

# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes January 7, 2021

Teleconference (Covid-19 Emergency)

### Board Attendance, on line:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

### Others in Attendance, on line

Brian Buckel, G.E.C., Inc.

Jeff Bertoniere, Curtis Environmental

Jean Sanders, Homeowner

#### **Item 1: Board Minutes**

The teleconference was called to order by Chairman Mike Franklin.

The previous board minutes, from the December 2020, meeting were distributed last week and the minutes were approved by the board.

#### **Item 2: Monthly Report from Curtis Environmental About Routine Issues**

Jeff Beratoniere and board reviewed operational and maintenance Issues.

- Sewer back up at 114 North Drive, Roto-Rooter attempted to clean out 3 times, Board approve repair, (Repair work completed on 1/8/2021, repair completed in ditch. Road was not impacted.)
- 12/22/2020, Sewer backup at #10 Blossman Drive, Roto-Rooter unsuccessful in restored service. Flowmore called and successfully restored service.
- 12/31/2020, Sewer backup at 122 North, Roto-Rooter called out.
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#### **Item 3: Brian Buckel with G. E. C., update on Rehabilitation Project.**

- Final walk through held Jan. 6, 2020. Brian Buckel's notes are recorded as a separate document.
- Final reports and updated drawings are being generated. Proposed to use jump drive for data storage in place of paper copies, where appropriate.
- Homeowner concerns. 116 Country Club (Jean Sanders): exposed concrete at her mailbox, ditch not being straight and fill not level. This area was repaired twice, last time by Magnolia to fix the earlier repair.
- Homeowner concerns. 136 Country Club (Pete Lee): Second sewer clean-out is buried by fill and needs to be found and have a box installed, area near water shut-off valve is low and needs fill, the shoulder of the road (from edge of road to ditch) is not flat and doesn't extend far enough away from the road; this is a concern for cars using the shoulder.

#### **Item 4:**

- The board is still looking for a location to store paper files, contracts and material from earlier sewer board activities. Offsite storage (\$60 - \$90/month is too high). Scanning the documents is ~ \$0.25/ page, board is not sure if scanning will work for some legal documents. The board will investigate the possibility of storing key documents at a St. Tammany Parish location.

#### **Item 5: Monthly Financial Statements:**

- The board reviewed the final information and did not see any issues.
- Board will request a delinquent payment report.

#### **Item 6: Depth Service Coverage Ratio.**

- Board has contacted the state about calculation the dept ratio, however the issue remains unresolved. The board prefers to wait until the final cost for the project and end of year financials are completed before recalculation the ratio and determining if a rate increase is needed. A rate increase, if needed, would be controlled by state rules and regulations.

**Item 9: New Lift Station/rain water infiltration into sewer system:**

- The new lift station is on line and running, the following issues were discussed:
  - During high rain events the new lift station appears to pump water to the treatment plant at a rate that may require the plant to be shut down. The pumps at the new lift station are not design to run at lower rates nor “choked” back. The lift stations need to run to avoid sewer water backups in the system. Board will monitor the system, to better understand the impact and improvements seen by the rehabilitation project.

**Item\_10: Next Board Meeting Date**

- The next teleconference for St. Tammany Sewerage District No.1 is scheduled for Thursday February 4, 2021, at 6 p.m. Zoom login details will be the same as for this month

**The Sewer Board Website is <https://sewerdistrict1.com/>** Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary  
St. Tammany Parish, Sewerage District No.1  
January 11, 2021**

# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes February 4, 2021

Teleconference (Covid-19 Emergency)

### Board Attendance, on line:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

### Others in Attendance, on line

Brian Buckel, G.E.C., Inc.

Jeff Bertoniere, Curtis Environmental

Kathleen Lacoste, CPA for the Board

Mike Hattaway, Engineer

Carter Wright, Homeowner

Sally Harasty, Homeowner

#### **Item 1: Board Minutes**

The teleconference was called to order by Chairman Mike Franklin.

The board suggested to separate the previous board minutes, from January, into two reports: 1-for the January Board meeting and 2) one containing Brian Buckel's Final Inspection Report.

#### **Item 2: Monthly Report from Curtis Environmental About Routine Issues**

Jeff Beratoniere and board reviewed operational and maintenance Issues.

- Sewer back up at 114 North Drive, Roto-Rooter called out to open line on 1/4/2021. Line repaired on 1/8/2021. Total cost for these two service calls was \$4,100.
- Lift station #2 is having problems keeping prime.

#### **Item 2: Dept Service Coverage Ratio**

- Kathy Lacoste, the CPA for the Sewer Board, discussed the Debt Service Ratio. The 2019 calculated value was 0.956 which is below the 1.25 required by the DEQ. The Board (Mike Franklin) will draft a letter asking the DEQ to allow the Board time to recalculate the ratio using current numbers. The preferred timing would be after the 2020 board finances have been reviewed and audited. This calculation will be used to determine if a rate increase is needed and what amount for the increase.
- Several items of concern were noted:
  - 1) the final loan amount has not been finalized; however, the amount will be less than the original requested \$1,500,000.00, likely closer to \$1,300,000.00,
  - 2) Cathy will research what items can be expensed and what can be capitalized,
  - 3) the board may wish to use funds currently in bank accounts to pay off the principle,
  - and 4) the 2020 finances would give more current view of the ratio.

#### **Item 3: Brian Buckel with G. E. C., update on Rehabilitation Project.**

- Final reports and updated drawings are being generated. Thumb drive with videos of inspections has been prepared and Brian has the data. Brian plans to hand over this data to the Board in February.
- Brian requested that the final acceptance Letter be sent by the Board to close out the loan and start final payments. The Board approved sending the final acceptance letter.

#### **Item 4: Paper storage for old records.**

- The board will investigate the possibility of using St. Tammany Parish documents department to help with scanning the documents.

#### **Item 5: Monthly Financial Statements:**

- The board did not review the financial statements, anticipate initial end of year statement in February.

**Item 6: New Lift Station and I&I (inflow and infiltration) into sewer system:**

- The new lift station is on line and running, the following issues were discussed:
  - During high rain events inflow into the plant exceeds the plant capacity. Mike Hattaway suggested reducing the flow from the new lift station by closing the input valve at the plant to 50%. Jeff will change the valve setting on 2/6/2021 to see the impact. The board will monitor to see if this causes sewer backups to costumers.

**Item 7: Carter Wright, homeowner at 157 Bertel:**

- Carter informed the board that his driveway was damaged by the boring machine during installation of the forced main in September/October. Brian Buckel has seen pictures and noted that the subcontractor doing the boring was responsible for the damage and Jon Simmons with Magnolia Construction Company will contact the subcontractor and have the subcontractor fix the driveway. There is money held in hold back to help guarantee this work gets completed.

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**Item 8: Scada:**

- The board will review options to have a scada system installed at all lift stations. Mike will forward information to the board.

**Item 9: Drainage concern**

- Sally Harasty is concerned about potential blockage of the drainage ditch(s) at the corner of Bertel and Golfers. She was informed that that issue needs to be taken up with St. Tammany Parish and not the Sewer Board.

**Item\_10: Next Board Meeting Date**

- The next teleconference for St. Tammany Sewerage District No.1 is scheduled for Thursday March 4, 2021, at 6 p.m. Zoom login details will be the same as for this month.

**The Sewer Board Website is <https://sewerdistrict1.com/>** Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**

**St. Tammany Parish, Sewerage District No.1**

**February 5, 2021**

# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes March 4, 2021

Teleconference (Covid-19 Emergency)

### Board Attendance, on line:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

### Others in Attendance, on line

Jeff Bertoniere, Curtis Environmental

David Curtis, Curtis Environmental

#### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.

#### Item 2: Monthly Report from Curtis Environmental About Routine Issues

Jeff Beratoniere and board reviewed operational and maintenance Issues.

- February 9, new value for lift station #5 closed to 50% (based on number of turns of handle to open and close. (opened to 11 turns of the 20 total).
- Heavy rains blowers at lift station turned off on February 11 turned back on February 13. It was noted that there were no overflows at any of the manholes during the rain event an improvement seen from the Rehabilitation Project.
- February 22, both blowers were tripped out (second weekend in a row). PSI called and repaired, electrical system for the blowers appears to need some updating and repairs.
- February 28, PSI called to replace broken belts and check pumps at lift station #2. Final cost not available at this time.

#### Item 2: Dept Service Coverage Ratio

- Kathy Lacoste, the CPA for the Sewer Board, recalculate the Debt Service Ratio, based on end of preliminary 2019 finances and estimate final Rehabilitation Project cost to be 1.29 which is above the 1.25 threshold required by the DEQ. The Board would like to wait to finalize the ratio after: 1) final cost are in for the project (actual spend close to \$1,300,000 versus \$1,500,000 authorized), anticipate in March 2021 and 2) the Sewer District's Finances and audit in May, 2021. There is still concern the Sewer District may have been out of compliance based on 2019 finances.

#### Item 3: Final drawing, inspection reports and other information from the Rehabilitation Project.

- The board has not received the requested document. The Board Secretary will contact Brian Buckel and make the request. (He was contacted February).

#### Item 4: Rehabilitation Project.

- Jon Simmons picked up the final acceptance letter in February.

#### Item 5: Paper storage for old records.

- The board will pull the documents from the file cabinet at the treatment plant and review these.
- The Board Secretary will contact the Water District to see if they have room to store the documents.

#### Item 6: Monthly Statements:

- The board did not review the financial statements, anticipate initial end of year statement in February. No reports were available at this time.
- The Board approved the February Board minutes.

#### Item 7: New Lift Station and I&I (inflow and infiltration) into sewer system:

- The new lift station is on line and running, the following issues were discussed:
- Board recommends testing various valve settings for lift station #5 to see which works best.  $\frac{3}{4}$  open may be the next setting.

#### Item 8: Roto-Rooter Invoices

- Roto-Rooter sent some overdue and unpaid invoices to the District. After some discussion it was recommended that Roto-Rooter send the invoices to the District address and not to Curtis Environmental. The Jay Kahn will contact Kathleen to verify the procedure.

**Item 9: State Required Documents**

- Mike is working on Attestation Forms and Insurance Documents for the Board.

**Item\_10: Next Board Meeting Date**

- The next teleconference for St. Tammany Sewerage District No.1 is scheduled for Thursday April 8, 2021, at 6 p.m. Zoom login details will be the same as for this month.

The Sewer Board Website is <https://sewerdistrict1.com/> Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**

**St. Tammany Parish, Sewerage District No.1**

**March 6, 2021**

# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes April 8, 2021

Teleconference (Covid-19 Emergency)

### Board Attendance, on line:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

### Others in Attendance, on line

none

#### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.

#### Item 2: Monthly Report from Curtis Environmental About Routine Issues

Jeff Beratoniere and board reviewed operational and maintenance Issues.

- March 12: Lift station#2 had bad wear plate on #2 pump, PSI repaired, a few days later vacuum leak, repairs pending.
- March 12: 133 Tchefuncte – sewer back up, Roto Rooter called out.
- March 15: 118 Dogwood slow drainage, Roto Rooter checking lines.
- March 19: Home owner at 155 Tchefuncte claimed sewer work caused driveway issues (cracks) near cleanout in the driveway. Video taken before project started showed damage already existed. The damage is greater than 18’ from main sewer line and is the responsibility of the homeowner to repair. Home owner was notified of these facts in early April. Roto Rooter was called to video the line (as requested by board) no information at this time.
- March 22: 117 Magnolia slow sewer drainage, heavy rains and lift station #2 full.
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#### Additional operational notes.

- March 24: Manhole cover at #52 was dislodged and overflow noted coming out of manhole. Curtis Environmental called and notified. Cover reset but flow continued for a day or more. Sewer Board recommended having Roto Rooter survey the lines to determine what course of action needs to be taken. This problem apparently occurs during heavy rain events. Lift Station #2 (in back lot – between 151-153 Tchefuncte) will also be further evaluated.

#### Item 3: Dept Service Coverage Ratio

- No new information

#### Item 4: Final drawing, inspection reports and other information from the Rehabilitation Project.

- Brian Buckel delivered the preliminary Project summary documents: Data currently at Secretary’s home. Selected data uploaded to website. (some files too large to upload).
  - Two copies on thumb drives of key data; smoke surveys, manhole inspections, sewer video surveys and Suncoast work plan.
  - One copy (13 large size thumb drives) of preconstruction videos of streets, driveways etc. Used to document preconstruction conditions.
  - Final as built drawings were not available – Brian Buckel is working on the drawings. Delay is due to ransomware attack on GEC. Some data may have been lost.

#### Item 5: Paper storage for old records.

- No new information.

#### Item 6: Monthly Statements:

- No new reports were available at this time.

#### Item 7: Insurance:

- Mike Franklin recommended and the Board approve purchasing Liability Insurance from Erwin Insurance at a cost of \$2102.00/year. This is liability insurance for Board Director and officers.

#### Item 8: Board Minutes.

- The Board approved the February Board minutes.

**Item 9: State Required Documents**

- Mike is working on request concerning Sewer Board Documents from Sarah Futch (Senior Advisor, Louisiana Legislative Auditor)

**Item\_10: Next Board Meeting Date**

- The next teleconference for St. Tammany Sewerage District No.1 is scheduled for Thursday May 6, 2021, at 6 p.m. Zoom login details will be the same as for this month.

**The Sewer Board Website is <https://sewerdistrict1.com/>** Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**

**St. Tammany Parish, Sewerage District No.1**

**April 12, 2021**



# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes May 6, 2021

Teleconference (Covid-19 Emergency)

### Board Attendance, on line:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

### Others in Attendance, on line

none

#### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.

#### Item 2: Monthly Report from Curtis Environmental.

Jeff Beratoniere and board reviewed operational and maintenance Issues.

- Main line leading into lift station #2 appears to be obstructed and/or partly blocked. This problem appears to cause the overflows of manhole #52 and the sewer cleanout at the corner of Pine and Tchefonct. Overflows occurred at least twice during heavy rain events.
- **Board Approved repairs and tree removal.** Work to be completed once trees removed and as soon as area dries out.
- Roto-Rooter cost estimate \$6,400, April 2021.
- Trees need to be removed – additional cost. Zeigler tree removal has been contacted for this work bid \$850.00. The Board worked with the homeowner for tree removal. Trees near lift station and in the right-of-way.
- **Board Approved repairs** to blower at treatment plant (not working properly), motor needs to be replaced: PSI estimate to replace motor, align and connect electrical \$2,963.00. In addition, leaking gaskets in air system should be replaced. This work is related to letter from Andrea M. Tabora with the Louisiana Department of Environmental Quality.
- **Board Approved** installation of a sewer cleanout at the junction of the service line and main line behind the house at 162 Bertel. A video of the main sewer line in area did not reveal any problems. Homeowner has sewer back-up problems during heavy rains.
- Driveway cracked around sewer cleanout at 155 Tchefonct. Roto-Rooter called out to run camera down line and determine if there is any damage to the service line and clean-out. Video from preconstruction showed this issue was present before work started on Rehabilitation Project. Cleanout is more than 12 feet from main sewer line. (at this time, work has been performed at this -.)

#### Item 3: Dept Service Coverage Ratio

- DEQ has requested an update. Board anticipates having a new ratio calculated after the audit is completed in June.

#### Item 4: Final drawing, inspection reports and other information from the Rehabilitation Project.

- Brian Buckel delivered the final Project summary documents. Selected data uploaded to website. (some files too large to upload).

#### Item 5: Paper storage for old records.

- Waiting on Water Board's decision on storage building.

#### Item 6: Request from the State

- Request by Sarah Futch, Senior Advisor, Louisiana Legislative Auditor, has been completed.
- State Required Ethics "review" needs to be completed by May 15. In addition a financial disclosure statement needs to be completed.

#### Item 6: Financial:

- Most recent financial statement was reviewed.
- Jay will be leaving the board sometime this year; after he moves. Board discussed how to handle this change

- Board needs to review auditor bids and selection.
- Roto-Rooter is having problems receiving payment for invoices. It appears the invoices are being held by Curtis Environmental and not be quickly forwarded to the Sewer Board.

**Item 8: Board Minutes.**

- The Board approved the February Board minutes.

**Item\_9: Next Board Meeting Date:**

- June 10'th.

The Sewer Board Website is <https://sewerdistrict1.com/> Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**

**St. Tammany Parish, Sewerage District No.1**

**May 7, 2021**

**St. Tammany Parish Sewerage District No.1  
Board Meeting Minutes May 27, 2021  
Teleconference (Zoom)  
Emergency Operational Meeting  
Board Attendance:**

**Mike Franklin, Chairman.....PRESENT  
Roger Kocken, Secretary.....PRESENT  
Jay Kahn, Treasurer.....PRESENT  
Pete Lee ..... PRESENT  
David Talmage.....PRESENT**

**Item 1 Repairs at Lift Station No. 2**

The board met in emergency session, to discuss the repairs at lift station number 2 at 153 Tchefuncte Drive.

For the past 2 days, Roto-Rooter has excavated a 10-foot hole next to the lift station, in order to repair the force main. Only a trickle of sewage has been flowing through the Force main, due to a breakage and/or obstruction.

Board Secretary Roger Kocken has visited the site for the past 2 days. There is a lining in the pipe closest to the lift station, that is believed to be coming apart and blocking sewage flow into the lift station. Roto-Rooter has made numerous attempts to remove this blockage by jetting the pipe and using a sledgehammer to remove the obstruction, without success. This blockage/obstruction is about 4' from the wall of the lift station.

Roto-Rooter originally submitted an estimate of \$6,400 to repair the force main, at the lift station. Flow more has been called out, to deal with excess sewerage, while the force main is being repaired.

Roto-Rooter has notified the board that more extensive repairs will be needed at the lift station, a new pipe may have to be bored in order to replace the existing pipe going into the lift station. A "garbage" pump will need to be called out to deal with the sewage and liquid, while repairs are being made.

Estimate to repair the force main could range anywhere from \$10,000 to \$12,000 or more, in addition to the Flowmore expense.

Because of the unresolved repairs, an unanticipated additional repair expense in excess of \$10,000, the board met on Zoom to discuss the situation.

The board voted unanimously to authorize the additional repairs to be done by Roto-Rooter. Since this was an emergency situation, a second bid was not needed, even though the projected costs are in excess of \$10,000.

Since this was an emergency operation meeting, no members of the public attended this meeting. The meeting lasted over 35 minutes. Board members will be paid a meeting stipend for attending this meeting.

**Mike Franklin, Board Chairman  
St. Tammany Parish, Sewerage District No.1  
May 27, 2021**

# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes June 9, 2021

### Teleconference

#### Board Attendance, online:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

#### Others in Attendance, online

none

#### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.

#### Item 2: Monthly Report from Curtis Environmental.

Jeff Beratoniere and board reviewed operational and maintenance Issues- see Jeff's notes for details

- May 10<sup>th</sup>, 223 Tchefuncte Drive, report private lift station not running, PSI called out and replaced blown fuse.
- Line restriction leading into lift station #2 caused several overflows including manhole number 81 and cleanouts on Tchefuncte and Pine.
  - Roto Rooter on site May 27 & 28<sup>th</sup>. The main line was being restricted by a piece of PVC pipe and rope, about 4-5' from lift station. After removal full flow was seen at the lift station. The main line has a reduction from 8" to 6" at the lift station.
  - Ground around the repair may need to be leveled and smoothed.
- On May 10<sup>th</sup> a power failure caused overflows at some lift stations and the plant.
- Two sewer cleanout was installed at the junction of the service line and main line behind the house at 162 Bertel, one cleanout paid by homeowner and other by the Board. A video of the main sewer line in area did not reveal any problems. Homeowner has sewer back-up problems during heavy rains.
- June 2<sup>nd</sup>, lift station #3 overflowed due to electrical issues (blown fuses due to poor electrical connection, repairs made by J.Perrilloux.

#### Item 3: Dept Service Coverage Ratio

- The latest calculated Depth Service ration is 1.20. The calculation needs to be revised to reflect the actual loan amount; this will be completed once these values are finalized.

#### Item 4: Final Payments for the Rehabilitation Project.

- The Board is working with Brian Buckel (GEC) and the DEQ to finalize the final payments. GEC is due about \$58,000 (?). A request was made to Brian Buckel to provide a final updated map of the sewer system.

#### Item 5: Sewer backups.

- Board discussed policy of **not reimbursing homeowners for damage due to sewer backups.**

#### Item 6: Financial:

- Most recent financial statement was reviewed.
- Jay will be leaving the board sometime this year; after he moves. Board discussed how to handle this change

#### Item 8: Board Minutes.

- The Board approved last month's Board minutes.

#### Item 9: Next Board Meeting Date:

- **July 1<sup>st</sup>. A zoom meeting.**

The Sewer Board Website is <https://sewerdistrict1.com/> Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**

**St. Tammany Parish, Sewerage District No.1**

**June 10, 2021**

# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes July 1, 2021

### Teleconference

#### Board Attendance, online:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

#### Others in Attendance, online: Jeff Beratoniere

#### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.

#### Item 2: Monthly Report from Curtis Environmental.

Jeff Beratoniere and board reviewed operational and maintenance Issues- see Jeff's notes for details

- 154 Tchefuncte, sewer back-up, Roto-Rooter called out, 6/4/2021
- 100-106 Camelia Drive on 6/8/2021, sewer backup, blockage in main line, Roto-Rooter jetted line open on 6/9/2021.
- 105 South Drive, Sewer clean out completed by Roto-Rooter.
- Lift Station #4, at Club house, Jeff informed owners of the club house they are not to make any changes to the lift station without approval. Owners are wanting to enclose the lift station.
- Lift Station #1 has a bad check valve (6/16/2021), Jeff spoke with PSI about making repairs.
- Repairs to plant air system have not been completed
- Repairs to grass and soil near lift station #2 need to be reviewed/completed.

#### Item 3: Dept Service Coverage Ratio

- The latest calculated Depth Service ration is 1.28. The calculation was completed using the 2020 audit results, since the ratio is over 1.20 no rate increase needed at this time.

#### Item 4: Final Payments for the Rehabilitation Project.

- The Board has sent a payment of \$58,000 to GEC, this should close out the last of the Rehabilitation Project costs. Brian Buckel has provided a final updated map of the sewer system.

#### Item 5: The sewer plant renewal application

- The sewer plant renewal application was filled out by Curtis Environmental and checked by Mike and Pete. DEQ has received the application and it is under review.

#### Item 6: Sewer backups.

- Board discussed policy of not reimbursing homeowners for damage due to sewer backups.

#### Item 7: Financial:

- Most recent financial statement was reviewed.
- Jay will be leaving the board sometime this month; Board has decided to add Roger Kocken and David Talmage to signature authority to the Board Bank account.
- Due bank closures/merger the Sewer Board's banking account will need to move. The Board is waiting on the Water District to start the transfer, since the accounts are linked.

#### Item 8: Insurance

- Some concerns were expressed concerning the Sewer District's responsibility for potential vendor accidents.
  - The board should request vendors send proof of insurance to the board.

#### Item 9: Board Minutes.

- The Board approved last month's Board minutes.

#### Item 10: Next Board Meeting Date:

- August 5'th. A zoom meeting.

The Sewer Board Website is <https://sewerdistrict1.com/> Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**  
**St. Tammany Parish, Sewerage District No.1**  
**July 5, 2021**

# St. Tammany Parish Sewerage District No.1

## Board Meeting Minutes August 5, 2021

### Teleconference

#### Board Attendance, online:

Mike Franklin, Chairman..... PRESENT

David Talmage.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

Roger Kocken, Secretary ... ..PRESENT

#### Others in Attendance, online Jeff Beratoniere

#### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.

#### Item 2: Monthly Report from Curtis Environmental.

- Jeff Beratoniere and board reviewed operational and maintenance Issues- see Jeff's notes for details.
- Sewer blockage at 102 South. Root-Rooter (RR) called and cleared blockage on sewer main
- Lift station at 223 Tchefuncte Drive, lift station down, PSI called out to do repair
- Lift Station number 1, overflow plug had come out and allowing water from ditch to enter lift station. RR called and resealed the leak.
- Sewerage Treatment plant, blowers tripped out. PSI diagnosed problem and replace #1 blower motor. Blower motors tripped again; PSI ordered new overloads (pending). Pumps continue to trip out, PSI checking.
- 100 Pine, Homeowner noticed sink holes in front yard directly over sewer main. RR ran camera and noted damage to sewer main. Board approved the repair. Repair to be completed.
- Lift Station #1 and #2 had bad floats, PSI replaced floats.
- 183 Bertel, Homeowner reported sink hole in backyard. RR to run camera.
- Lift station #4, new owners of the Club House, have fenced off the lift station. Mike Franklin to talk to owners about our need for access to the lift station. Also, the owner installed a pool water line over the lift station, Mike will talk to them and have the owner rerouted the line.
- 163 Bertel, Jeff will investigate sinking manhole.

#### Item 3: Financial:

- Most recent financial statement was reviewed by Board members (off line)
- The Board approve moving the Sewer Board accounts from Citizen Bank to Resource Bank. Roger will contact Kathleen D Lacoste on how to handle the transfer.
- Jay will be leaving the board this month; Board approved adding Roger Kocken, Pete Lee and David Talmage to signature authority to the Board Bank account.
- The three outstanding invoices were approved for payment.
- Board approved paying LaPorte \$14,500 for the annual audit.
- Board approved paying for 1 year Zoom subscription ~\$170.00 to Mike Franklin.

#### Item 4: Dirt/Grass at lift station #2

- Board looking into reseeding the area with grass. Installing sod was deemed too expensive.

#### Item 5: Document Storage

- It appears the water board will not be building a new storage building or if they do it will not be climate controlled. The Sewer Board will look into alternate locations to store paper documents.

#### Item 6: Board Minutes.

- The Board approved last month's Board minutes.

#### Item 7: Next Board Meeting Date:

- Sept 2'nd at 6:00 PM, A zoom meeting.

The Sewer Board Website is <https://sewerdistrict1.com/> Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**  
**St. Tammany Parish, Sewerage District No.1**  
**Aug 9, 2021**



**St. Tammany Parish Sewerage District No.1**  
**Board Meeting Minutes Sept. 16, 2021**  
**Original meeting was postponed due to Hurricane Ida**  
**Teleconference**

**Board Attendance, online:**

**Mike Franklin, Chairman..... PRESENT**

**David Talmage..... PRESENT**

**Jay Kahn, Treasurer.....PRESENT**

**Pete Lee ..... PRESENT**

**Roger Kocken, Secretary ..... PRESENT**

**Jesmin K. Basanti Finley, future board member also attended**

**Item 1: Board Minutes**

- The teleconference was called to order by Chairman Mike Franklin.
- Jesmin K. Basanti Finley, will hopefully joining the board after Jay Kahn resigns latter this month. Jay is moving to Riverwood subdivision. Jesmin has agreed to take on the role of Treasurer.

**Item 2: Monthly Report from Curtis Environmental.**

- Board reviewed operational and maintenance Issues based on Jeff Beratoniere’s operational notes for details.
- Hurricane Ida: Power outages, starting on August 29’th, shut down lift Stations all 5 lift and treatment plant.
- Lift stations 2, 3, 4 & 5 along with treatment plant back on line ~ one week later. During this time the water well was operated successfully by the water district using a backup diesel generator.
- Lift station #1 remained off line for 2 ½ weeks due to lack of power. Breau Brothers were employed to pump out the manholes in the area (North and South Drive) until the power was restored.
  - The Board will evaluate installing electrical connections to lift stations and treatment plant; this would allow the Sewer District to rent a portable generator to power individual lift stations and keep the system running when electrical power is lost. The Riverwood Sewer District is also evaluation this option. Electrical Rescue is a potential electrical contractor which may be able to do the work.
- There was a discussion about the electrical system at the treatment plant and general condition of the treatment plant. Board will need input from Jeff Beratoniere in order to determine what needs to be fixed or upgraded.
- August 10’th, Mike Franklin reviewed the gate access and pool piping installed near lift station #4 (by old Golf Course Club house). Owner of property was requested to make changes allowing access to the lift station and move pool piping away from lift station.
- August 20’th, sewer back up at 120 Azalea, Roto-Rooter called out.
- August 27’th (?), Sewer back up at 110 Dogwood, Toto-Rooter called out twice in two weeks.
- Treatment plant, #1 blower motor down, PSI has ordered, waiting on shipping.
- Bamboo cane hanging over fence at treatment plant, Jay Kahn had Dirty Works cut the cane back.
- Treatment plant, Sept 15’th: Return lines stopped up, Breau Brothers can and pumped out the clarifier.
- September 2’nd. 100 Pine, leak on sewer line, with tree falling on line. Pending action.

**Item 3: Financial:**

- Most recent financial statement were not available due to Hurricane Ida and corresponding power and internet outages.
- Jay will be leaving the board this month (?); Board approved adding Roger Kocken, Pete Lee and David Talmage to signature authority to the Board Bank account. Board is waiting on Water District to start moving funds, since they collect the fees for water and sewer.
- Outstanding Roto-Rooter invoices have been approved. One invoice was for a different sewer district and that one was rejected.
- Invoices directly related to Hurricane Ida are to be saved and forwarded to the Parish Government for reimbursement from FEMA. (Currently identified are Breau Brothers for pumping and Dirty Works for bamboo removal. Damage to sewer line from fallen tree at ~100 Pine may be added)

- Action of Ben Motions proposal was postponed to the October meeting. Ben was not available for this meeting.

**Item 5: Document Storage**

- It appears the water board will not be building a new storage building or if they do it will not be climate controlled. The Sewer Board will look into alternate locations to store paper documents. Cost at this time ~ \$85-\$200/month. Will review the potential to scan most of the documents and look again for a storage location for <\$100/month. Due to Hurricane Ida this activity will be done later in the year.

**Item 6: Board Minutes.**

- The Board approved last month's Board minutes.

**Item 7: Next Board Meeting Date:**

- **October 7'th at 6:00 PM, A zoom meeting.**

The Sewer Board Website is <https://sewerdistrict1.com/> Meeting minutes and agendas are being posted on the web site.

**Roger Kocken, Board Secretary**

**St. Tammany Parish, Sewerage District No.1**

**Sept 16, 2021**

# St. Tammany Parish Sewerage District No.1

October 7, 2021

Teleconference

## Board Attendance, online:

Mike Franklin, Chairman.....PRESENT

Roger Kocken, Secretary.....PRESENT

Jay Kahn, Treasurer.....PRESENT

Pete Lee ..... PRESENT

David Talmage.....PRESENT

## Others in attendance

Jeff Beratoniere, Curtis Environmental

Jesmin K. Basanti Finley, future board member

Ben Motion, homeowner

### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.
- Jay Kahn plans on resigning (actual resignation date was October 12, 2021). Jay is moving to Riverwood subdivision and can no longer be a Sewer Board member. Jesmin has agreed to take on the role of Treasurer after approval by St. Tammany Parish.

### Item 2: Monthly Report from Curtis Environmental.

- Board reviewed operational and maintenance Issues based on Jeff Beratoniere's operational notes for details.
- Gate access and pool piping has been resolved at lift station #4 (by old Golf Course Club house).
- Bamboo has been trimmed back at the treatment plant.
- 100 Pine, leak on sewer line has been repaired, additional fill needed to fill in sink hole.
- PSI called out to fix belts at lift Station #3. Homeowner reported hearing noise, prompting the repair.
- Treatment Plant:
  - After hurricane Ida the plant experienced issues with clogged return lines (pine cones and debris). Breaux Brother called out to pump sludge and returned plant to proper operation.
  - Still waiting on blower motor, ordered but has not arrived.
  - Plant may need upgrade due to ongoing electrical issues. Currently unable to run both blowers at same time. Utility shack may need cooling fan installed.

### Item 3: Financial:

- Board members have been started process of adding Pete Lee, Roger Kocken and David Talmage to the names on the CD's at Hancock-Whitney Bank.
- Jay and Mike moved CD's at Capital Bank to Resource Bank, pending clarification from IRS on EIN number.
- Accounts at Capital One Bank have been closed out.
- Sewer Board lost money last month due to high repair cost (~\$14,000).

### Item 4: Ben Motions request:

- Ben presented his request for the Sewer Board to reimburse him for damages caused by sewer backup into his bungalow during a heavy rain in May. Sewer backup caused by trash (rope and pvc pipe) getting stuck at input into lift station #2. The trash has been removed by Root-Rooter.
- The Board denied the request based on establish Sewer Board Policy and legal recommendation.
- The Board approve reseeding the area in the right of way near Ben's home.

### Next Board Meeting Date:

- **November 4'th at 6:00 PM, A zoom meeting.**

**Roger Kocken, Board Secretary**  
**St. Tammany Parish, Sewerage District No.1**  
**Oct. 25, 2021**

# St. Tammany Parish Sewerage District No.1

November 4, 2021

Teleconference

## Board Attendance, online:

Mike Franklin, Chairman.....PRESENT

Roger Kocken, Secretary.....PRESENT

Treasurer.....OPEN

Pete Lee ..... PRESENT

David Talmage.....PRESENT

Others in attendance

Jeff Beratoniere, Curtis Environmental

Jesmin K. Basanti Finley, future board member

Frank Massara, Water District Board member

### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.
- Jay Kahn has moved to Riverwood Subdivision and resigned from the Sewer Board.
- Jesmin Basanti Finley has agreed to take on the role of Treasurer after approval by St. Tammany Parish. She should be approved prior to the December meeting.

### Item 2: Monthly Report from Curtis Environmental.

- Board reviewed operational and maintenance Issues based on Jeff Beratoniere's operational notes for details.
- Area around treatment plant needs clean up; mainly tree limbs and debris from Hurricane Ida.
- Treatment Plant:
  - Plant appears to be working well.
  - Still waiting on blower motor, ordered but has not arrived. Rescue Electrical (Joe) made modification to electrical system to allow the plan to run with only on working blower motor. Second blower motor has been on order for several months and arrival date remains unknown.
  - Plant may need upgrade due to ongoing electrical issues. Currently unable to run both blowers at same time. Utility shack may need cooling fan installed.
  - Sewer overflow at 123 Pine.

### Item 3: Financial:

- Frank Massara with the Water Board explained why the Water Board moved the bank accounts. The main reason was they wanted a local bank that would respond to their requests and allow consolidation of their accounts. The Sewer Board members agreed the decision and thanked Frank for attending.
- Board members have been completed process of adding Pete Lee, Roger Kocken and David Talmage to the names on the CDs at Hancock-Whitney Bank.
- Jay (Treasure at the time) and Mike moved CDs at Capital Bank to Resource Bank. They also validated the IRS, EIN number.
- Accounts at Capital One Bank have been closed out.
- The new accounts at Resource Bank should be active latter this week.
- Board members will need to sign new papers at Resource Bank, when there are changes to the Board members.
- The Board reviewed the financial report.

### Next Board Meeting Date:

- December 1'st at 6:00 PM, A zoom meeting. (Changed date post Board meeting)

Roger Kocken, Board Secretary

St. Tammany Parish, Sewerage District No.1

November 15, 2021

# St. Tammany Parish Sewerage District No.1

December 1, 2021

Zoom Teleconference

## Board Attendance, online:

Mike Franklin, Chairman..... PRESENT

Roger Kocken, Secretary..... PRESENT

Jesmin Basanti Finley, Treasurer.. PRESENT

Pete Lee ..... PRESENT

David Talmage..... PRESENT

## Others in attendance

David Curtis, Curtis Environmental

Joe representing Rescue Electric

### Item 1: Board Minutes

- The teleconference was called to order by Chairman Mike Franklin.
- Jesmin Basanti Finley application has been approved and she has now officially joined the board as Treasurer.

### Item 2: Monthly Report from Curtis Environmental.

- Flow meter at plant currently not working. Jeff with Curtis Env. is in process of having the meter fixed.
- A blower motor has burned out and was replaced. Currently only have one blower motor working; the second motor will be ordered.
- Board approved upgrades to treatment plant electrical system:
  - Upgrade service to 325 amps. This will allow both blower motors and other equipment to run at same time.
  - Electrical Rescue and PSI were approved to do the installation and upgrades. New cost estimates to be provided (anticipate total under \$20,000).
  - Power vents to be added to electrical shed to reduce internal temperatures.
  - Power to the plant will be down for about one hour during hook-up.
  - Anticipate work completed before end of year.
- Board will look into having roof on the other small shed (used for storage) repaired, roof sustained damage from hurricane Ida.

### Item 3: Financial:

- The new accounts at Resource Bank are all open, Mike to check on account balances.
- Jesmin Basanti Finley (Treasurer) will need to be added to the Resource Bank accounts.
- Accounts at Citizens bank will need to be closed out.
- The Board reviewed the financial report.

### Item 4: Document Storage:

- The Board has rented two security boxes at Resource Bank and will use the boxes to store key documents.
- Mike will review documents and appropriate documents will be stored in the security boxes.
- Over 50 pounds of old documents stored at the treatment plant were shredded.

### Board Meeting Date:

- Board has moved the meetings to the first Wednesday of the month.
- **Next Meeting: Wednesday, January 5'th at 6:00 PM, A zoom meeting.**

Roger Kocken, Board Secretary

St. Tammany Parish, Sewerage District No.1

December 1, 2021