

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

September 8, 2025– 5:00 p.m.

Staff Present: Julie Williams – General Manager
Jessica Puckett – Office 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 Benjamin Martino. Jessica Puckett was welcomed to the Water District No. 2 organization.

Minutes: Minutes of the August 11, 2025 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 August 31, 2025 were read by Lorraine Saba.

Julie Williams spoke:

Water Loss: Water loss was 10.83%, therefore staying in range.

Field Operator Certification: Casey Burge took the Class 1 certification exam for Class 1 Water Distribution, Water Production and Water Treatment. He passed Class 1 Water Distribution only. We will have to determine when Casey is ready to take the exam again for Water Production and Water Treatment.

Sustainability Rate Study: Corey Harris with the Department of Health sent us an email attaching a summary of comments noted for the documents we submitted in the Grade Rule Portal for 2024. There have been some requirement changes that need to be reviewed. Our last rate study completed in 2022 shows a sustainability factor of 1.13. The next rate study we have completed must meet a sustainability factor of 1.15 or higher. Rate studies are required every five years.

Julie will contact Timmy Lemoine with Louisiana Rural Water Association to see if he would advise us to do the rate study earlier than five years or wait until 2027.

Ben noted that if our last one was completed in 2022, and other water districts are doing this sooner than five years, we might want to do the same. Julie commented that if we did this, it would take about 60 days to get someone out here. So, after much discussion, it was decided that if Timmy Lemoine with Louisiana Rural Water Association recommends a rate study should be completed now, we would send in the Rate Study request signed by President of the Board – Benjamin Martino.

Cloud Software Migration: The last step of the cloud migration for the office is scheduled for completion this month. The glitch in the Caselle billing software program has been fixed so this should allow the conversion to be completed.

Truck: The safety lights for Grady's new truck, the 2025 Ford F250, are scheduled to be installed on September 9, 2025. Once that is completed the company decals will be removed from his old truck, the 2016 Ford F250. The 2016 Ford F250 will then be cleaned up and placed up for auction on GovDeals.

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

Submitted by: Lorraine Saba
9/8/2025