

# 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 July 14, 2022

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

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 to amend the agenda to add item #13 (Executive Session) and item #14 (Commissioner review) was made by Tim Collins, 2<sup>nd</sup> by Mike Pitt, motion passed unanimously.

A motion to adopt the amended agenda was made by Mike Walker, 2<sup>nd</sup> by Mike Pitt, motion passed unanimously.

Don Owens was introduced to possibly fill the vacant commissioner seat on the board. Mr. Owens is retired from the paper and pulp industry. He gave the members a brief outline of his work history. He stated that he would welcome the opportunity to serve the community.

### NEW BUSINESS:

1. The minutes of the June 9th meeting were brought to the floor for approval. A motion to accept the June minutes as written was made by Tim Collins, 2<sup>nd</sup> by Mike Walker, motion passed unanimously.
2. The treasurer's report for June was presented by Mike Walker. A printout of the checks written, and a bank balance sheet was presented to each member. There was a full discussion on how the funds were used in each bank account. Stephen Steinke will do the bank statement reconciliations. Mike Walker asked that he be able to pay the bills so that they are not late to avoid late fees and/or penalties. The check stubs, along with the invoices, will be brought to the board meeting so 2-members can sign off on the bills. All board members agreed. A motion to accept the treasurer's report as presented was made by Mike Pitt, 2<sup>nd</sup> by Tim Collins, motion passed.
3. A motion authorizing payment of the bills was made by Mike Pitt, 2<sup>nd</sup> by Tim Collins, motion passed unanimously.
4. Grant funds update: Malcolm stated that there are 3-things we are working on for grant funds. 1) \$3.8 million grant for the well project: As per the rules and regulations of the grant, one of the things that is supposed to take place is that we will undergo a rate study, to make sure that our water district is on sound footing. With the inflation index we have right now, it may not be a bad idea to get this done. Malcolm spoke with Mark McCarty (Meyers & Assoc.) earlier this week to see if there was any movement on rate studies. He has agreed to have a meeting with Rodney Schamerhorn, State Representative, to see if he can help with getting this moving. As of yesterday, the State has not hired any firms to do the rate studies. There are a bunch of water systems waiting on this, also. 2) \$720,000: we've asked for \$200,000 of that because they've come back and said this was duplicated, which we feel some of it was not, so hopefully, we're going to get \$200,00 of the grant money on that. 3) The 3<sup>rd</sup> one we've been awarded is earmarked money for the Vaco Road, Prospect Road, and Firesheets Lane. Priority 1 is \$25,000 and Priority 5 is \$200,000. The extension that we are wanting to do on Vaco Road, that 1-mile will catch all the homes on that road. We asked Mark McCarty if we could go ahead and move on the \$25,000 and he said that what happens is they tie it to the other but if we make the case that by spending the \$25,000 and we get tangible results, most of the time they will allow it. Malcolm asked for a consensus from everyone that it's okay to tell Mark to move forward on the \$25,000 on the Vaco Road. Ask them to go ahead and release that Priority 1 money. That would just about do that little project from Dess Road where we've already got the tie-in ready to go, out to the end of that 1.1 mile area. Rick said that the \$25,000 would just do the pipe, not the labor part of it. With the way prices are going right now, to buy PVC pipe is hard. Malcolm said it's not going to get any better. Even if we have to kick in a little bit, let's utilize it. So, to recap, the \$3.8

million that's committed to us, they are allowing us to spend some of it on admin and engineering but not on the hard assets until we do the rate study. We are trying to correct that. It looks like we may get \$200,000 out of the \$720,000 previously awarded that they said we had duplicate applications on. And, then we got the \$25,000.

5. Well project 2<sup>nd</sup> phase: This was covered in the grant funds update.
6. Communications tower: Malcolm asked Rick if Stephanie (the notary) was here and he said yes, she was waiting in the lab. Malcolm said we negotiated with AT&T, and they came back with a document which was taken to the attorney's office to have him look it over. They came back with corrected wording. Malcolm showed the board members the official document. This is the final document to make the deal. This is the lease agreement. The payment for the initial signing of the document is \$500. They will send us a \$500 check as surety to make sure that we are in the deal. They have up to one year to put up their tower. The day they start the construction, the lease starts. It's prorated for the balance of that month. Thereafter, each month is \$750 per month. At the end of 5-years, there is an escalation charge where it will go up beyond that. This agreement is for 20 years. If the water district chooses, we can sell this agreement if we want to, and there are companies out there that will buy this agreement. We have some paperwork here to sign and notarize and the notary is here. A motion was made by Tim Collins to accept the communications tower contract as agreed upon, 2<sup>nd</sup> by Mike Walker, all agreed, motion passed unanimously. The lease agreement was signed, witnessed, and notarized.
7. Sabine Bank paperwork: This is paperwork that we are required to do every 3-years. This is for the FCC. They are requiring myself (Malcolm Franks) and Michael Walker (Secretary/Treasurer) to sign these forms. Mary with the bank has done her site visit.
8. Big Bend Subdivision: Rick told the board that this was a subdivision that was being put in over in the Quiet Cove area. Meyers & Associates will be the engineering firm working on this. They asked for a letter stating that we would provide water service and maintain the water lines. He sent them an email stating that the policy is the developer puts in the line, they maintain it for a year and then they donate it to us. A motion was made by Mike Walker that we agree to supply water to Big Bend Subdivision if they comply with our policies on owning the water line for a year, 2<sup>nd</sup> by Mike Pitt, all agreed, motion passed.
9. Vaco Road Corporate Endeavor Agreement: Rick said there were a lot of questions in this that he felt would be better answered by Vernon Meyers' office. He said he forwarded the paperwork to Mark McCarty who said Tammy would be taking care of this for us. Mark said the board would need to do a motion for someone to be able to sign to enter the agreement. Malcolm said we will do that so that engineering can take care of this and start the process. A motion was made by Tim Collins that the Vaco Road project corporate endeavor agreement be accepted and to give Malcolm Franks authorization to sign the paperwork on behalf of the district, 2<sup>nd</sup> by Mike Pitt, agreed by all, motion passed unanimously.
10. Truck & Excavator: Rick came up with a spec sheet for the excavator. He said John Deere, Komatsu, those are all out, but he did speak with a salesman at Williams Tractor, they do Bobcat. He said they have some equipment coming in that is slated for the rental market, but he thinks they can talk them into selling us one. Malcolm said we wanted to try and get one because of a safety issue. We have the money allocated for it. Mike said that if we find one, we have to jump on it. Get the specs and put the bids out there. Mike Pitt said let's post it, do the process and see what happens. Malcolm was hoping to find one and get it purchased in this year's budget. We will do a motion to start the bid process and get the ad in the paper. A motion was made by Mike Walker that we direct Rick Leonard to put a notice in the paper that we are accepting bids for an excavator that meets our specs, 2<sup>nd</sup> by Mike Pitt, all agreed, motion passed. Malcolm said that the other thing that was on here was the truck. This coming month, we will be reviewing the preliminary budget. It will be ready for the next meeting. In the preliminary budget, I have put about \$50,000 and some change for a new truck. All board members were asked if they were comfortable with this amount being put in the budget and all agreed.
11. 2023 budget review: This will be discussed at the next meeting.
12. Esto well project/rebuild update: Malcolm asked Rick if there was any movement on this. Rick stated that they came and painted a little bit of the piping. Malcolm said as soon as the rate study is completed, we will be able to go to bid on this.
13. Executive Session: Motion made by Mike Walker to enter executive session, 2<sup>nd</sup> by Mike Pitt, motion passed. Motion to come out of session was made by Mike Walker, 2<sup>nd</sup> by Tim Collins, motion passed. NO MOTIONS OR ACTIONS WERE TAKEN WHILE IN SESSION.
14. Commissioner review: The current board has agreed to forward Don Owen's name to the police jury as a possible commissioner for the South Toledo Bend Waterworks District. We will make a motion to nominate him as a candidate

and Ms. Betty will provide all the paperwork to the police jury. A motion was made by Mike Walker to nominate Don Owen as our new commissioner and to send the paperwork to notify the police jury, 2<sup>nd</sup> by Mike Pitt, all agreed, motion passed. Malcolm asked Mr. Owen to provide this office with a resume. Mike Pitt offered to accompany Mr. Owen to the police jury meeting to introduce him.

15. Rick Leonard presented the Superintendent's report for June 2022 to the Board:

- All monthly State reports and samples sent to LADHH.
- For the month of June, the plant processed 10,075,000 gals of water @ an average of 325,000 gals. per day and shipped out 9,918,626 gals. of water @ an averaging of 319,955 gals. per day. Used 156,374 gallons for backwashing.
- Flushing due to colored water...Customer Requests: 30 of 36 were for colored water.

Mike Pitt asked Rick if we have a list of single point failures? Rick said yes. We have 2 working pumps. If we lose one, we have a redundancy.

A motion to accept the superintendent's monthly report was made by Mike Walker, 2<sup>nd</sup> by Mike Pitt, motion passed.

16. Announcements/Comments: We are happy to welcome Don Owen as a commissioner to the board.

17. There was no other business and a motion to adjourn was made by Mike Walker, 2<sup>nd</sup> by Tim Collins, motion passed.

**NEXT BOARD MEETING: Thursday, July 14, 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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