

Waterworks District 9, Ward 4 Meeting Minutes
Regular Board Meeting
Monday, September 11, 2023
5:30 pm – Conference Room

The Board of Directors met in a regular meeting on Monday, September 11, 2023 in the conference room located at 4015 Sherry Street, Sulphur, LA., with President Kent Chamblee presiding with the following members present: Ray Taylor, Theresa Bell, Kent Chamblee, Steve Belshe and Richard Boenig.

The Invocation was led by Ray Taylor followed by the Pledge of Allegiance.

Audience: Lee Lancon – Lancon Engineers, Inc.

Kent Chamblee notified the board that Robert Spears (resident) would not be able to make the meeting. Kent explained the situation to the board. Mrs. Spears stated during a leak repair on Will Tom, Waterworks 9 Ward 4 caused a leak at their house resulting in their water heater burning up. After having a plumber come out, Mrs. Spears stated water heater was 20 years old and would not hold Waterworks liable. However, Mrs. Spears stated that if when plumber comes out and finds leak is in the slab she will hold Waterworks liable for repairs.

October Board Meeting was moved to Monday October 16th

Lee Lancon – Lancon Engineers, Inc.

• **Water Storage Tank Rehab Project Status**

- **Volunteer Rd.** (see attached engineers report)
 - R. Cloud has completed cleaning and grading ditch along with west side of the site and graded low areas, holes and ruts on the elevated tower site.
- **Becky's Catering** (see attached engineers report)
 - No contact from her lawyer.

The Board discussed finalizing settlement on repairs that were done. Theresa will get with Bob Kleinschmidt on proper path forward
- **Mosswood** (see attached engineers report)
- **GWST #1, #2 & Yard Piping** (see attached engineers report)
- Lee will complete a reconsiliation document for board to review at next meeting
- Substantial completion was recorded on August 15, 2023.
- End of 45 day lien period is September 29th.
- Contractor to come out and complete items on punch list this week or next week.
- Lee will get with contractor and discuss withholding for repairs to Becky's Catering. If we do not do these repairs because she doesn't want them done, we will issue a check back to him for funds withheld.

Waterworks District 9, Ward 4 Meeting Minutes for 9/11/23

- **Water Storage Tank Rehab (Phase 2)**
 - **GWST #1 & #2 Inspection and Clean Out** (see attached engineers report)
 - Lee presented pictures of inside of tanks to the board and addressed areas to be repaired.
 - Lee is still waiting on final report for recommended repairs
- **APR Project** (see attached engineers report)
 - Theresa received a notification from the Parish that the APR project funds are restricted in their use. They can only be used for water infrastructure. Waterworks cannot purchase only hydrants and install them. Waterworks can only purchase a hydrant for a new or upgraded line.
 - Once Theresa gets last bit of information needed, she will send project out for review before it is submitted to the parish.
 - Lee will work on engineering agreement based on existing scope of work.

Intra Governmental Agreement between Waterworks 9, Ward 4 and Fire Protection District #2, Ward 4

The Board discussed the current service agreement. After some discussion, the board settled on changes to be made. Theresa will send new agreement to board for approval once the changes have been made before submitting to the fire department.

Kelly Riley - Reports

- **Minutes** – Minutes were reviewed. There was a motion by Ray Taylor and second by Richard Boenig to approve minutes as presented. Motion carried.
- **Payables** – Payables were reviewed and discussed.
 - Steve asked how much money had been paid to Lancon Engineers for engineering costs. Theresa and Kelly will get break down of costs for next board meeting.
 - There was a motion by Ray Taylor and second by Steve Belshe to approve payables as presented. Motion carried.
- **Profit & Loss** – Reviewed and discussed. There was a question by Steve Belshe about the Sewer Connect Agreement fees. Fees are to be received quarterly, however they are only showing once for 2023. Kelly will look to make sure payments were coded correctly and make appropriate changes if necessary.
- **LAMP Funds** – Reviewed and discussed.
- **Training (Ethics/Sexual Harassment)** - In progress. Kelly will send link out to board members still needing to complete training.
- **Policy Manuel** – In progress.
- **Office Staffing** – Kelly let the board know there is need for a third office worker. Position will be advertised.

Waterworks District 9, Ward 4 Meeting Minutes for 9/11/23

Jay Picard – Reports/Updates

- **Drilling Machine Repair –**
 - The delivery for the new beacon and associated equipment has been postponed again. Expected new arrival date is January 2024.
 - We are still borrowing the sales reps locator. But this is becoming more of an issue of availability.
 - Other option is to purchase the Recon System. Replacement for current system.
 - *Option 1: Refurbished for \$14,000 with a 30 day warranty or
 - *Option 2: New for \$19,000 with 1 year warranty.

After some discussion, the board agrees to purchase the new option for \$19,000 and cancel equipment currently on order.
- **Electrical Separation of Plant and Office –** Waiting on breaker to come in. 6 week delivery.
- **Tie in Well #3 to Emergency Generator –** No Progress
- **Water Meter Installation Costs and Tap fees for public–**
 - New installation cost were presented and discussed. New costs will be:
 - * \$736.00 for a 5/8"X3/4",
 - * \$1157.00 for 1" and
 - * \$2228.00 for 2".
 - There was a motion to accept new installation costs by Theresa Bell and second by Richard Boenig. Motion carried. New pricing to go into effect September 18, 2023.
 - Tap costs will be reviewed every 6 months.
- **Improved Security System for Office/Plant –** In progress
- **New Water Field Employee (Micah Deville) –** Jay let the board know he is very knowledgeable and eager to learn. Richard asked when he would be sent for certifications. Jay stated he will not send him until he has been employed for a year.
- **Emergency Generator Procedure –** In progress. Waiting on Eddie with Cummins to come out and install the program to let Jay know if plant is on line power or generator power.
- **Hurricane Season Preparations –** Jay discussed with the board procedures already in place.
- **New subdivision** Jay has received plans for a new subdivision located off Wright Road. 170 connections. Jay will get with the developer to make a looping line (2 connections) off Mercury. May be a year before they get started.
- **Television/Monitor Screen for Board Room** Discussed purchase of Television/Monitor Screen for Board Room. It will be used to display maps/materials discussed at meetings. The board is ok with Jay purchasing and installing television.

There was a motion to go into executive session by Theresa Bell and second by Ray Taylor. Motion carried. Board came back out of executive session. There was a motion to adjourn by Ray Taylor with Theresa Bell and second. Motion carried.

Water Works District No. 9, Ward 4
Engineer's Report for September 11, 2023, Board Meeting
Report issued: September 11, 2023

LEI Project No. 19-007 Water Storage Tanks Rehabilitation

1. Construction is continuing and the following is a general summary of construction work completed since last report:
 - 1.1. EWST #1 Volunteer Road
 - 1.1.1. Exterior of tank:
 - 1.1.1.1. All work completed except for the items noted under 1.1.3.
 - 1.1.2. Interior of tank:
 - 1.1.2.1. All work is complete, and tank is in service.
 - 1.1.3. The following items of work still need to be completed:
 - 1.1.3.1. Seal the surface of each tank leg concrete foundation in the same manner as the tank as Mosswood Drive.
 - 1.1.3.2. Install standoffs on the cable of the safety climb system on the exterior tower access ladder.
 - 1.1.3.3. Install the tension spring on the cable of the safety climb system on the exterior tower access ladder as per the manufacture.
 - 1.1.3.4. The Contractor is planning to be on site this week or early next week to complete the punch list items.
 - 1.2. EWST #2 Mosswood Drive
 - 1.2.1. Exterior of tank:
 - 1.2.1.1. All work completed except for the items noted under 1.2.3.
 - 1.2.2. Interior of tank:
 - 1.2.2.1. All work completed, and the tank is in service.
 - 1.2.3. The following items of work still need to be completed:
 - 1.2.3.1. Touch up paint chip on the riser manway davit arm.
 - 1.2.3.2. The Contractor is planning to be on site on site this week or early next week to complete the punch list items.
 - 1.3. GWST#1, #2, and Yard Piping
 - 1.3.1. Work was deleted by Change Order No. 6, is fully executed, and recorded.
 - 1.4. Property Damage Report for Becky's Catering, LLC

- 1.4.1. Discuss access to Becky's Catering to perform repairs caused by Contractor. Currently withholding \$2,800 from contractor's final payment. If she does not grant permission to make the repairs does the Board want to withhold the \$2,800 or release it?
- 1.4.2. R. Cloud Construction has completed cleaning and grading the swale ditch along the west side of the site access drive and filling and grading the low areas, holes, and ruts on the elevated tower site left by the Contractor.

1.5. Project Status

- 1.5.1. The Notice of Substantial Completion was recorded with the Calcasieu Parish Clerk of Court on Tuesday, August 15, 2023, and that action began start the 45-day lien period.
- 1.5.2. LEI prepared the final reconciliation change order and will submit same to the Board for consideration at their September Board meeting.
- 1.5.3. At the end of the 45-day lien period (9/29/2023), Contractor will provide the Clear Lien Certificate and LEI will prepare the final Contractor's Application For Payment and submit it to the District for final payment.

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

1. GWST #1 and #2 Inspection and Clean Out

1.1. The inspection and clean out work have been completed and we are awaiting the receipt of the written inspection report. Preliminary finding of the inspection is summarized as follows:

1.1.1. EWST #1 (South Tank)

1.1.1.1. Roof, walls, floor, and interior piping is in good condition and does not need repair. No significant loss of metal thickness in roof, wall, and floor panels. Roof stiffeners and center ring are in good condition. Refer to the attached photos.

1.1.1.2. Coating must be completely removed and replaced

1.1.2. EWST #2 (North Tank)

1.1.2.1. Roof, walls, floor, and interior piping is in good condition and does not need repair except for the following:

1.1.2.1.1. The roof stiffeners (4" x 3" angle shape) and center ring are rusty, corroded, and have loss of metal especially on the bottom 3" leg. Refer to the attached photos.

1.1.2.1.2. The overflow weir box is rusty and corroded and needs to be removed and replaced.

1.1.2.1.3. There is not significant loss of metal thickness in the roof, wall, and floor panels.

2. Preparation of Bidding Documents for Phase 2

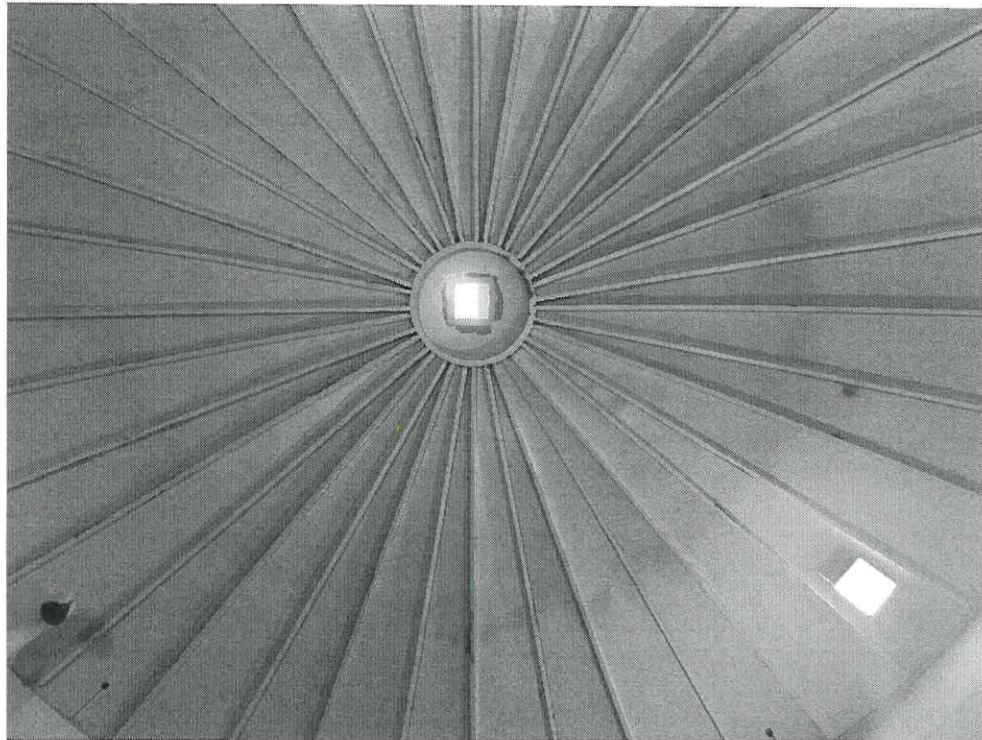
2.1. The proposed containment system will be a Class 1 System requiring air-impenetrable walls, ceiling, with rigid framing (scaffolding for walls), fully sealed joints, airlock or resealable entryways, negative air pressure achieved by forced air flow, and exhaust air filtration.

- 2.2. Once the inspection report is complete the project scope of work will be firmed up and the bidding document will be completed. The anticipated completion date is the end of September, and it is anticipated that the authorization to advertise for bids will be requested at the October Board meeting.

LEI Project No. 22-003 ARP Project

1. Reviewed Theresa's latest estimate provided to on August 16 and provided an email to her advising the revisions looked good to me. Also provided her with a breakdown of the non-construction costs.
2. Received email from Theresa regarding the ineligibility of the standalone Fire Hydrants.

PROJECT NAME: Water Storage Tanks Renovation Phase 2
PROJECT NUMBER: 19-007
DOCUMENT DESCRIPTION: Interior GSWT#1
DOCUMENT DATE: 09/11/2023

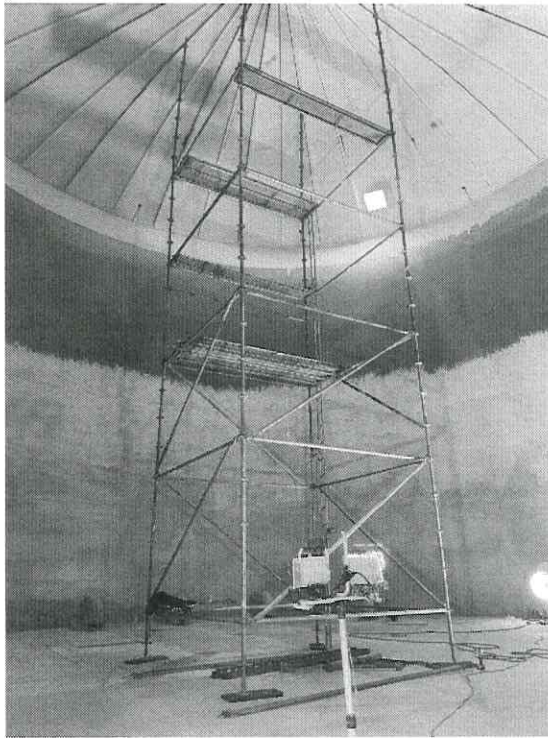


PHOTOGRAPH DESCRIPTION: View of Roof and Angle Stiffeners.



PHOTOGRAPH DESCRIPTION: View of Wall and Man-way Access.

PROJECT NAME: Water Storage Tanks Renovation Phase 2
PROJECT NUMBER: 19-007
DOCUMENT DESCRIPTION: Interior GSWT#1
DOCUMENT DATE: 09/11/2023



PHOTOGRAPH DESCRIPTION: View of Tank Wall, Floor, Roof, Roof Hatch and Wall Man-way Access.



PHOTOGRAPH DESCRIPTION: View of Roof, Angle Stiffeners, Roof Vent, and Roof Hatch.

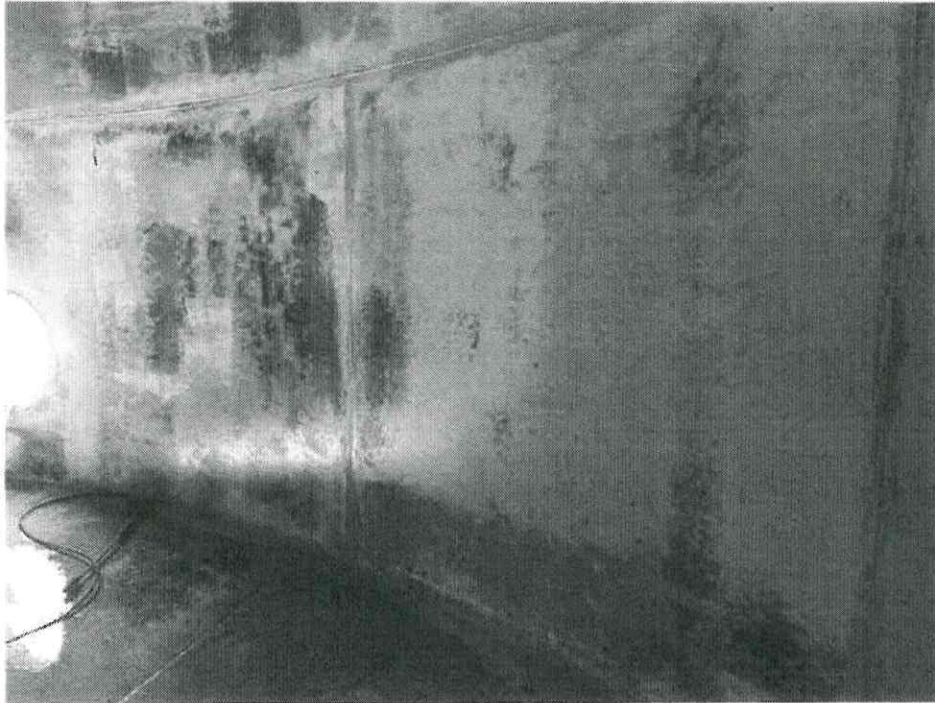
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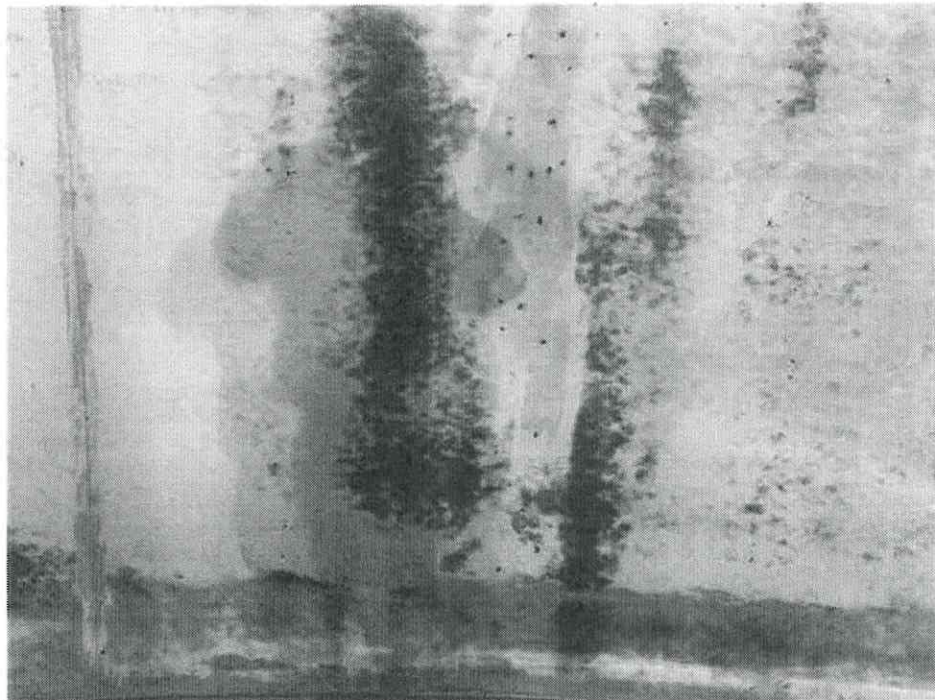
PHOTOGRAPH DESCRIPTION: View of Tank Wall

PHOTOGRAPH DESCRIPTION:

PROJECT NAME: Water Storage Tanks Renovation Phase 2
PROJECT NUMBER: 19-007
DOCUMENT DESCRIPTION: Interior GSWT#2
DOCUMENT DATE: 09/11/2023

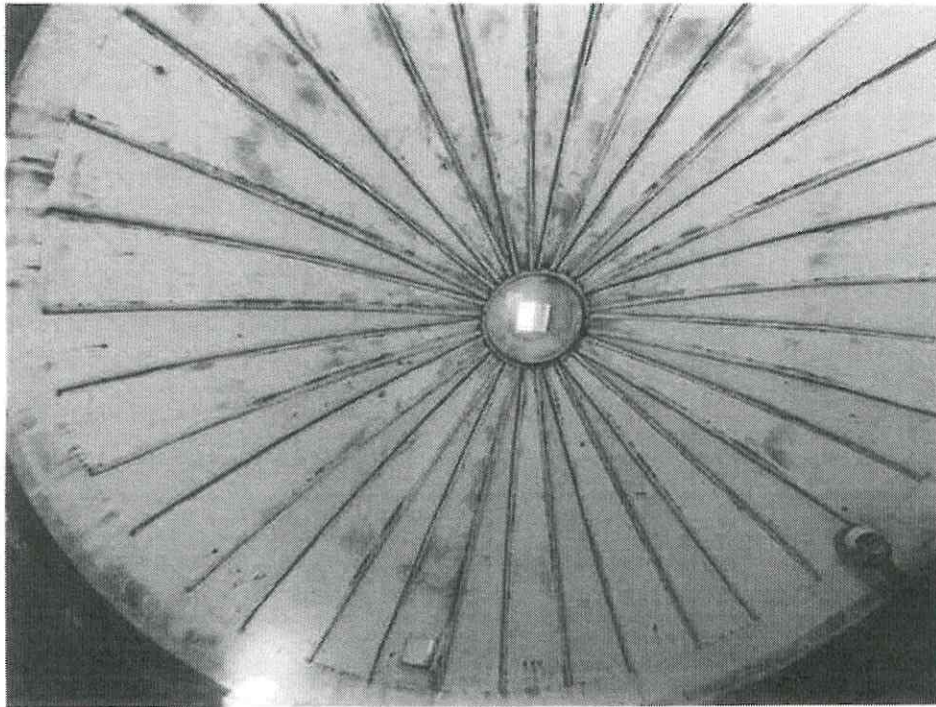


PHOTOGRAPH DESCRIPTION: View of Wall Corrosion North Side of Man-way.



PHOTOGRAPH DESCRIPTION: View of Wall Corrosion South Side of Man-way.

PROJECT NAME: Water Storage Tanks Renovation Phase 2
PROJECT NUMBER: 19-007
DOCUMENT DESCRIPTION: Interior GSWT#2
DOCUMENT DATE: 09/11/2023



PHOTOGRAPH DESCRIPTION: View of Roof and Angle Stiffeners. Significant corrosion in the 4" x 3" angle stiffeners and in the Overflow Wier Box.

PHOTOGRAPH DESCRIPTION: