

**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**

July 14, 2025– 5:00 p.m.

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

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

Board Absent: Sarah Holzhalb – Board Member

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

Minutes: Minutes of the June 9, 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 June 30, 2025 were read by Lorraine Saba.

Julie Williams spoke:

Water Loss: Water loss went down from 13.73% to 12.00%.

Reentry Placard: Julie showed us a Re-Entry Permit to be used for employees to enter into the parish during a time of emergency. This is for essential service personnel who must come in to restore service to the area. This is a shared program by St. Tammany, St. Bernard, Plaquemines, Orleans and Jefferson Parishes. Each employee is assigned a Re-Entry Authorization Permit# and must be updated every year with the Office of Homeland Security.

Budget Comparison: Julie gave out the Profit & Loss Comparison for January to June 2025. Total Operating Revenue was at 52.29% and Total Operating Expenses were at 49.66%

Office Building: The building Water District No. 2 rents office space from has been sold to AVC Investments, LLC – Owner Anne V Cigali. Julie said our existing rental agreement will be honored as is until December 31, 2027.

In January 2027 Julie will reach out to Anne V Cigali to express our intent to renew our lease.

Transfer Switch: The broken transfer switch on our office generator is scheduled to be repaired this Wednesday morning, July 16. They will have to kill power to the office to make repair so the office will be closed for approximately four hours. This will be posted on the website, a sign will be posted on the door and answering service will be advised.

Truck Replacement: Grady's 2016 Ford F-250 has 180,000 miles on it and is starting to show signs of transmission issues. Therefore, Grady obtained three quotes for a replacement. Banner Ford in Mandeville has an F-250 for \$47,024 in stock, Supreme Ford in Slidell has an F-250 for \$48,940 and Rainbow Dodge in Covington has a 2500 at \$51,375. Therefore, the board agreed that the truck is almost ten years old and instead of investing in upcoming repairs we should purchase the new Ford F-250 from Banner Ford in Mandeville.

After much discussion, we all agreed to make this purchase. Julie stated when we are ready will auction the 2016 Ford F-250 on GovDeals. This will be discussed during the August 11, 2025 board meeting.

Ben Martino spoke:

New Office Hire: As discussed during the June 9, 2025 board meeting, Julie presented the job summary to fill the position of Office Manager. The board reviewed the information and agreed with the duties listed. Ben looked at it and suggested she run it through the chatgpt.org website to check the grammar of the job summary. Once review of grammar is completed we will place the ad on Indeed.com.

He asked if exempt employees are allowed overtime compensation in an emergency situation such as hurricanes, natural disasters, etc? He said this type of information should be part of our employment policy. Julie will look into this by speaking with St Tammany Parish government office to see how they compensate for this situation.

Julie completed an Office Employee Interim Evaluation form for the employee file showing that we changed her position at the June 9, 2025 board meeting from Assistant General Manager to General Manager. Office Employee Interim Evaluation was completed stating Julie Williams' title was changed to General Manager effective June 9, 2025 and signed by Ben Martino – Board President.

Grady Thigpen spoke:

Field Work: Grady said there are two leaks in the system where the line runs underneath culverts. When he makes the repairs, he will run the line over the culverts since it is deep enough above the culvert to safely run the line. This will make it easier for any future repairs needed.

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

Submitted by:

Lorraine Saba

July 15, 2025