

**Water Works District No. 2  
St. Tammany Parish, State of Louisiana**

**Board of Waterworks Commissioners Meeting  
Water District No. 2 Office, Hwy. 36, Covington, LA**

**February 10, 2025 – 5:00 p.m.**

**Staff Present:** Julie Williams – Asst. General Manager

**Board Present:** Benjamin Martino - President  
Pierre Fabre – Vice President  
Lorraine Saba – Secretary/Treasurer  
Sarah Holzhalb – Board Member  
Monique Stubbs – Board Member

**Staff Absent:** Grady Thigpen – Field Supervisor

**Call to Order:** The meeting was called to order by President Ben Martino.

**Minutes:** Minutes of the January 13 and January 30, 2025 meetings were read. Motion to approve them was made by Monique Stubbs and seconded by Pierre Fabre.

**Bank Balances:** Bank balances for the month ending January 31, 2025 were read by Lorraine Saba.

**Julie Williams spoke:**

**Water Loss:** Water loss was 10.58%, down from January. The average last year was 14.79%. Julie noted that the average for water utility companies is 10-13%

**Profit & Loss:** The Profit & Loss report presented for January 2025 did not have anything unusual on it. Ben asked what the Contract Labor category included. Julie responded that it is for any work that the field operator has done in the field by a contractor.

**Asphalt Repair:** Julie said Grady had contractor come out on February 10, 2025 to complete asphalt repairs to several areas in the system including the one on Lynn Dr.

**PERS Retirement System:** The PERS Retirement System has not started yet because Quickbooks does not support 401-A Retirement Plans. Julie called the

PERS representative who had said that Quickbooks would support it. Julie called Quickbooks Tech Support and was told that Quickbooks does not support it and is not intending to add it anytime soon. PERS representative explained that she knows people who use ADT and Quickbooks and sometimes it has to be manipulated to take the deductions out correctly, so they are reported correctly on the employee W-2 forms at the end of the year. In the meantime, Cindy will come back Thursday and they will look at the IRS regulations on taxing.

**Audit:** Our audit for 2024 is about to begin, so Julie sent the auditors a notification that A.J. Cigali was no longer the General Manager. The auditor said they will update their records and we will need to notify them of any changes in controls. He asked if there was a replacement, but Julie said there was none at this time, noting that we did have intentions of filling the position. The Auditor said they will make notes on the audit records and we can contact him if we have questions regarding internal controls and signature authority.

**Office Building:** Julie said that the Waguespack Family is selling our office building, however our lease is good until December 31, 2027. Therefore, she is not sure if we will be able to remain here or relocate.

**2014 Truck:** Grady's work truck is back from the shop, but we still have the 2014 Toyota Tundra that we didn't sell during the original auction August 2024. The question was: should we keep it as back-up if one of our existing vehicles' needs repairs, or rent a back-up truck if needed? After some discussion, the Board agreed that we should sell the 2014 Toyota Tundra. Julie will contact the previous bidder that was originally interested in buying the vehicle. If he is willing to meet the highest bid from the original auction in August 2024 we will accept.

**Technology Program:** Julie said Bridgenet Technology Consultants are taking good care of our computer system and have been quick to respond to any of our needs. We are currently operating on a Server system that needs to be replaced due to age. Bridgnet is looking at the possibility of us being able to operate all of our programs on-line instead of being server based.

An **Executive Session** was then called to discuss the General Manager position.

No further business to discuss, a motion to adjourn was made by Monique Stubbs and seconded by Pierre Fabre.

**Submitted by:** Lorraine Saba, Board Secretary-Treasurer.

2/11/2025