

**North Webster Parish Industrial District (NWPID)**  
**Board of Directors (BOD)**  
**Monday, October 24, 2022 – 5:30 PM**  
**117 Loading Dock Drive, Cullen, LA 71021**

**Present:** Jeff Harper, Terry Lewis, Craig Tripp and Darryl Vercher

**Others:** Lisa Duggan (Staff) and Jason Wade (Attorney)

**Absent:** Lamar Smith, Randy Sexton and Mike Dunaway (Water Superintendent)

**Guests:** None

Darryl Vercher, Vice-Chairman called the meeting to order; Craig Tripp led the Pledge of Allegiance and Terry Lewis offered the invocation.

**Public Comment:** None

**Approval of Minutes:** Jeff Harper made a motion to approve the minutes as presented for the meeting held on September 19, 2022; second made by Craig Tripp. Motion carried unanimously.

**October Claims Docket (Bills Payable):** Jeff Harper made a motion to approve the October Claims Docket totaling \$33,373.97; second made by Terry Lewis. Motion carried unanimously.

**September Financial Report:** Jeff Harper made a motion to approve the September Financial statements consisting of the Balance Sheet, Profit & Loss current, and year to date; plus, review of the monthly budget for the same periods; second made by Craig Tripp. Motion carried unanimously.

**Old Business:** None

**New Business:**

**Board Member Replacement for Gerald Holland:** Lisa Duggan presented to the Board a letter sent to the Board of Ethics for an advisory opinion. NWPID received a letter from the Louisiana Board of Ethics acknowledging receipt of NWPID's letter and that NWPID's submittal has been tentatively scheduled for their 12.2.22 Agenda.

**Debt Service Policy and Procedures:** Lisa Duggan presented to the Board a new Debt Service Policy and Procedures. Jeff Harper made motion to approve the Debt Service Policy and Procedures; second made by Terry Lewis. Motion carried unanimously.

**Add Juneteenth Holiday to Personnel, Payroll, Personal Time Off and Holiday Policy and Procedures:**

Jeff Harper made a motion to add Juneteenth to the list of the District's holidays and to approve the updated Personnel, Payroll, Personal Time Off and Holiday Policy and Procedures; second made by Terry Lewis. Motion carried unanimously.

**E. I. Williams:** Jeff Harper made a motion to go into executive session; second made by Craig Tripp. Motion carried unanimously. Jeff Harper made a motion to return to regular session; second made by Craig Tripp. Motion carried unanimously.

This concluded the meeting. Jeff Harper made a motion to adjourn the meeting; second made by Terry Lewis. No discussion followed and motion carried unanimously.

Respectfully Submitted by: Lisa Duggan, District Manager

Approved by: Terry Lewis, Secretary