

The Commissioners of Ward Two Water District of Livingston Parish met in a regular meeting on Tuesday, July 16, 2024, at 7:00 p.m. at their Administration office on Carter Drive in Denham Springs, La.

The regular meeting was called to order by Chairman, John Easterly

Present – J. Easterly, J. Martone, S. McDaniel, S. Ball, C. Taylor

Absent - J. McCoy

Guests - Barry LeJeune, General Manager

Agnes Killcrease, Administrative Director

Toby Fruge, Kate Gueavara, of Owen & White

Legal Counsel, Hannah Calandro

Developer Tommy Veenendaal, various citizen landlords, Brian Clemmons of Parish Planning/Zoning, John McGinnis, Livingston Parish Council,

Representative Roger Wilder, Monique Hubles of Valerie Hodges La Senate

Office, Trey Sanders and Luke Yoes of H.T.Bourgeois CPA's

Prayer was offered by Administrative Secretary and a pledge of allegiance was led by Shevis Ball.

Chairman noted that any public may comment on any agenda item during this meeting. A discussion on landlord responsibility for unpaid balances on rental property accounts was made. Chairman discussed his view of suspending the landlord responsibility policy and that the District should pursue collection on the account user only. Board discussed that the District being behind on cut off actions caused billing balances to be late. Administrative Director explained the cut off policy and factors of the billing process relating to the meter reading procedures.

Motion to suspend the current billing policy effective immediately relating to holding landlords responsible for balances from tenants with no public comment by S. Ball seconded by J. Martone Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy

Board discussed the cut off and billing procedures affecting staff oversight. It was noted that changes must be made in the future on cut offs. Manager reported that new administrative tasks to manager cut offs is planned for. Chairman recommended for personnel committee to consider new policies for cut off of services. He also explained the new AMI meter project underway and the impact of quicker, accurate, and timely billing that will be accomplished upon completion of this project investment. Chairman also gave the opinion that landlords who have paid tenant bills in some cases should be refunded the billed amounts. Board discussed this option.

Motion to refund landlords for tenant past due balances if paid from 1-1-24 through the present billing dates with no public comment by S. McDaniel seconded by C.Taylor Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

Under public comments, John Webb, Hank Hankins, Tommy Poirrier, Matt Poirrier, John McGinnis, and Brian Clemmons all thanked the board for this sound decision on billing balances. Brian Clemmons also made comments on the meter reading contractor and future billing improvements planned for.

Motion to accept the minutes from regular meeting held on June 18, 2024, as mailed with no public comment by S. Ball seconded by S. McDaniel Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

Tommy Veenendaal of JBW properties addressed the board regarding tap fee policy for developers. He requested that the tap fee policy be adjusted since he pays a total of \$1085 for a tap fee and that he is given a credit for those that his company installs. Manager noted that a \$385 credit is given against the total charge. Board discussed and recommended to consider an adjustment to policy on developer's tap fee calculation. Board assigned Manager the task of reviewing the charges fully and for this item to be on the next month's agenda.

Trey Sanders and Luke Yoes of H.T.Bourgeois CPA's presented the 2023 financial and AUP audits. He reported several items on the procedures need improvements regarding the cyber security training for new hires. He also reported that a single audit will be required in 2024 due to the receipt of Federal grants. He presented the financial audit noting a clean unmodified opinion for 2023, but noted one finding on non-compliance related to internal controls (oversight of cut off procedures) and one non-compliance finding related to routine billing requirement issues. He thanked the staff and Administrative Secretary for their support during the audit.

Motion to accept the 2023 Financial and 2023 AUP audits as presented with no public comment by S. Ball seconded by J. Martone Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

Legal Counsel commented that there were no new legal matters to discuss.

Toby Fruge of Owen & White stated that the contract 23-1475-09 (Eden Church Road Waterline Relocation Project) with Allen & Leblanc is 100% complete and he recommends to grant the substantial completion certificate.

Motion to grant substantial completion on contract 23-1475-09 to Allen & Leblanc LLC as of 7-16-24 as recommended by Engineer with no public comment by J. Martone seconded by S. McDaniel Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

Engineer reported on the AMI project and noted that the installation process has begun and is progressing well (1500 meters installed). He recommended to pay application #7 in the amount of \$180,036.40. He also discussed research regarding the purchasing of discarded meters was in progress.

Motion to disburse application #7 on project 1063039-06 to Baton Rouge Win-Water in the amount of \$180,036.40 contingent upon verification of compliance to the Davis Bacon facets of the contract as recommended by Engineer with no public comment by S. Ball seconded by J. Martone Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

Administrative Director presented pay request #8 on the 2023 Water System Expansion DWRL series loan in the amount of \$184,897.45.

Motion to approve the submission of application #8 of the 2023 DWRL series loan in the amount of \$184,897.45 with no public comment by S. McDaniel seconded by S. Ball
Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

Administrative Director gave an accounts receivable update noting that 95 accounts have larger balances over 90 days.

General Manager, Barry LeJeune, reported that 65 customers were added in May with a year to date gain accumulation of 342 and that 25,122 customers were billed in June.

A financial report for the June 2024 period of operations was presented by the Administrative Secretary to the Board of Commissioners for their review noting budget line item comparisons to actual spending and revenues.

Under board comments, Chairman, John Easterly reminded Manager to secure options of the disposal of used meters from the AMI project.

Motion to pay the operational bills as presented for June, 2024, period with no public comment by C. Taylor seconded by S. McDaniel Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

Motion to pay the 2023 Water System Expansion bills with no public comment by S. Ball seconded by C. Taylor Vote passed Yeas-5 Nays-none Absent-Jimmie McCoy.

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



Randall Smith Administrative Secretary

Next meeting will be held on Tuesday, August 20, 2024 at 7 PM