WEST ALLEN PARISH WATER DISTRICT

# MONTHLY MEETING

# Tuesday, June 14, 2022

## Opening

The regular monthly meeting of the WEST ALLEN PARISH WATER DISTRICT was called to order at 5:30 p.m. on Tuesday, June 14, 2022 at the office of West Allen Parish Water District by Rusty Reeves, Chancy Frith prayed.

## Present

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

**Absent**

Sullivan Fontenot

**Guests**

Matthew Martine and Parker Cole with CSRS, Coy Vincent of Gragson, Cassiday and Guillory, and Joe Green, District Attorney of Allen Parish.

## Approve/Amend Agenda

1. A motion was made by Chancy and seconded by Kurt to amend the agenda to move Coy to item 3 on the agenda and to move CSRS to item 4 on the agenda and to add Joe Green, District Attorney to the agenda when he arrives, passed.

**2021 Audit Report/Coy Vincent**

Coy presented the 2021 audit report with no findings and stated that all was in order. Coy presented the AUP findings report and spoke about 2 items that need to be addressed under the AUP guidelines.

1. A motion was made by Ira and seconded by Kurt to accept and approve the 2021 annual audit report and AUP procedures report, passed.

**Joe Green**

Joe Green advised the board that the issues he was asked about need to be discussed under an executive session and the employee in question needs to be advised 24 hours in advance of the executive session meeting to make her aware that her position will be discussed. Joe advised the board that they will need to make a motion to go into executive session and to have the special meeting. The board reviewed their schedules and it was determined that the special meeting will be held on Tuesday, June 21, 2022 at 5:30 P.M. Joe instructed the board according to revised statute 42:17 that “§17. Exceptions to open meetings

            A. A public body may hold an executive session pursuant to R.S. 42:16 for one or more of the following reasons:

            (1) Discussion of the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time contained in the notice of the meeting at which such executive session is to take place and that such person may require that such discussion be held at an open meeting. However, nothing in this Paragraph shall permit an executive session for discussion of the appointment of a person to a public body or, except as provided in R.S. 39:1593(C)(2)(c), for discussing the award of a public contract. In cases of extraordinary emergency, written notice to such person shall not be required; however, the public body shall give such notice as it deems appropriate and circumstances permit.” Joe stated that the employee policy manual will need to be provided to the board members for their review and he may require additional documents. The board instructed Amy to provide the required documents to the district attorney.

1. A motion was made by Carl and seconded by Chancy to have a special meeting on Tuesday, June 21, 2022 at 5:30 P.M. with an executive session agenda item and agenda items to take action if needed or required and to give proper notice per open meeting laws to any individuals involved, passed.

**CSRS Grant Management**

Parker Cole and Matthew Martine provided information for funding opportunities for grants available. Rusty educated them on our current grant status with the water sector program and our CWEF grants. He explained that we have been awarded $540K for the interconnection with Southwest Allen Water and that the updated cost estimate is now 1.2 million and that the district does not have the additional matching funds. He explained that we have an extension to sign the cooperative endeavor agreement until July 1, 2022. He said that we may go ahead and move forward with accepting the 540K and show the district matching $130,000 in funds and if the project comes in at over a million, we will say that it is out of our budget. Mr. Martine spoke on how CSRS can help find the funds to do all of our priority projects. Ira asked how they would get paid and Mr. Martine stated that there are different ways. It could be by project but that there is program allowances of 5% for grant management and that they would be paid from there. He recommended that we look at project scope and funding streams available because they have resource bank to know where the funds are. Ira asked how to engage them. Matthew stated that we would have to go through formal procurement and hire CSRS through the competitive process. If they were hired, the rate would be variable and they would manage the time internally. The water district would have time and material costs thresholds in place. Parker Cole stated that he is a local man and that there is a lot of money coming down and he would be the primary contact as his office is in Lake Charles. Matthew stated that they don’t have a lobbying license but they do have someone in the capital daily to keep up to date with funding opportunities. Rusty asked the board if they would like to put out bids for grant writer. There was no response.

## Approval of Minutes

1. A motion was made by Kurt and seconded by Glen to dispense with the reading of the minutes and to accept both sets of the minutes of the last 2 meetings as presented and typed, passed.

**Financial Report**

Amy presented the financial report for May 2022 and answered questions.

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

**Operational Report**

* Nathan presented his operational report for May 2022.
* Nathan presented his water audit report.
* Nathan presented his monthly leak report
* Amy provided an update on the Ziptility app and how many facilities have been listed in the app.
* Nathan presented 3 quotes for tank cleaning.

1. A motion was made by Kurt and seconded by Chancy to accept the bid from GENTS to wash and inspect both water towers at a cost of $2,000 per tank, passed.

* Rusty Reeves stated that Brandon Uptigrove asked when his meter will be installed. Nathan informed the board that he has 10 meters to install and he will try to move them up.
* Rusty asked Nathan about receiving the asset management plan from DHH. Nathan stated that he will be getting with Amy to draft it.

## Old Business

**Reeves Post Office Update**

The Post Office tried to email the lease agreement and Amy tried every way to open the file but couldn’t. Amy asked Mr. White a couple times for a PDF file but has not received it yet.

**Interconnection Update**

Rusty will call Tracy Watts to see how to proceed since we didn’t receive matching funds from the state. This item will be added to the special meeting agenda next Tuesday.

**CWEF Grand Funds Update**

Nathan Booher stated that he hasn’t had the time to get the quotes required on the valve installations for the CWEF funds available to the district. He will get to it as soon as he gets all the meters installed and leaks fixed. Amy updated on the status of the 2 active CWEF grants.

**Land Purchase Update**

The appraisal of the Bel Fire Tower Rd property came in at $45,000. Rusty asked the board if they would like to move forward with an offer to the Ruth Eubanks family.

1. Motion was made by Ira and seconded by Chancy to contact Mr. Louvierre to offer the Ruth Eubanks family $45,000 for the 3.04 acres on Bel Fire Tower Road, passed.

**AG Opinion Update**

Amy provided a copy of the letter sent by the District Attorney’s Office to the Attorney General’s Office on behalf of Charlie Williams subdivision. To date she has not received any word back.

**New Business**

**Employee Raises**

Kurt spoke on the cost of living and the price of everything is through the roof. He stated that there had been a 2% salary increase budgeted for 2022 but it had never been put in place so he suggested a 4% increase since half the year is gone.

1. Motion was made by Ira and seconded by Carl to give a 4% cost of living increase to the general manager, office manager, office assistant and field operators, excluding new hire, K. Westmoreland, effective July 1st, passed.

**Water User’s Agreement/Added wording**

The board reviewed the proposed wording the DA suggested we add to our Water User’s Agreement in regards to 3rd party pay warning and available pay methods.

1. Motion was made by Chancy and seconded by Ira to add the suggested wording as presented to the Water User’s Agreement in regards to the 3rd party pay warning and available pay methods, passed.

**Office Manager/Financial Resolutions**

It was decided to table this item.

1. Motion was made by Kurt and seconded by Glen to table the office manager/financial resolutions item to the June 21, 2022 special meeting, passed.

**Sullivan Fontenot Board Term**

According to state law, Sullivan has missed 5 consecutive board meetings and is no longer a board member. Rusty called and spoke to Sullivan and he did not wish to be reinstated. Several names were mentioned as a replacement and Rusty will phone Jeremy Rion to see if he will fill the vacancy. This item will be tabled until Rusty talks to Jeremy.

1. Motion was made by Ira and seconded by Chancy to table the Sullivan Fontenot board term until the next meeting, passed.

**Board Reports**

## Kurt mentioned that he called Nathan to let him know that someone was at the Topsy church by a fire hydrant and rolling up a hose and stated that it could have been the parish workers. Rusty asked if there was anything the staff would like to say. Amy informed them that Jonette is doing a fantastic job and that she is learning quickly. She stated that the volume of work does not scare her and that she believes she will catch on quickly. Chancy suggested that Nathan do something about a hole in the road at the intersection of David and N. Lyles.

## Adjournment

1. A motion was made by Kurt and seconded by Chancy to adjourn the meeting, passed

The next scheduled meeting will be held at 5:30 p.m. on June 21, 2022.

**REEVES, LOUISIANA this 14th day of June, 2022**

President: William E. Reeves, Jr., President

Attest: Amy Materne, Office Manager

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

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