

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF WATERWORKS DISTRICT NO. 2
NATCHITOCHE PARISH, LOUISIANA**

Wednesday, August 27, 2025

PRESENT: Carletta Jones-President; Henderson Howard; Jerry Longlois; Preston Broadwater; Donald Forrest; Emile Metoyer; Patrick Masson-Vice-President; Ludlow McNeely-Secretary/Treasurer; Bubba Dunn- District Manager; Russell L. Sylvester.

ABSENT: None

VISITORS: Ryan Todtenbier, Ken McManus, Kim McElwee, Patsy Hoover

The President called the meeting to order and had a prayer.

The Minutes of the regular meeting of Wednesday July 23, 2025, were accepted as written. It was moved by Mr. Longlois, seconded by Mr. Metoyer and unanimously adopted that the Minutes for the meeting be accepted as written.

OLD BUSINESS

I) Accounts paid/payable:

Accounts paid and to be paid August 27, 2025, are attached and marked "Exhibit A." Mr. Dunn explained the bills already paid and answered questions from the Board. This included explaining that the bill from American Tank Co. was associated with the repairs on one of the tanks. By motion of Mr. Forrest and seconded by Mr. Metoyer, the board unanimously approved Exhibit A.

II) Customer Status Report:

The Status Report for July 2025, is attached and marked "Exhibit B." The Board discussed water usage and disconnections. By Motion of Mr. Howard and seconded by Mr. Forrest, the board unanimously approved Exhibit B.

III) Monthly Budget Report/Profit & Loss Statement/Financial Report:

The Budget Report and a Profit and Loss Statement for July 2025 is attached and marked "Exhibit C". Mr. Dunn explained the monthly income and expenses compared to the budgeted amounts, this included explaining that the repair expense was approximately \$25,000.00 over budget because of the expenses associated with the failing well. By Motion of Mr. Metoyer and seconded by Mr. Forrest, the board unanimously approved Exhibit C.

IV) Monthly Balance Sheet:

The Monthly Balance Sheet as of July 31, 2025, is attached and marked "Exhibit D".

Mr. Dunn and the Board discussed the investments of the District. By Motion of Mr. Howard and seconded by Mr. Forrest, the board unanimously approved Exhibit D.

NEW BUSINESS

I) Ryan Todtenbier, with the accounting firm of Thomas, Cunningham, Broadway & Todtenbier, was present to go over the December 31, 2024, Annual Financial Report with the Board. The District received a favorable audit. The auditor's report expressed an unmodified opinion on the District's financial statements. The change in net position was approximately the same as last year. The District's operating expenses were down from last year because the repair expenses were down. The audit did not disclose any material weakness in internal control. The District will continue to ensure the appropriate documentation of online training will be placed in the employee files. The audit disclosed no instances of noncompliance that were required to be reported under Government Auditing Standards. By motion of Mr. Longlois and seconded by Mr. Howard, the Board unanimously approved the audit.

II) Ken McManus was present to update the Board on the status of obtaining funding for the drilling of a new no. 2 well. The funding is to be through the Drinking Water Revolving Loan Fund program with the State Department of Health. This program is advantageous because it typically results in a forgiveness of 49% of the debt. The District would be under no obligation to obtain the loan if the terms are not acceptable. Mr. McManus presented a resolution for the Board authorizing the loan application and to designate Mr. Dunn as the District's official project representative regarding the loan and to also grant Mr. Dunn the authority to sign all relevant documents associated with the loan application process. By motion of Mr. Metoyer and seconded by Mr. Henderson, the Board unanimously approved the resolution.

Mr. McManus also provided an update on the repair issue with the ground storage tank. They are continuing to work with the manufacturing company to resolve the corrosion issue.

III) Ms. Patsy Hoover, the mayor of the village of Natchez, was present to address the problem the village is experiencing with broken water lines due to the laying of fiber optic cable in the area. Mr. Dunn explained that they are still experiencing problems with these activities. Under state law, once the District is notified of a contractor's intention to conduct digging activities in an area where the District's water lines are present, the District is responsible for adequately marking the lines location within 48 hours after notification. The fact the contractor, Swift, has utilized multiple crews to lay the cable has put a strain on the District to be able to timely mark the lines and repair the broken lines. Mr. Dunn assured the mayor the District would repair the broken lines as soon as possible.

Ms. Hoover also wanted to address the District cutting off of water services for the Natchez citizens who are delinquent on their sewerage services. Here again, with the laying of fiber optic cable and repairing of the broken water lines, it has been difficult for the District to address the cut offs. Mr. Dunn assured Ms. Hoover the District would attend to this issue as soon as possible.

It was also discussed that the disconnection fee would soon be increased from the current \$75.00 to \$100.00.

IV) During the January 2025 meeting Mr. Dunn advised the Board that the District required the purchase of a new truck. It was at that time approved by the Board for Mr. Dunn to solicit bids for both a 1-ton and a 3/4-ton vehicle and report to the Board the results of the bids received so a decision could be made as to which vehicle to purchase. During the July 2025, Mr. Dunn advised the Board that the District required a new truck immediately and so he would send out bids for a new truck. Mr. Dunn advised the Board that he only received one bid back and that was for a 3/4 ton truck. By motion of Mr. Longlois, and seconded by Mr. Broadwater, the Board unanimously approved that the bid from Vaughn be accepted and that the new truck be purchased.

III) The next regular meeting will be on September 24, 2025, at 6:00 pm. The meeting's agenda will include the discussion of Accounts Paid/Payable, Customer Status Report, Monthly Budget Report/Profit & Loss Statement/Financial Report, Monthly Balance Sheet, the status of the District's equipment and employees, quality of water and any cut-off issues.

ADJOURNMENT

It was moved by Mr. Longlois, seconded by Mr. Forrest, and unanimously approved, that the meeting adjourn.

Attest:


SECRETARY-TREASURER


PRESIDENT