

South Toledo Bend Waterworks District



3260 Little Flock Road • Many, LA. 71449

Dianne Lampman, President

• Robert "Bob" G. Marshall, Vice President

Geri Alford, Secretary/Treasurer

Commissioners: Rodney DeRouen • Malcolm Franks

Minutes of South Toledo Bend Water Board

August 12, 2014

Board Members Present: Dianne Lampman, Robert Marshall, Rodney DeRouen and Malcolm Franks

Absent: Geri Alford

Others Present: Todd Stott and Phil Pate, Rural Pipe; Richard McElhatten, ISA Stewart Insurance; Mr. Bernie Sloane and Mr. Shane Sloane, Stiel Insurance of Acadiana; and Gary Steinke, CPA

Meeting was called to order at 9:00 AM by Mrs. Lampman. The roll was called and there was a quorum to conduct business. An opening prayer was said by Mrs. Lampman.

A motion to adopt the Agenda as presented was made by Robert Marshall, second by Rodney DeRouen and approved.

There was no one present to address the Board.

A motion was made by Malcolm Franks to approve the Minutes of July 8, 2014, second by Rodney DeRouen, motion carried.

Mrs. Lampman presented the Treasurer's report, due to Mrs. Alford's absence. Checks 012593 through 012608 were written. The total monthly expenses were \$49,722.45. After discussion on several items, **a motion was made by Robert Marshall, seconded by Malcolm Franks to accept the Treasurer's report as presented, motion carried.**

OLD BUSINESS:

Mrs. Lampman gave an update to the Board.

- The CCR Report for 2013 was mailed to Sean Nolan with LA DHH at the State on 7-30-14 and put on the STBWD website.
- New employee work schedule stated Wed. 8-6-14. Paul Langton approved to be on twelve (12) hour night shift by LA DHH.
- At July 2014 State Bond Commission meeting they approved the \$630,000 funds for the Capital Outlay project to make improvements to system and install automated water meters. She was awaiting the Cooperative Endeavor agreement. **A motion to allow Mrs. Lampman to sign it once it comes was made by Malcolm Franks, second by Rodney DeRouen, motion carried.**
- Mark McCarthy, Meyer and Assoc. is coming to the next Board meeting in Sept. regarding project.
- Mr. Richard with the State Capital Outlay has expressed a desire to come and review the project.
- A Sabine Sheriff's report was filed for a water meter stolen from the meter box on Joyce Lane since the July reading.
- On 8-1-14 New Law went into effect for entities filing LA. Legislative audit regarding the posting of a Fraud poster in office and on website for entities audited by the State Auditor's office.

A motion was made by Malcolm Franks to accept the President's update to the Board, seconded by Rodney DeRouen, motion carried.

NEW BUSINESS:

Mrs. Lampman read the following Resolution into the record and after it being read, a **motion was made to accept the water lines donated and take them into the STBWD system, second by Rodney DeRouen, motion carried.**

RESOLUTION BY SOUTH TOLEDO BEND WATER DISTRICT

WHEREAS, the Developer (M & N Partners, Properties, LLC) for the South View subdivision off of Point1 Drive, subdivision development according to Louisiana Department of Health and Hospitals approval of the South View (Phase 2) Subdivision. M & N Partners, LLC request per the Act of Donation executed by Michael Pitt on July 21st, 2014 that the South Toledo Bend Water District provide for operation and maintenance of the water distribution improvements that are and have been constructed by the Developer and conforming to the South Toledo Bend Water District standards; and,

WHEREAS, the Plans and Specifications for *the* water distribution improvements have been submitted to the Department of Health and Hospitals (DHH) for review and approval by the Developer's Engineer; and,

NOW, THEREFORE BE IT RESOLVED that the South Toledo Bend Water District hereby agrees to accept for operation and maintenance the water distribution improvements that have been done according to LA DHH approval for the South View subdivision (Phase 2).

BE IT FURTHER RESOLVED, that the lines are warranted for one (1) year from installation, to South Toledo Bend Water District and also grants the district, its successors or assigns, a perpetual easement in, over, under and upon the above described location with the right to erect, construct, install and lay, and hereafter use, operate and inspect, repair, maintain, replace and remove, water pipelines and appurtenant facilities, together with the right of ingress and egress over adjacent land for the purposes mentioned above. The width of said easement shall not be less than 10.0' feet front to the road right-of-way.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be submitted to the State of Louisiana Department of Health and Hospitals.

Passed and adopted by the Board of South Toledo Bend Water District on this 12 day of August, 2014.

Signed by: Dianne Lampman
Water District President

Signed by: Geri Alford
Water District Secretary

VALUE OF THE ACT OF DONATION: \$30,000.00

Act of Donation attached to Resolution, dated and signed on July 21, 2014 by developer: Michael Pitt in front of Notary in and for the Parish of Sabine: Kelly H. Girouard # 064199.

Dickey McElhatten, ISA/Stewart Insurance presented information to the board on a new insurance carrier, Alteris Insurance and Stonetrust Worker's Compensation coverages for September 2014 thru Sept. 2015 and their two premiums offered through ISA Stewart Insurance. Mr. Bernie Sloane and Shane Sloane, Stiel Insurance of Acadiana, presented the insurance premium renewal for Galtfelter Public Practice Coverage for September 1, 2014 thru Sept. 2015 and LUBA Worker's Compensation coverage premium to the Board for consideration. The Board took all information for consideration and after the agents left the meeting, a review of the current policy with Galtfelter and the new carrier's offer through Alteris were considered. After much discussion, a **motion to accept the current carrier, Glatfelter's liability renewal policy was made by Malcolm Franks, second by Robert Marshall, motion carried.**

A motion to accept LUBA worker's compensation policy was made by Rodney DeRouen, Malcolm Franks, second by Malcolm Franks, motion carried. Mrs. Lampman will notify the agents of the Board's decision.

Malcolm Franks and Robert Marshall reported their recommendations to the Board on what type of water meters they recommend should be installed in the STBWD's system. They had gather information on three (3) different types of meters when they attended LRWA'S Conference in Lake Charles in July. Mr. Franks recommended and Mr. Marshall concurred, that due to the various terrains in the South Toledo Bend Water District's service area, that the district should install automated meters that are read as employees drive by the meters with a computer that reads the meters or a hand held reader. Mr. Franks stated that what now takes employees seven (7) days or longer to read all the 1,879 meters, would reduce the time down to one (1) day. The information would be transferred to a jump drive and given to Steinke and Associates for preparation of the water bills. Mr. Todd Stott and Mr. Phil Pate, Rural Pipe, answered questions and spoke about the Orion, Badger Meter, model LP-5/8", 5/8" x 3/4" and the handheld Trimble Ranger 3 data collection computer (can also be used as a

troubleshooting tool in the field by water district personnel), laptop and software. The meters would replace the existing meters in customer meter boxes with a majority of the meter install being done by the system. Mr. Stott and Pate answered numerous questions presented to them. Mr. Mark McCarthy with Meyer and Associates will attend the next Board meeting in Sept. and Malcolm Franks and Robert Marshall will meet with him to discuss the meters and get answers and his recommendations in preparation for the meeting.

Mrs. Lampman reported on the hiring of Johnson, Thomas & Cunningham, CPAs in Natchitoches, LA to do the LA Legislative Audit for FY 10-1-13 thru 9-30-14, since Hines, Sheffield and Squyres notified the district that they are no longer doing Louisiana Legislative audits. Mrs. Lampman reported that the cost of the annual audit will be comparable to the previous firm's charges with the exception of the first year's cost, possibly being higher due to set-up fees. **A motion to allow the President of the Board to sign all papers and negotiate the hiring of the firm was made by Robert Marshall, second by Rodney DeRouen, motion carried.**

Gary Steinke, CPA, Steinke and Associates gave the Financial Report for the 3rd quarter April thru June 2014 report to the Board for the water district and after all discussion and questions were addressed, **a motion to accept the report as presented was made by Robert Marshall, second by Rodney DeRouen, motion carried.**

Mr. Steinke presented the tentative Budget for fiscal year beginning Oct. 1, 2014 ending Sept. 1, 2015 for review and discussion by the Board. After all questions and discussion was finished, Mrs. Lampman stated that the final additions or deletions and **final approval will be at Board meeting on September 9, 2014.** She will post the notice in the Sabine Index to notify the public of the meeting. **A motion to accept Mr. Steinke's report as presented was made by Malcolm Franks, second by Rodney DeRouen, motion carried.**

A motion was made by Malcolm Franks, second Robert Marshall to enter Executive Session to discuss a personnel matter with an employee, motion carried.

BOARD ENTERED EXECUTIVE SESSION.

Upon return from Executive Session, **a motion was made Malcolm Franks to return from Executive Session, Rodney DeRouen second, motion carried.** NO MOTIONS OR ACTIONS WERE TAKEN IN EXECUTIVE SESSION.

The Operator/Manager report through the end of July 2014 was given by Sandy Tankersley.

- All monthly and one yearly report and samples completed and send to LDHH as required.
- All personnel had completed Louisiana Ethics Training as required by the State of Louisiana.
- Plant averaged 667,516 gallons treated water per day.
- Ebarb averaged 293,935K gallons per day.
- Estimated flushing 149,600K gallons.
- Plant used 159,524K gallons backwashing.
- New polymer pump installed and online.
- Repaired leaks in 2" line in Pirates Cove, Kites Landing and on Falcon Drive
- July 4 – Swepeco power off at 9am till 11:30am due to logging company cutting a tree where they were logging trees off of Hwy. 191 and tree falling on the SWEPCO power line. This power failure caused Esto Booster to lose pressure and the pumps kept failing to start while on generator. The Dess Rd. pump did not run at all causing no pressure down Dess Road, boil order issued through Swiftreach due to low pressure and LA DHH notified. Boil advisory lifted on July 8.
- Time clock installed at plant.
- On July 30 went back to a 12 hour shift.

After discussion, a **motion was made by Robert Marshall to accept the plant report as presented, seconded by Malcolm Franks, motion carried.**

There was no other business and **a motion to adjourn was made by Malcolm Franks at 12:45pm, second by Rodney DeRouen, motion carried.**

NEXT BOARD MEETING: Tuesday, September 9, 2014 at 9:00 A.M. - South Toledo Bend Water Plant
3260 Little Flock Road, Many, LA 71449
Prepared by: Geri Alford, Secretary/Treasurer
Publish Sabine Index – Aug. 20, 2014