

Lafayette Parish Waterworks District North

307 Rue Scholastique Road

Lafayette, Louisiana 70507

Thursday, July 16, 2020

at 5:30 p.m.

MINUTES*

Regular Board Meeting Held Via AT&T Telephone Conference

COMMENCEMENT

Agenda Item No. 1: **Call to Order**

The Lafayette Parish Waterworks District North (hereinafter sometimes referred to as LPWDN”) meeting of July 16, 2020, was called to Order by District President, Harold Hebert

Agenda Item No. 2: **Pledge of Allegiance – skipped**

Agenda Item No. 3: **Roll Call**

Members Present:

Harold Hebert, Paul Champagne, Kenny Suire, Toby Domingue, Preston Bernard, Robert Marceaux, Jared Richard and Martin Mouton

Members Absent:

None

Agenda Item No. 4: **Recognized Guest(s)**

Byron Guillory, Chief Admin. Officer/Legal Counsel
Bill Neef, Engineer
Mary S. Dwyer, Administrative Assistant/Minutes Clerk

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Jeremy C. Meaux with Darnall, Sikes & Frederick

Agenda Item No. 5: **Adoption of Minutes of the Regular Board Meeting held on Thursday, May 21, 2020**

A Motion was offered by Kenny Suire, seconded by Robert Marceaux, to adopt the Minutes of the Regular Board Meeting held on Thursday, May 21, 2020. The Motion was unanimously approved.

Agenda Item No. 6: **Discussion of New Business**

Jeremy C. Meaux with Darnall, Sikes & Frederick referred the Board to the audit for the year ending December 31, 2019. Meaux outlined the audit and discussion was had amongst all. The audit presentation was accepted by the Board.

Agenda Item No. 7: **Discussion of Old Business**

None.

Agenda Item No. 8: **Policies and Procedure Committee**

Deferred to Byron Guillory

Agenda Item No. 9: **Construction Committee**

None.

Agenda Item No. 10: **Review/Finance/Administrative Committee**

Paul Champagne informed the Board that the invoices have been reviewed and he recommends that the invoices for the month be paid.

A Motion was offered by Kenny Suire, seconded by Robert Marceaux to pay invoices for the month. The Motion was unanimously approved.

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Agenda Item No. 11: **Legal Committee**

None.

Agenda Item No. 12: **Bill Neef (Neef Engineering)**

Neef informed the Board that LUS had a glitch in its billing software from October 2018 through June 2020 wherein it did not bill LPWDN for the first 2000 gallons on the accounts it bills on behalf of LPWDN. LPWDN owes LUS approximately \$560,000. Neef further informed the Board that a repayment plan has been established over an eighteen- or nineteen-month period to repay LUS, the same period of time that LPWDN was underbilled. Neef further outlined the effects of the repayment on LPWDN's 2020 budget and 2021 budget.

Neef informed the Board as to the increase in disconnection of services related to the time period that LPWDN did not disconnect services due to COVID-19 pandemic. Discussion was had amongst all.

Neef provided the Board with a copy of the 2020 Operations and CIP Budget through June 2020 and outlined same for the Board. Discussion was had amongst all.

Agenda Item No. 13: **Byron Guillory (Chief Administrative Officer/Legal Counsel)**

Guillory informed the Board as to the purchase of a backup printer and recommended that the Board consider a vote approving same.

A Motion was offered by Preston Bernard, seconded by Paul Champagne approving the purchase of the backup printer. The Motion was unanimously approved.

Guillory provide the Board with a copy of a Social Media Policy and recommended that the Board consider adopting

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said policy and including the policy in its Personnel Guidebook.

A Motion was offered by Kenny Suire, seconded by Robert Marceaux approving the Social Media Policy and including it in the Personnel Guidebook. The Motion was unanimously approved.

Guillory informed the Board that the field personnel requested new fishing type shirts at a cost of approximately \$60.00 per shirt and long-sleeved t-shirts for the clerks at a cost of approximately \$12.00 per shirt. Guillory recommended that the Board consider purchasing new shirts for the LPWDN employees.

A Motion was offered by Toby Domingue, seconded by Robert Marceaux approving the purchase of new shirts for the LPWDN employees. The Motion was unanimously approved.

Guillory informed the Board that a credit account was opened with Southern Tire in the amount of \$3,000.00 for tire repair/replacement on the LPWDN vehicles.

Guillory informed the Board that business cards in his name at a cost of approximately \$30.00 were ordered to provided to customers/potential customers when obtaining right of ways.

Guillory recommended revisions to the excused absence policy regarding COVID-19. Guillory informed the Board that currently, employees are given five (5) days of excused absences. Guillory further indicated that under the Emergency Paid Sick Leave Act (“EPSLA”), employers are required to pay employees ten (10) days of sick leave with a positive COVID test.

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Guillory informed the Board that there are two ways to view the EPSLA (1) Test based approach – an employee will get tested and wait for the results prior to returning to work; (2) Risk based approach – an employee that appears ill will be sent home and can return to work after three (3) days of no fever without the use of fever reducing medications and ten (10) days with improvement in respiratory symptoms since symptoms first appeared.

Guillory recommended that the Board consider giving him the authority to make the decision as to which approach, i.e, test based or risk based, to apply based on each individual circumstance/illness regarding COVID-19.

A Motion was offered by Kenny Suire, seconded by Paul Champagne, granting authority to Byron Guillory to determine whether the test-based approach or the risk-based approach is applied to each individual circumstance/illness regarding COVID-19. The Motion was unanimously approved.

Guillory informed the Board that since LPWDN has had several employees out, he and Heuetta will be cross training regarding collection of residuals and other Clerk tasks.

Guillory informed the Board as to the status of the I-49 Project.

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There being no further business, President, Harold Hebert, declared that the Lafayette Parish Waterworks District North meeting of July 16, 2020 be adjourned.

The foregoing is an accurate and true representation of the Minutes of the Lafayette Parish Waterworks District North meeting of July 16, 2020.

s/ Paul Champagne

PAUL CHAMPAGNE
Secretary/Treasure

s/ Mary S. Dwyer

MARY S. DWYER
Administrative Assistant/Minutes Transcriber

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