

**CAMERON PARISH
WATER DISTRICT NO. 11
PROCEEDINGS**

December 16, 2024

There was a regular meeting of the Board of Commissioners of Water District No. 11 at 6:00 p.m., Monday, November 18, 2024, at the Grand Lake Waterworks office.

PRESENT: Carl Granger, Grace Robideaux, Jerome Verzwylt, John T Constance

ABSENT: Wayne Hebert

On motion of Grace Robideaux, seconded by Jerome Verzwylt and carried unanimously, the agenda was approved as posted.

On motion of Grace Robideaux, seconded by Jerome Verzwylt and carried unanimously, the minutes from the November 18, 2024 regular meeting were approved as previously sent out.

On motion of Jerome Verzwylt, seconded by John T. Constance and carried unanimously, the 2025 Budget was adopted as follows:

| <i>OPERATING INCOME</i> | |
|---|---------------------|
| Water Sales | \$685,000.00 |
| Bulk Water Hook Up Fees | \$500.00 |
| Tap Fees | \$15,000.00 |
| Connection Fees | \$4,500.00 |
| Reconnect Fees | \$1,200.00 |
| Relocation Fees | \$500.00 |
| Late Charges | \$29,000.00 |
| Returned Check Fees | \$600.00 |
| ACT Income | \$1,050.00 |
| Rental Tower Space | \$10,825.00 |
| Interest Income | \$2,000.00 |
| Miscellaneous Revenue | \$2,000.00 |
| Total Operating Income | \$752,175.00 |
| <i>Operating Expenses</i> | |
| Salaries & Related Items | |
| Salaries | \$290,000.00 |
| Group Insurance | \$100,000.00 |
| FICA | \$950.00 |
| Retirement Expense | \$32,000.00 |
| Medicare Tax Expense | \$4,200.00 |
| Total - Salary & Related Items | \$427,150.00 |
| General Maintenance | |
| Contributions to Pension Fund | \$6,000.00 |
| Professional Fees - Audit | \$12,000.00 |

| | |
|------------------------------------|----------------------|
| Per Diem | \$3,600.00 |
| Employee Uniforms | \$150.00 |
| Utilities - Electric | \$45,000.00 |
| Contract Labor | \$2,500.00 |
| Employee Medical | \$100.00 |
| Insurance - Property | \$8,000.00 |
| Insurance - General Liability | \$5,800.00 |
| Insurance - Errors & Omissions | \$0.00 |
| Insurance - Vehicles | \$6,500.00 |
| Insurance - Surety Bonds | \$330.00 |
| Insurance - Equipment | \$475.00 |
| Insurance - Annual Share Work Comp | \$2,800.00 |
| Telephones | \$7,300.00 |
| Publishing Fees - Public Notices | \$300.00 |
| Bank Charges | \$2,000.00 |
| Mileage | \$50.00 |
| Meals | \$50.00 |
| Lodging | \$250.00 |
| Certification Fees | \$125.00 |
| Registration Fees | \$1,000.00 |
| Membership Dues | \$475.00 |
| Pipe & Fittings | \$32,500.00 |
| Maintenance | \$65,000.00 |
| Vehicle - Gas & Oil | \$11,000.00 |
| Tools & Equipment | \$300.00 |
| Equipment Rental | \$400.00 |
| Airport Well | \$168.00 |
| Filing Fees | \$50.00 |
| Supplies | \$6,500.00 |
| Chemicals | \$70,000.00 |
| Dotties | \$675.00 |
| Postage | \$14,500.00 |
| Interest Expense - Red River Bank | \$13,200.00 |
| Depreciation Expense | \$173,000.00 |
| Total - General Maintenance | \$492,098.00 |
| Total Operating Expense | \$919,248.00 |
| Net Operating Income (Loss) | -\$167,073.00 |
| Non Operating Income | |
| Ad Valorem Taxes - Maintenance | \$173,004.19 |
| Net Increase (Decrease) | \$5,931.19 |

On motion of Grace Robideaux, seconded by Jerome Verzwylvelt and carried unanimously, the following budget adjustments for the 2024 budget were adopted:

Revenues:

| | |
|--------------|-------------|
| Water Sales | (\$100,000) |
| Late Charges | (7,000) |

Expenditures:

| | |
|-------------------|----------|
| General Liability | \$ 5,000 |
| Pipe & Fittings | 10,000 |

On motion of Grace Robideaux, seconded by Jerome Verzwylvelt and carried unanimously, the following work schedule was adopted:

| | |
|-------------------------|--------------------|
| Office Hours | |
| Monday thru Thursday | 8:00 am – 4:00 pm |
| Friday | 8:00 am – 12:00 pm |
| Office Staff Work Hours | |
| Monday thru Thursday | 7:30 am – 4:30 pm |
| Friday | 8:00 am – 12:00 pm |
| Field Staff Work Hours | |
| Monday thru Thursday | 7:00 am – 4:00 pm |
| Friday | 8:00 am – 12:00 pm |

On motion of Grace Robideaux, seconded by Jerome Verzwylvelt and carried unanimously, the Office Manager will approve employee time in the payroll system.

On motion of Grace Robideaux, seconded by Jerome Verzwylvelt and carried unanimously, employees on call on weekends and holidays will be given a minimum of three hours per day. Any hours worked over three hours will be paid in addition to the minimum.

On motion by John T Constance, seconded by Grace Robideaux and carried unanimously, the following 2025 meeting dates were adopted as follows:

| | |
|---------------------------|----------------------------|
| January 13 th | July 21 st |
| February 10 th | August 18 th |
| March 17 th | September 15 th |
| April 21 st | October 20 th |
| May 19 th | November 17 th |
| June 16 th | December 15 th |

There was a financial report given for the month ending November 30, 2024 by Helen Williams.

On motion of Grace Robideaux, seconded by Jerome Verzwylvelt and carried unanimously, the financial statements for the period ending and November 30, 2024 which reflect budget comparison were accepted as presented.

The Superintendent's Report was presented by Jake Nunez.

On motion of Grace Robideaux, seconded by Jerome Verzwylt and carried unanimously, all bills were approved for payment.

On motion of Jerome Verzwylt, seconded by Grace Robideaux and carried unanimously, Carl Granger was elected Board President for 2025.

On motion of John T. Constance, seconded by Jerome Verzwylt and carried unanimously, Grace Robideaux was elected Board Vice-President for 2025.

There being no further business, on motion of John T Constance, seconded by Jerome Verzwylt and carried unanimously, the meeting was declared adjourned.

APPROVED: _____
Carl Granger, President

ATTEST: _____
Helen Williams, Secretary