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 WEDNESDAY, AUGUST 21, 2019, AT THE WATERWORKS DISTRICT #3 OFFICE, 4104 COTEAU ROAD, NEW IBERIA, LOUISIANA 70560

Thereupon, President Jody Suire called the meeting to order at 6:00 p.m.

Attendance of the Board was as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Jody Suire, President</td>
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<tr>
<td>Everette Manuel, Vice-President</td>
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<td>Terry LeBlanc, Treasurer</td>
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<td>Paul Trahan, Secretary</td>
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<td>Timothy Nugent, Member</td>
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Also present at the start of the meeting were Dale LeBlanc, Engineer with Dubroc Engineering; Brenda Romero, Office Manager; Philip Flugence, Plant Operator, 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 Terry LeBlanc.

Board member absent was Timothy Nugent.

It was motioned by Everette Manuel and seconded by Terry LeBlanc to accept the minutes of the Monthly Meeting of Monday, July 15, 2019 as published. Motion carried by unanimous vote.

No Public Comments.

ITEM #1 ELECTION OF OFFICERS

It was motioned by Everette Manuel and seconded by Terry LeBlanc to nominate Jody Suire for Chairman of the Board.

A Substitute motion by Paul Trahan and seconded by Terry LeBlanc to nominate and accept all officers as presently held. Motion carried by unanimous vote.

The motion by Everette Manuel was rescinded.
Jody Suire accepted the nomination as President; Everette Manuel accepted the nomination as Vice-President; Paul Trahan accepted the nomination as Secretary; Terry LeBlanc accepted the nomination as Treasurer.

Officers of Waterworks District #3 (Coteau) are as follows:

President – Jody Suire
Vice-President – Everette Manuel
Secretary – Paul Trahan
Treasurer – Terry LeBlanc

ITEM #2 - ENGINEER’S REPORT
ITEM #2.1

Dale LeBlanc updated the board on Coteau Road and Fremin Road Water System Improvements, and The Ridge Subdivision and he advised the board that we need to complete the eight inch (8”) water line from Snapper Road to Fremin Road.

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 is working on Change Order No. 2 which granted a 90 day extension to Teche Construction and they have moved in this week to put the coulee crossing and 1,000 feet of pipe. No action.

Dale LeBlanc advised the board that he has not heard back from James Lee regarding Contract No. 5 Water Lines (Chastant Road).

Brief discussion was had regarding this matter.

ITEM #2.3 Dale LeBlanc updated the board on Water Well Maintenance work and advised the board that both wells are working well and we would flow test again this fall.

ITEM #2.4 Dale LeBlanc presented copies of “Summary of Inspection” and updated the board regarding Water System Improvements LCDBG Block Grant Project. He advised that the contractor is wrapping it up with dress-up punch list.

A brief discussion was had regarding this matter.

It was motioned by Paul Trahan and seconded by Everette Manuel to authorize the President to recommend to Iberia Parish Government acceptance of Water System Improvements LCDBG Block Grant Project. Motion carried by unanimous vote.
ITEM #2.5  Dale LeBlanc presented “Duncan Heights Mobile Home Park, New Iberia, La.” revised plans and reviewed it with the board. He advised that the plans are acceptable.

Discussion was had regarding the proposed plans to install new water lines in Duncan Heights Mobile Home Park.

Dale requested approval of the revised plans including a twelve (12) month allowance to complete the project.

It was motioned by Terry LeBlanc and seconded by Paul Trahan to approve “Duncan Heights Mobile Home Park, New Iberia, La.” revised plans including a twelve (12) month allowance to complete the project. Motion carried by unanimous vote.

ITEM #2.6  Dale LeBlanc updated the board on Water System Study and advised that he has started working on it.

ITEM #2.7  Dale LeBlanc presented “Water Layout The Ridge” and “Construction Plans for The Ridge – Phase 1 (a Residential Development) Iberia Parish, Louisiana” and reviewed them with the board.

Discussion was had regarding this matter.

It was motioned by Everette Manuel and seconded by Terry LeBlanc to reject the Construction Plans for the Ridge – Phase 1 (a Residential Development) Iberia Parish, Louisiana and to authorize Dubroc Engineering to get with the developer to revise the plans to move the water lines outside the right of way and into the utility servitude. Motion carried by unanimous vote.

ITEM #2.8  Dale LeBlanc presented invoices for informational purposes only and reviewed them with the board.

Discussion was had regarding the removal of the old water tanks across the street and the old caustic tank behind the plant.

ITEM #3

This item was tabled to a future meeting. No action.

ITEM #4

Discussion was had regarding the 2020 Budget (2019 typo on agenda) and line item adjustments for the 2019.

It was motioned by Paul Trahan and seconded by Terry LeBlanc to increase wages of Waterworks District #3 (Coteau) employees; cost of living in the amount of 2.5%. Motion carried by unanimous vote.
It was motioned by Terry LeBlanc to not allow a cost of living increase to the Executive Director who is presently out on medical leave.

Motion died for lack of a second.

It was motioned by Paul Trahan and seconded by Everette Manuel to move $5,000 from 543200 Repair and Maint.-Equip. to 542000 Contract for Services for Fiscal Year 2019. Motion carried by unanimous vote.

It was motioned by Everette Manuel and seconded by Terry LeBlanc to move $1,000 from 561000 Supplies & Postage to 552000 Insurance for Fiscal Year 2019. Motion carried by unanimous vote.

Philip Flugence left the meeting at this time; 7:15 p.m.

It was motioned by Paul Trahan and seconded by Terry LeBlanc to approve the 2020 Budget to reflect the same amounts as 2019 with the exception of the following line items:

- 542000 Budget Amount - $18,000
- 543200 Budget Amount - $60,000
- 552000 Budget Amount - $27,500
- 561900 Budget Amount - $30,500

Motion carried by unanimous vote.

**PLANT REPORT AND OFFICE REPORT**

Brenda Romero gave the Plant Report and Office Report and advised that hand held meter readers are working well; USDA recommended several minor adjustments and revisions; Ethics Training Certifications must be completed for 2019.

Brenda Romero advised the board that Philip Flugence recommends considering a new well and filter in the near future.

Brief discussion was had regarding multiple water meters on the property of Rickey and Mary Trahan.

**ANNOUNCEMENTS**

Jody Suire advised the board that the next monthly meeting would be held on Monday, September 16, 2019 and agenda items would be due by Wednesday, September 11, 2019.

It was motioned by Everette Manuel and seconded by Paul Trahan that the meeting be adjourned. Motion carried by unanimous vote.
There being no further business the meeting was adjourned at 7:25 p.m.
Minutes were taken from Tascam Recorder and transcribed by Carolyn L. Romero, Recording Secretary.

[Signature]
Secretary, Waterworks District #3

[Signature]
President, Waterworks District #3