

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

March 10, 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
Monique Stubbs – Board Member

Board Absent: Sarah Holzhalt – Board Member

Bridgenet: Before our meeting began, Bo Jakins from Bridgenet Technology Consultants spoke to us regarding a technology roadmap for upgrading our IT systems. He said that our server is 9.5 years old with no warranty. It's running an unsupported Microsoft operating system. Therefore, we either need to replace it or move its functionality to the cloud. Our network infrastructure is outdated and needs to be refreshed. None of the equipment is manageable and we have no visibility into the network. There is no firewall for added security. This upgrade would provide a firewall, switch and access point.

The workstations are all 10-12 years old and are running Windows 10, which will lose support this October. Running the business on a personal G-mail account poses serious security and compliance risks, making it difficult to enforce access controls, data protection and professional branding. Migrating to Microsoft 365 using our existing domain would enhance security, improve collaboration and ensure our business maintains full ownership and control over its communications.

Projected budget for cloud migration: \$7500-\$9,000 and \$12,500-\$15,000 for server replacement. Network upgrade budget is \$4,000, and Workstation upgrades \$5,000 (\$1500 each workstation). E-mail migration budget: \$2,400. Initial startup would be \$36,000. Accountant Cindy Jackson said we have the money to do the project. We can use the Reserve Replacement Account or the Impact Fees Account. The board agreed that we should go forward with these needed upgrades. Therefore, Julie will contact the Caselle representative to better understand what this transition would look like from QuickBooks to Caselle's accounting software package.

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

Minutes: Minutes of the February 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 February 28, 2025 were read by Lorraine Saba.

Julie Williams spoke:

Water Loss: Water loss was 12.52%, up from January. Grady said there was a leak in Magnolia Gardens that had gone unnoticed for approximately one month. He also noted that Fire District No. 12 had been doing their exercises.

Profit & Loss: The Profit & Loss report for February 2025 was given out. Julie noted that the Net Ordinary Income for January-February 2025 was \$36,471.05 compared to \$3,370.62 for the same time in 2024. She explained that insurance bills had not yet been received or paid.

Bonds: Cindy did a report on our two bonds Series 2013 and Series 2020. It showed the original start dates and final payment dates of both bonds. It also showed when principal and interest payments are due.

2014 Truck: Julie re-listed the 2014 Toyota Tundra that wasn't sold during the original auction. Julie contacted the person who had offered \$7,000, but they never called her back. The bid was up to \$4,050 with no reserve on it, and the listing was to end Thursday, March 13th. Therefore, after some discussion, the board advised Julie to sell it to the highest bidder by the end of the listing.

Financial Disclosure Statements: Julie handed these out and requested that they be returned to her at the next meeting. She will submit them to the Louisiana Board of Ethics by the due date of May 15th, 2025.

Office Building: Julie said she has not heard anything about the sale.

Grady Thigpen spoke:

#4 Well Control Panel: There is need for a roof to cover the #4 well control panel to protect it from rain. Documents for the operation of the well are also kept there. Since it would be an improvement to the system, we could use the Impact Fees Account to fund it. Grady got two estimates: \$4550 from Joe's Services and \$4728 from C&B. Therefore, the board agreed that Grady should use Joe's Services to do the job.

Field Work: Grady said the SCADA system worked fine during the monitoring of the well site during the winter snow storm/freeze that occurred in January. The only issue we had was the copper water line to the transducer froze and Grady had to run the pumps for the towers manually until line thawed. Grady will run CTS Tubing line with a valve so we can drip water during freeze conditions.

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.

3/11/2025