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, NOVEMBER 18, 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>Present</th>
<th>Absent</th>
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<tr>
<td>Jody Suire, President</td>
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<td>Everette Manuel, Vice-President</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 Dale LeBlanc, Engineer with Dubroc Engineering; Brenda Romero, Office Manager; Jarrod Suire, Customer, 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 and Paul Trahan.

Board members absent were Terry LeBlanc and Timothy Nugent.

It was motioned by Everette Manuel and seconded by Paul Trahan to accept the minutes of the Monthly Meeting of Monday, October 21, 2019 as published. Motion carried by unanimous vote.

PUBLIC COMMENTS

No Public Comments.

ITEM #1 PERSONS TO ADDRESS THE BOARD

Jarrod Suire, Customer, addressed the board regarding the possibility of moving his water line outside the property owned by his neighbor.

Using an aerial photo, the board reviewed the property in question.

Discussion was had regarding this matter. Jody Suire recused himself because Jarrod Suire is a relative.
This matter was taken under advisement.
Jarrod Suire left the meeting at 6:08 p.m.

ITEM #2 – DUBROC ENGINEERING

ITEM #2.1 Dale LeBlanc updated the board on Coteau Road and Fremin Road Water System Improvements Contract #3 and advised that there was no activity; waiting on DOTD.

Dale LeBlanc updated the board on Contract No. 3 Coteau Road (Snapper Road to Coteau Elementary School) and advised that we are still waiting for DOTD to complete plans.

ITEM #2.2 WATER SYSTEM IMPROVEMENTS – FPC PROJECTS

Dale LeBlanc presented “Water Distribution System Plan Sheet, Water System Improvements Contract No. 4 for Waterworks District No. 3 (Coteau)” and updated the board regarding Contract No. 5 Water Lines (Chastant Road) water line installation.

Discussion was had regarding an over-head steel crossing at the coulee.

Dale LeBlanc recommended a Change Order for the project.

Dale LeBlanc updated the board on Contract No. 5 Water Lines.

ITEM #2.3 Dale LeBlanc updated the board regarding Water System Improvements LCDBG Block Grant Project and advised that Iberia Parish Government has approved the project and has authorized the President to sign the substantial completion, which was signed on November 8, 2019 and recorded, therefore, the contractor’s 45 days lien period would end at the end of December, 2019.

ITEM #2.4 Dale LeBlanc updated the board on Duncan Mobile Home Park – Water System and advised that he and Paul Trahan spoke with Roger Duncan and we are waiting for him to present documents for a preconstruction meeting.

ITEM #2.5 Dale LeBlanc updated the board on Water System Study and advised that he is waiting for a quote from the filter people.

ITEM #2.6 Dale LeBlanc updated the board on The Ridge Subdivision – Phase 1 and advised that the Engineer revised the location of all water lines out of the right of way as requested and would have plans this week.

ITEM #2.7 Dale LeBlanc presented invoices for informational purposes only and reviewed them with the board.

ITEM #3 Discussion was had regarding Budget Adjustment line item 4870-533100-3540.
It was motioned by Paul Trahan and seconded by Everette Manuel to approve Budget Line Item Adjustment in the amount of $20,000 from Line Item 573000 IMPR OTHER BUILDIN to Line Item 533100 ARCH/ENGNG SERVICE. Motion carried by unanimous vote.

ITEM #4

Discussion was had regarding personnel compensation in the absence of the Director.

It was motioned by Everette Manuel and seconded by Paul Trahan to authorize compensation increase for the Office Manager for an amount of the difference in salary of Office Manager and Director effective January 1, 2019. Motion carried by unanimous vote.

ITEM #5

Paul Trahan addressed the board regarding leaking in Filter Pump #2 and Main Supply Pump #1 and a need for repairs.

Discussion was had regarding this matter and it was agreed that Brenda Romero would get a quote to repair the pumps.

ITEM #6

Brenda Romero advised the board that James Brasseaux, Water Plant Operator, is now certified as a Level #2.

Discussion was had regarding employee certification and compensation.

It was motioned by Paul Trahan and seconded by Everette Manuel to raise James Brasseaux’s salary in accordance with Archer Study Column 12-J effective the first day of the calendar month after we have received confirmation of his certification. Motion carried by unanimous vote.

REPORT FROM PLANT OPERATOR

Brenda Romero gave the plant report in the absence of Philip Flugence.

REPORT FROM OFFICE MANAGER, BRENDA ROMERO

Brenda Romero gave the office report and advised that Board Member Timothy Nugent has missed more than four (4) consecutive meetings.

Brief discussion was had regarding this matter.

Brenda Romero reminded the board that their Ethics Report and Sex Harassment must be done by December 31, 2019.
ANNOUNCEMENTS

Jody Suire advised the board that the next monthly meeting would be held on Monday, December 16, 2019 and agenda items would be due by Wednesday, December 11, 2019; the office would be closed on November 28 and 29, 2019 in observance of Thanksgiving Holidays.

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 6:45 p.m.

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

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Secretary, Waterworks District #3

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President, Waterworks District #3