

Waterworks District 9 Ward 4 Meeting Minutes
Regular Meeting
Monday, December 8, 2025 – 5:30 p.m.

The Board of Directors met in a regular meeting on Monday, December 8, 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.

The Invocation was led by Ray Taylor 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** Weiser Industrial Coatings, (subcontractor for Phoenix) returned to the site on Wednesday, November 12, 2025. They finished up and left site on Tuesday, November 23, 2025. Below is the completion status:
 - Interior is 100% complete. Jeremy and Lee looked at interior of tank, and it looked good. No obvious rust areas. A few pin hole size spots were found and repaired.
 - Exterior 100% complete. The following items that were completed:
 - Repair of mic-catalyzed area lower ring and around ladder.
 - Chime Seal installation
 - Repair of the level indicator float
 - Installation of all signs
 - Provided Engineer with thickness check report on the floor.
 - Provided Engineer with all DFT verification reports for the interior and exterior coatings.
 - Tanks must be inspected every 5 years.
- **Yard Piping:** As of November 23, 2025, the yard piping is 100% complete.
- **Pressure Filters:** As of November 23, 2025, the pressure filter work is 100% complete.
- **Clear Lien Certificate**
 - Lee is waiting to receive the Clear Lien Certificate from Phoenix Fabricators. Once certificate is received, LEI will submit recommendation of payment of retainage for those items of work in the Certificate of Substantial Completion.
- **Substantial Completion**
 - A substantial completion inspection will be performed. If anything needs to be done, it will be brought to the board during January's meeting.

Lee Lancon, Lancon Engineers, Inc. (LEI) Engineering Report
Water Storage Tank Rehab (Phase 2) (continued)

- **GWST # 2**
 - As of November 23, 2025, the tank is complete except for the level indicator float.
 - The following items were completed:
 - Chime Seal installation
 - The level indicator equipment was installed; however, one (1) of the guide cables became detached from the roof so it is not functioning correctly. This work was not complete and will be completed when they return for the 1-year tank warranty inspection.
 - Provided Engineer with thickness check report of the floor.
 - Provided Engineer with all DFT verification reports for interior and exterior coatings.

- **2023 Water Line Upgrade Project (ARPA)**
 - Contractor continued working on Langford Drive and began work on Carbide Dr.
 - **Langford Drive** – Work completed includes fine grading and dressing the site, hydroseeding of disturbed areas and abandonment of the existing 2-inch water line. The work is now substantially complete.
 - **Carbide Drive** – Pressure testing and disinfection of the new water line is complete. Pressure tests and disinfection tests have passed. The existing 4-inch water line loop to Metric Drive was found. Remaining work includes connecting the existing 4-inch loop to the new water line, installation of new water service connections, fine grading and final dress-up of the site, hydroseeding of all disturbed areas and abandonment of existing 2-inch water line.
 - Through 11/30/25, by amount paid, the project appears to be 7.32% ahead of schedule. The contractor anticipates completing the project by March 30, 2026 (updated at last construction status meeting).
 - A construction status meeting was held on Tuesday, December 2, 2025, with the Contractor, WWD#9 representatives and LEI representatives.

- **Repairs to the Mosswood Elevated Water Tower**
 - The repair work is complete, and the tower is back in service.
 - Weiser worked on the level indicator and advised that it is working.

- **Update District Water Map**
 - LEI anticipates completing the map update to address all information received by Jay and Jeremy by December 31, 2025. Map updates to include as-built information for the ARPA project will continue until approximately 30 days after the ARPA project is complete.

Kelly Riley – Reports

Minutes – Minutes were reviewed. There was a motion to approve the minutes as presented by Ray Taylor and seconded by Richard Boenig. 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. YTD amounts are incorrect on the printed copy. Corrections have been made.

2026 Budget - Theresa presented the 2026 budget to the Board for review and comment.

ARP Project Reimbursement from Parish – No reimbursements during the month of November. They are expected by the end of the year.

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

Bridgefield (Workers Comp Ins) Annual Renewal – Board approved to pay renewal in the amount of \$ 8,933.81.

Policy Manuel – In progress

Water Bill Adjustments – No adjustments for the month on November.

Credit Card Fees – After some discussion, there was a motion by Theresa Bell and seconded by Ray Taylor to pass the credit/debit card fees to the customer beginning April 1, 2026. The current rate is 2.85% of the transaction amount plus a \$0.40 transaction fee. Motion carried. Notices will be sent out to the customers.

Landlord Agreement – Landlord Agreement was reviewed, discussed and clarified. Account modifications will be: \$25 for account in good standing; \$75 for delinquent account or new accounts. There was a motion by Theresa Bell and seconded by Steve Belshe to adopt the modified Landlord Agreement. Motion carried.

Retaining a Lawyer – Mr. David Bruchhaus would like to meet with the Board before being retained by the Board. The board asked Kelly to invite him to the January meeting.

Paid Holidays – After some discussion and comparison to other public services, there was a motion by Steve Belshe and seconded by Theresa Bell to add Presidents Day and Columbus Day to the list of paid holidays. There are now 14 District Holidays/year. Motion carried.

Jay Picard – Plant/Field Updates

- **Operator Pay** – There was a motion by Steve Belshe and seconded by Richard Boenig to raise the starting operator pay from \$15 to \$17. Motion carried.
- **Building at Tower on Volunteer** – No progress

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

Water Works District No. 9, Ward 4

Engineer's Report for December 8, 2025, Board Meeting

Report issued: December 8, 2025

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

1. GWST#1 – Weiser Industrial Coatings, Inc., Phoenix's subcontractor, returned to the site on Wednesday 11-12-2023 and began work on completing the project. They finished up and left the site on Tuesday 11-23-2025. 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 100% complete.
 - 1.2.2. The following is a list of pay items and punch list items that were completed:
 - 1.2.2.1. Completed repair of mic-catalyzed area on GST#1 lower ring and around ladder.
 - 1.2.2.2. Completed the Chime Seal installation on GST#1.
 - 1.2.2.3. Completed the repair of the Level Indicator Float on GST#1.
 - 1.2.2.4. Completed the Installation of all signs on GST#1.
 - 1.2.2.5. Provided Engineer with thickness check report on the floor for GST#1 and GST#2.
 - 1.2.2.6. Provided Engineer with all DFT verification reports for the interior and exterior coatings.
2. Yard Piping
 - 2.1. As of November 23, 2025, the Yard Piping work is 100% complete.
3. Pressure Filters
 - 3.1. As of November 23, 2025, the Pressure Filters work is 100% complete.
4. GWST #2
 - 4.1. As of November 23, 2025, GWST#2 is 100% complete except for the level indicator float.
 - 4.2. The following is a list of pay items and punch list items that were completed:
 - 4.2.1. Completed the Chime Seal installation on GST#2.
 - 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. This work was not complete and will be completed when they return for the 1 year tank warranty inspection.
 - 4.2.3. Provided Engineer with thickness check report on the floor.
 - 4.2.4. Provided Engineer with all DFT verification reports for the interior and exterior coatings.

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. Currently, LEI is waiting to receive the Clear Lien Certificate.

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

1. Contractor continued working on Langford Drive and began work on Carbide Drive.
2. Langford Drive – Contractor completed all work includes fine grading and dressing the site, hydroseeding of disturbed areas, and abandonment of the existing 2-inch water line. The work is now substantially complete.
3. Carbide Drive – Pressure testing and disinfection of the new water line is complete. Pressure tests passed and disinfection tests passed. The existing 4-inch water line loop to Metric Drive was found. In general, remaining work includes connecting the existing 4-inch loop to the new water line, installation of new water service connections, fine grading and final dress-up of the site, hydroseeding of all disturbed areas, and abandonment of existing 2-inch water line.
4. Through 11/30/2025, approximately 69.24% of the construction contract dollars have been earned and approximately 61.92% of the construction contract time has lapsed. The project appears to be 7.32% 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.
5. A construction status meeting was held on Tuesday, December 2, 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. Weiser worked on the level indicator and advised that it is working.

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 31, 2025. Map updates to include as-built information for the ARPA project will continue until approximately 30 days after the ARPA project is complete.