

**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**

**January 13, 2025 – 5:00 p.m.**

**Staff Present:** Julie Williams – Asst. General Manager  
Grady Thigpen – Field Supervisor

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

**Staff Absent:** A.J. Cigali, General Manager

**Call to Order:** The meeting was called to order by President Ben Martino.

**Minutes:** Minutes of the December 16, 2024 meeting were read. Motion to approve them was made by Monique Stubbs and seconded by Sarah Holzhalb.

**Bank Balances:** Bank balances for the month ending December 31, 2024 were read by Lorraine Saba.

**Julie Williams spoke:**

**Water Loss:** Water loss was 10.79%, down from December.

**2024 Adopted Budget Vs. Actual Budget** report was given out.

**Total Operating Revenue:** \$1,001,208 - 94.44% of projected budget

Water Revenue was less \$919,703 at 93.37% of budget – this is because usage was down 7,344,483 gallons less than 2023.

Tap & Connect Fees was \$14,368 at 57.47% - this is due to development in Robindale Subdivision has slowed down.

Other Revenue – \$31,309 – 205.98% - Up higher due to sale of Veh#01 2014 Toyota Tundra and Used Brass Meters from meter change out.

**Total Operating Expenses:** \$1,003,869 – 97.71% close to budget

Repairs and Maintenance were up due to bad motor and pump on well 4 that needed to be replaced.

Miscellaneous Expense was up due to partial refund on sale of used brass meters. Estimated count was lower than estimated.

Ben asked if we have any other old big pumps and Grady said we have a spare motor only. He explained that nine years ago we upgraded to this pump. The pump on well 3 is the same age as the one that was on well 4 but is currently running with no issues.

**PERS Retirement Program:** Julie said she received the contract on the Parochial Employees' Retirement Plan. We are approved and just have to sign the contract. The employer contribution rate will be 11% and the employee contribution rate will be 9.5%. The program will begin with Pay Period Ending 2/4/2025. Our Accountant, Cindy Jackson, will help set up the program for our employees.

The contract has been completed and signed by President of the Board, Benjamin Martino and witnessed by Assistant General Manager, Julie Williams. Ben asked if we could make changes to the agreement. Julie said if we no longer want to participate in the plan we are required the Water District may terminate the agreement by giving written notice of its intention to the PERS System at least one year prior to the effective date of termination, provided that the agreement has been in effect at least five years prior to the date that the notice of termination is received by the PERS System.

**IT Support Team:** A representative from Bridgenet Technology Consultants is coming to the office this week to take inventory of our computer equipment, all software and security programs in order to evaluate our existing system and security controls, etc. Once they have reviewed they will write up a report with any recommended changes they feel we should make to present to the board. At that point we can meet with Bridgenet and decide a plan of action to make recommended changes.

**Grady Thigpen spoke:**

**Generator:** Grady said the pump repair for well 4 is now complete and operating efficiently.

The cooling sensor on the generator at the well site was not working properly. PanAmerican Power came out and replaced the sensor and it is now working properly.

**Drainage Project:** Grady met with some engineers who are about to do a St. Tammany Parish drainage project in the Abita Nursery Subdivision area. We will have a couple of conflicts with a 2-inch pipe in the area so we will have to look at what it will take to make sure the 2-inch pipe isn't in the way. If we have to relocate the 2-inch pipe a Boil Water Advisory would have to be issued.

They also met regarding the culverts on Hwy. 36 near the Abita Brewery. Our 6 inch water pipe is starting to show because it's been uncovered by the water flow. Bigger culverts will add more flow, therefore, we will need to lower the line to get it out of the way. The project will go out for bid in a couple of months and work could start by mid-summer. Therefore, we have time to address the problem before the work starts. Inserta valves are \$7400 each, but would help avoid a boil water advisory for the restaurant. A contractor will put in the first one, and we will do the second one when we move a 2-inch line. He noted that culverts are being replaced along with a retention pond.

**Fire Hydrants:** There was discussion about the lack of fire hydrants in the neighborhood. Some areas have small water lines that can't accommodate the flow of water from a fire hydrant. There are 4-inch and 6-inch water lines in the area, but Grady said there are no fire hydrants on the 6-inch line near St. Landry. However, the fire district does have pumpers and tank trucks to respond to fires. Therefore, when Fire District 8 and 12 ask to do flushings, Ben suggested that we tell them of areas of concern and ask them what they think about it. Water District 2 can furnish water, but St. Tammany Parish would have to pay to install new fire hydrants.

An **Executive Session** was then called to discuss employee annual reviews.

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

**Submitted by:** Lorraine Saba, Board Secretary-Treasurer.  
1/16/2025