**Waterworks District No. 2, Parish of Beauregard**

  **MINUTES**

*The Board of Commissioners, governing authority of Waterworks District No. Two (2) of the Parish of Beauregard, Louisiana, met in an open and public session at 6:00 p.m. on Monday,*

*January 13, 2020, at the regular meeting place at 9252 Hwy 27, Singer, LA.*

*Jerry Cooley, President of the Board of Commissioners called the meeting to order and on roll call, the following members being present:*

***Present:*** *Jerry Cooley, Bill White, Richelle Bowman, Caroll Johnson, and Lisa Gearen*

***Absent: 0***

***Others Present:*** *Jeremy Joffrion, Jay William-Beauregard Fire District 2, Andrew Mattingly & Mark McCarty-Myers and Associates, Joseph Delafield-Legal Counsel, and Brandon Pelt-RP Construction.*

***Public Participation:*** *There was no public participation*

***Approval of Minutes:***

*Caroll Johnson, 2nd by Lisa Gearen, moved to adopt the Minutes of the December 9, 2019 meeting and to forego the reading thereof, motion carried without opposition.*

***Approval of Financial reports:***

*Bill White, 2nd by Richelle Bowman, moved to adopt the financial reports as written for December 2019, the motion carried without opposition.*

***Payment authorization:***

*Richelle Bowman, 2nd by Caroll Johnson, moved to pay monthly invoices for January 2020, the motion carried without opposition.*

***Unfinished Business:***

*Richelle Bowman, 2nd by Bill White, moved to lease two (2) acres to Beauregard Fire District No. 2 at their place of business at 9252 Hwy 27, Singer, LA 70660 for approximately 8 trainings per year, with stipulation set forth by the District and Louisiana Department of Health and Hospitals in the lease agreement to include, but not limited to, at the expense of the Beauregard Fire District a driveway, parking area to house the 2 buildings, and fire trucks, 4 electric power poles, no fire suppressant chemicals may be used at any time, no oils, fuels, or any automotive liquid are allowed on the ground during any type of trainings, including vehicle extrication training. The lease agreement will be prepared by legal counsel for review before the final signatures are applied, the motion carried without oppositions.*

*Andrew Mattingly and Mark McCarty discussed the Hwy 27 project replacing the 12” water main final cost with seeding request that exceeded the contract amount.*

*Brandon Pelt and Jeremy Joffrion discussed their conversation about the seeding areas, and a misinformation on how much to seed.*

*Andrew Mattingly and Mark McCarty discussed the contract amount of 2500 sq. yd at $7,500 compared to the actual amount of 31,000 sq. yd seeding with an actual cost of $94,008.00.*

*The Board of Commissioner’s agreed to pay the revised RFP App with original seeding amount with the 2500 sq. yd excluding the additional request cost, until the site can be reviewed.*

*Richelle Bowman, 2nd by Bill White, moved to table the discussion until the Board of Commissioner’s had time to review the information, and a special meeting was set for January 23, 2020 at 6: 00 p.m., the motion carried without opposition.*

***Water Rates:***

*Bill White, 2nd by Richelle Bowman, moved to increase the water rates as pursuant to the water rate study agreed upon in the study on December 9, 2020 with a CPI factor for a period of 5 years, to be reviewed annually. (see attached), the motion carried without opposition.*

***New Business:***

*Lisa Gearen, 2nd by Richelle Bowman, moved to adopt the engagement letter from Windham & Reed to proceed with the District’s 2019 audit, the motion carried without opposition.*

*Richelle Bowman, 2nd by Caroll Johnson, moved to enter into an “executive session” to discuss personnel, the motion carried without opposition.*

*Richelle Bowman, 2nd by Bill White, moved to come out of executive session*

***Maintenance Report: Jeremy Joffrion***

*1. System overview report*

*2. Final Plans for the Well at Fields are waiting for approval*

*3. Bids received for clearing the property at the Fields Plant for the Well installation is as follows:*

 *a) Stan Vest $ 8,000.00*

 *b) Tim Taylor $10,000.00*

*Bill White, 2nd by Lisa Gearen, moved to accept the lowest bid in the amount of $8,000 from Stan Vest, the motion carried without opposition.*

*4. Mr. John Collins with complete a survey on the Fields property.*

***Secretary-Treasurer Report: Paula Rose***

*1. Caroll Johnson, 2nd by Lisa Gearen, moved to rescinded the 12-day holidays, to 11 holidays, the motion*

 *carried without opposition.*

*2. Reminded the board of the mandatory Ethics and Sexual Harassment trainings due by December 1,*

 *2020.*

***Adjournment:***

*There being no further business, upon a motion by Bill White 2nd by Richelle Bowman, the meeting was adjourned, the motion carried without opposition.*

***I DO HEREBY CERTIFY*** *that the above and foregoing is a true and correct copy of the minutes of the business meeting held on January 13, 2020, at the regular public meeting place of said Board at 9252 Hwy 27, Singer, Louisiana.*

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Paula Rose-Secretary/Treasurer