

North Webster Parish Industrial District (NWPID)
Board of Directors (BOD)
Monday, November 24, 2025 – 5:30 PM
117 Loading Dock Drive, Springhill, LA 71075

Present: Jeff Harper, Lane Hedrick, Heath Harvey, Chad Evans and Chillon Caraway

Others: Lisa Duggan (Staff), and Mike Dunaway (Water Superintendent)

Absent: Randy Sexton and Jason Wade (Attorney)

Guests: None

Chad Evans, Vice Chairman, called the meeting to order; Lane Hedrick led the Pledge of Allegiance and Jeff Harper offered the invocation.

Public Comment: None

Approval of Minutes: Lane Hedrick made a motion to approve the minutes as presented for the meeting held on October 20, 2025; second made by Heath Harvey. Motion carried unanimously.

Claims Docket (Bills Payable): Heath Harvey made a motion to approve the November claims docket totaling \$18,714.78; second made by Jeff Harper. Motion carried unanimously.

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

Old Business:

Stericycle: A copy of a letter that was drafted by Brad Graff of Cothren Graff Smoak Engineering, Inc. was sent to Stericycle concerning what was allowed to be discharged into NWPID's wastewater system.

New Business:

Water Violation: Mike Dunaway updated the Board on a couple of water violations NWPID received for a chlorine malfunction which has recently been repaired. The Board discussed that they all want to be notified of any future water or sewer violations received.

Grant Info: Lisa Duggan updated the Board that the NWPID project was not selected for funding of a grant from the Delta Regional Authority (DRA). The grant will be reapplied for after the first of the year and CDC feels very good about the chances of getting selected then.

E. I. Williams: E. I. Williams has requested to use the west back part of the Integrico building for storage. Jeff Harper made a motion to authorize the NWPID chairman to negotiate the details of a lease with E. I. Williams to rent the west end of the Integrico building for storage for up to a year as long as they will move out within a 30 day notice if NWPID leases the building, be responsible for all repairs they cause, keep area clean and presentable in case we need to show the building to a potential renter, provide insurance for their activities and at least charge \$500 per month; second made by Lane Hedrick. Motion carried unanimously.

Integrico Building – Bids: Heath Harvey made a motion to accept the bid to replace two exterior metal doors and frames at the Integrico building from Carl Blocker for \$4,554.00; second made by Lane Hedrick. Motion carried unanimously.

Lane Hedrick made a motion to amend the agenda to add discussion of the Closed Loop agreement to the agenda; second made by Jeff Harper. Motion carried unanimously.

Closed Loop: After discussion from the Board concerning the money Closed Loop owes NWPID for the sale of the crossties, Lane Hedrick made a motion requesting our council to send Closed Loop a letter requesting payment for NWPID's portion of the funds from the sales of the ties; second made by Jeff Harper. Motion carried unanimously.

CSP Lease Penalty: Lisa Duggan advised the Board while our audit firm was working on NWPID's recent audit, one of the auditors interpreted the CSP lease to read if CSP did not meet the required employee numbers that they would owe the rent amount and the required penalty amount for the number of employees reported that quarter. Heath Harvey made a motion to waive the prior months penalty owed and to move forward charging CSP the rent and the penalty amount for any future penalties that may occur; second made by Jeff Harper. Motion carried unanimously.

Adopt Journal Entry Policy: Lane Hedrick made a motion to accept the Journal Entry Policy presented at the meeting; second made by Heath Harvey. Motion carried unanimously.

This concluded the meeting. Heath Harvey made a motion to adjourn the meeting; second made by Lane Hedrick. Motion carried unanimously.

Respectfully Submitted by: Lisa Duggan, District Manager

Approved by: Lane Hedrick, Secretary