

Waterworks District 9 Ward 4 Meeting Minutes

Regular Meeting

Monday, October 13, 2025, 5:30 p.m.

The Board of Directors met in a regular meeting on Monday, October 13, 2025, in the conference room located at 4015 Sherry Street, Sulphur, LA.: President Kent Chamblee presiding with the following members present: Richard Boenig, Steve Belshe, Kent Chamblee, and Theresa Bell. The following member was absent: Ray Taylor.

The Invocation was led by Theresa Bell followed by the Pledge of Allegiance.

Audience: Lee Lancon – Lancon Engineers, Inc (LEI)

Lee Lancon – Lancon Engineers, Inc (LEI) Engineering Report

Water Storage Tank Rehab (Phase 2) (see engineers report)

- **GWST #1:** No changes/progress since last meeting
- **Yard Piping:**
 - Should be coming in late October or November to complete work.
 - An inspection/assessment was performed on Yard Piping on Thursday, October 9, 2025.
 - Present for the inspection were Jay Picard (WW9), Lee Lancon (LEI), Jonathan Tommasi (LEI), Brandon Lomasney (TNEMEC) and Greg Weiser (Weiser Construction) via facetime.
 - Photos were taken of the various pipe sections and given to Brandon to use in preparing a repair scope including surface preparation and coating requirements for each specific condition observed. The repair scope will be provided to the contractor.
 - The work/repairs fall into 3 categories:
 - Piping with old paint removed, but not painted at all
 - Piping that has been primed but rust is breaking through
 - Piping that has both prime and intermediate coats, but rust is breaking through
 - Lee received the repair scope shortly before the meeting but has not reviewed it completely.
- **Pressure Filters:** No changes/progress since last meeting
- **GWST #2:** No changes/progress since last meeting
- **Change Order #4:** Executed on September 15, 2025, by all parties
- **Partial Substantial Completion** (for all items not being deferred until the fall)
 - Fully executed and filed with Clerk of Court on September 15, 2025.
 - The 45-day lien period ends on October 29, 2025.
 - At the end of the 45-day lien period, Phoenix will provide a clear lien certificate from the Clerk of Court. Once received, LEI will submit recommendation of payment for retainage for those items of work included in the Certificate of Substantial Completion.

Lee Lancon – Lancon Engineers, Inc (LEI) Engineering Report (Cont.)

2023 Water Line Upgrade Project (ARPA) (see engineers report)

- Contractor continues work on Lori Lane, Oak Lake Drive and Langford Drive.
- **Lori Lane** – Substantially Complete
- **Oak Lake Drive** – All pipe, fire hydrants, and valves have been installed. Water meters have been set, water services have been transferred to the new water line, the installation of new service line across LA 1133 just west of the existing bridge is complete, the site has been dressed and fine graded and hydroseeding of disturbed areas is complete. In general, remaining work includes the grouting of the abandoned existing 8” water line that loops behind property from Oake Lake Drive to LA 1133. Work should be completed this week.
- **Langford Drive** – Installation of HDPE pipe by HDD methods and tie-in to the existing water line except Carlyss Drive has been completed across Langford Drive at Sterlington, Battington, and Wilshire and across Carlyss Drive at Langford. Installation of a new 8” water main should be complete no later than tomorrow, along with the installation of service saddles and service pipe. In general, remaining work includes completion of tie-in of new water line to the existing water line along Carlyss Drive, pressure testing and disinfection of new water lines, relocation and tie-in of existing meters to new service lines, setting valve boxes, fine grading and dressing the site, and hydroseeding of disturbed areas.
 - **Issued Field Order #3** for the installation of a new 6” fire hydrant and in-line 8” gate valve at the hydrant tee. (see attached) The new fire hydrant was accidentally omitted from the final construction plans, but was part of the original scope of work approved by the board.
 - **Issued Field Order #4** which for the change of tapping sleeve orientation to avoid the removal and replacement of a portion of the pavement for Carlyss Drive. (see attached drawing). Initially, this work could be performed using the contract unit bid prices; however, it was discovered that the existing water line along Carlyss Drive is a 14” PVC pipe instead of a 12” PVC pipe. A 14”x10” tapping sleeve will be required (which has no unit bid price) instead of the planned 12”x10” tapping sleeve. Also, due to the proximity of an existing 18” RCP drainpipe the tapping valve will be set about 3’ from the tapping sleeve and will require an extended tapping tool to make the tap. A change order will be required to approve this additional work. Lee presented the review of contractor’s request for change order #1.
 - There was a motion by Theresa Bell and seconded by Richard Boenig authorizing Kent to execute change order #1 in the amount of \$22,426.93. Motion carried.
- Through 9/30/25, based on dollars earned, the contractor is 10.87% behind schedule.
- A construction status meeting was held on Tuesday, October 7, 2025, with the contractor, WWD#9 representatives and LEI representatives.

Lee Lancon – Lancon Engineers, Inc (LEI) Engineering Report (Cont.)

- **Repairs to Mosswood Elevated Water Tower:** No changes/progress since last meeting

- **Update Water District Maps**
 - LEI received additional information from Jay and Jeremy on 10/7/25 and began making changes and revisions to the maps using the information provided.
 - There was a presentation to the Board by Lee, showing some of the updated district maps.

Kelly Riley – Reports

Minutes – Minutes from the regular meeting on 9/8/25 and the special meeting on 9/29/25 were reviewed. There was a motion by Theresa Bell and seconded by Steve Belshe to approve the amended minutes from the regular meeting as presented. Motion carried. There was a motion by Theresa Bell and seconded by Steve Belshe to approve the minutes from the special meeting as amended. Motion carried.

Payables – Payables were reviewed and discussed. There was a motion by Theresa Bell and seconded by Richard Boenig to approve the payables. Motion carried.

Profit & Loss – Reviewed and discussed. No Issues.

ARP Project Reimbursement from Parish – Three checks were received in September for payment requests 2,3 and 4. Payment request 5 will be sent out for review tomorrow. Additional documentation is required before sending out payment request 6.

Bank Reconciliation – Steve reviewed bank reconciliations and signed off without any concerns.

Policy Manuel –

- Sections 1-4 are still under review
- Random Drug Screening Policy – has been discussed and amended to quarterly screening instead of monthly. Revisions will be sent out with next section for review.

Ethics & Sexual Harassment Online Training for Board Members – Still need one from Kent Chamblee and three from Steve Belshe. Kelly will email links again.

Water Bill Adjustments – No adjustments for the month of September

Retaining a Lawyer – The board prefers to use the parish attorney but does not want to be without council. Kelly will get more information.

Time Limit Spent on Agenda Item – The board agrees to thirty (30) minutes per agenda item (outside of re-occurring agenda items), and 5 minutes per person. The 30 minutes will be divided up if multiple people show up per agenda item. Should a large amount of people show up for an agenda item, the board has the right to extend the time limit for that agenda item. This will be updated in the procedure manual.

Jay Picard – Plant/Field Reports

- **Building at Tower on Volunteer** – No progress on slab or building
- **Extend Slab at North Gate** – Work started today 10/13/25
- **New Fire Hydrants:** Theresa asked Jay when the Fire Department is notified of new hydrant installations. Jay stated they are notified at the end of the project.
- **New Security System:** Working Well
- **New Hire:** Jared Johnson is working out well

There was a motion by Richard Boenig and seconded by Theresa Bell to go into executive session. Motion carried.

There was a motion by Steve Belshe and seconded by Richard Boenig to return to regular session. Motion carried.

There was a motion to adjourn the meeting by Richard Boenig and seconded by Steve Belshe. Motion carried.

Water Works District No. 9, Ward 4

Engineer's Report for October 13, 2025, Board Meeting

Report issued: October 13, 2025

LEI Project No. 19-007 Water Storage Tanks Rehabilitation (Phase 2)

1. GWST#1 – No work was performed on GWST#1. Work on GWST #1 is approximately 99% completed through July 31, 2025. The following is a summary of the completion status for GWST #1:
 - 1.1. Interior
 - 1.1.1. 100% complete and tank is in operation.
 - 1.2. Exterior
 - 1.2.1. The exterior is 98% complete.
 - 1.2.2. The following is a list of pay items and punch list items to be deferred until fall:
 - 1.2.2.1. Repair blushing area on GST#1 lower ring and around ladder. (Defer until Fall).
 - 1.2.2.2. Chime Seal installation on GST#1. (Defer until Fall).
 - 1.2.2.3. Repair the Level Indicator Float on GST#1. (Defer until Fall).
 - 1.2.2.4. Install all signs on GST#1 (Defer until Fall).
 - ~~1.2.2.5. Repair ruts and perform site grading. (Complete now). Completed~~
 - 1.2.2.6. Provide Engineer with thickness check report on the floor for GST#1 and GST#2. (Complete now).
 - 1.2.2.7. Provide Engineer with all DFT verification reports for the interior and exterior coatings. (Complete now).
2. Yard Piping
 - 2.1. As of July 14, 2025, the Yard Piping work is approximately 20% complete.
 - 2.2. Due to poor weather conditions, completion of the Yard Piping work will be deferred until the fall as per Change Order No. 4.
3. Pressure Filters
 - 3.1. The manway covers have been cleaned, prime coated and installed for each filter.
 - 3.2. Remaining work include cleaning, priming and painting manhole necks, painting new manhole covers, holiday repairs and minor defect repairs. This work will be deferred until the Fall as per Change Order No. 4.
4. GWST #2
 - 4.1. As of August 4, 2025, GWST#2 is approximately 99.5% complete and is back in service.
 - 4.2. The following is a list of pay items and punch list items to be deferred until fall:
 - 4.2.1. Chime Seal installation on GST#2. (Defer until Fall).
 - 4.2.2. Install the Level Indicator Float and equipment. The level indicator equipment was installed; however, one (1) of the guide cables became detached from the roof and so it is not functioning correctly. It will be repaired in the fall.

- ~~4.2.3. Repair ruts and perform site grading. (Complete now). Completed.~~
 - 4.2.4. Provide Engineer with thickness check report on the floor. (Complete now).
 - 4.2.5. Provide Engineer with all DFT verification reports for the interior and exterior coatings. (Complete now).
5. Change Order No. 4
- 5.1. Change Order No. 4 was fully executed on September 15, 2025.
6. Partial Substantial Completion for items of work not being deferred until Fall 2025
- 6.1. The Certificate of Substantial Completion Form and attachments were fully executed on September 15, 2025, and were recorded with the Clerk of Court on September 15, 2025. The end of the 45-day lien period is October 29, 2025. Upon receipt of a Clear Lien Certificate issued by the Clerk of Court and provided by Phoenix, LEI will recommend payment of retainage for those items of work included in the Certificate of Substantial Completion.
7. Yard Piping Inspection and Assessment.
- 7.1. As planned, an inspection of the yard piping was performed on Thursday, October 9, 2025 to establish the condition of the coating system previously installed. Present for the inspection were Jay Picard, Lee Lancon, Jonathan Tommasi, Brandon Lomasney, and Greg Weiser (via face time). Photographs of the various pipe segments were taken and provided to Bandon for his use in preparing a repair scope including surface preparation and coating requirements for each specific condition observed. This repair scope will be provided to the contractor for his use in planning his repair work before returning to the site.

LEI Project No. 22-003 2023 Water Line Upgrade Project (ARPA)

- 1. Contractor continues working on Lori Lane, Oak Lake Drive, and Langford Drive.
- 2. Lori Lane – Substantially Complete.
- 3. Oak Lake Drive – All pipe, fire hydrants, and valves have been installed. Water line has been pressure tested and disinfected and received passing test results. Water meters have been set, water services have been transferred to the new water line, the installation of new service line across LA 1133 just west of the existing bridge is complete, the site has been dressed and fine graded and hydroseeding of disturbed areas is complete. In general, remaining work includes the grouting of the abandoned existing 8” water line that loops behind property from Oak Lake Drive to LA 1133. It is our understanding that this work will be complete this week.
- 4. Langford Drive – Installation of HDPE pipe by HDD methods and tie-in to the existing water line except at Carlyss Drive has been completed across Langford Drive at Sterlington, Battington, and Wilshire and across Carlyss Drive at Langford. Installation of new 8-inch water main should be complete today or tomorrow along with the installation of service saddles and service pipe. In general, remaining work includes completion of tie-in of new water line to the existing water line along Carlyss Drive, pressure testing and disinfection of new water lines, relocation and tie-in of existing meters to new water service lines, setting valve boxes, fine grading and dressing the site, and hydroseeding of disturbed areas.
 - 4.1. Field Orders:
 - 4.1.1. Issued Field Order No. 3 which call for the installation of a new 6-inch Fire Hydrant and in-line 8-inch gate valve at the hydrant tee. (See attached) The new fire hydrant was

accidentally omitted from the final construction plans but was part of the original scope of work approved by the Board. This work will be paid for using the unit price bid items included in the construction contract.

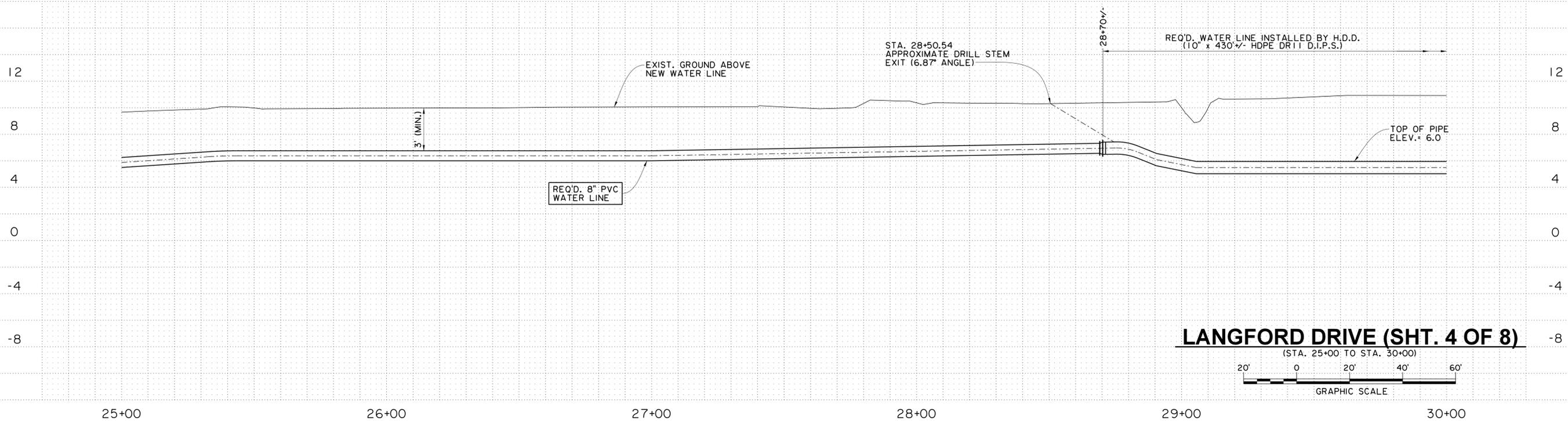
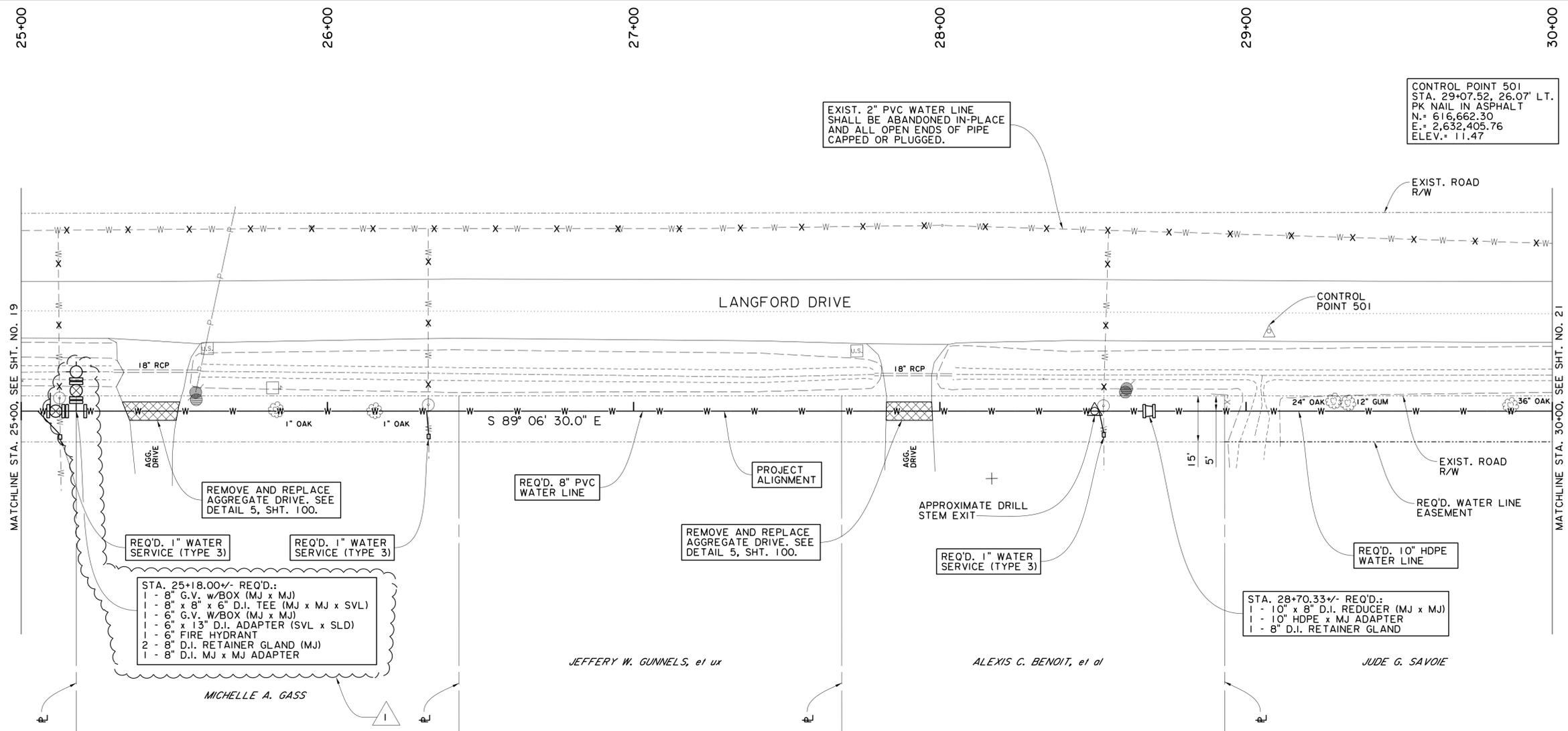
- 4.1.2. Issued Field Order No. 4 which for the change of tapping sleeve orientation to avoid the removal and replacement of a portion of the pavement for Carlyss Drive. (See attached) It was planned that this work could be performed and paid for using the contact unit bid prices; however, we discovered that the existing water line along Carlyss Drive is a 14-inch PVC pipe in lieu of a 12-inch PVC pipe. Accordingly, a 14" x 10" Tapping Sleeve will be required (no unit price bid) in lieu the planned 12" x 10" Tapping Sleeve. In addition, due to the close proximity of an existing 18" RCP drainpipe the tapping valve will be set about 3' from the tapping sleeve and will require an extended tapping tool to make the tap. A change order will be required to approve this additional work. At the time of this report the formal Change Order request has not been received from the Contractor for our review and recommendation.
5. Through 9/30/2025 work performed is approximately \$692,527.28 of \$1,827,108.98 or 37.90% and 178 of 365 contract days have been used or 48.77%. Accordingly, the contractor is 10.87% behind schedule. Based on this information, the construction time to complete the project is anticipated to be 365 calendar days x 1.1087 = 405 calendar days. The estimated date for substantial completion of the project is estimated to be May 17, 2026, in lieu of April 7, 2026. October 1, 2026 is the Grant Administrator's Construction Deadline.
6. A construction status meeting was held on Tuesday, October 7, 2025, with the Contractor, WWD#9 representatives and LEI representatives.

Repairs to the Mosswood Elevated Water Tower

1. The repair work is completed, and the tower is back in service.
2. The water level indicator is not operating properly. Weiser was notified of this issue and is planning to make the necessary repairs when they return in the fall.

LEI Project No. 23-006 Update District Water Map

1. LEI received the additional information, from Jay and Jeremy on October 7, 2025, that was previously requested on Wednesday, August 27, 2025. Began making changes and revisions to the maps using the information provided. As requested at the last Board meeting, a full set of the current updated District Water Map is available for presentation on the in-house monitor during the Board meeting if desired.



ISSUED FOR CONSTRUCTION

SCALE: 1" = 20'

NO.	DATE	REVISION DESCRIPTION	BY
1	9-12-2025	ADDED 6" FIRE HYDRANT AT STA. 25+18	HELL



**WATER WORKS
DISTRICT NO. 9, WARD 4
CALCASIEU PARISH, LA**

**2023 WATER LINE
UPGRADE PROJECT**

DESIGNED:	L. LANCON	CHECKED:	L. LANCON
DESIGNED:	N. KARIMIAN	CHECKED:	N. KARIMIAN

DATE:	OCTOBER, 2024
PROJECT NO.:	22-003
REV. NO.:	1
SHEET NO.:	20

Field Order

No. 4

Date of Issuance: September 24, 2025 Effective Date: September 24, 2025

Project/Contract: 2023 Water Line Upgrade Project (ARPA)	Engineer's Project No.: 22-003
Owner: Water Works District No. 9, Ward 4	Owner's Project No.: N/A
Contractor: Hackley Enterprises, LLC	

Attention:

You are hereby directed to promptly execute this Field Order issued for minor changes in the Work without changes in the Contract Unit Price or Contract Times. If you consider that a change in Contract Unit Price or Contract Times is required, please notify the Engineer immediately and before proceeding with this Work.

Reference: N/A Plan Sheet No. 21
[(Specification Section(s))] [(Drawing(s) / Detail(s))]

Description:

In order to avoid removal and replacement of a portion of the pavement for Carlyss Drive, Contractor shall install the tapping sleeve and valve on the east side of the existing water line as show on Plan Sheet No. 21_Rev. 1 and the attached detail. The work shall be paid for using the contract unit price bid for the various items of work required to consruct the tie-in.

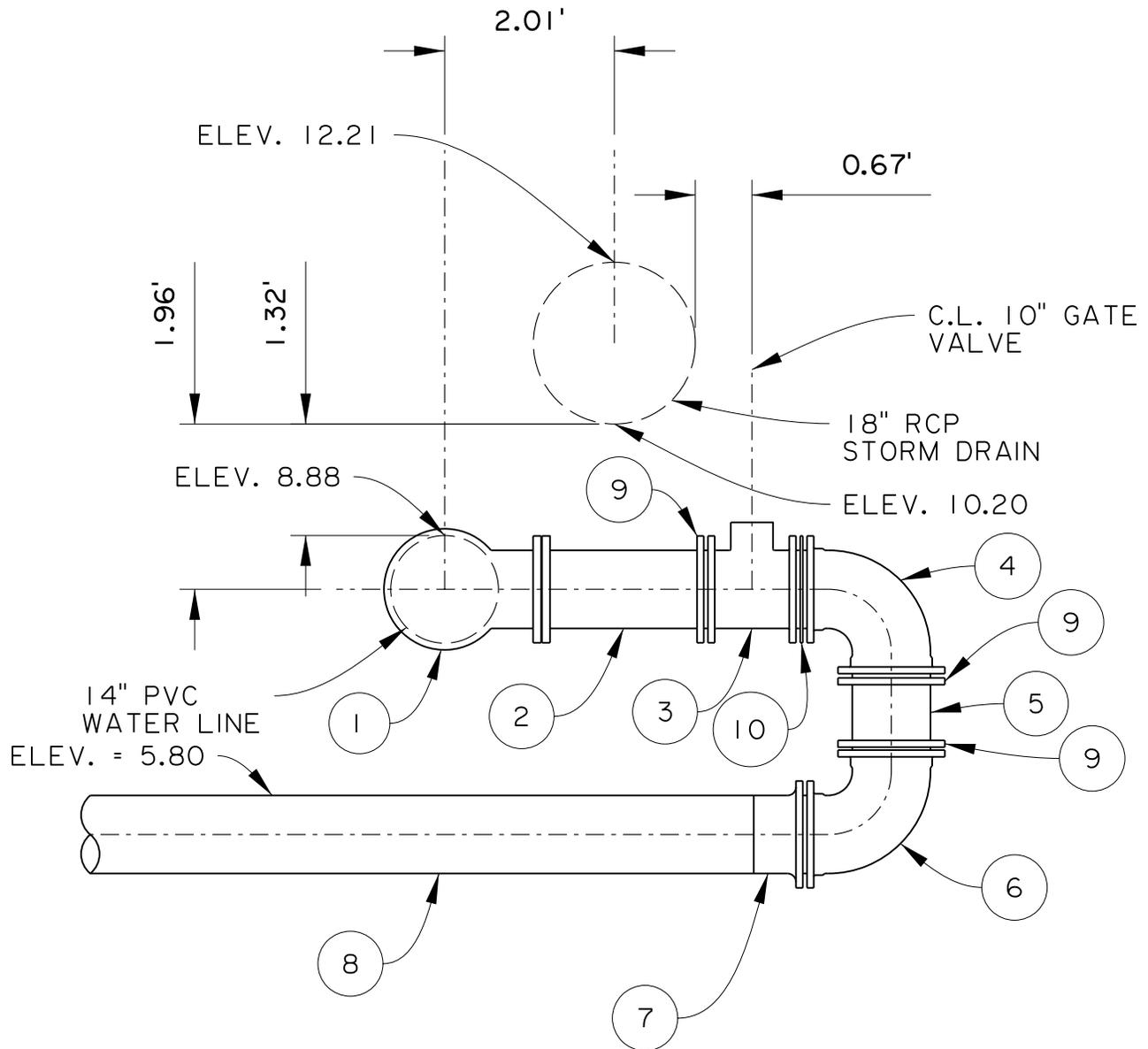
Attachments:

Field Order No 4. Detail and Plan Sheet No. 21 (Rev. 1)

Engineer: **Lancon Engineers, Inc.**
By: → *Lee Lancon, Jr.*

Receipt Acknowledged by (Contractor): *Michael Hackley Jr* Date: **09-25-25**

Copy to: **Jay Picard, Plant/Field Supervison Water Works District No. 9, Ward 4**
Jonathan Tommasi, Project Representative for LEI



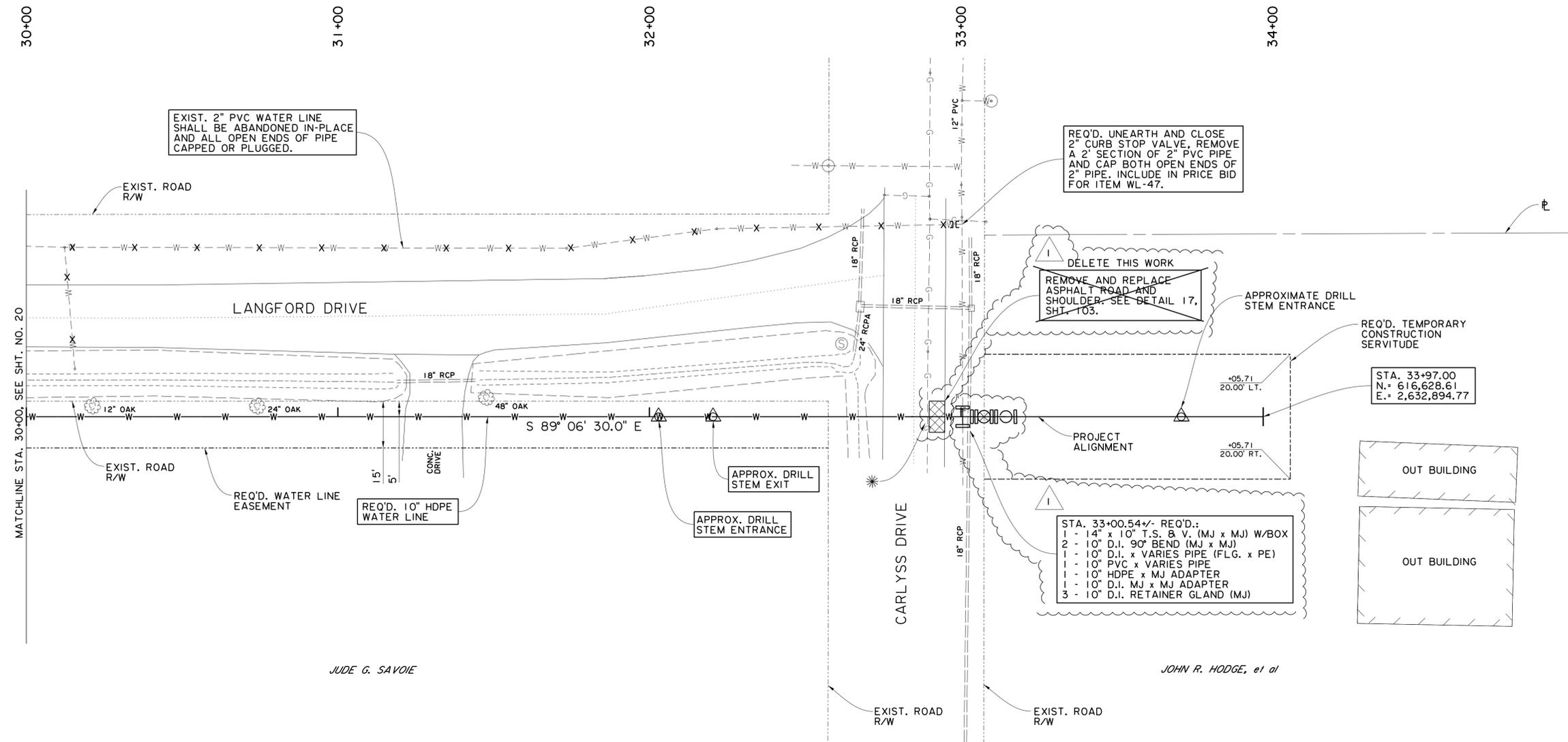
**FIELD ORDER NO. 4
LANGFORD AT CARLYSS DRIVE TIE-IN DETAIL**

LEGEND

1. 14" x 10" TAPPING SLEEVE (FLG. OUTLET)
2. 10" DI PIPE SPOOL (FLG. X PE)
3. 10" GATE VALVE (MJ X MJ) w/ VALVE BOX
4. 10" 90° D.I. BEND (MJ X MJ)
5. 10" PVC PIPE SPOOL (PE X PE) W/4-3/4" SS
ALL THREAD RODS & DUCTILE LUGS
6. 10" D.I. 90° BEND (MJ x MJ)
7. 10" MJ X HDPE ADAPTER (HARVEY)
8. 10" HDPE WATER LINE
9. 10" D.I. RETAINER GLAND
10. 10" D.I. MJ x MJ ADAPTER

DATE PLOTTED: 9/24/2025 TIME PLOTTED: 11:47:50 AM

PATH: L:\Projects\22-003\DRAWINGS\Final Plans\Langford Drive PP5.dgn



EXIST. 2" PVC WATER LINE SHALL BE ABANDONED IN-PLACE AND ALL OPEN ENDS OF PIPE CAPPED OR PLUGGED.

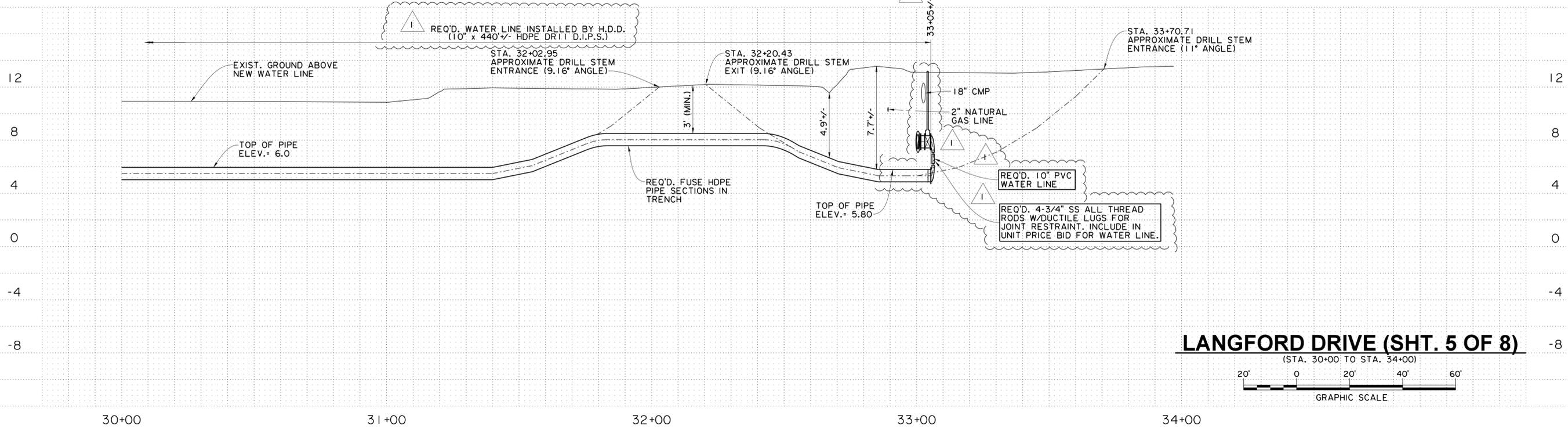
REQ'D. UNEARTH AND CLOSE 2" CURB STOP VALVE, REMOVE A 2' SECTION OF 2" PVC PIPE AND CAP BOTH OPEN ENDS OF 2" PIPE. INCLUDE IN PRICE BID FOR ITEM WL-47.

DELETE THIS WORK REMOVE AND REPLACE ASPHALT ROAD AND SHOULDER. SEE DETAIL 17, SHT. 103.

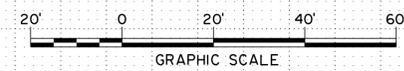
- STA. 33+00.54 +/- REQ'D.:
- 1 - 14" x 10" T.S. & V. (MJ x MJ) W/BOX
 - 2 - 10" D.I. 90° BEND (MJ x MJ)
 - 1 - 10" D.I. x VARIES PIPE (FLG. x PE)
 - 1 - 10" PVC x VARIES PIPE
 - 1 - 10" HDPE x MJ ADAPTER
 - 1 - 10" D.I. MJ x MJ ADAPTER
 - 3 - 10" D.I. RETAINER GLAND (MJ)

STA. 33+97.00
N. = 616,628.61
E. = 2,632,894.77

* CAUTION! POTENTIAL UTILITY CONFLICT SEE NOTE 3, SHT. 2



LANGFORD DRIVE (SHT. 5 OF 8)



ISSUED FOR CONSTRUCTION

SCALE: 1" = 20'

NO.	DATE	REVISION DESCRIPTION	BY
1	9/24/2025	REVISED CONNECTION TO EXISTING WATER LINE AT CARLYSS DRIVE. REFER TO FIELD ORDER NO. 4 FOR PAVEMENT.	HLL



**WATER WORKS
DISTRICT NO. 9, WARD 4
CALCASIEU PARISH, LA**

**2023 WATER LINE
UPGRADE PROJECT**

LANCON ENGINEERS, INC.
CIVIL & CONSULTING ENGINEERS
905 MARSHLEY STREET
WEST LAKE, LA 70669
PHONE NO. (504) 524-2333
FAX NO. (504) 524-3337

CHECKED: L. LANCON
DESIGNED: L. LANCON
DATE: N. KARIMIAN
DETAILS: N. KARIMIAN

DATE: OCTOBER, 2024
PROJECT NO.: 22-003
REV. NO.: 1
SHEET NO.: 21