

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

Wednesday, July 23, 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: Donald Forrest

VISITORS: None

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

The Minutes of the regular meeting of Wednesday June 25, 2025, were accepted as written. It was moved by Mr. Howard, 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 July 23, 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 Computer Allies was for a new computer, the bill from Hawkins was for phone service, and the one from Regions Banks was the paying agent fee. By motion of Mr. Howard and seconded by Mr. Longlois, the board unanimously approved Exhibit A.

II) Customer Status Report:

The Status Report for June 2025, is attached and marked "Exhibit B." The Board discussed water usage and disconnections. By Motion of Mr. Metoyer and seconded by Mr. Masson, 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 June 2025 is attached and marked "Exhibit C". Mr. Dunn explained the monthly income and expenses compared to the budgeted amounts. By Motion of Mr. Howard and seconded by Mr. Longlois, the board unanimously approved Exhibit C.

IV) Monthly Balance Sheet:

The Monthly Balance Sheet as of June 30, 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. Longlois, the board unanimously approved Exhibit D.

V) The laying of internet cable:

Mr. Dunn provided an update on the efforts of the District to mark the water lines in light of the digging activities of Swift contractors to lay new internet cable. 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. Mr. Dunn will keep the Board informed as to this issue.

NEW BUSINESS

I) Because of rising cost, Mr. Dunn presented the Board with proposed increase of fees and services, these increases are attached and marked as "Exhibit E". The majority of these water rates would only apply to commercial customers. Following discussion by the Board, it was moved by Mr. Longlois, seconded by Mr. Broadwater, and unanimously approved by the Board that Exhibit E be approved. These increases will be effective September 1, 2025'

II) 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. Mr. Dunn was attempting to wait until the repairs to the ground storage tank had been completed, before obtaining a new truck, but it is necessary that one be purchased now. Following discussion it was decided that a 1-ton truck should be purchased, and Mr. Dunn will begin the process of soliciting bids for the purchase out for bids.

III) Mr. Dunn had the Board complete a questionnaire to be utilized by the auditor. Also the Board was reminded to complete their ethics and sexual harassment training and provide the completion certificates to Mr. Dunn.

(IV) Mr. Dunn advised the Board that Mr. McManus was informed that the funding request to the State Division of Administration for the drilling of a new well was denied because all of their funds had already been allocated. We will continue to seek a grant with the Department of Health.

(V) The next regular meeting will be on August 27, 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. Howard, and unanimously approved, that the meeting adjourns.

Attest:


SECRETARY-TREASURER


PRESIDENT