

Minutes of the First Monthly Meeting of the Board of Commissioners of Consolidated Waterworks District No. 1, held May 6, 2019 at the District's Office, 8814 Main Street, Houma Louisiana.

Present: Clifton Stoufflet, President Vincent Celestin
John Pizzolatto, Vice-President Bobby Cockerham
Chester Voisin, Secretary Charles Brown, Sr.
Stephen Hornsby Lloyd Kern, III

Absent: David Mosely

There being a quorum present the meeting was called to order at 5:30 P.M., pursuant to proper notice in writing to each Board Member and posted in the manner required by law.

The meeting opened with a prayer led by Mr. Vincent Celestin, followed by the Pledge of Allegiance and Roll Call.

Upon motion by Mr. Bobby Cockerham, and seconded by Mr. Vincent Celestin, the minutes of April 15, 2019 were unanimously adopted as written.

Upon motion by Mr. Stephen Hornsby, and seconded by Mr. John Pizzolatto, the minutes of April 24, 2019 Special Meeting were unanimously adopted as written.

Three calls were announced for anyone from the public wishing to address the Board. None.

Mrs. Janelle Bonvillain, 4635 Bayou Black Drive, addressed the Board for a variance to be granted for her Alligator Court property. Mrs. Bonvillain stated that she and her husband, Gerald Bonvillain, own the property along Alligator Court and are subdividing it for family use. The Bonvillain's have a servitude along the length of Alligator Court and would like to place two (2) water meters at 3716 Southdown Mandalay to service two lots along the property. Upon recommendation of staff, it was moved by Mr. Chester Voisin, and seconded by Mr. Vincent Celestin, to grant the request for a variance to Mr. and Mrs. Gerald Bonvillain for water service to the two lots located between 106 and 118 Alligator Court, Houma La., and for placement of two (2) water meters on the Bonvillain's property at 3716 Southdown Mandalay, Houma, LA, as requested with said variance subject to the execution and recordation of the Revocable Variance Application for Water Service. The motion was unanimously adopted.

At the request of the Project Engineer and upon recommendation by Staff, it was moved by Mr. John Pizzolatto, and seconded by Mr. Stephen Hornsby, that final approval be granted to PD-06-18-01 Evangeline Estates Subdivision (29 lots), and that the waterline be accepted into the system for maintenance and operation, contingent upon a successful final inspection on May 7, 2019. The motion was unanimously adopted.

At the request of the Project Engineer and upon recommendation by Staff, it was moved by Mr. Bobby Cockerham, and seconded by Mr. Stephen Hornsby, that conditional approval of a waterline layout be granted to PD-04-19-03 12" Waterline Along Valhi Boulevard, for a 12" waterline and fire hydrant according to the subdivision policy. The motion was unanimously adopted.

Mr. Michael Sobert, General Manager, reported that PD-12-17-01 La Belle Maison was granted Conditional Approval over one year ago but hasn't been completed, therefore Conditional Approval must be updated. Furthermore, Mr. Sobert reported that the installation of the waterline according to subdivision policy, would create a dead end line. Staff recommends developer pay Waterworks the current cost for installing the waterline at the cross streets in lieu of actually installing them. The developer will also provide a servitude to Waterworks to install the waterlines at the cross streets if and when it becomes necessary. At the request of the Project Engineer and upon recommendation by Staff, it was moved by Mr. Stephen Hornsby, and seconded by Mr. Chester Voisin, that conditional approval of a waterline layout be granted to PD-12-17-01 La Belle Maison, for an 8" waterline and fire hydrant according to the subdivision policy with the following amendments: 1) Developer will pay approximately \$28,000 to Waterworks in lieu of installing waterlines on cross streets; 2) Developer will give Waterworks a utility servitude to install waterlines on the cross streets at a later date. The Conditional Approval is contingent upon a favorable review by legal of the servitude documents. The motion was unanimously adopted.

Upon recommendation of staff, it was moved by Mr. Bobby Cockerham, and seconded by Mr. Charles Brown, to adopt the following Resolution:

A resolution for the acceptance of work performed by D & M Tank, LLC in accordance with the Certificate of Substantial Completion for the Project No. L-6-17-02, Bayou Black Elevated Tank Rehabilitation, Terrebonne Parish, Louisiana.

WHEREAS, the OWNER (Consolidated Waterworks District No. 1) entered into an agreement with D & M Tank, LLC for the rehabilitation of the Bayou Black Water Storage Tank under a Resolution dated July 16, 2018;

WHEREAS, the work performed has been inspected by authorized representatives of the Owner and Contractor and found to be substantially complete, and

WHEREAS, the representatives of the Owner for this project recommend the acceptance of the substantial completion, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Consolidated Waterworks District No. 1, Parish of Terrebonne, State of Louisiana (DISTRICT) does hereby accept the work performed, effective as of the date of recording of this resolution, and does authorize and direct the Clerk of Court and Ex-Officio Recorder of Mortgages of Terrebonne Parish to note this acceptance thereof in the margin of the inscription of said contract under Entry No. 1568163 of the Records of Terrebonne Parish, Louisiana, and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be recorded in the office of the Clerk of Court of Terrebonne Parish to commence a 45-day clear lien period, and

BE IT FURTHER RESOLVED, that the District Staff is authorized to make payment of retainage upon the presentation of a Clear Lien Certificate.

THERE WAS RECORDED:

YEAS: 7

NAYS: 0

ABSENT AND NOT VOTING: 2

And the Resolution was declared adopted this 6th day of May 2019.

Mr. Michael Sobert, advised that chemical bids were received on May 1, 2019 and staff recommends awarding the chemical bids, Proposals A – J, to the lowest qualified bidders. It was moved by Mr. Chester Voisin, and seconded by Mr. John Pizzolatto, to award Proposals A - J to the lowest qualified bidders. The motion was unanimously adopted. A copy of the bid tabulation is made part of these minutes hereto.

It was moved by Mr. Chester Voisin, and seconded by Mr. Bobby Cockerham, to authorize the following: 1) Engagement of Bourgeois Bennett LLC to perform Statewide Agree-Upon Procedures for fiscal years ending 2019, 2020 and 2021 as required by Louisiana Revised Statute 24:513, and 2) Engagement of Bourgeois Bennett LLC to perform financial audits for fiscal years ending 2019, 2020 and 2021. The motion was unanimously adopted.

Ms. Cecilia Norman, Chief Administrative Officer, presented the proposed budget for Fiscal Year Ending June 30, 2020. Ms. Norman briefly went over the Budget and advised that this budget would allow the District to meet its parity obligations. The budget includes a 2% COLA increase in salaries. The proposed budget does not provide the desired annual surplus. Staff was asked to provide the Board with suggestions as to rate increases or other increased revenue options within 60 days. Board Members were asked to review the proposed budget prior to the Public Hearing on June 3, 2019.

Upon recommendation of staff, it was moved by Mr. Bobby Cockerham, and seconded by Mr. Stephen Hornsby, to declare items as surplus as per the attached list. The motion was unanimously adopted.

Evaluation forms for the General Manager were given to the Board Members. The evaluation will be done at the May 20, 2019 meeting.

At 6:30 P.M, there being no further business to come before the Board, it was moved by Mr. John Pizzolatto, and seconded by Mr. Vincent Celestin, that this meeting adjourn. The motion was unanimously adopted.

Secretary

President

NOTE: Unless otherwise noted, the President abstains from all voting.