

# South Toledo Bend Water District



2200 Old Hwy 476 • Many, LA. 71449



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

## Minutes of South Toledo Bend Water Board

**December 4, 2025**

Board Members Present: Malcolm Franks, Mike Walker, Mike Pitt, Shawnette Newby, Tim Collins  
Others Present: Rick Leonard, Mark McCarty

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 Tim Collins to adopt the agenda as presented, 2<sup>nd</sup> by Shawnette Newby, motion passed.

No public present.

### **NEW BUSINESS:**

1. A motion to approve the November meeting minutes was made by Mike Pitt, 2<sup>nd</sup> by Shawnette Newby, motion passed.
2. A motion to pay the bills was made by Shawnette Newby, 2<sup>nd</sup> by Tim Collins, motion passed.
3. Project update presented by Mark McCarty. Startup of chemical monitors is complete. Apeck is working on the punch list items. The 45-day lien period will end on 1-4-2026. Still waiting for delivery of spare parts/equipment.
4. Project update - Dess Road...Requested a copy of the survey but have not received it yet.
5. Project update – Vaco Road....(Same as Item #4)
6. Executive Session: A motion was made by Mike Walker to enter executive session, 2<sup>nd</sup> by Mike Pitt, motion passed. A motion to return from executive session was made by Mike Walker, 2<sup>nd</sup> by Tim Collins, motion passed. No motions or actions were taken while in session.
7. Administrative Review: A motion was made by Shawnette Newby that the Administrative Assistant job title, in the office, be changed to Administrative Coordinator, giving a broader oversight in decision making, with a pay change to \$23 per hour, base pay, before COLA, 2<sup>nd</sup> by Mike Pitt, all agreed, motion passed unanimously.
8. Commissioner renewal: A motion was made by Mike Pitt to have Shawnette Newby remain as a commissioner on the board, 2<sup>nd</sup> by Tim Collins, all agreed, motion passed unanimously. A letter will be sent to the police jury requesting this be added to their agenda for approval.

9. Little Flock Rd property

10. Intake structure

11. Treasurer's report: A bank balance sheet was provided to the board members. A motion to accept the treasurer's report for November was made by Tim Collins, 2<sup>nd</sup> by Shawnette Newby, motion passed.

12. Superintendent's report for September 2025, presented by Rick Leonard

- All monthly State reports and samples completed & sent in as required by LDHH.  
Water Produced: 8,358,000      Water Sold: 5,087,000      Water Loss: 45%
- Dodge Truck
- Meyers Christmas Party, Friday Dec 12th

A motion to accept the report as presented was made by Mike Pitt, 2<sup>nd</sup> by Tim Collins, all agreed, motion passed.

### **OLD BUSINESS:**

13. 3<sup>rd</sup> phase project

14. Announcements/Comments: Next board meeting has been moved to Tuesday, January 6, 2026.

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

### **NEXT BOARD MEETING: Tuesday January 6, 2026, AT 5:30 PM**

South Toledo Bend Water Plant – 2200 Old Hwy 476 Road, Many, LA 71449

Prepared by: Betty Maupin – Administrative Assistant

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