

South Toledo Bend Water District



3260 Little Flock Road • Many, LA. 71449



Malcolm Franks, President • Michael Walker, Vice President
Anna Ferguson, Secretary/Treasurer
Commissioners: Rodney DeRouen • Tim Collins

Minutes of South Toledo Bend Water Board February 13, 2020

Board Members Present: Malcolm Franks, Mike Walker, Tim Collins, Rodney DeRouen, Anna Ferguson
Others Present: Richard Leonard (Superintendent)

Meeting was called to order at 5:00 PM by Malcolm Franks. A prayer was said, the roll was called and there was a quorum to conduct business.

A motion to adopt the agenda was made by Mike Walker, 2nd by Rodney DeRouen, motion passed.

No public present.

NEW BUSINESS:

The minutes of the January meeting were brought to the floor for approval. A motion to approve the minutes of the January 16th meeting was made by Anna Ferguson, 2nd by Rodney DeRouen, motion passed.

The treasurer's report for January was presented by Anna Ferguson. Checks written for the month of January were #014372 thru #014405 with total expenses of \$81,855.79. Board members were presented with an itemization of the credit card charges. Anna asked if everyone would agree to her paying the credit card bill by the due date to avoid having to pay the late fee. A motion was made by Mike Walker, to authorize Anna Ferguson to pay the credit card bill by the due date, with Rick's authorization, to avoid having to pay the late charge, 2nd by Rodney DeRouen, all agreed, motion passed unanimously.

A motion to accept the treasurer's report for January was made by Tim Collins, 2nd by Rodney DeRouen, motion passed.

A motion to authorize payment of the bills was made by Mike Walker, 2nd by Rodney DeRouen, motion passed.

Engineering: Malcolm informed the members that Mark McCarty (Meyers & Assoc) had met with the bonding attorney and they will move forward with securing the financials for us. As we are under an administrative order, we are qualified to apply for some funding, up to \$200,000. Malcolm said he consulted with the V.P. of Sabine Bank. Mark was going to be here but there is no new information on this right now. He will more than likely be here for the March meeting and I'm sure we will have a lot of questions for him then.

Malcolm asked if all would agree to jump to item #7 on the agenda, relocation of assets, and everyone agreed. What he would like to propose this year is would everyone be willing to consider looking at a metal framed building at the Esto site? Say we put in a decent office, a meeting place, and customers would go there to pay their bills, maybe put in a drive-thru window? Would the members consider moving operations from here to there? This is all contingent on the well project. The board asked Rick to find out what the real costs of the building would be and to get a ball-park figure on the layout. We will discuss this more at the March meeting.

Administrative Order: Mark McCarty drafted a letter to the State for us. The response was they approved some things and gave us end dates. Some things they will look at on the due date and let us know if we are in compliance or not.

Communications update: Let's combine this with the new project we are working on. A working SCADA system will be part of the project. Malcolm will get with Mark on this.

Decant Tank: Nothing new to report at this time.

Insurance review: Rick was asked to check around on this.

Contracting Policy: A motion to adopt the Contracting Policy as part of our policy & procedures was made by Mike Walker, 2nd by Rodney DeRouen, all agreed, motion passed unanimously.

Budgeting Policy: A motion to adopt the Budgeting Policy as part of our policy & procedures was made by Mike Walker, 2nd by Rodney DeRouen, all agreed, motion passed unanimously.

Website: Rick informed the board that he felt our website was easier to navigate through, even though it was outdated. We will get with them and see if we can clean it up. The board will follow up on this later.

Steinke & Associates sent over the engagement letter for Malcolm's signature. *A motion was made by Mike Walker to accept the terms & conditions and authorize Malcolm Franks to sign the engagement letter with Steinke & Associates, 2nd by Rodney DeRouen, all agreed, motion passed unanimously.* Malcolm will sign the letter and it will be mailed back to Mr. Steinke.

Rick Leonard presented the Manager report for January 2020 to the Board:

- All monthly State reports and samples sent to LADHH.
- Plant processed 5,308,000 gals of water @ an average of 171,225 gals. per day and shipped out 5,247,642 gals. of water @ an averaging of 169,278 gals. per day
- Plant usage for production (chlorine, caustic, & polymer carrier waters) estimated @ 50,000 gallons.
- Plant usage for backwashing was 60,358 gallons.

A motion to accept the Manager/Operator report as presented was made by Mike Walker, 2nd by Rodney DeRouen, motion passed.

OLD BUSINESS:

Communication upgrade

Announcements/Comments: Monday is a holiday. Office will be closed.

There was no other business and *a motion to adjourn was made by Mike Walker, 2nd by Rodney DeRouen, all agreed, motion passed.*

NEXT BOARD MEETING: Thursday, March 12, 2020 AT 5 PM

South Toledo Bend Water Plant – 3260 Little Flock Road, Many, LA 71449

Prepared by: Betty Maupin – Administrative Assistant

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