

**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**

November 10, 2025– 5:00 p.m.

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

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

Board/Staff Absent: Sarah Holzhalt – Board Member

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

Minutes: Minutes of the October 14, 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 October 31, 2025 were read by Lorraine Saba.

Julie Williams spoke:

Water Loss: Water loss slightly increased to 12.21%.

Budget Comparison: The Adopted Budget Vs. Actual Budget through October 2025 was handed out and the percentages seem to be in line. We will adopt a 2026 Budget and do annual reviews at our December meeting.

Cloud Software Migration: Julie said that the Cloud Software Migration is complete and the glitches are now worked out. There was an issue with Payment Services Network (third party payment processor) after we started the online hosting version of Caselle Billing Software. Customer profiles in PSN were changed when the integration was done. PSN has reset all customer profiles and the problem should be corrected.

Utility Rate Adjustment: Ben Martino – President, was contacted by a couple of customers regarding a rate increase that was being done by St. Tammany Parish. This is for St. Tammany Parish Dept of Utilities for their service area only. This does not involve WWD2. Julie gave us a copy of the St. Tammany Parish Department of Utilities Rate Adjustment Plan for their service area. Julie stressed that our water rates are not increasing at this time. In September, we submitted a Rate Study Request to be done through the Louisiana Rural Water Association. The Rate Study Request will take about 6 months to have scheduled. Once that is completed, we will review the rates for WWD2.

Comprehensive Water Management Plan: Julie also said that she and Grady attended a St. Tammany Parish meeting on a Comprehensive Water Management Plan for water and sewerage systems in the parish. It will require all utilities in the parish to show the water system service area boundaries, water mains and service addresses. The parish will be drafting a Cooperative Endeavor Agreement for us to review regarding the project.

Grady Thigpen spoke:

Water Leaks: Grady fixed a few leaks, so our water loss of 12.21% should go down.

Freeze Protection: Ben asked Grady about freeze protection for the water system. Grady said they are in the process of making sure all flush hydrants and lines at the well site are protected for any upcoming freeze conditions.

Truck: All of the safety lights for Grady's new truck, the 2025 Ford F250, are now installed. The transfer of the total purchase for truck, bedliner, tool boxes and safety lights in the amount of \$50,885.71 will be transferred from the Reserve Replacement Account to the Water Revenue Account.

The 2016 Ford F250 truck that we replaced was put on GovDeals November 4th and will expire November 17th. The current bid is \$2,225.00 but bid should increase as it nears the end date of the auction.

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

Submitted by: Lorraine Saba
11/11/25