

Waterworks District 9 Ward 4 Meeting Minutes  
Regular Meeting  
Monday, November 10, 2025, 5:30 p.m.

The Board of Directors met in a regular meeting on Monday, November 10, 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, Theresa Bell and Ray Taylor (phone).

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 change/progress since last meeting
- **Yard Piping**
  - **Yard Piping Inspection and Assessment:** Lee presented the photographs that were taken October 9 to help in preparing the repair scope of work to the Board
  - **Contractor’s Return to Work Site:** Contractor plans to start work on Wednesday, November 12, 2025. Anticipated work schedule:
    - Wednesday – pressure wash yard piping, bad area on GWST#, and bad area on pressure filter. GWST#1 will be dewatered by WWD#9.
    - Thursday – set up containment and do miscellaneous items of work.
    - Friday - Prep and test blast yard pipe.
    - Saturday – blast and prime coat yard pipe.
    - Sunday – blast and prime coat yard pipe.
    - Monday – finish blast and prime coat yard pipe if needed and start painting intermediate coat.
    - Additional plans will be developed as work proceeds.
- **Pressure Filters** – No changes/progress since last meeting
- **GWST #2** – No changes/progress since last meeting
- **Partial Substantial Completion** (for items not being deferred until the fall)
  - The end of the 45-day lien period was October 30, 2025. A week prior to this date, Lee emailed Phoenix the contact information for the Clerk of Court in order a Clear Lien Certificate. As of this meeting, Lee has not received a response from the contractor. Once the Clear Lien Certificate is received, LEI will recommend payment of retainage for those items of work included in the Certificate of Substantial Completion.
- **Repairs to Mosswood Elevated Water Tower**

Contractor will have someone climb the elevated tower on Mosswood to investigate issues with level indicator and hatch.

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

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

- Contractor continues working on Oak Lake Drive and Langford and began work on Carbide.
- **Oak Lake Drive** – The grouting of the abandoned 8-inch water line that loops behind property from Oak Lake Drive to LA 1133 has been completed. Oak Lake Drive is substantially complete.
- **Langford Drive** – Installation of new 8-inch water main is complete along with the installation of service saddles and service pipe. The Charge Order No.1 work (tie-in of new 8-inch water line to the existing 14-inch water line at Carlyss Drive is complete.) Pressure testing and disinfection of the new water line and appurtenances is complete and all tests passed. The tie-in of new service lines to the existing water meters is complete and all customers are connected to the new water line. The existing 2-inch water line has been successfully abandoned. Remaining work includes fine grading and dressing the site, hydroseeding of disturbed areas. Water District Maps will be updated with all the “new information” on the water lines in this area.
- **Carbide Drive** – Installation of 10-inch HDPE pipe by HDD methods and tie-in to the existing 10-inch water line at Industrial Drive is complete. The remaining work includes installation of new 8-inch PVC water line by open cut, installation of fire hydrants, investigative excavation to determine the presence of an existing 4-inch water line loop to Metric Drive and tie-in of the line if it exists, installation of new water service connections, pressure testing and disinfection of the new water line and appurtenances, fine grading and final dress-up of the site, hydroseeding of all disturbed areas, and abandonment of existing 2-inch water line.
- Through 10/31/25, based on dollars earned and the additional 21 days granted in Change Order #1, the project appears to be 3.74% ahead of schedule.
- Estimated completion date as of Tuesday, November 4, 2025, is April 28, 2026.
- A construction status meeting was held on Tuesday, November 4, 2025, with the Contractor, WWD#9 representatives, and LEI representatives

**Update District Water Map**

- While performing work on Oak Lake Drive, information on existing lines were revealed. This information will be used to update district water maps of this area.
- LEI anticipates completing the map updates to address all information received from Jay and Jeremy by December 8, 2025. Map updates to include as-built information for the ARPA Project will continue until approximately 30 days after the ARPA Project is complete.
- As new subdivisions are being completed and new fire hydrants are installed, Jay will send this information to LEI.

**Kelly Riley – Reports**

**Minutes** – Minutes from the three meetings held in October were reviewed. There was a motion by Richard Boenig and seconded by Ray Taylor to approve the minutes as presented. Motion carried.

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

**Profit & Loss** – Reviewed and discussed. No Issues.

**ARP Project Reimbursement from Parish** – No reimbursement in the month of October. There are currently two payment submissions under review. Kelly will create a code for parish reimbursement for better bookkeeping.

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

**Policy Manuel** – Theresa will finish putting parts 1-4 together and send out for final review.

**Ethics & Sexual Harassment Online Training for Board Members** – All certificates have been turned in for CY2025.

**Water Bill Adjustments** – No adjustments for the month of October.

**Retaining a Lawyer** – Kelly received information back from David Brucchaus. He does not have a retainer fee; he is paid only when he provides service at the rate of \$350 per hour. Kelly will contact him and see if any information is required to set up an account with him.

**New Bill Format** – Kelly presented the new paper (letter style) format bill to the Board. The price to switch will increase the amount the district is paying to send out monthly water bills. The Board asked Kelly to contact other billing companies to compare rates. This information will be brought to the December Board Meeting.

**Holidays** – Presidents Day, Juneteenth and Columbus Day are federal holidays that the district does observe as a paid holiday. Currently the district has 12 paid holidays. After some discussion, the Board would like more time to contemplate granting any more paid holidays. The Board asked Kelly to contact other districts to find out the number of paid holidays they receive. This will be added to the December meeting agenda.

**Jay Picard – Plant/Field Updates**

**Operator Pay Scale** – After some discussion, the Board wants to review pay scales from other districts. This information will be brought to the December Board Meeting.

**Building at Tower on Volunteer** – Work on pouring the slab is expected to start Wednesday, November 12, 2025.

**Extend Slab at North Gate** – Work has been completed.

## Waterworks District 9 Ward 4 Meeting Minutes for 11/10/25

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

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

An item was added to the agenda:

- Landlord Accounts – this will allow the landlord/property owner to contact the office via phone and request the service be put back in their name. The connection fee will be added to their account.
- Kelly will draw up a contract and present it at the December Board meeting.

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

Water Works District No. 9, Ward 4

Engineer's Report for November 10, 2025, Board Meeting

Report issued: November 10, 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.
- 8. Contractor's Return to the Site
  - 8.1. Weiser is planning to be on site Wednesday morning 11-12-2025 to begin work.
  - 8.2. The following is his anticipated work schedule:
    - 8.2.1. Wednesday – pressure wash yard piping, bad area on GWST#1, and bad area on pressure filter. GWST#1 will be dewatered by WWD#9.
    - 8.2.2. Thursday – set up containment and do miscellaneous items of work.
    - 8.2.3. Friday – Prep and test blast yard pipe.
    - 8.2.4. Saturday – blast and prime coat yard pipe.
    - 8.2.5. Sunday – blast and prime coat yard pipe.
    - 8.2.6. Monday finish blast and prime coat yard pipe if needed and start painting intermediate coat.

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

- 1. Contractor continued working on Oak Lake Drive, and Langford Drive and began work on Carbide Drive.
- 2. Oak Lake Drive – The grouting of the abandoned existing 8” water line that loops behind property from Oak Lake Drive to LA 1133 has been completed. Oak Lake Drive is now substantially complete.
- 3. 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 is complete along with the installation of service saddles and service pipe. The Change Order No. 1 work (tie-in of new 8-inch water line to the existing 14-inch water line at Carlyss Drive is complete. Pressure testing and disinfection of the new water line and appurtenances is complete and all tests passed. The tie-in of new service lines to the existing water meters is complete and all customers are connected to the new water line. In general, remaining work includes fine grading and dressing the site, hydroseeding of disturbed areas, and abandonment of the existing 2-inch water line.

4. Carbide Drive - Installation of 10-inch HDPE pipe by HDD methods and tie-in to the existing 10-inch water line at Industrial Drive is complete. In general, remaining work includes installation of new 8-inch PVC water line by open cut, installation of Fire Hydrants, investigative excavation to determine the presence of an existing 4-inch water line loop to Metric Drive and tie-in of the line if it exists, installation of new water service connections, pressure testing and disinfection of the new water line and appurtenances, fine grading and final dress-up of the site, hydroseeding of all disturbed areas, and abandonment of existing 2-inch water line.
5. Through 10/31/2025, approximately 57.88% of the construction contract dollars have been earned and approximately 54.15% of the construction contract time has lapsed. The project appears to be 3.74% ahead of schedule. Change Order No. 1 increased the contract time by 21 calendar days from 365 to 386 calendar days. Based on this information the estimated date for completion of the project is April 28, 2026, in lieu of April 7, 2026. As per the Contractor's updated schedule, he anticipates completing the project on March 9, 2026. October 1, 2026 is the Grant Administrator's Construction Deadline.
6. A construction status meeting was held on Tuesday, November 4, 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 within the next 2-3 weeks.

#### **LEI Project No. 23-006 Update District Water Map**

1. LEI anticipates completing the map updates to address all information received by Jay and Jeremy by December 8, 2025. Map updates to include as-built information for the ARPA project will continue until approximately 30 days after the ARPA project is complete.