

Minutes
Regular Board Meeting
Monday, April 11, 2022
5:30pm – Conference Room

The Board of Directors met in a regular meeting on Monday, April 11, 2022 in the conference room located at 4015 Sherry Street, Sulphur, La., with President Larry Mouton presiding with the following members present: Theresa Bell, Richard Boenig, Larry Mouton, Kent Chamblee and Ray Taylor.

The Invocation was led by Kent Chamblee followed by the pledge of allegiance.

Audience: Steve Derouen – CPA

Steve Derouen presented the 2021 year-end Audit. At the end of the presentation he reviewed the Louisiana Legislative Auditor’s Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. Waterworks management is responsible for those Control and Compliance (C/C) areas. In the Written Policies and Procedures Steve mentioned Waterworks policy does not state in “Purchasing” How vendors are added to the vendor list.

and Waterworks policy does not state in “Sexual Harassment” annual employee training and annual reporting. Steve stated that these are his only findings this year and must be added to the policy. After the board reviewed the Audit, there was a motion by Theresa Bell and seconded by Richard Boenig to approve the 2021 audit as presented by Steve Derouen. Motion Carried.

Alice Webb – Reports

Minutes: After reviewing the minutes of the previous meeting, there was a motion by Theresa Bell and seconded by Kent Chamblee to approve the minutes as presented. Motion Carried.

P & L Report: Reviewed with no comments

Lamp Funds: Reviewed with no comments

Policy Manuel Update: Will review and discuss at May meeting

Ethics online training: Reminder to take online training and turn in your certificates to Alice.

Harassment online training: Reminder to take online training and turn in your certificate to Alice

Complaint Log: House Bill No. 894 Act No.292, 2018 Regular Session:

Each community water system shall maintain a record of each complaint it receives by telephone, letter, or electronic mail from customers or users. The record of each complaint

shall include the date the complaint was received, the service connection to which the complaint relates, the name of the customer or user making the complaint and associated contact information, and a brief description of the complaint. The log containing the record shall also include documentation of corrective actions that the community water system has implemented with respect to the matters detailed in the complaint. The complaint log will be retained for 5 years. The board of directors would like Alice to bring a sample complaint log to the May meeting for their approval. Also in the future they would like to see the complaint log as a monthly report presented at the meetings.

Banking Bidding: Alice received two quotes on the banking from First Federal and Red River Bank. First Federal Account Analysis total fees were \$379.25; Red River Bank Account Analysis total fees were \$477.15; Waterworks Account Analysis fees are running from \$373.74. All Account Analysis on Banking Center Services, Account Services, Depository Services, Disbursement Services, and Online Services total up the banking fees. The board agreed that there is not much difference to award moving to another banking service.

Ballot: Reminder, Election date is April 30, 2022 to renew, levy and collect an ad valorem property tax of 3 Mills on all property subject to taxation.

Jay Picard – Reports

VP Kent Chamblee asked Jay if he found out why the motor kept tripping the breaker. Jay stated that it was the wiring and tags on the motor. In the past whoever worked on it had the numbering wrong. Tag on the motor was tagged one way and the wiring different. Commissioner Theresa Bell suggested Jay make a log showing the correct numbers for the wiring and correct tagging so this does not happen in the future. Jay mentioned the electrician and the motor guy is sending information and new tags and a write up on how it should be done.

Generator: Waiting on parts; manufacture not sure when arrival of parts;

Software 360: Core & Main training will be next month

Field: routine

District Map Update: Met with the Fire Department on the program and Jeremy is working on the map so he can get it to Lee Lancon. Fire Department still out Flow testing hydrants.

There being no further business, a motion by Ray Taylor and seconded by Kent Chamblee to adjourn meeting. Motion Carried.

