

The Commissioners of Ward Two Water District of Livingston Parish met in a regular meeting on Tuesday, January 28, 2025, 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, S. Ball, S. McDaniel, C. Taylor, W. Avara, J. Martone

Absent - Melissa Bennett

Guests - Barry LeJeune, General Manager

Agnes Killcrease, Administrative Director

Kate Guevara, of Owen & White

Legal Counsel, Blayne Honeycutt

Trey Sanders, H.T. Bourgeois CPA's

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

Chairman noted that any public may comment on any agenda item during this meeting. Chairman congratulated staff on the good services performed by employees during the recent winter storm conditions. Manager reported on the staff's efforts with assisting customers to shut valves off. Jeffrey Martone commented on 2 issues that were lacking in his area which were never addressed by staff. Manager will follow up on the details.

Motion to accept the minutes from regular meeting held on December 17, 2024, as mailed with no public comment by W. Avara seconded by J. Martone Vote passed Yeas-6 Nays-none Absent-Melissa Bennett

Trey Sanders of H. T. Bourgeois CPA's presented the revised 2024 Financial Audit and AUP Audit for board consideration.

Motion to approve the 2024 Financial Audit and AUP Audit as presented with quoted pricing with no public comment by S. Ball seconded by C. Taylor Vote passed Yeas-6 Nays-none Absent-Melissa Bennett

Legal Counsel reported on the FMLA provision compliance for the District employees which will involve the holding of job positions during leave periods. He recommended to assign the personnel committee to include into a revised employees manual.

Kate Guevara of Owen & White gave an update on the AMI project which is 75% complete and recommended that application #13 be approved and paid. She covered an update on the Hwy 1024 relocation project and recommended a change order #1 in the amount \$4867.04 and application #1 in the amount of \$178,836.34.

Motion to approve application #13 to Baton Rouge Winwater in the amount of \$973,584.52 on contract 23-1475-01 as recommended by engineer with no public comment by W. Avara seconded by S. McDaniel Vote passed Yeas-6 Nays-none Absent-Melissa Bennett

Motion to approve change order #1 to Grady Crawford in the amount of \$4,867.04 on contract 23-1475-26 as recommended by engineer with no public comment by C. Taylor seconded by S. McDaniel Vote passed Yeas-6 Nays-none Absent-Melissa Bennett

Motion to approve application #1 to Grady Crawford in the amount of \$178,836.34 on contract 23-1475-26 as recommended by engineer with no public comment by W. Avara seconded by S. McDaniel Vote passed Yeas-6 Nays-none Absent-Melissa Bennett

Engineer recommended for the General Manager to be authorized to execute the Engineering Contract for the Emerging Contaminate Loan program.

Motion to authorize General Manager to execute the Engineering Contract regarding the Emerging Contaminate Loan program documentation on behalf of the District with no public comment by S. McDaniel seconded by C. Taylor Vote passed Yeas-6 Nays-none Absent-Melissa Bennett

Administrative Director reported on staff action regarding handling of the ongoing excessive water bill issues which is using a 12 month average method. Board commented on procedures being followed. Administrative Director gave a positive update on new staff additions in the office.

She gave an update on delinquent accounts noting that 42 accounts were cut off since mid-December and that total amount of outstanding accounts not collected on cut off equals \$3,795.20.

She presented the Re-Budget Request #1 and pay request #14 on the 2023 Water System Expansion DWRL series loan in the amount of \$982,404.42.

Motion to approve Request #1 to Re-Budget regarding the 2023 DWRL series loan with no public comment by S. Ball seconded by J. Martone Vote passed Yeas-6 Nays-none Absent-Melissa Bennett.

Motion to approve the submission of application #14 of the 2023 DWRL series loan in the amount of \$982,404.42 with no public comment by J.Martone seconded by S. Ball Vote passed Yeas-6 Nays-none Absent-Melissa Bennett.

General Manager, Barry LeJeune, reported that 53 customers were added as of December with a year to date gain accumulation of 662 and that 25,337 customers were billed in December.

A financial report for the December 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, Jeffrey Martone of the Personnel Committee proposed that three items to be changed in the personnel guidelines.

Motion to approve Personnel Committee proposal on three changes to the personnel guidelines as presented with no public comment by J. Marone seconded by S. Ball Vote passed Yeas-6 Nays-none Absent-Melissa Bennett

Motion to pay the operational bills as presented for January, 2025, period with no public comment by W. Avara seconded by S. McDaniel Vote passed Yeas-6 Nays-none Absent-Melissa Bennett.

Motion to pay the 2023 Water System Expansion Project bills with no public comment by C. Taylor seconded by S. McDaniel Vote passed Yeas-6 Nays-none Absent-Melissa Bennett.

Motion to adjourn the meeting with no public comment by S. Ball seconded by C. Taylor Vote passed Yeas-6 Nays-none Absent-Melissa Bennett.



Randall Smith Administrative Secretary

Next meeting will be held on Tuesday, February 18, 2025 at 7 PM