

PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF WATERWORKS DISTRICT  
NO. 1 OF THE PARISH OF ASSUMPTION, STATE OF LOUISIANA, TAKEN AT FINANCE  
COMMITTEE MEETING HELD ON AUGUST 27, 2018 @ 6:17 p.m.

Chairman Scott Sternfels called the committee meeting to orders.

Committee Members Present: Wayne Arboneaux, Glen Comeaux, Calvin Stewart

Committee Members Absent: Jim Boudreaux

Board Members Present: Jerome Bougere, Charles Brown, Bryan Dugas, Jeremy Pipsair, Keith Sheffie,

Also Present: B. J. Francis, Lucille Guillot, Donna Robertson, Ginger Rushing, Rickey Mollere, Hollis Miles, Shawn Dupaty, Jeff Malone with Pintail, ADA Cody Martin, Joseph Savoie and William Newchurch with C. J. Savoie Engineering, Mitch LaBas PE with Backflow Prevention and Linda Cook with the Bayou Pioneer.

Chairman Scott Sternfels called for the approval of the minutes of the July 23, 2018 meeting.

On a motion by Calvin Stewart and seconded by Wayne Arboneaux and unanimously carried to approve the minutes of the July 23, 2018 finance committee meeting.

6:19 Paul Lewis entered the meeting.

Review Financials: Lucille Guillot presented the financial report from the Dashboard stating that this was the end of fiscal year reporting. The year finished with 112.20 in Revenues and 102.40 in expenses.

Glen Comeaux asked about the budget items that went above the 100 % marks.

Lucille replied the due to Corona expenses and the auditor. Our old auditor did not renew and we added the cost in for the next year auditing as we do every year. Our old auditor was \$12,500.00 and the new auditor will be \$18,500.00, which is a 7% increase which was added into the budget for the work that will be done for 2018 audit.

The distribution was up due to repairs and the new fence that was constructed. Also increase in maintenance cost.

Chairman Scott Sternfels asked if there were any changes to the commitment page.

GM B. J. Francis stated that he added Raw Water Intake # 2 to commitments and he moved the Raw Water Intake Bulkhead Project to non-committed projects due to the cost estimate was incorrect. It originally came in at \$200K but when revised it came in close to \$600K or \$900K therefore the money committed to the project was move back in the net funds available into capital improvements.

Chairman Scott Sternfels pointed out that before the audit the fund balance is 1.3 M. which is really good.

Bryan Dugas stated great number but asked for and explanation.

Lucille stated that we had discussed it, looked it over by each department, and all she does is enter the number into the system that is given to her and this was the results.

Glen Comeaux asked if there was a spread sheet to show the difference in these numbers and the answer is no.

Bryan Dugas suggested that if there is a wide gap in the number of days, then we ought to use that ratio of the days to try to extrapolate, you got an extra 200, but that will only account for about a 25% change. Your numbers dropped by 30 to 1 not by a quarter.

The numbers for unaccounted for water are based on billing and not a unit. We read around the 15<sup>th</sup> to 18<sup>th</sup> of the month and the flushing is only pulled around the first day of reading. We are not sure if this is making the difference or not.

ACUD is calculated in water sold.

Bryan Dugas stated that we may need to install meters on our main transmission lines to see if we can determine where our issues are.

Contact the fire departments and invite them to a meeting to discuss the water used in testing and maybe we can get a better determination of what they are using by install a meter at the time of testing.

Chairman Scott Sternfels asked for the report on Auditor Quotes.

General Manager B. J. Francis stated that there were three quotes submitted. Two referred by board members and one referred by previous auditor.

Chairman Scott Sternfels asked for a motion to accept the lowest proposal to bring to the full board.

On a motion by Calvin Stewart and seconded by Wayne Arboneaux and unanimously carried to approve the lowest estimate quote from Laporte CPAs & Advisors. As our new auditor which submitted the lowest bid of \$18,500.00.

Chairman Scott Sternfels asked for discussion on Water Rates and employee Salary Increases and Salary Brackets.

Chairman Scott Sternfels stated that a few of them met a few weeks ago and handed out a fee structure for our operators. The proposal before you are what we are recommending to bring before the full board.

On a motion by Wayne Arboneaux and seconded by Calvin Stewart and unanimously carried to approve the fee schedule for the operators to be brought before the full board as result of committee meeting.

Chairman Scott Sternfels brought a proposal before the finance committee of a 3.5% water rate increase to be approve to be full board.

This increase is being projected due to the rising cost of expenses, i.e.: chemicals, insurance, depreciation and people.

On a motion by Glen Comeaux and seconded by Calvin Stewart and unanimously carried to approve the finance committee recommendation of a 3.5% water rate increase to be approved to be full board.

Chairman Scott Sternfels asked for approval to pay all invoice before the committee.

On a motion by Wayne Arboneaux and seconded by Calvin Stewart and unanimously carried to approve the recommendation of the committee to the full board to pay all invoices.

Finance Committee meeting closed at 6:50 p.m.