

South Toledo Bend Water District



3260 Little Flock Road • Many, LA. 71449



Malcolm Franks, President • Michael Pitt, Vice President
Michael Walker, Secretary/Treasurer
Commissioners: Tim Collins •

Minutes of South Toledo Bend Water Board May 12, 2022

Board Members Present: Malcolm Franks, Mike Walker, Tim Collins, Mike Pitt
Others Present: Rick Leonard

Meeting was called to order at 5:30 PM by Malcolm Franks. A prayer was said, the roll was called and there was a quorum to conduct business.

A motion was made by Mike Walker to adopt the agenda, 2nd by Tim Collins, motion passed unanimously.

No public was present.

NEW BUSINESS:

1. The minutes of the April 14th meeting were brought to the floor for approval. A motion to approve the April minutes was made by Mike Pitt, 2nd by Mike Walker, motion passed unanimously.
2. Mike Walker presented the treasurer's report. He presented a printout of a record of the checks that have been written and the electronic fund transfers, from May 1st thru today. He will start the next report on the 13th thru the next board meeting date. Mike said he didn't know if that was the correct time period, but that was what he had right now. Malcolm said they would leave that up to him. Rick will sign off on the invoices to be paid and Mike can get the checks ready and bring them to the next board meeting for the second signature. Malcolm recommended to Mike that when he gets a chance he may want to go by the bank and do whatever is necessary to take care of the online banking. Mike said he would take care of that. Malcolm read aloud the bank balances, as of today's date. A motion to accept the treasurer's report was made by Tim Collins, 2nd by Mike Pitt, motion passed unanimously.
3. A motion to pay the bills was made by Tim Collins, 2nd by Mike Pitt, motion passed unanimously.
4. Realignment of commissioners: Malcolm stated that Mike Walker was willing to step up and do the role of the secretary/treasurer for right now, but we need a motion to make this official. A motion was made by Mike Pitt that we nominate Mike Walker as the secretary/treasurer, 2nd by Tim Collins, motion passed unanimously. Tim Collins made a motion to nominate Mike Pitt as vice-president, 2nd by Mike Walker, motion passed unanimously.
5. Grant funds update (Water Sector Program): Malcolm said we have to redo some of this paperwork.
 - a) Resolution for matching funds grant: Malcolm read aloud the letter to Traci Watts, Office of Community Development in Baton Rouge, reference documentation of matching funds available to be spent, "Please be advised South Toledo Bend Waterworks District hereby verifies the District has matching funds of 51% in the amount of \$1,950,000 available to be spent starting May 12, 2022 for the District's water sector program—water project approved by the State of Louisiana, Division of Administration. The source of said funds is DWRLF loan." They are asking that if we approve this to sign off on this letter. Malcolm spoke with Mark McCarty about this. There are 2 scenarios here. We first applied for grant funds of \$740,000, which got approved and we've got about a 20% copay. We are in jeopardy on that one because our application basically mimics what we asked for in the big one. We said that it was going to take 5.2 million to do everything we wanted. We listed it all. That's why they are holding that \$720,000. We've gone back and asked for part of that based on some things we were looking at doing that were not on the original list. We knew we were going to drill some wells; that we had this project. We knew that it was going to take us about \$2.4 million to put those 2 wells in and another tank and the infrastructure. In the original assessment we only had adding one tank at Esto, but now we've got to replace that tank. That was not in the original submittal, so we've gone back and said that, along with the infrastructure that goes along with that tank, that we need this amount of money. Mark is working on that on our behalf. Tim said

also as part of the design we need a 2-tank system. Malcolm stated that's why we're going back to them on this. So, that's what the State is asking us is to verify that the district has matching funds, and that we are going to use our DWRLF loan. They are asking us to pledge this money out of that. Malcolm asked for a motion that we are going to pledge the \$1.95 million, the DWRLF loan, as our copay, then we will have it on record, and he can sign off on it. A motion was made by Mike Pitt that South Toledo Bend Water District will pledge \$1.95 million of its DWRLF loan fund to secure the copay of the grant, 2nd by Mike Walker, all agreed, motion passed unanimously. Malcolm signed off on the letter.

- b) Re-do authorized signature form: Tim Collins will verify the signatures. Malcolm read aloud, Resolution No.5.12.2022, "Be it known that the Board of the South Toledo Bend Waterworks District hereby designates TIM COLLINS, Commissioner, to certify the signatures of Malcolm Franks, Michael Pitt, Michael Walker, and Richard Leonard on the authorized signature form for the Water Sector Program. A motion to adopt the above resolution was made by Michael Pitt, seconded by Michael Walker and approved by all board members. The following resolution was declared duly adopted on the 12th day of May 2022, at which meeting a quorum was present and voting.
 - c) WSP financial management questionnaire...this has been filled out.
 - d) EFT grant payments: All board members agreed they wanted the grant payments received by check.
6. Esto well project/rebuild update: Rick told the board that more sampling had to be done. John Laborde and Ben Head were there when they were pulling the samples. He asked both of them who he was to send the invoice to as we had to get Dennis Downs to come out there to run temporary power. Rick said Ben Head stated that he did not want Mr. Laborde to have any more incurred costs. Rick said he told him that the water company should not have to incur the costs because we did not drop the ball. Malcolm said this was one of the most important samples that we needed. It had to do with the sulfur residuals. Meyers is working on a treatment plan for the sulfur, and they didn't have it. Tim asked what was the value of running the temporary power? Rick said he only got an "estimated" cost of \$1,000. Luckily, Dennis did have some used wire that they brought over and spliced to get power over there. Continental brought the starter for it. That's why John Laborde was here. He brought the starter. Dennis pulled 2-guys off another job so they could get that done. Malcolm told the members that he and Rick and discussed this and that Meyer's had to have the sample. They can't complete their design until they have this. Mike Pitt asked if this was in their contract to pull this sample and Rick told him yes. He said the man admitted to him that he just failed to pull that sample. Malcolm said it was absent from the report and come to find out the sample was never pulled. A lot of samples were pulled but that one wasn't. Tim said we should be able to recoup that \$1,000 from Continental. Malcolm said we just issued them a substantial payment. We still owe them a little bit. Before that last check is issued let's talk about it. If we can get that back, we certainly want to do that. Rick said we can't go directly to Continental. We have to go through the engineer and the engineer goes back to Continental.

Rick told the board members that with the Esto project rebuild update, we do have a payment request on the loan for that well that needs to be approved so we can go ahead and pay it. The due date is before the next board meeting. Mike Walker was given the okay to go ahead and cut the check for this invoice. Malcolm said that once the payments start to level out, we may go ahead and do auto pay for this, so we don't have to worry about it.

7. Well project/2nd phase: We can't do anything with this until we submit the documentation we worked on, tonight, and they give us the go ahead. We are, also, waiting on the rate study. With the rate study, what they do is look for the next 3-4 years and see if your revenue strength is sufficient to pay your bills.
8. 2023 Budget review: By the end of next month the scope and framework of the budget will need to be ready for Mr. Steinke, as far as the expenses. The pumps and all of that are going to be put under the scope of the project. That's not going to come through operations & maintenance. Malcolm asked Rick if there was anything that needed to be done for the district. Rick said that the $\frac{3}{4}$ ton truck needs to be traded. It's a 2012 with about 91,597 miles. That's hard miles. Tim asked if it was the towing machine. Rick told him that right now we use the 1-ton, but he felt we needed to stick with the $\frac{3}{4}$ ton in the event the 1-ton is down, so we can still move the equipment. Malcolm asked Rick if he was asking the board for approval to trade that truck off and getting a new one and Rick said, yes. Malcolm said he doesn't have a number yet, but they will check into that if the board decides to do that. Rick said it was sort of a toss up between this and an excavator. The excavator is starting to have relay and electronic control issues. Malcolm told him he wouldn't be able to get both. Mike Pitt was asked if he knew about what a new $\frac{3}{4}$ ton truck would run and he said the same truck that he's had for about 2 years, it uses gas, is sitting on Foy Motors lot right now for about \$51,000. Mike said his is a flat-bed; a simple truck with no frills. Tim said he understood we couldn't do everything at one time, but with an excavator, when you start having problems, especially with the hydraulics, you need to be careful. Rick said the temperature is not actually running hot on the excavator but it just, randomly, changed from a turtle to a rabbit on its own. Tim said the equipment really needs to stay updated, especially if it becomes a safety issue. Malcolm said he could incorporate a new truck into the budget. The board members told Rick to look around and see what he can find, as far as an excavator, plus prices, and they will have a more thorough discussion at next month's meeting. Malcolm said he is going to be looking at the CPI (consumer price index) in preparing for the budget. Also, about November we will be voting on the COLA raise for the employees.

9. Rick Leonard presented the Superintendent's report for April 2022 to the Board:
- All monthly State reports and samples sent to LADHH.
 - For the month of April, the plant processed 13,485,000 gals of water @ an average of 435,000 gals. per day and shipped out 13,344,212 gals. of water @ an averaging of 430,458 gals. per day. Used 140,788 gallons for backwashing.
 - Plant usage for production (chlorine, caustic, & polymer carrier waters) estimated @ 50,000 gallons.
 - Esto chlorinator estimate....2-prices were presented to the board for their review. Malcolm asked Rick to go ahead and send this over to Mark McCarty and have him include this in with the scope of the project. Rick recommended going with the \$13,490 quote and all agreed.
 - Sold the junk meters for \$5000

A motion to accept the superintendent's monthly report was made by Mike Walker, 2nd by Tim Collins, motion passed.

10. Communications tower: No update on this.

11. Announcements/Comments: Next board meeting will be on June 9th.

12. There was no other business and a motion to adjourn was made by Mike Walker, 2nd by Mike Pitt, motion passed.

NEXT BOARD MEETING: Thursday, June 9, 2022, AT 5:30 PM

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

Prepared by: Betty Maupin – Administrative Assistant

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