

**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**

July 8, 2024 – 5:00 p.m.

Staff Present: A.J. Cigali – General Manager
Julie Williams – Asst. General Manager
Grady Thigpen – Field Supervisor

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

Staff Absent: Benjamin Martino – President

Call to Order: The meeting was called to order by Vice President Pierre Fabre.

Minutes: Minutes of the June 10, 2024 meeting were read. Motion to approve them was made by Pierre Fabre and seconded by Monique Stubbs.

Bank Balances: Bank balances for the month ending June 30, 2024 were read by Lorraine Saba.

Julie Williams spoke:

Water Loss: Water Loss was up from 10.22% to 13.28% for the month of June. Julie said that several boil water advisories caused the increase. Monique noted that this will be an ongoing problem, and Grady added that the system is quite old.

Profit & Loss Report: Julie said that Cindy was out for surgery last week, so there were no Profit & Loss Reports for June. However she noted that the quarterly profit and loss numbers were on target as to what was budgeted. Since bank statements just came in today, Cindy will work on them when she returns.

Lead Service Water Lines: The Lead Service Line Inventory must be submitted by October 16, 2024. Julie said they have started working on it and she has just under 700 now entered on the spreadsheet. She will call Bill Travis to see what to do next. There may be a new mandate coming out for testing so she will get more information about it when she attends a meeting tomorrow in Covington.

PERS Program: Julie E-mailed the representative of the Parochial Employees' Retirement Plan with our information in order to get the paperwork started, but she has not received a response yet.

GovDeals: Julie said the old trucks are cleaned up now, and there are a few more pictures and a video to be used to get them listed on the GovDeals website.

Ethics Training: Julie gave out the Louisiana Ethics Training paperwork. She noted that when logging in, now there is another category called Board of Ethics for Board Members. It will soon be time to do the one for Sexual Harassment too. And eventually we will have to do one on Cyber Security, but Julie needs to get more information on it.

Audit Report: Julie gave us a copy of the Financial Audit and Agreed Upon Procedures from LaPorte. Everything was fine, but we had to send a written letter to resolve what was our written procedures. It had shown Julie as the person entering the vendors in QuickBooks, writing the checks, and mailing the checks. So she updated the procedures to say that when she now enters a vendor in QuickBooks, she will make a note so Cindy can go back and review it when she comes in. When AJ or Lorraine signs checks, Debbie will stuff them in the envelope. That way we have checks and balances.

Generator: We wrote a letter from A.J. to Eddie Boudreau at PanAmerican Power stating that we service a lot of customers including Fire District No. 12, The Trace assisted living center, and a day care. We asked if they could put us on a priority list because we had had issues in the past. Since Julie just mailed it out, we have not yet received a response.

Julie also called Generator Power Systems located in Goodbee. Julie explained that we presently have a contract with PanAmerican Power for this year but are concerned that they will be too busy to respond to us during a hurricane. Therefore, Julie will contact them at the end of the year when our contract comes up for renewal and they will come out and look at our generator. The representative Mary said that they are definitely certified to service our generator and have field guys in the area. They can serve as a back-up for now in an emergency and she will advise the office staff of that.

Utilities, Inc. Contract: The current billing service agreement with Utilities, Inc. will expire in August of this year. Therefore Julie e-mailed them saying that we would renew the agreement with a 10% increase of \$.28. This would bring the fee from \$2.73 per bill per billing period to \$3.01 per bill per billing period. He replied back and said "yes" they would extend the agreement. He was hoping to have a partially executed copy for the meeting, but did send an e-mail.

He also asked if the board would be interested in selling our water system to them. Julie explained that in 2008 Sewer District 6 had a separate board. They eventually sold the sewerage system to Utilities, Inc. Utilities, Inc. could do the billing themselves, but would need our water usage information. So we do the billing for them and charge them a fee for the service. She noted that they are regulated by the Public Service Commission, while we are regulated by the Louisiana State Legislative Audit Department. Therefore, the Public Service Commission sets their rates. And there are a lot more regulations on sewer systems with DEQ. In light of this, none of the board members were interested in selling our water system to them.

Grady Thigpen spoke:

Truck Lights: Grady said he got information from Amplify Design in Slidell on truck lights for our two new trucks. They are certified to do that type work and he felt the price was reasonable. The cost for Flashing Strobe Lights would be \$583.93 per truck. One would go on the front grill and one on the back glass. Grady can also have a set put on his old truck, since they can be relocated to a new truck later.

Field Repairs: Grady talked about water line repairs on Lynn Dr., Formosa Dr., St. Landry St. and Hwy. 21. The Hwy. 21 job will need the blacktop driveway repaired. He will try to schedule those repairs close to each other so that only one 'boil water advisory' is needed. He also noted that all repairs must be completed before school starts. (He added that the new guy Casey Burge seems to like his job.)

New Water Meters: Monique asked if all of our new meters are in. The Trace has not been done yet because they need to get a plumber to come out and relocate the backflow preventor because it is currently installed underground which is against regulations. We are waiting for them to do that before we install the new meter. Grady has met with them twice in person about the problem but it has not been resolved. Grady can temporarily put in a 2-inch bypass line so the contractor can properly install the backflow preventer and they will still have water. Since this has been going on for a while, we will send a letter stating the backflow preventer is not installed properly and needs to be relocated by a certain deadline.

A.J. Cigali spoke:

A.J. asked Grady about the vacant property on Hwy. 21 at the intersection of Hwy. 36. The developer HRI Properties planned to purchase it and build the Covington Trace Ridge apartments. But instead Claiborne Hill Properties bought the property possibly for green space. Grady noted that there is water service there and cautioned the workers to be careful of the 2-inch line across the highway. He said there appears to be no digging while work is being done. So far they have just scraped the top of the land for clearing.

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

Submitted by: Lorraine Saba, Board Secretary-Treasurer.
Lcs: 7/9/2024