

North Webster Parish Industrial District (NWPID)
Board of Directors (BOD)
MINUTES – Regular Meeting
Tuesday, May 29, 2018 – 5:30 PM
117 Loading Dock Drive, Cullen, LA 71021

Present: David Smith, Denny McMullan, Lamar Smith, Randy Sexton; John Slattery, NWPID Attorney; Cindy Scheer (staff) and Mike Dunaway (staff).

A quorum was present.

Absent: Craig Tripp, Jeff Harper and Terry Revelle.

Guests: Mr. Arnold – District 6 Fire Chief and Mr. John French – KSA Engineering.

Mr. Denny McMullan, Chairman called the meeting to order; Mr. Randy Sexton led in the Pledge of Allegiance and David Smith offered the invocation.

Public Comment: Mr. Arnold, Fire Chief Cullen District 6 Fire reported to the Board that they had looked at the certified site; but this location would require a lot of expenses just to be usable and would not be feasible. Mr. Arnold would like to utilize the area in the back of the park in the general area of the sewer plant or raceway. A discussion followed concerning if there was a deadline for the project and the possible benefits to the park and residents of Cullen. Due to no deadline for a decision David Smith made a motion to table the decision until additional directors were present to have any questions addressed or concerns; with a second by Randy Sexton. Motion passed unanimously by show of hands.

Sewer System Expansion Report: Mr. John French (KSA Engineering) reported on the proposed sewer system upgrade and the cost of such system. Currently Mr. French stated that based on the employee numbers of the current tenants and the type of waste being treated the proposed system would be based on treating 20,000 gallons. Mr. Dunaway stated that for the month of May to date the District had treated 14,000 gallons for the month. Also the average historically has been anywhere from 12,000 to 15,000 gallon per month. The proposed system would handle up to 20,000 gallons per day and operates off of a modular or compartment type system, which is totally enclosed and could be updated simply by adding another compartment. Mr. French stated that this system would take the place of the raceway system the District currently uses. The cost of this system would be approximately \$150,000.00 total. Also currently Mike Dunaway reported that the permit was for 25,000 gallons per day so no adjustment would be needed to the current permit to implement the new system. Mr. French also stated that he could not justified increasing the capacity any more or the system would not function correctly.

Water & Sewer Status Report: Mr. Dunaway reported that currently the rotor is out at the sewer plant. Also they had replaced the motor which had gone out prior, which in turn caused the issues with the rotor or gear box. Mr. Dunaway stated that the chlorine system regarding the new well (#3) had to be repaired also due to water getting back into the system due to a faulty injector. Industrial Research has been contacted regarding the repairs of the chlorine system. Also Mike Butler will be getting the parts and provide the labor to correct the issues mentioned at the sewer plant. Mr. Lamar Smith made the motion to allow up to 5,000.00 of repairs to the sewer system without any additional Board approval; with a second by Mr. David Smith. Motion passed unanimously by show of hands. Mr. Dunaway mentioned that he had a bad spot in the road back to the sewer plant and it needed to be addressed, as running out of room to straddle. The Board requested that prior to calling contractors out of Minden;

they would like to see local contractors used if possible. Ms. Scheer will provide contact information for local contractors to Mr. Dunaway.

Approval of Minutes:

Mr. David Smith made a motion to approve the April BOD minutes for April 16, 2018 and April 23, 2018 minutes as presented; with a second by Mr. Lamar Smith. Motion passed unanimously by show of hands.

Claims Docket:

Mr. Randy Sexton made a motion to approve the May claim docket totaling \$47,798.49 as presented; with a second by Mr. David Smith. Motion passed unanimously by show of hands.

May Financials:

Ms. Cindy Scheer reviewed the May financial reports which consisted of the Balance Sheet, Profit & Loss current & year to date; plus review of the budget for the same periods. Mr. Lamar Smith made a motion to accept the financials as presented; with a second by Mr. Randy Sexton. Motion passed unanimously by show of hands.

Old Business:

Administrative Assistant Reports:

- **Status Report** - Ms. Scheer reported to the Board the various items that she was currently working on or had been completed for May.
- **Tier 2.1 Personal Financial Disclosures** – Ms. Scheer reported that all Directors have filed the Tier 2.1 statements and this was completed prior to May 15, 2018.
- **Ethics Training Certification** – Also everyone has completed the annual Ethics training and certificated are on file with the District at this time.
- **CSP Roof Repairs Long Term Repairs** - Ms. Scheer reported that she had received an email from Curtis Sewell Engineering regarding the proposed fees for the engineering cost of the project, which was discussed. The consensus of the Board was to obtain other bids regarding the project. Also Ms. Scheer reported that we had received two bids regarding the roof repairs, which were not from local companies. The Board asked that we reach out again by contacting other local roofers and tabled this until a later date.
- **NWPID/SMC Truck Accident** – Ms. Scheer reported that the District had completed their part of the claim. The insurance carrier (Progressive) was waiting for a response from the driver and company at this time.

New Business:

- Ms. Scheer reviewed the guidelines for the New 2018-2019 Budget and the amended budget to be in compliance from the Louisiana Auditors website. Last year we were not in compliance as the budget was not adopted prior to June 30, 2018. Also the policies that were approved last year for the new Agreed Upon Procedures needs to be reviewed as these procedures must follow what the District currently is doing.
- Also currently the District is working on updating the park tenant sign as various tenants have asked to get this updated as they have been tenants for quite some time.
- Mr. Denny McMullan reported that the District had been in contact with Angie White, NLEP to discuss what is needed or their recommendation to target specific markets moving forward.

Currently this concluded the meeting and Mr. Lamar Smith made the motion to adjourn the meeting at this time; with a second by Mr. David Smith – Motion carried unanimously by show of hands. Meeting adjourned.

Respectfully Submitted by
Cindy Scheer, Executive Assistant

Approved by
Randy Sexton, Secretary-Treasurer