

Minutes of the Second Monthly Meeting of the Board of Commissioners of Consolidated Waterworks District No. 1, held May 21, 2018 at the District's Office, 8814 Main Street, Houma Louisiana.

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

Absent: Kenneth Pitre

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. David Mosely, followed by the Pledge of Allegiance and Roll Call.

Upon motion by Mr. Vincent Celestin, and seconded by Mr. Stephen Hornsby, the minutes of May 7, 2018 were unanimously adopted as written.

Upon motion by Mr. Chester Voisin, and seconded by Mr. Bobby Cockerham, the Financial Report for April 2018 was unanimously accepted as presented.

Mr. Clay Breaud, Providence Engineering & Design LLC, reported as follows:

1. *Project L-9-15-04 Waterline Replacement in Montegut*
Project is out for bid. Bid date is May 23, 2018

Mr. Walt Medley, All South Consulting Engineers, LLC, reported as follows:

1. *Project CIP-9-16-04, Waterline Replacement Along Bayou Blue Road, Bourg*
Project has been let for bidding. Pre-bid meeting is scheduled for May 22, 2018 at 2:00 at CWD1 offices.

Mr. Houston Lirette, Architect, reported as follows:

1. *Project No. L-12-15-05 Office Renovation, Phase II*
Revised drawings including new HVAC system are to be submitted to the Fire Marshal by weeks end (May 18).
2. *Project No. L-1-16-02 Office Roof Replacement*
Plans approved by Fire Marshal. Phasing plan for removal of mechanical units is being developed.

Mr. Gene Milford, III, Milford & Associates, Inc., reported as follows:

1. *Project No. SPN H.008411 Bayou Terrebonne Bridge Waterline Relocation*
Corp permit is submitted. 50% of servitudes have been completed.

Michael Sobert, Waterworks General Manager, reported as follows:

1. *Project L-6-17-02 Tank Painting – Bayou Black Water Tank*
Bids to be received June 13, 2018.

The following bills were presented for payment.

Calgon Carbon Corporation, GAC as per bid	184,000.00
All South Consulting Engineers, LLC, CIP Project	9,461.34
Providence Engineering & Design, LLC, Local Project	5,304.20
Houston Lirette, Architect, Local Project	13,426.88
Corona Environmental Consulting, LLC, Local Project	1,830.50
IDModeling, Inc., Local Project	10,033.90

It was moved by Mr. Chester Voisin, and seconded by Mr. John Pizzolatto, to approve the capital improvement bills of the District for payment as presented. The motion was unanimously adopted

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

Upon recommendation of staff, it was moved by Mr. Stephen Hornsby, and seconded by Mr. David Mosely, to adopt the following Resolution:

WHEREAS, the Consolidated Waterworks District No. 1 entered into a contract agreement with All South Consulting Engineers, LLC for the Project No. CIP-9-16-04, Waterline Replacement Along Bayou Blue Road, Bourg, filed under Entry No. 1523675 in the Terrebonne Parish Courthouse on December 20, 2016, and

WHEREAS, it is necessary to amend the basic services of the engineer in order to comply with requirements of the Louisiana Department of Health Drinking Water Revolving Loan Fund (DWRLF), and

WHEREAS, in order to comply with the requirements of the DWRLF Section 1 Basic Services of Engineer, paragraph 1.1 General of the contract agreement is here by amended as follows:

- 1.1.2 ENGINEER will prepare and submit the following document to the Louisiana Department of Health and Hospitals/Office of Public Health/Drinking Water Revolving Loan Fund (LDH/OPH/DWRLF) for review and approval per DWRLF program requirements: "Plans and Specifications (P&S)".*
- 1.1.3 ENGINEER will submit to LDH/OPH/DWRLF for review and approval per DWRLF program requirements: (a) any addenda and change orders to the plans and specifications, (b) executed bid/contract documents.*
- 1.1.4 ENGINEER is responsible for submitting executed bid/contract documents to LDH/OPH/DWRLF for review and approval*
- 1.1.5 ENGINEER is responsible for ensuring that Contractors maintain and provide adequate AIS verification documentation (i.e. Manufacturer's Certification, Waiver Documentation, etc.) to the water system and DWRLF for meeting the project's American Iron and Steel Requirement, and*

WHEREAS, in order to comply with the requirements of the DWRLF Section 3 Owner's Responsibilities, is here by amended as follows:

- 3.13 OWNER will be responsible for the hiring and the billing cost of the Davis Bacon Act (DBA) Labor Compliance Officer. The OWNER will also be responsible for submitting to the DWRLF for review and approval.*
- 3.14 OWNER will be responsible for preparing and submitting payment requests to LDH/OPH/DWRLF for approval for payment.*
- 3.15 OWNER will be responsible for filing of the contract(s) with the parish clerk of court's office.*
- 3.16 OWNER will be responsible for complying with all DWRLF AIS requirements as they relate to Resident Inspection.*

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Consolidated Waterworks District No. 1, Terrebonne Parish, Louisiana, does hereby approve amending the contract agreement as shown above for Project No. CIP-9-16-04 Waterline Replacement Along Bayou Blue Road, Bourg.

THERE WAS RECORDED:

YEAS: 7

NEAS: 0

ABSENT AND NOT VOTING: 2

And the Resolution was declared adopted on this 21st day of May, 2018.

Upon recommendation of staff, it was moved by Mr. John Pizzolatto, and seconded by Mr. Stephen Hornsby, to enter into an Engineering Agreement with Providence Engineering & Design LLC for Project SPN-H.001498 Waterline Replacement Under Company Canal. The motion was unanimously adopted. This is a State Project to be funded by the State.

Upon recommendation of staff, it was moved by Mr. Stephen Hornsby, and seconded by Mr. David Mosely, to award the bid for Automatic Meter Reading Equipment on May 16, 2018 to Coburn's Supply. The motion was unanimously adopted.

It was moved by Mr. Chester Voisin, and unanimously seconded to adopt the following Resolution:

WHEREAS, MR. JEROME HENDERSON chose to retire from his position as Valve Crew Foreman for Consolidated Waterworks District No. 1 of the Parish of Terrebonne, State of Louisiana, after twenty-nine (29) years of Faithful Service, and;

WHEREAS, MR. JEROME HENDERSON was employed by said Board of Commissioners from July 6, 1989 to May 3, 2018, and did faithfully perform his duties unselfishly for the betterment of the District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Consolidated Waterworks District No. 1 of the Parish of Terrebonne, State of Louisiana, does hereby give formal thanks to MR. JEROME HENDERSON for his loyal and dedicated service as an employee of this Board, and that a copy of this Resolution be tendered to him and spread upon the minutes of this meeting.

And the Resolution was unanimously adopted on the 21st day of May 2018.

It was moved by Mr. Chester Voisin, and seconded by Mr. Vincent Celestin, to enter into Executive Session to discuss the professional competency and character of the General Manager. The motion was unanimously adopted.

It was moved by Mr. David Mosely, and seconded by Mr. Vincent Celestin, to return to the regular order of business. The motion was unanimously adopted.

It was moved by Mr. Chester Voisin, and seconded by Mr. Bobby Cockerham, to deviate from the regular order of business to consider the evaluation and pay increase for the General Manager. With no objection from the public, the motion was unanimously adopted.

It was moved by Mr. John Pizzolatto, and unanimously seconded, to grant a 10% salary increase to Mr. Michael Sobert, General Manager, effective the first full payroll of July 2018. The motion was unanimously adopted.

Upon recommendation of staff, it was moved by Mr. Bobby Cockerham, and seconded by Mr. David Mosely, to pay the 2016 invoices totaling \$15,886.96 to Milford & Associates, Inc. for Project SPN-H.008411 Bayou Terrebonne Bridge Waterline Relocation. The motion was unanimously adopted.

Discussion ensued relative to employee pay increases for 2018-2019. Ms. Cecilia Norman advised that a total of 3% increase has been incorporated into the Budget for 2018-2019. It is up to the Board as to how the increase will be implemented, i.e., COLA and/or Merit. After discussion, the consensus was to make that determination at the June 4, 2018 meeting.

At 7:04 P.M, there being no further business to come before the Board, it was moved by Mr. John Pizzolatto, and seconded by Mr. David Mosely, that this meeting adjourn. The motion was unanimously adopted.

Secretary

President

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