

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 • Donald Owen

Minutes of South Toledo Bend Water Board November 10, 2022

Board Members Present: Malcolm Franks, Mike Walker, Mike Pitt, Donald Owen, Tim Collins (via phone)
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 to adopt the agenda was made by Mike Pitt, 2nd by Don Owen, motion passed unanimously.

Mr. Robert Menasco addressed the board about a line break he had which left him with a high, water bill. This was tabled until the December board meeting.

NEW BUSINESS:

1. The minutes of the October meeting were brought to the floor for approval. A motion to approve the minutes of October 13th as written was made by Don Owen, 2nd by Mike Walker, motion passed unanimously.
2. The treasurer's report for October was presented by Mike Walker. A list of checks written was presented to each board member, along with a list of current bank balances. A motion to accept the treasurer's report was made by Don Owen, 2nd by Mike Pitt, motion passed.
3. A motion authorizing payment of the bills was made by Mike Pitt, 2nd by Don Owen, motion passed unanimously.
4. **Grant funds update:** Everything has been submitted to the engineers. All we are waiting for is the rate study, which will be done by contractors hired by the State.
5. **Well project 2nd phase:** This was discussed in the grant funds update.
6. Accounting service engagement letter: Malcolm read aloud the engagement letter from Steinke & Associates. They will continue at the same rate they have been charging us. Malcolm recommended that we continue with them and asked for authorization to sign the engagement letter. A motion to give Malcolm authorization to sign the engagement letter with Steinke & Associates was made by Mike Pitt, 2nd by Don Owen, all agreed, motion passed. The letter was signed and will be mailed to Mr. Steinke's office.
7. Commissioner renewal: Malcolm asked Tim if he would continue to be a commissioner on the board and he replied that he would. A motion to renew Tim Collins' commission was made by Don Owen, 2nd by Mike Pitt, all agreed, motion passed unanimously. The vote was as follows: Ayes 4 Nays 0 Absent 0
A letter will be sent to the police jury so they can get it on their agenda for approval.
8. Water & Wastewater contract: The water plant was notified that they were being purchased by Magnolia Water Utility Operating Company on November 15, 2022. Their contract is not up for renewal until January 2023. All board members agreed to let the current contract run, as is through its completion date in January 2023. We will work on this in January.
9. Pleasure Point Estates: There is a new subdivision going in and it looks like there will be 33 lots. A letter needs to be sent to LDH/OPH stating that we will be able to supply them water. Malcolm signed the letter stating that we will supply the water.

10. RAVE mobile safety renewal: All members agreed to renew the contract for 3-years.
11. Executive Session: A motion to enter executive session was made by Mike Walker, 2nd by Don Owen, motion passed. A motion to come out of executive session was made by Mike Walker, 2nd by Don Owen. No Actions were taken while in session.
12. Restructuring of district starting wages: The following was read aloud by Don Owen:
I make a motion that the STBWD starting base pay hourly rate be adjusted to meet current market demands.
The following changes will occur:
- | | | |
|-----------------------------|---|---|
| Starting Pay | = | \$11.00 per hour |
| After 90 days | = | \$11.50 per hour, plus COLA & certification increases |
| After 2 years (minimum pay) | = | \$13.00 per hour, plus COLA & certification increases |
- All COLA and certification increases will be added to the base rates with the highest number to establish the current hour wage.
After 2 years, hourly rates will be determined by employee’s current hourly rate, plus COLA and certification increases; or new hire skillset level that exceeds the 2-year base pay format.
A motion to approve was made by Don Owen, 2nd by Mike Walker, all agreed, motion passed unanimously.
13. COLA review: A motion to provide the employees an 8.7% COLA increase was made by Mike Pitt, 2nd by Don Owen, all agreed, motion passed unanimously.
14. Rick Leonard presented the Superintendent’s report for October 2022 to the Board:
- All monthly State reports and samples sent to LADHH.
 - For the month of October, the plant processed 9,564,000 gals of water @ an average of 308,516 gals. per day and shipped out 9,407,250 gals. of water @ an averaging of 303,459 gals. per day. Used 156,750 gallons for backwashing.
 - Purchased (SRA) 8,856,000 Sold 4,501,000 Difference 4,355,000 %49
 - Water system grading rule
 - Amendment 4 passed
 - Printer
- A motion to accept the superintendent’s monthly report was made by Don Owen, 2nd by Mike Pitt, motion passed.
15. Announcements/Comments: Christmas party on December 8th at 6pm. Reminder that the next board meeting date has been moved to December 1st.
16. There was no other business and a motion to adjourn was made by Mike Walker, 2nd by Don Owen, motion passed.

NEXT BOARD MEETING: Thursday, December 1, 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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