



SEWERAGE DISTRICT NO. 1
OF THE
Parish of Tangipahoa

15481 West Club Deluxe Road • Hammond, LA 70403
(985) 542-8877

PURSUANT TO PUBLIC NOTICE, THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SEWERAGE DISTRICT OF TANGIPAHOA WAS HELD ON MONDAY, MARCH 16, 2020 @ 5:00 P.M., AT THE CLAUSEN BUILDING, 15485 W. CLUB DELUXE ROAD, HAMMOND, LOUISIANA 70403.

PRESENT: JUSTIN PROCTOR, JAMES MILLER, AND B.J. COUVILLION.

ABSENT: BRIAN SHIREY AND SAMMY RICHMOND

ALSO, PRESENT: JASON HOOD, GENERAL MANAGER; JAY PITTMAN, OF SPANGLER ENGINEERING; RANDI MATTHEWS, OF TAYLOR & MATTHEWS;

I. CALL TO ORDER:

II. Roll Call: Brian Shirey (A), Justin Proctor (P), Sammy Richmond (A), James Miller(P), and B.J. Couvillion (P).

III. APPROVAL OF MINUTES FROM THE FEBRUARY 18, 2020 MEETING.

There was a motion made by **B.J. Couvillion** and second by **James Miller** to approve minutes from the February 18, 2020 meeting.

Vote all in favor, no nays.

IV. MANAGER'S REPORT (JASON HOOD)

Jason Hood stated in February a total of 108 permits and 4 new addresses were issued.

Jason informed the board as concerning to the COVID-19 its business as usual. There are a few changes made within the office on how to interact with customers until ordered not to.

Started a process of working on a cover and baffle curtain for the 3rd cell of the Northwest treatment facility to combat the TSS exceedances. This cover will block out the sunlight and hinder the growth of algae which causes the TSS exceedances.

Jason stated that there is now adequate shelter to store equipment under. He would like to start the process to purchase a midsize tractor to be used for maintenance at plants as well as a means loading and unloading parts and equipment. He will like to surplus and sell the John Deere 310 backhoe. This backhoe is rarely used except to unload equipment. Therefore, would ask to surplus the Backhoe and request bids to purchase.

V. FINANCIAL REPORT AND REVIEW (RANDI MATTHEWS)



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*****Documents was provided to each board member for review*****

Randi stated total revenues for the month was \$234,875.00.

Randi highlighted expenses;

Insurance workers comp.

Blair Village lift station trash screen installed.

Creekside Plant and lift station pump cover installed.

Pecan Ridge installed gates.

Scarlet Glen lift station and plant installed pump cover.

There was a motion made by **B.J. Couvillion** and second by **James Miller** to approve financial report and review.

Vote all in favor, No nays.

VI. Approval of engagement letter with Taylor Matthews CPAs for monthly accounting services. (Randi Matthews)

*****Documents was provided to each board member for review*****

There was a motion made by **B.J. Couvillion** and second by **James Miller** to approve engagement letter with Taylor Matthews CPAs for monthly accounting services.

Vote all in favor, No nays.

VII. Approval of engagement letter with Taylor Matthews CPAs for end of year compilation for the annual audit. (Randi Matthews)

*****Documents was provided to each board member for review*****

There was a motion made by **B.J. Couvillion** and second by **James Miller** to approve engagement letter with Taylor Matthews CPA's for end of year compilation for the annual audit.

Vote all in favor, No nays.

VIII. Engineers report. (Jay Pittman)

*****Documents was issued to each member for review*****



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Spangler Engineering, LLC

CONSULTING CIVIL ENGINEERS

T. C. Spangler, Jr., P.E.
Webb M. Anderson, P.E.
Jay C. Pittman, P.E.

ENGINEER'S REPORT

To: Mr. Brian Shirey, Chairman
& Board Members
Sewerage District No.1 of Tangipahoa Parish
15485 W. Club DeLuxe Road
Hammond, Louisiana 70403

From: T. C. Spangler, Jr., P.E. Jay C. Pittman, P.E.

Date: 16 March 2020

Projects/Status:

1. **MoDAD acquisition** – No recent changes.
2. **BOND PROJECTS [Series 2020]** – “Priority List” adopted 12/16/2019 (\$4.9 million in Series 2020 bonds). Status of all bond projects:
 - a. **System Expansion (LA445/LA22)**
 - (1) Construction by Richard Price Contracting ongoing.
 - (2) Force main work 50% complete; all 3 wet wells installed; utility conflicts on CC Road caused moving the 14" FM; total contract = 20.01%.
 - (3) Pay Estimate #3 approved for \$141,667.93 (see item "6.c.").
 - (4) **Recommend approval of Change Order No. 1 for additional 59 days contract term due to inclement weather (no change in contract price).**
 - b. **Southeast WWTP Improvements**
 - (1) Construction by Lemoine ongoing.
 - (2) Concrete work 99% complete; 100% of equip. delivered; earthwork 90% complete; total contract = 68.27% complete
 - (3) Pay Estimate #9 approved for \$214,991.21 (see item "6.b.").
 - (4) Changes to existing force main tie-ins being processed (to accommodate upgraded Booker North Lift Station: est. \$35,000 extra).
 - c. **Bedico Regional WWTP Improvements** – upgrade to 1,600,000 gpd
 - (1) Engineering (plans & specs) complete; permits applications submitted.
 - (2) Project schedule subject to LaDH/LaDEQ permit approvals.
 - d. **Southeast WWTP MAINTENANCE BUILDING/Conversion of Cell#1 /Planting of SE WWTP Wetlands** – to be addressed after new SE WWTP is in service. [Included in Series 2020 bond projects].
 - e. **UNIVERSITY AVENUE Lift Station Improvements (Burger King LS + Patti Rd Lift Station & Force Main to NW WWTP)**
 - (1) Construction by Greenbriar about to commence.
 - (2) No Pay Estimate this month.



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Engineer's Report
March 20, 2020
Page 2 of 2

2. BOND PROJECTS [Series 2020] - continued

- f. **Lift Station Improvements [FY2020]** – Field work 85% complete; anticipate the need for a new lift station site at "West Pleasant Ridge LS". Bids to be sought early 3rd quarter 2020.
- g. **Club DeLuxe Sewer Expansion** – Adding sewer service along Club DeLuxe Road (from Spalitta east to East Yellow Water Road).
 - (1) Travis LS site acquired.
 - (2) Jason acquiring private servitudes adjacent to R/W for SS mains (both north & south sides).
 - (3) Bids to be sought late 2nd quarter 2020.

3. **Self-funded/Immediate Projects:** –

- a. **Selsers Lift Station ("Waterside Village")** – new pumping equipment + new force main to Booker North being accomplished under Maintenance contract. New (anticipated) flows from Coburn Lakes necessitating increase in FM size from Booker North to SE (see item "2.b.(4)").
- b. **Happywoods/General Ott/Miller Mart** – Incorporated into "Lift Station Impr. [FY2020]" budget ("2.f." above).

4. **Permits/LaDEQ Compliance Order(s)** – Deferred to Jason for status

5. **VELMA Sewer Improvements [FY2020 LCDBG]** – Full LCDBG grant application submitted by Tangipahoa Parish Government; funding expected 2nd Quarter 2020.

6. **REQUISITIONS**

- a. **Recommend approval of REQUISITION No. 54** – K & L Testing for SE WWTP QA/QC lab reports (Inv. 15208 = \$386.10).
- b. **Recommend approval of REQUISITION No. 55** - The Lemoine Co. **Partial Pay Estimate No. 9** (SE WWTP Impr. = \$214,991.21).
- c. **Recommend approval of REQUISITION No. 56** – Richard Price Contracting **Partial Pay Estimate No. 3** (System Expansion – LA445/LA22 = \$141,667.93).
- d. **Recommend approval of REQUISITION No. 57** – Spangler Engineering (Inv. 20-24 = \$8,078.00: SE WWTP; and Inv. 20-25 = \$6,009.39: Syst. Exp. – LA445/LA22).

Respectfully Submitted,

T. C. Spangler, Jr., P.E.

cc: Mr. Jason Hood, TPSD1 General Manager
Mr. Gene Myers, TPSD1 Operations Manager



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B.J. Couvillion made a motion and seconded by **James Miller** to approve requisition No. 54.
Vote all in favor, no nays.

B.J. Couvillion made a motion and seconded by **James Miller** to approve requisition No. 55.
Vote all in favor, no nays. **Justin Proctor** Abstain from vote.

B.J. Couvillion made a motion and seconded by **James Miller** to approve requisition No. 56.
Vote all in favor, no nays.

B.J. Couvillion made a motion and seconded by **James Miller** to approve requisition No. 57.
Vote all in favor, no nays.

B.J. Couvillion made a motion and second by **James Miller** to approve Change order #1 for additional 59 days to contract term due to inclement weather (no change in contract price).
Vote all in favor, no nays.

ix. A resolution providing for the incurring of debt and the issuance of not to exceed Five Million Six Hundred Fifty Thousand Dollars (\$5,650,000) of Revenue Bonds, in one or more series, of Sewerage District No. 1 of the Parish of Tangipahoa, State of Louisiana.
(Jason Hood)

B.J. Couvillion made a motion to approve the resolution providing for the incurring of debt and the issuance of not to exceed Five Million Six Hundred Fifty Thousand Dollars (\$5,650,000) of revenue bonds, in one or more series, of Sewerage District No. 1 of the Parish of Tangipahoa, State of Louisiana. Seconded by **James Miller**.
Vote all in favor, no nays.

X. Approval to write off the balance of six inactive accounts incorrectly billed, account numbers as follows: (1) #111135 (2) #111336 (3) #135673 (4) #135755 (5) #135804 (6) #135812 (Jason Hood)

*****Documents was provided to each board member for review*****

B.J. Couvillion made a motion to approve to write off the balance of six inactive accounts incorrectly billed, account numbers as follows: (1) #111135 (2) #111336 (3) #135673 (4) #135755 (5) #135804 (6) #135812
Seconded by **James Miller**.



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Vote all in favor, no nays.

XI. Authorization to charge a “tap fee” of \$127.50 per lot for remaining vacant lots in Ponder Trace Subdivision located in Ponchatoula. (Jason Hood)

Jason explained to board and open floor for questions.

Motion made by **B.J. Couvillion** and seconded by **James Miller** to amend agenda in item XI to authorize to charge a “tap fee” of \$400 per lot for remaining vacant lots in Ponder Trace Subdivisions located in Ponchatoula.

Vote all in favor. No nays.

Motion made by **B.J. Couvillion** and seconded by **James Miller** to approve authorization to charge a “tap fee” of \$400 per lot for remaining vacant lots in Ponder Trace Subdivisions located in Ponchatoula.

Vote all in favor. No nays.

XII. Member privileges.

None.

XIII. Adjournment.

There was a motion made by **B.J. Couvillion** and second by **James Miller** to adjourn.

Vote all in favor, no nays.