WEST ALLEN PARISH WATER DISTRICT

# ANNUAL PUBLIC MEETING

# Tuesday, December 13, 2022

## Opening

The annual public meeting of the WEST ALLEN PARISH WATER DISTRICT was called to order at 5:30 p.m. on Tuesday, December 13, 2022 at the office of West Allen Parish Water District by Rusty Reeves, Chancy Frith prayed.

## Present

Rusty Reeves, Thomas I. Savoie, Chancy Frith, Kurt Schultz, Carl Ritter, Glen Monceaux, Jeremy Rion, Jonette Westmoreland, Kris Benoit & Nathan Booher.

**Absent**

None

**Guests**

None

## Approve/Amend Agenda

No amendments to agenda, proceed as normal

## Approval of Minutes

1. A motion was made by Carl and seconded by Ira to accept the minutes of the last meeting as presented and typed, passed.

**Financial Report**

Jonette presented the financial report for November 2022 and answered questions.

1. A motion was made by Glen and seconded by Jeremy to accept the November 2022 financial report as presented, passed.

Jonette presented the proposed amended 2022 budget for adoption. The board reviewed the amended budget and agreed with the budget committee’s calculations.

1. A motion was made by Kurt and seconded by Chancy to adopt the 2022 amended budget with proposed changes as presented by the budget committee, passed.

Jonette presented the proposed 2023 budget for adoption and the board reviewed it. Kurt explained the reasons behind the numbers.

1. A motion was made by Glen and seconded by Kurt to adopt the 2023 proposed budget with income budgeted at $732,000.00 and expenses budgeted at $726,650.13, passed.

**Operational Report**

* Nathan presented his operational report for November 2022.
* Nathan presented his water production and loss report.
* Nathan presented his leak report

## Old Business

**Reeves Post Office Update**

We received a draft lease from D’Juan and Jonette sent it to the insurance company for review and approval.

**CWEF Grant Funds Update**

Nathan stated that we completed the Sawmill Rd and Rodeo Pen Rd project. We are waiting for cancelled checks to send in to the Allen Parish Police Jury to clear out the grant. The cost of the project was $7, 700 with $2,600 left of the grant money. Rusty asked if there were other valves that needed to be dropped in and use the money for that.

**New Business**

**Eric and Jennifer Fontenot**

Jonette stated that they were set up on bank draft and that they set a limit. Their current bill was over the limit that they set and did not draft. They were locked out and had to pay a late assessment fee. They feel like they shouldn’t have to pay the late assessment fee. Rusty stated that Jennifer called him about it. Jonette stated that they recommend not setting a limit when they set up a bank draft because of this very situation. Kurt asked if it was possible to amend our policy to allow us to waive one late assessment fee per customer per year. Rusty stated that even if we changed our policy tonight, it still wouldn’t help her.

**Election Of Officers**

Rusty reviewed current officers with himself as President, Chancy Frith as Vice-President and Kurt Schultz as Secretary-Treasurer. Ira suggested that the current officers be re-elected and there were no objections.

**5)Motion:** A motion was made by Ira and seconded by Jeremy to re-elect the current officers, passed.

**Retain Auditor**

**6)Motion:** A motion was made by Kurt and seconded by Chancy to retain the services of Coy Vincent with Gragson, Cassiday and Guillory for our 2022 annual audit, passed.

**CSDC Software Contract Renewal**

Jonette stated that it is time to renew our software contract with our billing program.

1. A motion was made by Carl and seconded by Jeremy to accept and pay the maintenance contract with Computer Systems Development Corporation, passed.

**Employee Pay Raise per Budgeted Item**

Jonette presented a chart with a 3%, 4% and 5% raise for all employees. The board agreed on a 4% raise effective January 1, 2023.

**8)Motion:**A motion was made by Kurt and seconded by Chancy to increase wages by 4% for 2023, passed.

**Board Reports**

Jonette reminded the board to have their ethics and sexual harassment training certificates into the office before December 31, 2022. She reminded them that the company insurance is due March 2023. Rusty thanked the board members for their service and another good year.

## Adjournment

**9)Motion:**A motion was made by Glen and seconded by Carl to adjourn the meeting, passed

The next scheduled meeting will be held at 5:30 p.m. on January 5, 2023.

**REEVES, LOUISIANA this 13th day of December, 2022**

President: William E. Reeves, Jr., President

Attest: Kimberly J. Westmoreland, Office Manager

***This institution is an equal opportunity provider.***

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