

PROCEEDINGS OF THE BOARD OF WATERWORKS COMMISSIONERS OF WATER DISTRICT NO. 1, PARISH OF LAFOURCHE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF THE BOARD HELD DECEMBER 15, 2022.

The Board of Waterworks Commissioners of Water District No. 1, Parish of Lafourche, State of Louisiana, met in regular session at the Water Treatment Plant Distribution Office, Lockport, Louisiana, on Thursday, December 15, 2022, at six o'clock p.m.

All rose and recited the Pledge of Allegiance to the Flag.

There were present: Mr. Sidney Triche, President; Mr. Eric Roundtree, Vice-President; Mr. Robert Pontif, Jr., Secretary Treasurer; Commissioners: Mr. Dirk Barrios, Mr. Barry Uzee, Mr. Nolan Cressionie, Mr. Morris Guidry, Mr. Jordan Collins, Mr. Evan Plaisance and Mr. Bobby Grabert.

There were absent: Commissioners: Mr. Manual Delatte.

On motion by Mr. Barry Uzee, seconded by Mr. Eric Roundtree, the Board unanimously approved the minutes of the meeting held November 17, 2022.

Public Comments: None

Mr. Tory Hebert read a job progress report from Lafourche Parish Water District No. 1, which was ordered filed.

Mr. John Plaisance II read a job progress report from GIS Engineering, LLC, which was ordered filed.

Mr. Mike Moffitt read a job progress report from Keck & Wood, Inc., which was ordered filed.

Mr. Tory Hebert read a job progress report from Badeaux Engineers, Inc., which was ordered filed.

Ms. Sandy Guidry read a job progress report from Angelette-Picciola, LLC, which

was ordered filed.

Mr. Jack Plaisance read a job progress report from T. Baker Smith, LLC, which was ordered filed.

Mr. Marco Picciola read a job progress report from Picciola & Associates, Inc., which was ordered filed.

Mr. Morris Guidry, Chairman of the Policy Research and Development Committee, discussed with the Board that the committee had met prior to the regular meeting to review and implement/revise the following policies:

- a.) Broken Line Adjustment policy.
- b.) Billing and Collecting of Water Bills policy.
- c.) Paying Water Bills Online policy.
- d.) Account Balance Due policy.
- e.) Ethics policy.

On motion by Mr. Morris Guidry, seconded by Mr. Evan Plaisance, the Board unanimously approved the Policy Research and Development Committee's recommendation. A copy of each new/revise policy is attached.

Mr. Robert Pontif, Jr, Chairman of the Finance Committee, then presented motions to the Board on the following items reviewed by the Finance Committee prior to the regular meeting.

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Dirk Barrios, the Board unanimously approved Change Order No. 4 for LA Contracting Enterprise, LLC for Waterline Relocation at Hwy 1 in Conjunction with State Project H.008145 for a decrease of (\$25,985.00) and an increase of 25 contract days.

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Jordan Collins, the Board unanimously approved Change Order No. 1-NCMC, LLC for North Plant Raw Water Transfer Pump Station Upgrade for an increase of 295 contract days.

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Bobby Grabert, the Board unanimously approved the following pay requests for payment:

PAY REQUESTS:

Sampey General Contractors

Payment No. 2 – Waterline Replacement Cliff Lane, et al \$96,588.00

Sealevel Construction, Inc.

Payment No. 1 – South Plant Ditch Cleaning 2022..... \$25,875.00

Payment No. 4 – Surge Protection Tank at South and North Plant..... \$79,174.82

Payment No. 5 – Surge Protection Tank at South and North Plant..... \$43,839.00

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Nolan Cressionie, the Board unanimously approved the following invoices for payment:

INVOICES:

Foley & Judell, L.L.P.

Professional Services – Preparation of Annual Report – Series 2013, Series 2015 Bond Counsel as required by SEC \$825.00

Keck & Wood, Inc.

Basic Services – North Plant Permanganate Building \$13,886.24

Basic Services – South Plant Carbon Feed System Upgrade..... \$6,577.80

Basic Services – North Plant Capacity Expansion \$35,843.07

Professional Services – Water Systems Rates Study \$5,060.00

S & L Enterprises

Right-of-Way Work – 18” Water Line Galliano – Cut Off \$2,526.20

T. Baker Smith

Professional Services – Kraemer Water Line Replacement 2021 Capital Outlay \$392.81

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Barry Uzee, the Board unanimously approved the November 2022 Financial & Operating Report.

Finally, Mr. Robert Pontif, Jr., then stated that Mr. Mike Moffitt with Keck & Wood, Inc., Management Consultants for the District, had presented the 2022 Annual Report and the 2022 Water Systems Rate Study Report to the Finance Committee prior to the regular meeting for approval.

After discussion, on motion by Mr. Robert Pontif, Jr., seconded by Mr. Eric Roundtree, the Board unanimously approved the 2022 Annual Report.

On motion by Mr. Robert Pontif Jr., seconded by Mr. Evan Plaisance, the Board unanimously approved the 2022 Water Systems Rate Study Report as presented by Mr. Mike Moffitt, Management Consultants for the District.

Mr. Wayne Gautreaux, General Manager, then presented to the Board a list of bids recently held.

Chemical Contract bids received December 7, 2022, for year 2023.

Liquid Aluminum Sulfate Bidders

TR International Trading Comp.	\$584.00/ ton
Chemtrade Chemicals US, LLC	\$625.00/ ton
G20 Technologies, LLC	\$423.00/ ton

Powdered Activated Carbon Bidders

Calgon Carbon Corporation	\$1.97/ lb
Carbon Activated Corporation	\$1.18/ lb

Liquid Chlorine Bidders

Allied Universal Corporation	\$1.1225/ lb
DPC Enterprises	\$1.1445/ lb

Liquid Cationic Polyelectrolyte Bidders

Polydyne Inc.	\$0.740/ lb
Water Depot, LLC	\$0.810/ lb

Fluorosilicic Acid Bidders

Penco, Inc.	\$0.3755/ lb
Univar, Inc.	\$0.3000/ lb

Shannon Chemical Corp.	\$0.7240/ lb
Anhydrous Ammonia Bidders	
Airgas	\$1.90/lb (non-compliant)
Sodium Hypochlorite Bidders	
Delta Chemical corp.	\$3.70/ gal
Liquid Zinc Orthophosphate Bidders	
Delta Chemical Corp.	\$1.445/ lb
Thorton, Musso & Bellemin, Inc.	\$1.240/ lb
Shannon Chemical Corp.	\$1.530/ lb

On motion by Mr. Jordan Collins, seconded by Mr. Dirk Barrios, the Board unanimously approved with one abstaining, that being Secretary Treasurer Mr. Robert Pontif, Jr., awarding contracts to the lowest responsible bidder of each chemical listed. Airgas bid for Anhydrous Ammonia was rejected and deemed non-compliant due to unapproved exceptions noted in their bid.

On motion by Mr. Bobby Grabert, seconded by Mr. Nolan Cressionie, the Board unanimously approved advertising for bids for Anhydrous Ammonia-Chemical Contract year 2023. Bids to be received January 18, 2023, at 2:00 p.m. at the Administration Office Lockport, LA.

One (1) year supply of Gasoline for calendar year 2023.

<u>Bidder</u>	<u>"Mark Up" Per Gallon</u>
Gaubert Oil Company	\$0.18
Waguespack Oil Company	\$0.20

On motion by Mr. Barry Uzee, seconded by Mr. Eric Roundtree, the Board unanimously approved the low bid of Gaubert Oil Company received December 7, 2022, for one (1) year supply of gasoline for calendar year 2023 in the amount of \$0.18 "mark up" per gallon.

One (1) year supply of Diesel for calendar year 2023.

<u>Bidder</u>	<u>"Mark Up" Per Gallon</u>
Gaubert Oil Company	\$0.18
Waguespack Oil Company	\$0.20

On motion by Mr. Morris Guidry, seconded by Mr. Evan Plaisance, the Board unanimously approved the low bid of Gaubert Oil Company received December 7, 2022, for one (1) year supply of diesel for calendar year 2023 in the amount of \$0.18 "mark up" per gallon.

The last item of business for the Board were presentation of plaques to Mr. Addis Landry, Jr., in honor of his 33.5 years of service, Mr. Klebert Chiasson in honor of his 30 years of service and Mr. Brian Shelby, Sr., in honor of his 30 years of service upon their retirement from the Lafourche Parish Water District.

On motion by Mr. Eric Roundtree, seconded by Mr. Barry Uzee, the meeting adjourned at 6:19 p.m.

Sidney Triche, President

Robert Pontif, Jr., Secretary Treasurer

BROKEN LINE ADJUSTMENT POLICY: (Adopted 12-15-22)

Adjustments given on high consumptions due to a broken line (no fault of the customer) as follows:

Under 75,000 gallons

Charge for High Consumption Water bill	xxxx
Less Base Charge	(15.00)
Less Six Month Average Bill	<u>(xxxx)</u>

1/2 of difference absorbed by District

Over 75,000 gallons

Note: Cost of 75,000 gallons = \$xx.xx (Existing rate schedule)

Use existing formula for 1st 75,000 gallons, charge balance of consumption over 75,000 gallons at average production cost of (*) \$xx.xx per M gallon.

(*) Production Cost changes August 1st of each year.

Example: Billing of \$342.89 consumption of 117,400
75,000 gallons of water = \$213.50
Less Base Bill 15.00
Less 6 month average 36.26
\$162.24
1/2 absorbed by Dist. 81.13

Consumption over 75,000 gallons

	117,400 gallons
Less	<u>75,000 gallons</u>
	42,400 x Production cost of \$0.9193 = \$38.98

Customer Pays:	\$15.00
	36.25
	81.13
	<u>38.98</u>
	\$171.36 (PLUS READINESS TO SERVE CHARGE)

Adjustment:	<u>\$171.53</u>	=	\$342.89
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Note: In the event a customer suffers two or more broken lines in a twelve-month period, the credit will be computed on the larger loss minus previous adjustments.

BILLING AND COLLECTING OF WATER BILLS (REVISED 8/1/94) EXISTING POLICY

The billing area is divided into four sections or cycles:

- Cycle 1** - Includes the area from the Assumption Parish Line to St. Charles Community Bridge.
- Cycle 2** - Includes the area from St. Charles Community Bridge to Raceland, plus Bayou Blue and Des Allemands areas.
- Cycle 3** - Includes the area from Raceland to Larose.
- Cycle 4** - Includes the area from Larose to Jefferson Parish Line.

Bills are mailed out monthly and the **DUE DATE** shown on the bill is twenty (20) days from billing date. An additional five (5) days mailing time is allowed before penalty is charged on accounts not paid.

On the 25th day after billing, a ten percent (10%) penalty is charged to all accounts not paid. Notices are sent out as follows: (adopted by Board July 19, 2018)

Tenants .. ~~owing one (1) month billing of more than \$13.00~~

Owners .. ~~owing two (2) months billing of more than \$13.00~~

All accounts with balances of ~~\$13.00 or less shall not be sent notices.~~

The notices allow another seven (7) days to pay the delinquent amount owed. At the end of the seven day period, a disconnect list is given to the Customer Service Representative to disconnect meters for non-payment.

Revision Adopted 12-15-22:

Tenants .. owing one (1) month billing of more than 30% of the minimum average bill rounded to the nearest whole dollar.

Owners .. owing two (2) months billing of more than 40% of the minimum average bill rounded to the nearest whole dollar.

All accounts with balances of 30% of the minimum average bill rounded to the nearest whole dollar or less shall not be sent notices.

PAYING WATER BILLS ONLINE: Existing policy

The cost to the customer would be six percent (6%) with a \$1.00 minimum charged by Creative Logic Technologies, Inc. The customer would be allowed to pay their water bills with Visa, Master Card, Discover, American Express, and Pay Pal by going to their website and set up an account.

Contact Lafourche Parish Water District No. 1 for more information.

APPROVED BY BOARD: 11/18/10

PAYING WATER BILLS ONLINE: (Revised policy adopted 12-15-22)

Online payments are now accepted through the website:

lpwdla.org, click payments then click "Online Payments Click Here"

Online Bill Pay Guide

New users who wish to register will click the Register button on the right side of the blue box to begin the registration process.

Registered users may login using their username, their registered email address, and password on the left side of the blue box.

Users who wish to pay their bills without registering may use the QuickPay option and click on the "Pay Bill Without Logging In" button just below the blue box.

* Credit card payment fees are \$2.50 for transactions (\$85.00 and under) and 2.95% of the payment amount for transactions over \$85.00

Ethics Policy

- 1.) All employees must follow the prohibitions as per Louisiana Revised Statute 42:1111-1121.
- 2.) Should an ethics violation take place there will be an investigation and if warranted it will be turned over to the local District Attorney or the State Ethics Board.
- 3.) The District shall investigate any reporting or observance of improprieties.
- 4.) All personnel are required to take the annual ethics training as per Louisiana Revised Statute 42:1111-1121.

Revision to Policy Adopted 12-15-22

The District will maintain documentation of notification to all employees and officials of any changes to this policy.

BILLING AND COLLECTING OF WATER BILLS

Straight Connection: (Policy Adopted 11-22-19)

1st Offense: Remove straight connection, pinch service tubing, notify Sheriff Department to file report & charge \$620.00 (or current cost for installation of ¾" service) plus any additional current and past due fees

2nd Offense: Remove straight connection, close tap off at main, notify Sheriff Department and file charges & charge additional \$620.00 (or current cost for installation of ¾" service) plus any additional current and past due fees

Straight Connection: (Revision Adopted 12-15-22)

1st Offense: Remove straight connection, pinch service tubing, notify Sheriff Department to file report & charge \$xxx.xx (current cost for installation of ¾" service) plus any additional current and past due fees

2nd Offense: Remove straight connection, close tap off at main, notify Sheriff Department and file charges & charge additional \$xxx.xx (current cost for installation of ¾" service) plus any additional current and past due fees

Customer requesting to activate water service to account where straight connection occurred will be responsible for all charges regardless of past or present owner of account.



Lafourche Parish Water District No. 1

JOB PROGRESS REPORT

Thursday, December 15, 2022

Waterline Replacement Along Fairway Drive - 21-22 CWF Grant

Plan preparation, right of way acquisition, and permitting is complete. Currently awaiting grant funding to proceed to bidding phase.

Administrative Office Demolition

Currently awaiting final assessment from FEMA for reimbursement.

Waterline Replacement Along Savoie Street

Topographic surveys will be complete this week.

Waterline Replacement Along Gautreaux Street, et al

All topographic surveys are complete. Plan preparation is underway.

STP - Replacement of Valve Indicators for Filters 1-8

Project is complete.

STP - Back-Up Chlorine Solution Booster Pump Installation

All suction piping has been installed. Electrical contractor will install the starter and electrical wiring once material is received.

Interior Cleaning of Water Storage Tanks - North System

Mathews and North Lafourche Tanks have been cleaned and put back into service. We will begin other tanks once we get an extended forecast of warmer weather.

STP - Cleaning of Drainage Canal

Material has been excavated out of the canal and is currently being spread on site.

Interior Paint and Repair of Bayou Blue Elevated Tank

D & M Tank is the Contractor for this project. We will give the Notice to Proceed once we get an extended forecast of warmer weather.

Tory Hebert, P.E.
Technical Assistant



LAFOURCHE PARISH WATER DISTRICT NO. 1

**JOB PROGRESS REPORT
DECEMBER 13, 2022**

We are pleased to present the following report on the projects we are working on for the Lafourche Parish Water District No. 1:

Water Line Replacement, Cliff Lane, et al:

The construction contract was awarded to Sampey General Contractors, Inc., in the amount of \$408,590.00. The Notice to Proceed was issued for October 17, 2022. Sampey has proceeded with work on Louviere Lane and Cliff's Lane.

Water Line Relocation, LA1, Golden Meadow, SPN H.008145:


The construction contract was awarded to LA Contracting Enterprise, LLC, in the amount of \$2,019,400.00. The Notice to Proceed was issued for March 7, 2022. The project was declared Substantially Complete on October 10, 2022. The project is in the lien period.

18" Water Line - Galliano to Cut Off:

GIS submitted a set of bid documents to LPWD#1 staff. This project is on hold pending funding. GIS is working with LPWD#1 staff to provide information for the Water Sector Grant application.

Thank you for this opportunity to serve you. If you have any questions, please do not hesitate to call.

Sincerely,


John J. Plaisance, II, P.E., L.S.
GIS Engineering, LLC

STATUS REPORT
December 15, 2022 BOARD MEETING

SOUTH PLANT CARBON FEED SYSTEM UPGRADE:

Contractor submittals are being reviewed and returned to the Contractor and we are responding to some Contractor submittal questions. Current contract completion date is May 28, 2023.

NORTH PLANT RAW WATER TRANSFER PUMP UPGRADE:

The Contractor's final payment application and Change Order No. 2 for contract time extension is presented for Board approval. Work is complete.

NEW SURGE PROTECTION TANK AT SOUTH WATER TREATMENT PLANT:

We are coordinating tank pressure setting values with the Contractor. The startup and commissioning process with the tank supplier is being scheduled by the Contractor in the next few weeks.

NORTH PLANT CAPACITY EXPANSION:

Detailed design work and construction drawing preparation is progressing. Further review of progress drawings will be reviewed with District staff for revisions and comments.

NORTH PLANT NEW PERMANGANATE BUILDING:

More detailed drawings were reviewed with District staff so that final revisions can be completed in the next few weeks.

WATER DISTRICT WATER SYSTEM RATES ANALYSIS:

The final Water System Rates Analysis report was reviewed by District staff and is presented today for Board approval.

Respectfully submitted,

KECK & WOOD, INC.



Michael J. Moffitt, P.E.

**BADEAUX
ENGINEERS
INCORPORATED**
CONSULTING STRUCTURAL
AND CIVIL ENGINEERS
115 EAST SIXTH STREET 70301
POST OFFICE BOX 1056 70302
985-447-2317 THIBODAUX, LA

TO: LAFOURCHE PARISH WATER DISTRICT NO. 1
BOARD OF COMMISSIONERS

SUBJECT: PROJECT STATUS REPORT

Date of Report: December 12, 2022

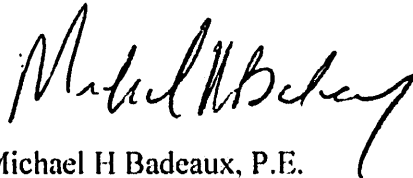
Date of Board Meeting: December 15, 2022

NEW ADMINISTRATION BUILDING

The Opinion of Probable Costs for repairs to the old office building included a Market Adjustment Factor which has been used and accepted in repair estimates for local school boards. FEMA is requesting justification for the Market Adjustment Factor. We are gathering information for justification.

Also working on progress drawings for new building.

BADEAUX ENGINEERS INCORPORATED



Michael H Badeaux, P.E.

MHB:nbl



Angelette-Picciola^{LLC}
Consulting Engineers & Surveyors

Neil B. Angelette, P.E., P.L.S.

ENGINEERING REPORT

LAFOURCHE PARISH WATER DISTRICT NO. 1

BOARD MEETING

DECEMBER 15, 2022

EAST 68TH STREET ET AL

The contract for this project is being processed. The Notice to Proceed will be issued to the contractor (Sampey General Contractors, Inc.) once they complete other work for the District.

Neil B. Angelette, P.E., P.L.S.

13379 Hwy 3235
Larose, Louisiana 70373
Tel: 985-798-7700
www.angelettepicciola.com
www.elevated-services.com

Angelette-Picciola^{LLC}



ELEVATED SERVICES
LLC



Project Status Report

To: Lafourche Parish Water District No. 1
From: T. Baker Smith, LLC
Date: December 15, 2022
RE: Project Update

T. Baker Smith is pleased to present you with the following project status report.

Kraemer Waterline Improvements – Phase 2- FP&C 2021 Capital Outlay Project No. 50-ND5-20-01 – Waterline Replacement Along Hwy 307

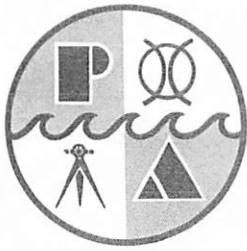
- LDNR issued the Coastal Use Permit on October 31, 2022. The permit application is now being processed by the Corps of Engineers. TBS submitted 90% design documents to staff for review on April 25, 2022. A LONO agreement with Texas Gas Co. has been obtained.

We would like to thank you for the opportunity to continue to provide professional services on your project. If you have any questions, please do not hesitate to contact us.

T. BAKER SMITH, LLC

A handwritten signature in black ink, appearing to read 'Jack E. Plaisance', written over a horizontal line.

Jack E. Plaisance
Project Manager



PICCIOLA & ASSOCIATES, INC.

CIVIL ENGINEERS • LAND SURVEYORS • NAVAL ARCHITECTS • MARINE ENGINEERS

J.C. PICCIOLA, II, P.E., P.L.S. • M.J. PICCIOLA, III, P.E.

LAFOURCHE PARISH WATER DISTRICT NO. 1

ENGINEERING REPORT

December 15, 2022

<u>PROJECT NO.</u>	<u>PROJECT NAME</u>	<u>COMMENTS</u>
1002-2102	Leeville Booster Station	We are currently reviewing and finalizing the design plans to submit to the LPWD for review. The permit application has been submitted to the State and Federal Agencies. We have received the DNR and USACE permits.

Submitted By:

Marco J. Picciola, P.E.