

PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF WATERWORKS DISTRICT NO. 1 OF THE PARISH OF ASSUMPTION, STATE OF LOUISIANA, TAKEN AT THE REGULAR BOARD MEETING HELD ON FEBRUARY 27, 2017 AT 6:30PM.

President Bryan Dugas called the regular meeting to order with pledge and silent prayer.

Board members present: Bryan Dugas, Vincent Nelson, Calvin Steward, Wayne Arboneaux, Charles Brown, Jr., Jeremy Pipsair, Keith Sheffie, Glen Comeaux, and Paul Lewis. Absent was Scott Sternfels and Jaime Boudreaux

Also present: Cody Martin (ADA) representing the District Attorney Office; Linda Cook representing the Bayou Journal; Tia Barbera representing Waguespack, Gallagher & Barbera LLC; Joseph Savoie and Michael Newchurch representing C.J. Savoie Consulting Engineers, Inc.; Randy Hollis representing Owen & White; Jeff Lemoine representing Pintail Contractors, Assumption Parish Waterworks District No. 1 (APWW) employees; B.J. Francis Jr., Lucille Guillot, Amy Daigle, Ginger Rushing, Shawn Dupaty and Hollis Miles.

A motion was made by Keith Sheffie, seconded by Charles Brown Jr., and unanimously carried, to approve the minutes of the January 23, 2017 Regular Board Meeting.

President Bryan Dugas opened public hearing.

No comments from the public

President Bryan Dugas closed public hearing.

Tia Barbera representing Waguespack, Gallagher & Barbera, presented the Annual Audit for Fiscal Year Ending July 31, 2016. Mrs. Barbera reviewed each section of the audit report and answered questions from the Board. The summary of the Auditor's Schedule of Findings & Responses for the Year Ended July 31, 2016 is as follows:

- No significant deficiencies in internal control were disclosed during the audit of the basic financial statements that was required to be reported in the Report of on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*.
- The results of our tests disclosed on instance of noncompliance material to the basic financial statements which were required to be reported in the Report on Compliance and on Compliance and Other Matters over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
 - State law requires that deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times be equal to the amount on deposit with the fiscal agent. At year end, the amounts of the Waterworks' bank balances were \$1,198,164. Of the bank balances, \$250,000 was covered by federal depository insurance, and \$879,139 was covered by collateral held by the pledging bank's agent in the bank's name. As of July 31, 2016, the cash balances were under secured by \$69,025.
 - Corrective action has already been instituted. Waterworks will notify the bank immediately when large deposits are made in order to be sure that the bank's pledge securities will adequately cover bank balances.

With the exception of this finding, APWW year's end audit suggested that the staff did a good job of managing the district's finances. The Transfer amount was \$1,410,443.00.

Joseph Savoie reported on the 2015-2016 Community Water Enrichment Fund. This Grant is around \$125,000.00 and is to be used for Internal Treatment Process.

Joseph Savoie reported on the Plant Laboratory Control Room Project. The State Fire Marshal required the adding of a door to the 2nd floor at a cost of about \$10,000.00.

A motion was made by Wayne Arboneaux, seconded by Keith Sheffie and unanimously carried, to pay the invoice to M & H Builders (24% complete in the amount of \$21,780.00) for work completed on the Plant Laboratory Control Room Project

Joseph Savoie reported on Plant No. 3 Renovation, UV Light Disinfection Pump Building Project. The project is near completion. Contractor is working on a close out schedule.

A motion was made by Jeremy Pipsair, seconded by Paul Lewis and unanimously carried to approve the total change order amount of \$692,297.97 for the Plant No. 3 Renovation, UV Light Disinfection Pump Building Project.

A motion was made by Vincent Nelson, seconded by Paul Lewis and unanimously carried to approve the engineering fees associated with the Plant No. 3 Renovation, UV Light Disinfection Pump Building Project change order, in the amount of \$20,000.00.

Joseph Savoie reported on the Raw Water Screens Phase II. A committee meeting was scheduled to discuss the project.

Joseph Savoie reported on the SCADA Controls and Automation Project. The contractor is working to complete Phase I of the project.

Owen & White reported on the Paincourtville Booster Station Project. DHH approved the project and plans submitted. The approval puts this projects a month ahead in schedule. We will receive Bids on Wednesday, April 12, 2017 at 2:00PM at the water plant. Construction scheduled to begin May 9, 2017. Construction cost is projected to be around \$400,000.00.

A motion was made by Vincent Nelson, seconded by Charles Brown Jr. and unanimously carried authorizing Owen & White to go out for bids for the Paincourtville Booster Station Project.

Lucille Guillot presented the Monthly Financial Report for January 31, 2017 (6 Month-50.00%). Total Revenues were 51.82% and Total Expenses were 45.76 %.

Shawn Dupaty presented the distribution report. Mr. Dupaty discussed the hydrant installations and repairs.

Ginger Rushing presented the plant updates. The UV system has been tested and validated. VU training was conducted by Trojan. We are waiting on pressure controls to work with the new HSPs and some safety nets (alarms) to begin using the new pump house. Then the current remaining HSPs can be removed and the new transfer pumps installed. The new HSPs are available for emergency use but it would require constant supervision from the staff which would be difficult. We are running the Labadieville pump station, which is helping with the flushing in the Bayou L'Ourse area. Leopold (the control manufacturer) did a final test on filter 6 and found it satisfactory. Training will be conducted soon.

Hwy 402 Extension- no updates.

Shawn Dupaty presented the Harris Street Update for Rickey Mollere. All right-of-ways are signed and construction is ready to begin.

Shawn Dupaty presented the E.G. Robichaux Street Updated Cost Estimate (if work was done in-house) for Rickey Mollere. The cost breakdown is as follows: 1) labor cost is projected to be \$22,900.00, 2) material cost is projected to be \$31,891.00, and 3) equipment cost is projected to be \$10,080.00. Total estimated cost is \$64,871.00.

Glen Comeaux complemented and thanked the distribution staff on the work completed on a leak on Bayou Drive. There was a brief discussion on the waterline.

A motion was made by Wayne Arboneaux, seconded by Jeremy Pipsair and unanimously carried to move the regular board meeting from March 27, 2017 to March 20, 2017 and to hold a committee meeting 1 hour before the regular meeting which would be 5:30PM and regular meeting at 6:30PM.

A motion was made by Glen Comeaux, seconded by Paul Lewis, and unanimously carried to adjourn.

President Bryan Dugas adjourned the board meeting.

Vincent Nelson, Secretary

Bryan Dugas, President