball seconded by S.Westmoreland Vote passed Yeas-5 Nays-none Absent-none



Randall Smith Administrative Secretary

Next meeting will be held on Tuesday, October 20, 2020 at 7 PM