

# South Toledo Bend Waterworks District



**3260 Little Flock Road • Many, LA. 71449**

**Malcolm Franks, President**

**• Robert "Bob" G. Marshall, Vice President**

**Geri Alford, Secretary/Treasurer**

**Commissioners: Rodney DeRouen • Megan Quinn**

## **Minutes of South Toledo Bend Water Board May 10, 2016**

Board Members Present: Malcolm Franks, Geri Alford, Megan Quinn

Absent: Robert Marshall, Rodney DeRouen

Others Present: Richard Leonard, plant manager, Mr. Gary Steinke, Ms. Arlene Zito, Mr. Don Kelly and Mr. Tom Harless

Meeting was called to order at 9:00 AM by Mr. Malcolm Franks. The roll was called and there was a quorum to conduct business.

Ms. Arlene Zito addressed the board on her concern of a high water bill for the month of April. She was presented with a snap shot of the meter usage for her meter.

The Agenda was amended with a ***motion made by Geri Alford, second by Megan Quinn to add Mr. Steinke for the presentation of the 2<sup>nd</sup> quarter financial report and Executive session item. Motion carried.***

***A motion was made by Ms. Megan Quinn, seconded by Ms. Geri Alford approving the transfer of \$80,000 dollars from the Contingency Fund to Water Revenue Fund to meet financial obligations for the month, motion carried unanimously.***

### **NEW BUSINESS:**

Mr. Gary Steinke with Steinke & Associates presented the 2<sup>nd</sup> quarter financial. ***The financial report was approved on a motion by Geri Alford, second by Megan Quinn, motion carried.***

The Minutes of the April 12, 2016 meeting were brought to floor for approval. ***A motion to approve the minutes of the April 12<sup>th</sup> meeting was made by Ms. Megan Quinn, second by Ms. Geri Alford, motion carried.***

Treasurer's report was presented by Geri Alford, Treasurer. Checks written for the month of April were #013211 THRU #013234. ***A motion to approve the Treasurer's report for April 2016 was made by Megan Quinn, second by Geri Alford, motion carried.***

***A motion was made by Megan Quinn, seconded by Ms. Geri Alford authorizing board president to proceed with the C.W.E.F. application for variable frequency drive, motion carried.***

USDA requested a copy of the Water Revenue account. Admin Secretary will send the statement on a monthly basis via email to USDA per request for review of funding.

***A motion was made by Ms. Megan Quinn, seconded by Ms. Geri Alford naming Malcom Franks as the Louisiana Public Assistant Designee, motion carried.***

The board reviewed to price increase for meters on new service requests. ***A motion was made by Ms. Geri Alford, second by Ms. Megan Quinn to increase the meter installation to \$850.00, motion carried.***

Rick Leonard presented the Manager report for April 2016 to the Board:

- All monthly State reports and samples sent to LADHH.
- Plant processed 7,462,000 gals of water @ an average of 240,709 gallons per day and shipped out 7,375.397 gals. of water @ an averaging of 237,916 gals. per day
- Plant usage for production (chlorine, caustic, & polymer carrier waters) estimated a 50,000 gallons.
- Plant usage for backwashing was 86,603 gallons
- Modify tanks to top fill
- Hydro tank
- Personnel recommendation
- 

***A motion was made by Geri Alford, second by Megan Quinn to approve the pay rate for Administration Secretary at the hourly wage set forth in the budget, motion carried.***

*A motion to accept the Manager/Operator report as presented was made by Megan Quinn, second by Rodney DeRouen, motion carried.*

**OLD BUSINESS:**

Mr. Malcolm Franks gave an update to the Board.

- Update on Meter Replacement Project #A8-14034-DA: Project complete.

*A motion was made by Megan Quinn to enter Executive Session to discuss personnel issues, second by Geri Alford, motion carried.*

BOARD ENTERED EXECUTIVE SESSION and after being in Executive Session for 30 min., *a motion was made by Megan Quinn to return from Executive Session, Geri Alford seconded and approved by all.*

NO MOTIONS OR ACTIONS WERE TAKEN IN EXECUTIVE SESSION

There was no other business and *a motion to adjourn was made by Megan Quinn, second by Geri Alford, motion carried.*

**NEXT BOARD MEETING: TUESDAY, June 14, 2016 AT 9 AM**

South Toledo Bend Water Plant – 3260 Little Flock Road, Many, LA 71449

Prepared by: Geri Alford, Secretary/Treasurer

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