

PROCEEDINGS OF THE BOARD OF WATERWORKS COMMISSIONERS OF WATER DISTRICT NO. 1, PARISH OF LAFOURCHE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF THE BOARD HELD SEPTEMBER 21, 2023.

The Board of Waterworks Commissioners of Water District No. 1, Parish of Lafourche, State of Louisiana, met in regular session at the Water Treatment Plant Distribution Office, Lockport, Louisiana, on Thursday, September 21, 2023, at six o'clock p.m.

All rose and recited the Pledge of Allegiance to the Flag.

There were present: Mr. Sidney Triche, President; Mr. Eric Roundtree, Vice President Mr. Robert Pontif, Jr., Secretary Treasurer; Commissioners: Mr. Dirk Barrios, Mr. Barry Uzee, Mr. Nolan Cressionie, Mr. Evan Plaisance, Mr. Morris Guidry, and Mr. Manuel Delatte.

There were absent: Commissioner: Mr. Jordan Collins and Mr. Bobby Grabert.

On motion by Mr. Nolan Cressionie, seconded by Mr. Barry Uzee, the Board unanimously approved the minutes of the meeting held August 17, 2023.

Public Comments: Mr. Robert Theriot, candidate for Lafourche Parish Assessor, addressed the Board. Ms. Wendy Thibodaux, candidate for reelection as Lafourche Parish Assessor, addressed the Board.

Mr. Tory Hebert read a job progress report from Lafourche Parish Water District No. 1, which was ordered filed.

Mr. John Plaisance, II read a job progress report from GIS Engineering, LLC, which was ordered filed.

On motion by Mr. Eric Roundtree, seconded by Mr. Manuel Delatte, the Board unanimously approved advertising for bids-18" Waterline-Galliano to Cut Off. Bids to be received November 2, 2023, at 2:00 p.m. at the Administration Office, 1219 Crescent Ave., Lockport, LA.

Mr. Tory Hebert read a job progress report from Keck & Wood, Inc., which was ordered filed.

Mr. Tory Hebert read a job progress report from Badeaux Engineers, Inc., which was ordered filed.

Mr. Neal Angelette read a job progress report from Angelette Design, LLC, which was ordered filed.

Mr. Jack Plaisance read a job progress report from T. Baker Smith, LLC, which was ordered filed.

Mr. Marco Picciola read a job progress report from Picciola & Associates, Inc., which was ordered filed.

Mr. Morris Guidry, Chairman of the Policy Research and Development Committee, discussed with the Board a change to a Paid Time Off (PTO) Policy in lieu of existing Vacation/Sick Leave Policy the Committee reviewed before the regular scheduled meeting.

On motion by Mr. Morris Guidry, seconded by Mr. Evan Plaisance, the Board unanimously approved the new PTO Policy effective January 1, 2024.

Mr. Robert Pontif, Jr., Chairman of the Finance Committee then presented motions to the Board on the following items reviewed by the Finance Committee prior to the regular meeting:

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Dirk Barrios, the Board unanimously approved Substantial Completion for Sealevel Construction, Inc. for South Plant Carbon Feed Upgrade.

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Nolan Cressionie, the Board unanimously approved Change Order No.1 for Sealevel Construction, Inc.-South Plant Carbon Feed Upgrade for an increase of \$19,623.31 and an increase of 100 contract days.

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Barry Uzee, the Board unanimously approved the following pay requests for payment:

PAY REQUESTS:

Lebro Construction Inc.

Payment No. 3 – South Plant Administrative Office Demolition. \$19,969.00

Motus Group

Payment No. 1 – South Plant Carbon Feed System Upgrade. \$7,500.00

Muddy Pipeworks, LLC

Payment No. 1 – 2023-2024 Booster Station Rehabs \$99,850.00

Sampey General Contractors, Inc.

Payment No. 4 – Water Line Replacement Along East 68th Street, et al..... \$82,883.70

Sealevel Construction, Inc.

Payment No. 1 – Leeville Booster Restoration from Hurricane IDA \$199,440.53

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Eric Roundtree, the Board unanimously approved the following invoices for payment:

INVOICES:

Angelette Design, LLC

Basic Services – Water Line Replacement Along East 68th Street, et al..... \$2,144.38

Fontenot Benefits & Actuarial Consulting

Professional Services – Actuarial Valuation of Post-Employment Benefits to Comply with GASB 75..... \$2,000.00

GIS Engineering LLC

Basic Services - 18" Water Line Galliano To Cut Off \$16,000.00

Professional Services – Water Line Replacement West 3rd Street, et al..... \$2,000.00

S & L Enterprises

Right-of-Way Work – Water Line Replacement West 3rd Street, et al \$1,923.43

Stratum Engineering, LLC

Professional Services - North Plant Capacity Expansion \$30,500.00

Titan Grants & Management Services

Professional Services - Kraemer Water Line Replacement 2021 Capital Outlay Phase 1 & 2 Grant Management \$31,763.15

On motion by Mr. Robert Pontif, Jr., seconded by Mr. Manuel Delatte, the Board unanimously approved the August 2023 Financial & Operating Report.

Finally, Mr. Robert Pontif, Jr., stated that the Committee reviewed quotes for Short- & Long-Term Disability Insurance and Life Insurance. (See attached quotes). On motion by Mr. Robert Pontif, Jr., seconded by Mr. Morris Guidry, the Board unanimously approved the Finance Committee's recommendation to approve the quote of Companion Life for Short Term Disability (\$1,025.23), Long Term Disability (\$1,144.56), and Life & AD&D (\$280.50) for a monthly premium of \$2,450.29 as presented by Smith Agency, LLC. It was noted that this is a reduction from the previous year.

Mr. Wayne Gautreaux, General Manager, reminded the Board members about the annual state required ethics training.

On motion by Mr. Evan Plaisance, seconded by Mr. Dirk Barrios, the Board unanimously approved hiring Stagni & Company, LLC to perform the requirement of the Louisiana Legislative Auditors Statewide Agreed-Upon Procedures for fiscal years ending June 30, 2024, 2025 and 2026 and authorize Wayne Gautreaux, General Manager, to sign necessary documents.

The last item on the agenda was the review of bids received September 14, 2023, for Distribution Surplus Items 2023-Miscellaneous Pipe and Fittings. No bids were received, thus on motion by Mr. Dirk Barrios, seconded by Mr. Nolan Cressionie, the Board unanimously approved disposal of the surplus pipe and fittings.

On motion by Mr. Barry Uzee, seconded by Mr. Eric Roundtree, the meeting adjourned at 6:16 p.m.

Sidney Triche, President

Robert Pontif, Jr., Secretary Treasurer

3-3. Paid Vacations **Paid Time Off (PTO)**

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your ~~vacation time~~ **accrued paid time off**. **Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.**

All full-time employees will accrue ~~vacation~~ **Paid Time Off (PTO)** time on an ~~weekly~~ **hourly** basis congruent with their pay periods, at their regular rate of pay, excluding overtime, ~~after a period of one year of continued employment,~~ as follows: **(Based on 10 days sick leave, 1 personal day, service time)**

| | |
|--|---------------------------|
| Date of employment to end of 1 st year of service | 128 hours of accrued time |
| 2 nd year of service through end of 8 th year of service | 168 hours of accrued time |
| 9 th year of service through end of 16 th year of service | 208 hours of accrued time |
| 17 th year of service through end of 24 th year of service | 248 hours of accrued time |
| 25 th year of service through retirement | 288 hours of accrued time |

Length of service will not continue to accrue if an employee is out on any leave of absence, with the exception of paid leave taken in conjunction with the Family Medical Leave Act.

As the District operates under three (3) specific departments; Purification, Distribution and Office Administration; PTO scheduling and approval is left to the discretion of the supervisor whether the PTO is scheduled for one (1) day or an entire week.

PTO for illness which requires the employee to miss 3 consecutive work days will require a return to work slip from a doctor.

Shift work employees are to schedule PTO to coincide with the 6:00 a.m. to 6:00 p.m. shift.

~~Vacations PTO may be scheduled to be taken between January 1 and December 31 of each year as accrued. Vacation schedule during the holidays must be approved by a Supervisor. Employees will be given an extra vacation day if their vacation day falls on a holiday. This extra day may be taken as an extension of the ongoing vacation scheduled or may be taken at another time in the vacation season, subject to approval by the employee's supervisor.~~

~~Vacations must be taken during the year accrued. Employees who do not take vacation prior to the December 31 will lose their vacation time unless the supervisor certifies that said employee was unable to take vacation due to work load, etc. Under those circumstances, vacation credit may be carried over until the next year. This situation should not occur except under extreme cases and must be approved by the General Manager.~~

Beginning each calendar year, employees will be advanced 80 hours of PTO which will be eligible for use prior to actual accrual. New employees will be advanced 80 hours of PTO once they have completed 6 months of employment. The remaining accrued time will be determined by dividing the “years of service accrued time divided by 2,080 hours. This rate will then be accrued for each regular hour worked excluding overtime.

Example: An employee with 3 years of service:

January 1st : 80 hours + 0.04231 PTO accrued per hour worked. (88/2080)

Employees, upon separation, who have used advanced hours that exceed the actual accrued hours, will have the amount of used, unaccrued time deducted from their final paycheck.

At the end of each calendar year, employees will have the option to roll over a maximum of 40 hours of accrued time to the next calendar year. All other hours of accrued time will be paid at said employee's hourly rate on the first full payroll of the next calendar year.

Accrued, unused ~~vacation~~ PTO is paid out upon separation.

~~In order to facilitate the use of the year's full vacation benefit, an eligible employee may request to use vacation time in advance of it being accrued in a given calendar year. The amount of vacation time that can be advanced is limited to the total number of days that the employee is eligible to accrue from the date of the advance until the end of the calendar year. Said advance must be approved by the General Manager. Advanced but unaccrued vacation will be deducted from your final paycheck, or the employee will be required to reimburse the District, to the extent permitted by law.~~

Note:

For transition period only and not part of Employee Manual:

All time accrued from your anniversary date of 2023 to December 31, 2023 can now be used at any time up to December 31, 2023 at which point 40 hours (if applicable) may be carried over to 2024 and any other unused accrued time (if applicable) from your anniversary date of 2023 to December 31, 2023 will be paid at said employee's hourly rate on the next full payroll after January 1, 2024.

| Lafourche Parish Water Dist #1 | | | | | | | | |
|---------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------|
| STD/LTD/LIFE | | | | | | | | |
| 10/1/2023 | CURRENT | | | | | | | |
| | Reliance Standard | Companion Life | Transamerica | MetLife | LINCOLN | UNUM | Principal | DECLINED TO QUOTE |
| Short Term Disability | FICA MATCH | FICA MATCH | | | | | | |
| Benefit Percentage | 60% | 60% | 60% | 60% | 60% | 60% | 60% | The Hartford |
| Maximum Weekly Benefit | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | Guardian |
| Waiting Period | 14 Days Sick/14 Days Injury | 14 Days Sick/14 Days Injury | 14 Days Sick/14 Days Injury | 14 Days Sick/14 Days Injury | 14 Days Sick/14 Days Injury | 14 Days Sick/14 Days Injury | 14 Days Sick/14 Days Injury | Humana |
| Duration of Benefits | 24 Weeks | 26 Weeks | 24 Weeks | 24 Weeks | 24 Weeks | 24 Weeks | 24 Weeks | UHC |
| Rate Guarantee | 12 Months | 24 Months | 24 Months | 24 Months | 36 Months | 24 Months | 24 Months | |
| Participation Requirement | 100% | 100% | 100% | 100% | 100% | 100% | 100% | |
| Volume | \$44,575.00 | \$44,575.00 | \$44,575.00 | \$44,575.00 | \$44,575.00 | \$44,575.00 | \$44,575.00 | |
| Rate Per \$10 of Benefit | \$0.340 | \$0.230 | \$0.315 | \$0.331 | \$0.367 | \$0.420 | \$0.420 | |
| Total Monthly Cost | \$1,515.55 | \$1,025.23 | \$1,404.11 | \$1,475.43 | \$1,635.90 | \$1,872.15 | \$1,872.15 | |
| Long Term Disability | | | | | | | | |
| Benefit Percentage | 60% | 60% | 60% | 60% | 60% | 60% | 60% | |
| Monthly Benefit Maximum | \$6,000 | \$6,000 | \$6,000 | \$6,000 | \$6,000 | \$6,000 | \$6,000 | |
| Elimination Period | 180 days | 180 days | 180 days | 180 days | 180 days | 180 days | 180 days | |
| Duration of Benefits | SSNRA | SSNRA | SSNRA | SSNRA | SSNRA | SSNRA | SSNRA | |
| Own Occ. Period | 1 Year | 2 Years | 2 Years | 2 Years | 2 Years | 2 Years | 2 Years | |
| Participation Requirement | 100% | 100% | 100% | 100% | 100% | 100% | 100% | |
| Rate Guarantee | 24 Months | 24 Months | 24 Months | 24 Months | 36 Months | 2 Years | 24 Months | |
| Total Monthly Covered Payrol | \$309,934.00 | \$309,934.00 | \$309,934.00 | \$309,934.00 | \$309,934.00 | \$309,934.00 | \$309,934.00 | |
| ate Per \$100 of Covered Payrol | \$0.290 | \$0.370 | \$0.290 | \$0.496 | \$0.425 | \$0.640 | \$0.660 | |
| Total Monthly Cost | \$898.81 | \$1,144.56 | \$898.81 | \$1,537.27 | \$1,317.22 | \$1,983.58 | \$2,045.56 | |
| Life Insurance | | | | | | | | |
| Rate Guarantee | 12 Months | 24 Months | 24 Months | 24 Months | 36 Months | 24 Months | 24 Months | |
| Participation Requirement | 100% | 100% | 100% | 100% | 100% | 100% | 100% | |
| Life Rate | \$0.120 | \$0.140 | \$0.150 | \$0.179 | \$0.202 | \$0.160 | \$0.220 | |
| ADD Rate | \$0.034 | \$0.031 | \$0.030 | \$0.020 | \$0.061 | \$0.030 | \$0.039 | |
| Volume | \$1,650,000.00 | \$1,650,000.00 | \$1,649,500.00 | \$1,649,500.00 | \$1,650,000.00 | \$1,649,500.00 | \$1,649,500.00 | |
| Monthly Cost Life/ADD | \$247.50 | \$280.50 | \$288.66 | \$328.25 | \$429.00 | \$313.41 | \$427.22 | |
| Total Monthly Premium | \$2,661.86 | \$2,450.29 | \$2,591.58 | \$3,340.95 | \$3,382.12 | \$4,169.14 | \$4,344.93 | |



Lafourche Parish Water District No. 1

JOB PROGRESS REPORT

Thursday, September 21, 2023

Administrative Office Demolition

Lebro Construction, Inc. is the Contractor for this project. Demolition of the building is complete and final cleanup of the project site is currently being addressed.

Waterline Replacement Along Gautreaux Street, et al

Muddy Pipeworks, LLC is the Contractor for this project. A Notice to Proceed has been issued and work will begin at the beginning of October.

Lead Service Line Inventory

All randomly selected sites have been field verified with no lead found to date. We are currently awaiting further guidance from the state for specific requirements for compliance with the updated rule.

Waterline Replacement Along W. 3rd Street, et al

Right of way acquisition and plan preparation is underway.

Waterline Replacement Along Savoie Street

Right of Way acquisition and plan preparation are complete. We will begin receiving quotes once the project is approved for the CWF Grant.

Booster Station Rehabilitations

Valentine Booster Station - We've completed installation of insertion valves which will allow us to isolate the station when work on pups, valves, and piping inside the station needs to be completed. The next phase of this project will consist of upgrading antiquated piping and valves within the station so that we can perform work on individual pumps without having to shut down the entire station.

Cut Off Booster Station - CSI Services is performing maintenance work including installation of new isolation valves for Pumps #2 & #3. Interior piping is also being sandblasted and painted.

Tory Hebert, P.E.
Technical Assistant



ENGINEERING LLC

Coastal Design & Infrastructure

16878 West Main Street

Cut Off, LA 70345

P: (985) 632-5596 | F: (985) 632-4916

www.gisyeng.com

LAFOURCHE PARISH WATER DISTRICT NO. 1

JOB PROGRESS REPORT SEPTEMBER 21, 2023

We are pleased to present the following report on the projects we are working on for the Lafourche Parish Water District No. 1:

18" Water Line - Galliano to Cut Off:

LPWD#1 received notice that we can begin advertising for bids. Our plan is to begin advertising on October 3, 2023, with receipt of bids on November 2, 2023.

Thank you for this opportunity to serve you. If you have any questions, please do not hesitate to call.

Sincerely,


John J. Plaisance, II, P.E., L.S.
GIS Engineering, LLC



STATUS REPORT
September 21, 2023 BOARD MEETING

SOUTH PLANT CARBON FEED SYSTEM UPGRADE:

Project is complete and in operation. Board approval of substantial completion is requested at this meeting. Approval of Change Order No. 1 for additional cost and contract time is also requested at this meeting.

NEW SURGE PROTECTION TANK AT SOUTH WATER TREATMENT PLANT:

We are reviewing with the District the responses to the tank supplier regarding items reported during the 30 day inspection.

NORTH PLANT CAPACITY EXPANSION:

Detailed design work and construction drawing preparation is progressing.

NORTH PLANT NEW PERMANGANATE BUILDING:

Contractor submittals continue to be reviewed and processed. Contractor's mobilization to the site is expected this week.

Respectfully submitted,

KECK & WOOD, INC.

A handwritten signature in black ink that reads "Michael J. Moffitt". The signature is written in a cursive, flowing style.

Michael J. Moffitt, P.E.

**BADEAUX
ENGINEERS
INCORPORATED**
CONSULTING STRUCTURAL
AND CIVIL ENGINEERS
115 EAST SIXTH STREET 70301
POST OFFICE BOX 1056 70302
985-447-2317 THIBODAUX, LA

TO: LAFOURCHE PARISH WATER DISTRICT NO. 1
BOARD OF COMMISSIONERS

SUBJECT: PROJECT STATUS REPORT

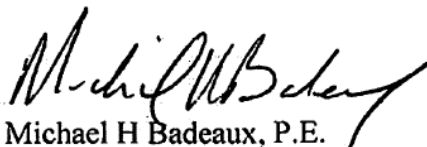
Date of Report: September 18, 2023

Date of Board Meeting: September 21, 2023

NEW ADMINISTRATION BUILDING

An agreement has been reached on property north of the plant and the building will be relocated to this site. Property will be surveyed and a geotechnical investigation will be performed to determine appropriate foundation options.

BADEAUX ENGINEERS INCORPORATED


Michael H Badeaux, P.E.

MHB:nbl



ANGELETTE DESIGN LLC

Consulting Engineers & Surveyors

Neil B. Angelette, P.E., P.L.S.

ENGINEERING REPORT

LAFOURCHE PARISH WATER DISTRICT NO. 1

BOARD MEETING

SEPTEMBER 21, 2023

EAST 68TH STREET ET AL

The Notice to Proceed was issued on May 31, 2023, and the contractor, Sampey General Contractors, Inc., is proceeding with work on the project. Work is approximately 75% complete at this time.

Neil B. Angelette, P.E., P.L.S.



T. BAKER SMITH, LLC
A CENTURY OF SOLUTIONS

1100 South Acadia
Thibodaux, LA 70301

985.446.7970 (P) 1.866.357.1050 (TF)
www.tbsmith.com 985.446.9535 (F)

Project Status Report

To: Lafourche Parish Water District No. 1
From: T. Baker Smith, LLC
Date: September 21, 2023
RE: Project Update

T. Baker Smith is pleased to present you with the following project status report.

Kraemer Waterline Improvements – Phase 2- FP&C 2021 Capital Outlay Project No. 50-ND5-20-01 – Waterline Replacement Along Hwy 307

- All environmental permits are in place. Final Design Plans will be submitted to the district this week. ROW acquisition by the district is ongoing.

We would like to thank you for the opportunity to continue to provide professional services on your project. If you have any questions, please do not hesitate to contact us.

T. BAKER SMITH, LLC

A handwritten signature in black ink, appearing to read 'Jack E. Plaisance', written over a horizontal line.

Jack E. Plaisance
Project Manager



PICCIOLA & ASSOCIATES, INC.

CIVIL ENGINEERS • LAND SURVEYORS • NAVAL ARCHITECTS • MARINE ENGINEERS

J.C. PICCIOLA, II, P.E., L.S.

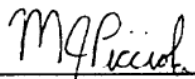
LAFOURCHE PARISH WATER DISTRICT NO. 1

ENGINEERING REPORT

September 21, 2023

| <u>PROJECT NO.</u> | <u>PROJECT NAME</u> | <u>COMMENTS</u> |
|--------------------|--------------------------|---|
| 1002-2102 | Leeville Booster Station | Sealevel Construction, Inc. is the contractor. The Notice to Proceed will be issued on August 7th. The contractor has begun procuring materials and mobilizing on site. |

Submitted By:



Marco J. Picciola, P.E.