PROCEEDINGS OF THE BOARD OF WATERWORKS COMMISSIONERS OF WATERWORKS DISTRICT NO. 3 (COTEAU) OF THE PARISH OF IBERIA, STATE OF LOUISIANA, (THE "DISTRICT"), TAKEN AT THE MONTHLY MEETING HELD ON MONDAY, SEPTEMBER 17, 2018, AT THE WATERWORKS DISTRICT #3 OFFICE, 4104 COTEAU ROAD, NEW IBERIA, LOUISIANA 70560

Thereupon, President Jody Suire called the meeting to order at 6:04 p.m.

Attendance of the Board was as follows:

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Jody Suire, President</td>
<td>x</td>
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<td>Everette Manuel, Vice-President</td>
<td>x</td>
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<td>Terry LeBlanc, Treasurer</td>
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<tr>
<td>Paul Trahan, Secretary</td>
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<tr>
<td>Timothy Nugent, Member</td>
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Also present at the start of the meeting were Scott Sonnier, CAO, Iberia Parish Government; Attorney Dean Wattigny, representing Waterworks District #3 (Coteau); Dale LeBlanc, Engineer with Dubroc Engineering; Ronald Daigle, Executive Director; Brenda Romero, Office Manager, and Carolyn L. Romero, Recording Secretary.

The meeting was opened with the Pledge of Allegiance.

Roll call: Board members present at the start of the meeting were Jody Suire, Everette Manuel, Paul Trahan and Timothy Nugent.

Board member absent: Terry LeBlanc.

It was motioned by Everette Manuel and seconded by Paul Trahan to accept the minutes of the Monthly Meeting of Monday, August 13, 2018 as published. Motion carried by unanimous vote.

**ITEM #1 PERSONS TO ADDRESS THE BOARD**

None.

**WATER SYSTEM ITEMS**

**ITEM #3(a)** Jody Suire advised the board that it is time for election of officers.

It was motioned by Paul Trahan and seconded by Everette Manuel to nominate Jody Suire for President. Motion carried by unanimous vote.

Jody Suire accepted the position as President.
It was motioned by Paul Trahan and seconded by Timothy Nugent to nominate Everette Manuel for Vice-President. Motion carried by unanimous vote.

Everette Manuel accepted the position as Vice-President.

It was motioned by Everette Manuel and seconded by Timothy Nugent to nominate Paul Trahan for Secretary. Motion carried by unanimous vote.

Paul Trahan accepted the position as Secretary.

It was motioned by Paul Trahan and seconded by Everette Manuel to nominate Terry LeBlanc for Treasurer. Motion carried by unanimous vote.

Terry LeBlanc was elected Treasurer by unanimous vote.

ITEM #2 - ENGINEER’S REPORT

ITEM #2.1 Coteau Road and Fremin Road Water System Improvements

Dale LeBlanc updated the board on Contract No. 1 (Coteau Road) and advised the board that this portion is complete.

Dale LeBlanc updated the board on Contract No. 3 (Coteau Road to The Ridge Subdivision) is still on hold; waiting on DOTD. No action.

Dale LeBlanc updated the board on Contract No 4 Fremin Road (The Ridge Subdivision to Boyance Road) and advised that the bid date was postponed to October 2, 2018.

ITEM #2.2 Dale LeBlanc updated the board regarding Water System Improvements, Facility Planning and Control Projects, Contract No. 4 Water Lines (Captain Cade Rd, Oliva Rd., Melancon Rd, Seymour Migues Rd) and advised that the contractor has started work and should finish Oliva Road this week then move to Seymour Migues Road and Captain Cade Road.

ITEM #2.3 Dale LeBlanc updated the board on Water Well NO. 4, Maintenance Project for the Waterworks District No. 3 (Coteau).

ITEM #2.4 Dale LeBlanc updated the board regarding Water System Improvements LCDBG Block Grant Project and advised that bids have been received; contractor (Neal Construction) has been cleared by Iberia Parish Government and he is able to do the entire project.

ITEM #2.5 Dale LeBlanc updated the board regarding DOTD Project – Roundabouts on LA 88 at US 90 and advised that he has not received anything on this project.

ITEM #2.6 Dale LeBlanc updated the board regarding the Water System Improvements Water System Study and advised that there has been no activity.
ITEM #2.7  Dale LeBlanc presented invoices for informational purposes only and reviewed them with the board.

ITEM #3 WATER SYSTEM ITEMS (Continued)

ITEM #3(b)  Attorney Dean Wattigny addressed the board regarding a cease and desist letter from Attorney David Groner and requested that the board go into Executive Session.

   It was motioned by Paul Trahan and seconded by Everette Manuel that the board would go into Executive Session as requested by Legal Adviser. Motion carried by unanimous vote.

   Therefore, the board went into Executive Session discussion.

   Tim Nugent left the meeting at 7:05 p.m.

   The board tabled this agenda item pending legal and engineering advise.

   Dean Wattigny left the meeting at 7:15 p.m.

   It was motioned by Everette Manuel and seconded by Paul Trahan that the meeting would return to original agenda. Motion carried by unanimous vote.

ITEM #3(c)  Ronald Daigle addressed the board regarding Mobile Home Park/Water Line Construction Requirement.

   Lengthy discussion was had regarding this matter.

   It was motioned by Everette Manuel and seconded by Paul Trahan to amend general requirements for acceptance of water systems in mobile home parks; “that we have the actual infrastructure drawings prior to installing master meters for mobile home parks and the mobile home park customer has one (1) year to get all lines hooked up and have individual meters and work completed and accepted by the Water District”. Motion carried by unanimous vote.

ITEM #3(d)  Jody Suire updated the board regarding Customer Communication System.

   Scott Sonnier advised the board that interested parties in Iberia Parish should be meeting next week.

   Brief discussion was had regarding this matter and it was tabled to the next meeting.

   Scott Sonnier left the meeting at 7:39 p.m.

ITEM #3(e)  Ronald Daigle and Jody Suire updated the board regarding Utility Billing Services.

   Discussion was had regarding handheld meter reading software.

   This matter was tabled to next meeting.

ITEM #3(f)  Jody Suire updated the board regarding budget adjustments.

   Discussion was had regarding this matter.
It was motioned by Everette Manuel and seconded by Paul Trahan to move $3,211.48 from line item 470030 Ins. Proceeds to line item 543300 Repair and Maintenance-Vehicles as Budget Adjustment, 2018 Fiscal Year Budget. Motion carried by unanimous vote.

It was motioned by Paul Trahan and seconded by Everette Manuel to move $30,000 from line item 572000 Buildings to line item 533000 Professional Services as Budget Adjustment, 2018 Fiscal Year Budget. Motion carried by unanimous vote.

It was motioned by Everette Manuel and seconded by Paul Trahan to move $20,000 from line item 572000 Buildings to line item 543200 Repair and Maintenance-E as Budget Adjustment, 2018 Fiscal Year Budget. Motion carried by unanimous vote.

PLANT REPORT

Ronald Daigle gave the Plant Report addressing maintenance on water wells.

Brief discussion was had regarding maintenance on all water wells.

It was motioned by Everette Manuel and seconded by Paul Trahan to request approval from Iberia Parish Government to use any remaining funds from CWEF Project, if any, to be used for maintenance of Water Well #3. Motion carried by unanimous vote.

Ronald Daigle advised the board that he would be out for seven (7) weeks for medical reasons.

ANNOUNCEMENTS

Jody Suire advised the board that the next monthly meeting would be held on Monday, October 15, 2018 and agenda items would be due by Friday, October 12, 2018.

It was motioned by Paul Trahan and seconded by Everette Manuel that the meeting be adjourned. Motion carried by unanimous vote.

There being no further business the meeting was adjourned at 8:15 p.m.

Minutes were taken from Tascam Recorder and transcribed by Carolyn L. Romero, Recording Secretary.

[Signatures]

Secretary, Waterworks District #3

President, Waterworks District #3