

Minutes of the Second Monthly Meeting of the Board of Commissioners of Consolidated Waterworks District No. 1, held December 18, 2017 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 Kenneth Pitre
 David Mosely Charles Brown, Sr.

Absent : Bobby Cockerham

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. Chester Voisin, followed by the Pledge of Allegiance and Roll Call.

Upon motion by Mr. Vincent Celestin, and seconded by Mr. Stephen Hornsby, the minutes of December 4, 2017 were unanimously adopted as written.

Upon motion by Mr. Chester Voisin, and seconded by Mr. John Pizzolatto, the Financial Report for November 2017 was unanimously accepted as presented.

Mr. Dan Toepfer, Audit Director for Bourgeois Bennett, and Mr. Logan Coriell, Senior Auditor, presented the Audit Report of Consolidated Waterworks District No. 1 for fiscal year ending June 30, 2017. Mr. Toepfer briefly went over the financial statements. No compliance findings were discovered through the audit process. Waterworks complied in all areas. Reports were left with all Board Members and Staff for their review.

Mr. David Waitz, with Waitz Engineering & Surveying, Inc., reported as follows:

1. *Project CIP-9-12-06, 12" Tunnel Blvd. Extension, 12" Mains on Liberty and Gabasse, and 8" Tie-in to Smith Lane*
Substantial Completion inspection scheduled for December 14. Upon the conclusion of this inspection, a Certificate of Substantial Completion will be prepared along with a punch list of any remaining construction items to be completed.
2. *Project L-6-17-02 Tank Painting – Bayou Black Water Tank*
The District has reviewed the drawings and we have performed the first markup revisions as requested. We will be meeting with the District on Tuesday, December 12 to re-examine the drawings and proceed to render the final drawings for submittal to the District.

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

1. *Project CIP-9-16-04, Waterline Replacement Along Bayou Blue Road, Bourg*
Preliminary design submitted for review 12/6/17. Final design now in process.

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

1. *Project L-9-15-04 Waterline Replacement in Montegut*
Study and report phase is approximately 85% complete. We are working on preliminary design.

Mr. Houston Lirette, Architect, reported as follows:

1. *Project No. L-12-15-05 Office Renovation, Phase II*
Reviewed plans have been received by the State Fire Marshal and second means of egress from second floor Storage/Mechanical spaces has been approved. Drawings and specifications are ready for bidding.
2. *Project No. L-1-16-02 Office Roof Replacement*
Roofing estimate is \$200,000. Preliminary H-VAC estimate is \$315,000. The flat roof portion would be replaced with a pitched roof. H-VAC estimate is to replace all existing units with a VRV ductless system. After discussion, it was moved by Mr. David Mosely, and seconded by Mr. Chester Voisin, to table the renovation and roof project until we get more information/options on the H-VAC system as that estimate is too much.

The following bills were presented for payment.

Southland Dodge, Crew Cab as per State Contract	22,817.20
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All South Consulting Engineers LLC, CIP Project	2,956.68
Corona Environmental Consulting LLC, Local Project	16,400.90
IDModeling, Inc., Local Project	5,477.10
Eurofins Eaton Analytical, Inc., Local Project	4,936.00

It was moved by Mr. Chester Voisin, and seconded by Mr. Kenneth Pitre, 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 Labor & Equipment Contractor bids were received on December 6, 2017. The only bid received was from Norris & Boudreaux Contractors, LLC, the District's current contractor. Mr. Sobert reported that the unit prices came in well above the current prices. After discussion, Mr. David Norman, Legal Advisor, opined that it would be acceptable to negotiate with Norris & Boudreaux for better pricing since they are the only bidder. Mr. Sobert advised that Norris & Boudreaux is agreeable to negotiations and has agreed to extend the current contract to January 31, 2018. It was moved by Mr. Chester Voisin, and seconded by Mr. Charles Brown, to allow management to negotiate with Norris & Boudreaux Contractors, LLC for the Labor & Equipment Contract as this contract is for service and is not a Public Works Contract. The motion was unanimously adopted.

Mr. Mike Sobert reported on the Material Bids received December 6, 2017. Staff recommended awarding the bids to the low bidders for each item "A" through "HH". It was moved by Mr. John Pizzolatto, and seconded by Mr. Vincent Celestin, to award the bids to the low bidders as recommended by Staff. The motion was unanimously adopted. A copy of the bid tabulations is made a part of these minutes herein.

Mr. David Norman, Legal Advisor, reported that after discussion with staff and subsequent research relative to the K.S.I., Inc. waterline issue, he recommends denying K.S.I.'s request for 1) reimbursement of approximately \$32,000 because we have no legal obligation to so, and 2) final acceptance of the waterline because the 2" meter for Downhole & Design was not relocated as per Conditional Approval requirements. Mr. Norman also recommends that a demand letter be sent to K.S.I., Inc. to do what's necessary to obtain Final Approval for the waterline. After discussion, it was moved by Mr. Kenneth Pitre, and seconded by Mr. Stephen Hornsby, that the recommendations of legal be accepted and authorize legal to send a letter to K.S.I. Inc. advising that 1) Request for Reimbursement is denied, and 2) Final Approval of the waterline needs to be obtained or the valves will be turned off within 90 days of the demand letter. The motion was unanimously adopted.

At 6:44 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.