

**Water Works District No. 2
St. Tammany Parish, State of Louisiana**

**Board of Waterworks Commissioners Meeting
Water District No. 2 Office, Hwy. 36, Covington, LA**

April 14, 2025 – 5:00 p.m.

Staff Present: Julie Williams – Asst. General Manager

Board Present: Pierre Fabre – Vice President
Lorraine Saba – Secretary/Treasurer
Monique Stubbs – Board Member
Sarah Holzhalb – Board Member

Staff Absent: Grady Thigpen

Board Absent: Benjamin Martino

Call to Order: The meeting was called to order by Vice President Pierre Fabre.

Minutes: Minutes of the March 10, 2025 meeting were read. Motion to approve them was made by Monique Stubbs and seconded by Pierre Fabre.

Bank Balances: Bank balances for the month ending March 31, 2025 were read by Lorraine Saba.

Julie Williams spoke:

Millage: Accountant Cindy Jackson did a yearly report showing the amount of Ad Valorem Tax Revenue in our account along with our principal repayment obligation on our General Obligation Bonds. We are presently at 4.02 mills and voted to reduce it to 2.91 mills which should sustain us to make these payments for two years until 2027.

Water Loss: Water loss went up a little to 13.27%, but is still within range.

Budget Comparison: Julie did a budget comparison on our 2025 Adopted Budget vs. Actual Budget and there was nothing out of the ordinary. Our Total Operating Revenue was 26.02% and our Total Operating Expenses were 24.35%, so everything seems to be in line.

2014 Truck: Julie again listed the 2014 Toyota Tundra in the truck auction for April 21st. Right now the bid is up to \$3550.

Sanitary Survey: The Department of Health requires an inspection of our facility every three years. The inspector does a sanitation survey which includes tests and a check of our paperwork. They inspect the condition of the well site to be sure that we are following operational standards. Since the inspector seemed satisfied with everything, we are expecting a good grade.

Generator: Our yearly service agreement with Pan American Power Co. will expire at the end of May, 2025. It covers two inspections a year: one major and one minor. The cost for renewal will be \$920/year for the well generator and \$495 for the office generator, with the 'priority first' designation.

Mary at Generator Power Systems gave us a quote of \$930/year for the well generator and \$525 for the office generator. They will also give us their 'priority first' designation.

Generator Power Systems came to see our facility and went through everything to be sure they could handle any problems. In light of the questionable service we have had with Pan American Power, and since Tammany Utilities uses Generator Power Systems, Grady has suggested that we switch to them. The board agreed, therefore, Julie will contact Mary to have a service agreement drawn up.

Information Technology: Julie spoke to the QuickBooks representative regarding a technical problem. The system won't allow her to do both the payroll and retirement benefits. We need to get the PERS program going and it doesn't work with QuickBooks. The cost is presently \$162.50/month, but is restrictive. The contact checked and found that it won't work with QuickBooks because the company has blocked it.

Julie then contacted Cassel about using a server or the Cloud for the payroll and PERS program. The Cassell representative said they have a program with an application for \$6,000 plus an annual maintenance fee.

Julie also called ADT and learned that they can do the retirement at \$80 per payroll or \$160 per month plus (\$54.95 for W-2's). Julie suggested we go with ADT to get PERS going and, after some discussion, the board agreed.

No further business to discuss, a motion to adjourn was made by Monique Stubbs and seconded by Pierre Fabre.

Submitted by: Lorraine Saba, Board Secretary-Treasurer.

4/16/2025