

Minutes of the Second Monthly Meeting of the Board of Commissioners of Consolidated Waterworks District No. 1, held December 16, 2019 at the District's Office, 8814 Main Street, Houma Louisiana.

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

Absent: Lloyd Kern, III

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. Stephen Hornsby, the minutes of December 2, 2019 were unanimously adopted as written.

Upon motion by Mr. Chester Voisin, and seconded by Mr. Vincent Celestin, the Financial Report for November 2019 was unanimously accepted as presented.

Mr. Dan Toepfer, Audit Director for Bourgeois Bennett, and Mr. Blake Prosperie, Auditor, presented the Audit Report of Consolidated Waterworks District No. 1 for fiscal year ending June 30, 2019. Mr. Toepfer briefly went over the financial statements. No findings were discovered through the audit process. As a result of the AUP Process, only one compliance issue was found. This year the Legislative Auditor added a Business Continuation Policy to the compliance requirements. Waterworks does not currently have such a policy but is in the process of developing one. It was moved by Mr. Chester Voisin, and seconded by Mr. John Pizzolatto, to accept the Audit Report for FYE June 30, 2019. The motion was unanimously adopted.

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

1. *Project H.001498 Waterline Replacement under Company Canal*
Substantial Completion Inspection was held on December 2, 2019. Change Order No. 1 will be presented for approval and is for a deduction of \$905.61. Also, a DOTD Change Order for the deduction in construction and the addition of DOTD Coordination to the Engineering Agreement was submitted to CWWD for further processing. The total change to the URA is a deduction of \$10,130.61.

Mr. Nick Matherne, APTIM, reported for as follows:

1. *Project No. L-4-17-01 Replace Water Mains Along Palm Avenue*
68 days elapsed, but will award additional days in balancing change order for weather and possibly for DHH delay in variance response for sewer crossings. Contractor averaging b/w 60-80 ft of installation/day. Contractor has damaged 3 water lines to date, but all have been repaired in cooperation with CWWD.

Mr. Shane Guin, High Tide Consultants, Inc., reported as follows:

1. *Project No. SPN H.010890 Hollywood Road Roundabout*
Construction to begin 12/11/19 with the eastern tie-in to be performed. Contractor has planned to have the majority of the installation completed before Christmas with the second tie-in and sampling occurring early to mid-January. Contractor has issued a material storage invoice as Invoice #1 and HTC has submitted to the District for approval.

The following bills were presented for payment.

Providence Engineering & Design, LLC, Local Project	5,910.25
APTIM Environmental, Local Project	3,985.00
LA Contracting Enterprise, LLC, SPN-H.001498	23,356.58
B&B Underground Utility Services, Inc., SPN-H.010890	24,338.25

It was moved by Mr. Chester Voisin, and seconded by Mr. Clifton Stoufflet, 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.

Mr. Michael Sobert, General Manager, reported that Material Supply Bids were received on December 11, 2019. Five bids were received, but two were non-compliant, specifically, Core & Main and Coburn's. Staff recommended that Core & Main and Coburn's bids be rejected due to non-compliance and the bids be awarded to the successful low bidders. It was moved by Mr. Charles Brown, and seconded by Mr. Stephen Hornsby, to award bids as per staff's recommendation. The bid tabulations are made a part of these minutes hereto.

Mr. Sobert reported that an addendum had to be issued for the Labor and Equipment Bids, therefore the bid date has been postponed to Friday, December 20, 2019 at 2:00 pm at the District's office.

At 6:12 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.