

**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**

June 10, 2024 – 5:00 p.m.

Staff Present: A.J. Cigali – General Manager
Julie Williams – Asst. General Manager

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

Staff Absent: Grady Thigpen – Field Supervisor

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

Minutes: Minutes of the May 13, 2024 meeting were read. Motion to approve them was made by Monique Stubbs and seconded by Pierre Fabre.

Bank Balances: Bank balances for the month ending May 31, 2024 were read by Lorraine Saba.

Julie Williams spoke:

Water Loss: Water Loss was down from 10.56% in April to 10.22% for the month of May. Monique commented that there had been some water leaks in her neighborhood.

Profit & Loss Report: Julie said our Health Insurance appeared to increase on the report because the charges for May and June were both drafted in the month of May. She also noted that an interim payment to our auditor LaPorte had been made this month for our annual audit.

Parochial Employees' Retirement Plan (PERS): Cindy Jackson gave a presentation on the PERS retirement system that is offered to permanent employees that work at least 28 hours per week in various departments of St. Tammany Parish. Under this plan employees would contribute 9.5% of earned wages to PERS and no longer pay in the 6.2% to Social Security. The district would contribute the current percentage of 11.5% yearly, this percentage is determined every fiscal year according to statutory process. If Water Works

District No. 2 does join, they must be committed for five years of participation in the plan.

The increase in payroll/pension costs to the district would be an estimated \$12,800 based on 2023 wages. However, it would be an attractive addition to our employee benefits package. Therefore, after much discussion Ben Martino made a motion for the board to approve participation in the PERS program and it was seconded by Monique Stubbs. All board members voted “yes”. Julie will complete the application to apply for the program.

Louisiana Department of Revenue: Cindy said that the Louisiana Department of Revenue – Office of Debt Recovery can collect bad debts for us. They have resources to freeze accounts for the owed amount, and suspend some licenses. The Louisiana Workforce Commission can also garnish wages. Since the Louisiana Department of Revenue is authorized to do this, she said we are required to send out 30-day and 60-day delinquent letters to try and collect the debt. If there is no resolution, we then turn the information over to Office of Debt Recovery. If they get involved and collect for us, it is with no cost to our district. We would revise our Customer Application to collect information needed and advise customers that if final balance owed is not paid it will be turned over to the Office of Debt Recovery for collection.

GovDeals: Julie spoke to the man at GovDeals regarding disposal of our old trucks. He suggested \$10,000 as a reserve amount for each individual truck listed for auction. Our reserve would be \$10,000, if reserve is not met we can relist or negotiate with highest bidder. The trucks would be listed on the auction site for 14 days and interested parties can make an appointment to come and visibly inspect the trucks. The board felt \$10,000 was fair based on NADA and Kelly Book values and that Julie should go forward with this. Cindy said that excess left over office and field items can also be declared as surplus and listed on the auction site, if they don't sell then we can trash. She suggested that the board allow A.J. Cigali to approve items under \$2,500 as declared surplus without having to get board approval. The board agreed.

Utilities, Inc. Contract: The current billing service agreement with Utilities, Inc. will expire in August of this year. We now bill them \$2.73 per bill per billing period. In the past we have done increases of 3% and 6%. But to cover our increased expenses, Cindy and Julie reviewed and suggested a 10% increase of \$.28 to \$3.01 per bill per billing period. After discussion about what the work entails, e.g., postage, forms, accounting, and our time, the board all agreed that this was appropriate.

Hurricane Prep: The Parish sent an E-mail dated May 28th inviting the district to attend an Emergency Operations Meeting to discuss hurricane preparedness which would be held on June 7th. Therefore, Julie and field operator James Deyo attended. They explained their mapping priorities and how they anticipate the location of flood and damage areas. They can predict where damage might occur based off the weather forecast models which helps them make decisions regarding evacuations. If we have generator problems or any other emergency requests, we can contact Tim Brown, Director of Environmental Services, for help -- a loaner generator or fuel if available.

They also talked about the Department of Health boil water advisory requirements. They stressed that the parish is responsible for the health and safety of everyone in the parish. Therefore, they are going to propose an ordinance for making minimum notification standards required by water companies and notification of any boil water advisories to St. Tammany Parish – Department of Environmental Services along with the already required notification to Louisiana Department of Health. The standards they are recommending are in line with the existing requirements required by Louisiana Department of Health.

Council Board Approval: Ben advised us that the parish has reconfirmed our existing board members and Sarah Holzhalt has been confirmed as a new member. Our letters from the St. Tammany Parish Council regarding our appointment will be mailed out to us.

A.J. Cigali spoke:

Generator: A.J. asked about finding another company besides Pan American Power who could service our generator in an emergency. In the case of a hurricane, they could get backed up and we might have to wait for service. Julie said she has checked out several other companies but they were not certified to work on industrial generators. She also checked with one in Baton Rouge. Our generator runs on natural gas and Grady has oil and filters for three oil changes. Monique gave us the name of Generator Power Systems located in Goodbee as the company who services her generator. Julie will contact them to see if they are able to service/repair our generator as a back up to Pan American Power.

I suggested that A.J. speak to Pan American Power's owner A.J. Boudreau and ask for priority service if we need it in an emergency. It might help to remind him that we are not a residence, but rather a water company that serves thousands of people. Our loss of power could affect the drinking water of a large area. I also suggested Julie ask the Trace Assisted Living Center who they use for their generator service.

Lead Service Water Lines: A.J. asked about the Lead Service Line Inventory that must be submitted by October 16, 2024. Julie said she has the spreadsheet required by Louisiana Department of Health showing all service locations that are tied in to our system already filled out. She noted that Bill Travis with Thornton, Musso and Bellemin will come to help us get started and isolate locations that were tied in after the new Lead Ban Plumbing Code was put in to place September 20, 1988. Any locations that we cannot isolate will have to be inspected to list the service line material type on both the customer side and utility side of the meter.

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.

Lcs: 6/11/2024