

PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF WATERWORKS
DISTRICT NO. 1 OF THE PARISH OF ASSUMPTION, STATE OF LOUISIANA,
TAKEN AT REGULAR BOARD MEETING HELD ON SEPTEMBER 25, 2017 AT 6:38
P.M.

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

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

Also, Present: B. J. Francis, Donna Robertson, Lucille Guillot Amy Daigle, Ginger Rushing, Rickey Mollere, Hollis Miles, Shaun Dupaty, ADA Cody Martin, Linda Cooke with the Bayou Pioneer, Roy Waggenpack with Owen and White Engineering, Joseph Savoie, C J. Savoie, Jr. and Michael Newchurch with C.J. Savoie Engineering,

On a motion by Mr. Scott Sternfels and seconded by Mr. Keith Sheffie and unanimously carried to approve the minutes of the August 28, 2017 regular board meeting.

Public Hearing was opened to discuss agenda items.

President Bryan Dugas asked if there were any comments from the public on the agenda items. There were no public comments therefore the public hearing was closed.

President Bryan Dugas asked for the engineering report from Chairman Jeremy Pipsair.

Chairman Jeremy Pipsair reported that there was going to be a meeting on Thursday, September 30, 2017 with Mr. Joseph Savoie and the contractor from Pintail, they are approximated 98% complete on the punch list and the project should be complete by October 5, 2017. The Raw Water Screen will be discussed later in the meeting.

President Bryan Dugas asked for an update from the finance committee meeting.

Chairman Scott Sternfels reported that the committee was asked to recommend combining Bulkhead Project at Bayou Lafourche, Dredging of the bayou and the Raw Water Screen Phase II all into one project.

The finance committee also discussed when it comes to salaries they would like to have the percentage on the budgeted amount of total salaries and a report of salaries presented by department totals.

Finance Committee Chair Scott Sternfels also reported that the committee approved all of the invoices that were submitted at the meeting for payment.

President Bryan Dugas informed the board that the finance committee discussed employee raises and discussed appropriation and approving dollars for the raises but no recommendation was submitted by committee, therefore it will need to be discussed with the District Reports later in the meeting.

On a motion from Vincent Nelson and seconded by Jim Boudreaux and unanimously carried to approve the finance committee recommendation to pay all invoices submitted to the board.

President Bryan Dugas discussed the article in the published in The Bayou Pioneer stating that the “Police Juror wants the parish water board abolished”. The concern is about water quality issues and the juror is using this as his method to get his concerns addressed. The public needs to notify the APWW if they are having water quality issues and give us a chance to rectify the issue. If we do not address their issues or give them the answer they want, then they are justifiable in contacting a higher authority for their concerns including their police juror.

President Bryan Dugas asked the GM to give the board an update on where we are with the proposals for the Third-Party Consultant to come in and give insight on how we are operating from top to bottom and offer any suggestions or opportunities for improvement. We also would need an expected timeline as to when they would be giving us feedback on what they have observed and from which departments: (billing, accounting, distribution, water treatment). This will need to be on the agenda of the finance committee or the engineering committee for discussion, so that we would be getting constant updates on where we are.

Jim Boudreaux suggested that the Third-Party Consultant be on the regular board agenda.

Vincent Nelson brought to the attention of the board that the APWW board was on the agenda for the Police Jury meeting once again in discussing the reconstruction of the APWW water board.

Vice President-Scott Sternfels notified the board that he does not have any information on why APWW is being discussed regarding board reconstruction by the police juror.

President Bryan Dugas stated the APWW board could spend a lot of money on this issue and since they are being discussed at another police jury meeting, we will need to continue to discuss this issue as comments arise.

Wayne Arboneaux suggested that the APWW board invite the police jury member to a meeting with our board to see if we can get to the root cause of this issue. This issue is degrading the APWW and our water quality. If there are water quality issues the public needs to know. If the public is having water quality issues they need to contact us first to address the issue. If we are getting negative headlines and no one is looking at the facts, as people get on the social media sites they will quickly pick up the incorrect information. We need to let the public know that if there are any issues with the water quality, they will be notified as we are required by law to do.

Jeremy Pipsair stated that we need to let the public know that we are doing what we can, but we don't want our board and no other board to get into words of war. We just need to keep doing what we are doing in a professional and positive manner.

Vincent Nelson referred to the comments presented by Mr. John Williams from DHH that our water quality was up to standards as well as our staff with their professionalism. This was impressive to him.

The board noted during discussion that bad news travels fast and the public needs to know that we are doing what is necessary to keep our water quality at its best. We have also completed massive changes to our distribution system to assist in providing the best water quality to all of our customer in our service areas.

The board asked that we keep a record of all of our water quality complaints and bring a report to the next month's meeting.

President Bryan Dugas inquired of the changes to be made for treating water per DHH approval. There were several treatment processes suggested by DHH, so APWW is looking to see which method will be feasible for our system. The board would like to be notified when we make the initial changes and given an update on the results at next month's meeting.

Scott Sternfels' request to amend the July 24, 2017 Board Minutes as previously adopted to state the following: President Bryan Dugas asked for a motion to terminate the consulting contract with C J Savoie for cause-NO motion was offered" This was tabled until next months' meeting for reviewing of the minutes.

On a motion by Scott Sternfels to amend the minutes of the July 24, 2017 meeting, an alternative motion was presented by Vincent Nelson seconded by Jeremy Pipsair and unanimously carried to table this issue until next month's meeting.

ADA Cody Martin suggested the board adopt Robert Rules of Order or something similar for appropriate parliamentary procedures for the meetings.

Scott Sternfels requested to reconnect the fire hydrant by the old Paincourtville water tower requested by the Paincourtville Fire Department.

On a motion by Scott Sternfels and seconded by Wayne Arboneaux Pipsair and unanimously carried authorizing President Bryan Dugas to sign the RFP Contract with I.C.E. Sales and Service to begin the SCADA work.

Ricky Mollere presented his monthly distribution report to the board.

President Bryan Dugas mentioned to Chairman Jeremy Pipsair that the distribution report may be an item to be discuss during the engineering committee meeting.

Joseph Savoie suggested that annual bid may need to be done on purchasing of materials if it will be over \$30,000.00.

ADA Cody Martin recommended that we look at the projects that we are undertaking in house and review the cost associated with the materials to see if we should be bidding them out or using the RFP process to abide by the Public Bid Law.

Ginger presented the plant updates. She thanked Bayou Lafourche Fresh Water District along with Ryan Landry, shift operator and Chad Breaux, who came out to assist and the phone calls to board member Jeremy Pipsair for their assistance with the issue on the raw water intake. United Blower came out and made some adjustments to the belts and provided some additional training.

Ingersoll Rand came out to check the air dryer. There were some issues but he assured us it was in good condition and it should last for a while due to being in a temperature controlled room. He also provided some additional training.

The UV lights have not been hooked up yet and the estimated time of activation is approximately 45 days per the contractor.

President Bryan Dugas stated that the finance committee discussed employee pay raises but did not make a recommendation. Therefore, if the board would like to make a recommendation of a motion to set forth a dollar amount to budget for employee raises, we will take that in the form of a motion if there is some discussion we can answer any other questions.

On a motion by Mr. Scott Sternfels and seconded by Mr. Vincent Nelson and unanimously carried to approve \$18,166.80 in employee raises for this fiscal year.

President Bryan Dugas asked for discussion on the Waterline Projects:

There was no updated for the Hwy 401 Extension.

Mr. Jim Boudreaux stated that there was nothing new to update on the E. G. Robichaux Rd. Project.

The Bayou Drive Tie: Mr. Glen Comeaux asked for this project to be considered with the project to abandon ad 2 ½” line and tie in to the transfer existing 6” line.

President Bryan Dugas stated that board may need to have some discussion on projects that may need to be prioritized and get some alignment to get the Bayou Drive Tie-In Project addressed.

Suggested actions items for the October 23, 2017 meeting.

1. To get an update on the approved DHH treatment plan
2. To add water quality measures to the Dashboard (open to suggestions)
3. The item 7 update request to show the board meeting minutes as published and a recommendation as to what we will adopt
4. Update on the Third-Party Consultant
5. Raw Water project cost revised vs. the original by Joseph Savoie
6. Face Book Page

Other items to be discussed by Unanimous Vote:

1. The emergency gate topic
2. Go into Executive Session to discuss GM pay raise

On a motion from Mr. Wayne Arboneaux and seconded by Mr. Jeremy Pipsair and unanimously carried to add items to the agenda.

Jeremy discussed the Raw water intake issue that occurred over the weekend due to we could not get water from the intake to our system. This will be a temporary fix, we do not have the capabilities in house to make the repairs, therefore this will need to be outsourced.

President Bryan Dugas explained the current guidelines from a spending standpoint, not a bid law standpoint, on maintenance type issues the GM has authority to approve up to \$10,000.00 as long as the budget is there. The second level is authority is given to the GM and a member of the executive board members: (Bryan Dugas, Scott Sternfels and Vincent Nelson) approval with the executive board and the GM will give a \$20,000.00 limit and anything over that has to come before the full board. We would have in place authority to spend \$20,000.00, if it is more than \$20,000.00 we as a board would have to take action authorizing the GM or the GM and the executive board the authority to spend more money up to a certain amount. This is an emergency we can take in some exceptions.

Mr. Jeremy Pipsair asked even if it is an emergency, it still falls under the \$10,000.00 limit.

The GM was given approval to proceed under the existing guidelines in place.

President Bryan Dugas called for a motion to enter into Executive Session.

On a motion by Mr. Glen Comeaux and seconded by Mr. Keith Sheffie and unanimously carried the board entered into Executive Session.

On a motion by Mr. Glen Comeaux and seconded by Mr. Vincent Nelson re-entered into regular session.

On a motion by Mr. Wayne Arboneaux and seconded by Mr. Jeremy Pipsair and unanimously carried to adjourn the meeting.

President Bryan Dugas adjourned the meeting.

Vincent Nelson, Secretary

Bryan Dugas, President