

PROCEEDING OF THE BOARD OF WATERWORKS COMMISSIONERS OF WATERWORKS DISTRICT NO. 3 OF THE PARISH OF ST. MARTIN, STATE OF LOUISIANA, TAKEN AT AN ORGANIZATIONAL MEETING HELD ON WEDNESDAY, NOVEMBER 18, 2015, AT THE CADE COMMUNITY CENTER, 1688 SMEDE HWY, CADE, LA.

The board of Waterworks Commissioners of Waterworks District No. 3 of the Parish of St. Martin, State of Louisiana, met at The Cade Community Center, 1688 Smede Hwy, Cade, Louisiana, on Wednesday November 18, 2015 at six o'clock (6:00)p.m.

The meeting was called to order by President Roland Kerlegan.

Members present: Commissioners Gretta Pickney, Nikki Gerard, Evelina Broussard and Secretary/Treasurer Kechia Lee.

Members absent: Cynthia Victor

Special Guest Present: Shanta Richard-Water Board Clerk

Resolution No. 15-010-RS to approve year 2016 Proposed Budget and advertising the Budget. This item was approved with the corrections discussed at the meeting. This was approved by Evelina Broussard and second by Gretta Pickney.

Resolution No. 15-011-RS to approve the purchase of software from CUSI for ACH Bank Drafts and authorization to allow St. Martin Bank to execute ACH bank drafts. This item was approved by Evelina Broussard and second by Gretta Pickney.

Resolution No. 15-012-RS to ratify the purchase of another credit card machine. It was approved by Evelina Broussard and second by Nikki Girouard.

The Board approved the minutes of October 14, 2015. It was moved by Evelina Broussard and second by Nikki Girouard.

The Year-to-date Budget Report for the month ending October 31, 2015. It was

approved by Evelina Broussard and second by Nikki Girouard.

Bank Statements for the months ending October 31, 2015 was reviewed and approved.

It was moved by Gretta Pickney and second by Evelina Broussard..

The monthly water reports for the month ending October 31, 2015 was approved by Evelina Broussard and second by Nikki Girouard.

The monthly bills for the months ending October 31, 2015 was reviewed and approved. It was moved by Nikki Girouard and second by Gretta Pickney.

The following informational items were discussed:

- A. Discuss a rate increase for customers and Le Triomphe Evelina discussed the need to increase the water rates due to the demand of funds to improve the infrastructure of the water district. (example hiring employees for the field to install meters etc.)
- B. Discuss Board Liability Insurance- Evelina discussed the need for a Directors and Officers insurance policy to protect the board members from any liability claims. She told the board that they can be held reliable if any wrong decisions are made and someone sues the board members personally then this policy will protect the board members personal assets.
- C. Discuss hiring someone to install meters, read meters and etc. Evelina discussed the need for the board to hire someone to install meters, turn meters on and off, perform surveys, locate lines for one call tickets, read meters, deal with other issues like trees growing over lines and looking for encroachments on our right of ways due to the fact that the current contractors not being able to meet our customer's needs in a timely fashion.
- D. Discuss Backflow Prevention- Hydrolutions has begun with the Backflow Prevention Survey to all commercial customers.
- E. Safety concerns for our office personnel-making the office more secure-Evelina discussed her concerns for more protection or some type of barrier to protect our office personnel from any potential harmful threat. She discussed being put on the agenda for a parish council meeting to discuss with the Parish Government what can be done.
- F. Capacity assessment will be performed by DHH
- G. Revised Total Coliform Rule (changes made to the sampling and new rules for positive samples)
- H. Reserve Account \$4,694.67 put into this account in error. Had funds transferred into the Contingent Account.

The Board held a discussion on items needed for the next meeting. The Board wants Co-D Construction's price list to install meters. The Board discussed having a rate study done on

the system for residential, commercial and LeTriomphe. The Board discussed purchasing a safe for the money in the office. The board wants DHH to view the financial reports for their assessment. There's a tree that needs cutting down near Blast-Tech near the fire hydrant. The Board wants a quote on a map of the entire system from PENSCO.

The next regular meeting will be held on Wednesday, December 9, 2015 at The Cade Community Cente. It was moved by Gretta Pickney and second by Nikki Girouard.

It was moved by Gretta Pickney and second by Nikki Girouard and unanimously carried that the meeting adjourn. **THUS DONE AND SIGNED** at St. Martinville, Louisiana, on the 19th day of November 2015.

/s/Roland Kerlegan

Chairman

ATTEST:

Kechia Lee

Secretary