

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, OCTOBER 14, 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 October 14, 2015 at six thirty (6:00)p.m.

The meeting was called to order by President Roland Kerlegan.

Members present: Commissioners Roland Kerlegan, Nikki Gerard, Evelina Broussard and Kechia Lee.

Members absent: Gretta Pickney and Cynthia Victor

Special Guest Present: Shanta Richard

Resolution No. 15-006-RS to approve dispersing commercial customers a refund for sales tax collected in error, which totals approximately sixty thousand dollars. This was approved by Nikki Girouard and second by Evelina Broussard.

Resolution No. 15-008-RS to approve adding Board Members names only to the Water District's new website. This item was approved by Nikki Girouard and second by Evelina Broussard.

Resolution No. 15-009-RS to approve sending an employee to the Revised Total Coliform rule meeting. It was approved by Evelina Broussard and second by Nikki Girouard.

The Board approved the minutes of September 9, 2015. It was moved by Evelina Broussard and second by Nikki Girouard.

The Year-to-date Budget Report for the month ending September 30, 2015. It was

approved by Evelina Broussard and second by Nikki Girouard.

Bank Statements for the months ending September 30, 2015 was reviewed and approved.

It was moved by Evelina Broussard and second by Nikki Girouard.

The monthly water reports for the month ending September 30, 2015 was approved by Evelina Broussard and second by Nikki Girouard.

The monthly bills for the months ending September 30, 2015 was reviewed and approved. It was moved by Evelina Broussard and second by Nikki Girouard.

The following informational items were discussed:

- A. New Website Launch <http://cadewater.myruralwater.com/>
- B. Discuss becoming a member of Louisiana Rural Water Association
- C. Water & Waste Water's bill in August was an error due to a read being placed on the wrong line on the route sheets. Bill was \$16,395.18.
- D. Copy machine will be replaced and a new machine will be ordered along with another lease through Xerox. Key Equipment Leasing will no longer handle our leasing business. We will lease through Xerox. With a savings of approximately \$80.00 a month.
- E. Caustic tank leaking, was repaired
- F. Collection Agency Information for accounts not collected on
- G. Co-D Construction quotes for meter installation

Evelina had a concern about not having an attorney present at every meeting. The board asked the secretary to get with LRWA and USDA to see if there are any regulations about this. Evelina also discussed hiring an employee(s) for the water district to install meters, read meters etc. She also discussed getting with other water districts to see who else may need to hire an employee. The cost can be absorbed between the different water districts. The parish and or water district can hire the employee.

Evelina wants a personal liability policy for board members looked into.

Roland Kerlegan mentioned how the water district should be inspecting lines from the meter to the customers dwelling. He asked that we question the attorney about this.

Shanta & Kechia mentioned a customer has another person's meter on his property and

would like to know what the legal guidelines on having his neighbors meter on his property. We will seek the attorney's advice on this. Also an ACH debit for the customers convenience was mentioned.

The next regular meeting will be held on Wednesday November 11, 2015 at The Cade Community Center . It was moved by Nikki Girouard and second by Evelina Broussard.

It was moved by Nikki Girouard and second by Evelina Broussard and unanimously carried that the meeting adjourn. **THUS DONE AND SIGNED** at St. Martinville, Louisiana, on the 15th day of October 2015.

_____/s/Roland Kerlegan

Chairman

ATTEST:

Kechia Lee

Secretary