

**BYLAWS**  
**Of**  
**The Greater Ward One Waterworks District**

**ARTICLE I**

**General Purposes**

The purpose for which this Water District was formed, and the powers which it may exercise are set forth in Ordinance 302, voted on and passed in a Lincoln Parish Police Jury meeting held August 11, 1964. The Greater Ward One Waterworks District shall operate in accordance with all applicable State laws and regulations and its founding Ordinance to provide water within its established bounds in accordance with those laws and regulations.

**ARTICLE II**

**Name and Location**

Section 1. The official name of this Water District is “The Greater Ward One Waterworks District.” In this document it may be referred to simply as the “Water District.”

Section 2. The principal office address of the District is 241 Haddox Road, Ruston, Louisiana 71270 and the mailing address is P.O. Box 637 Ruston, Louisiana. Both addresses are located in the Parish of Lincoln, State of Louisiana.

**ARTICLE III**

**Fiscal Year**

The fiscal year of the Water District shall begin on the 1<sup>st</sup> day of January in each year and shall coincide with the calendar year.

**ARTICLE IV**

**Membership**

Section 1. Customers, that is water users, will in this document be referred to as “members.” Membership will be limited to those who contract with the Water District for delivery of potable water and comply with the Water District’s Bylaws, Rules, and Regulations, including timely payment of all invoices for water and services rendered.

Section 2. Every “person” (which as used herein may include any legal entity) who is a record owner of a property (or who has an undivided property interest), or having a substantial possessory interest (such as a leasee), in a property within the bounds of the Water District may become a member of the Water District upon signing such applications and agreements for the purchase of water as may be provided and required by the Water District and upon the payment of such connection fees as may be imposed by the Board of Commissioners, provided that only one membership may be held for each property served at any time. A single membership may be issued to all persons as a group owning or having a substantial possessory interest in the property. The Board of Commissioners shall cause memberships to be granted, provided that membership shall not be denied because of the applicant’s race, color, creed, sex, age, marital status, or national origin. Membership may be denied if the capacity of the Water District’s water system is exhausted by the needs of its existing members, or, if the proposed use of the applicant is such that it would interfere with existing uses previously authorized by the Board of Commissioners.

A substantial possessory interest is one where the person or persons have a legal right to occupancy and normal use of a property, but do not have the legal equitable ownership of the property.

- A. Before initial membership is granted to one or more persons claiming such a possessory interest, the Water District must receive an approval for the application for membership from the owner of such property.
- B. Where membership is granted to one or more persons having a substantial possessory interest, the Water District, as a condition to the membership, may require such applicant to post such collateral or bond as the Board of Commissioners determines necessary to fully protect the Water District by reason of the lack of legal ownership vested in the applicant.

Section 3. Each person (as herein defined) shall have only one membership for each property served, regardless of the number of service connections the person may obtain. Each membership shall represent an equal interest with other memberships. When more than one person holds the interest in a property served, the interest shall be exercised by the person in whose name the membership is registered or by such person as the group of persons may designate.

Section 4. Membership shall be transferable, but only when a person obtains a qualifying interest in the property and pays all applicable fees as set by the Board of Commissioners and agrees to abide by the Water District’s Bylaws, Rules, and Regulations

Section 5. When membership in the Water District is not transferred, it shall terminate upon the disposition or other termination of the member’s interest in the property. Membership also may be terminated by action of the Board of Commissioners where the use of the property is changed so as to materially increase the amount of water consumed to the prejudice of other existing members, or the prejudice of the orderly and efficient operation of the Water District.

Section 6. The termination of membership of any person shall not disqualify for membership any other person who has or subsequently obtains an interest in the property of the terminated member and who otherwise meets the requirements of the Bylaws, Rules, and Regulations of the Water District.

Section 7. In the event a person's property interest is divested other than by voluntary means, such person's membership will pass to the trustee, receiver, executor, or other entity who will be entitled, either in person or through a designated representative, to exercise all of the rights incident to such membership, but subject to such duties and liabilities also applicable to the membership. The trustee, receiver, executor, or other entity, may terminate such membership by written notice to such effect delivered or mailed to the Secretary of the Water District. Upon the disposition of such property rights, the subsequent owner thereof shall be accepted to membership in like manner as set forth in Section 4 above.

Section 8. Upon the transfer of a membership, the Water District will not look to the successor in interest for the payment of any past due amounts. The Water District will seek collection only from the individual who incurred such charges or assessments or from the property itself if a judgment lien had been duly perfected against such property.

## **ARTICLE V**

### **Water District Meetings**

Section 1. Notice of meetings of the Water District, both regular and special, shall be posted in the legal journal of the Lincoln Parish Police Jury (normally the *Ruston Daily Leader*) not less than five (5), nor more than ten (10) days prior to such meeting. Notice of meetings will also be posted on the Water District's website. Such notice shall state the nature, time, place and purpose of the meeting, but no failure or irregularity of notice of any meeting held, shall affect any proceedings taken thereat. Members are welcome at all meetings of the Water District, but attendance must be confirmed (by letter, in person, or by other means of communication) prior to the meeting so that adequate space can be provided.

Section 2. Special meetings of the members may be called at any time by the action of the Board of Commissioners. Such meetings must be called whenever a petition requesting such meeting and stating the reason for the meeting, signed by at least ten percent of the members, is presented to the Secretary and to the Board of Commissioners. The purpose of every special meeting shall be stated in the notice thereof, and no business shall be transacted thereat except such as is specified in the notice.

Section 3. Board of Commissioners members (as necessary) and officers (annually) shall be elected in a meeting held annually in the month of November. Only Board of Commissioners present are allowed to vote. Newly-elected Commissioners shall be confirmed by a majority vote of the Lincoln Parish Police Jury.

Section 4. The order of business at the Water District regular meetings and so far, as possible at all other meetings shall be:

1. Call to order
2. Prayer
3. Reading and action on any unapproved minutes
4. Unfinished business
5. New business
6. Election of Board of Commissioners officers – annually in November
7. Review paid invoices
8. Review financial reports
9. Adjournment

## **ARTICLE VI**

### Board of Commissioners and Officers

Section 1. The Board of Commissioners (herein may be referred to simply as “the Board”) of the Water District shall consist of five members, all of whom shall be appointed by the Lincoln Parish Police Jury (Hereinafter referred to as the Police Jury) and will serve until such time as their commission expires or are removed as specified in the Bylaws.

Section 2. The Board of Commissioners shall meet at least once every sixty days. Each year in November the Board of Commissioners shall elect a President and a Vice-President (from among themselves), and a Secretary-Treasurer (who need not be a member of the Board of Commissioners), each of whom shall hold office until the next annual November meeting or until the election and confirmation of a successor.

Section 3. If the office of any Board member becomes vacant by reason of death, resignation, retirement, disqualification, or otherwise, a majority of the remaining commissioners, shall elect and nominate a replacement for the unexpired term or terms, subject to Police Jury confirmation.

Section 4. A majority of the Board of Commissioners shall constitute a quorum at any meeting of the Board. An affirmative vote of the majority of the full Board of Commissioners at a meeting at which a quorum is present shall constitute an act of the Board.

Section 5. Compensation of members of the Board of Commissioners, paid out of funds of the Water District, may be fixed at any regular or special meeting of the Board of Commissioners of the Water District, consistent with its founding Ordinance 302 and subject to confirmation by the Lincoln Parish Police Jury.

Section 6. Officers and Board members may be removed involuntarily from office in the following manner: Board of Commissioners may be removed consistent with the authority set forth in Ordinance 302 as specified above. All Commissioners who were appointed by the Lincoln Parish Police Jury and later severed involuntarily from the Board, shall be replaced by the Lincoln Parish Police Jury to maintain five active members of the Board. The seat of

Commissioners who miss four consecutive meetings of the Board, without good and sufficient cause and prior approval of the President of the Board, will be deemed as a vacancy and it shall be filled by election by the remaining Board and nomination of a replacement Commissioner subject to confirmation by the Police Jury. A vacancy in any office thus created shall be filled by the Board of Commissioners from among their number so constituted after the vacancy on the Board has been filled.

## **ARTICLE VII**

### Duties of the Board of Commissioners

The Board of Commissioners of the Water District shall have absolute control and authority over the waterworks in the Water District consistent with its founding Ordinance 302.

The Board of Commissioners, subject to restrictions of law, and these Bylaws shall exercise all of the powers of the Water District, and without prejudice to or limitation upon their general powers. It is hereby expressly provided that the Board of Commissioners shall have, and are hereby given, full power and authority in respect to the matters as hereinafter set forth to be exercised by resolutions duly adopted by the Board:

A. To approve membership applications and to permit the connection of properties to the Water District, or in cases involving proposed construction, it may grant such membership prior to the commencement of the proposed construction.

B. To select and appoint all agents or employees of the Water District, remove such agents or employees of the Water District, prescribe such duties and designate such powers as may not be consistent with these Bylaws to operate the waterworks and all its assets to provide water in accordance with its founding Ordinance and all applicable laws and regulations, as well as to fix the compensation and pay of employees and agents for faithful services.

C. To borrow from any source, money, goods, or services, and to make and issue notes and other negotiable or nonnegotiable instruments evidencing indebtedness of the Water District to include security agreements, financing statements, and other instruments evidencing a security interest in the assets of the Water District; and to do every act and thing necessary to effectuate the same in furtherance of its purpose.

D. To prescribe, adopt, and amend from time to time, such equitable uniform rules and regulations as, in its discretion, may be deemed essential or convenient for the conduct of the business and affairs of the Water District and the guidance and control of its officers and employees, and to prescribe adequate consequences for the breach thereof.

E. To order, at least once each year, an audit of the books and accounts of the Water District by a competent public auditor or accountant. The report prepared by such auditor or accountant shall be submitted to the members of the Board at their annual meeting, together with the proposed budget for the ensuing year. Copies of such audits and budgets shall be submitted to such parties as may be required by other agreements.

F. To set and alter the charges to be paid by members for services rendered by the Water District to the members, including connection or reconnection fees where such are deemed to be necessary by the Board, and to set and alter the method of billing, time and manner of payment, manner of connection, and penalties for late or nonpayment of the same. The Board may establish one or more classes of users, with the provision that all charges shall be consistent and non-discriminating within each class of users.

G. To require all officers, agents, employees, charged with the responsibility for the custody of any of the funds of the Water District to provide adequate bonds, the cost thereof to be paid by the Water District, in accordance with its founding Ordinance 302.

H. To select one or more banks to act as depositories of the funds of the Water District, and to determine the manner of receiving, depositing, and disbursing the funds of the Water District and the forms of checks and the person or persons by whom the same shall be signed, with the power to change such banks and the person or persons signing such checks and the form thereof.

I. To levy assessments against the members of the Water District in such manner and upon such proportionate basis as the Board members deem equitable, and to enforce collection of such assessments by the suspension of water service or other legal methods. The Board of Commissioners shall have the option to suspend the service of any member who has not paid such assessment within 20 days from the date the assessment was due, provided the Water District gives the member notice of its intention to suspend such service if the assessment is not paid. Bills are due on the 10<sup>th</sup> of the month. Notice is printed on each member's monthly bill. There will be a late fee assessed if the bill is not paid by the 11<sup>th</sup>, and a cut-off fee if not paid by the 21<sup>st</sup> of the month. The Water District policy is to allow the member until the at least the 1<sup>st</sup> of the following month after due date to make payment before service is disconnected.

## **ARTICLE VIII**

### **Duties of Officers**

Section 1. Duties of President. The President shall preside over all meetings of the Water District and the Board of Commissioners, call special meetings of the Board of Commissioners, perform all acts and duties usually performed by an executive and presiding officer, and sign all papers of the Water District as may be authorized or directed to sign by the Board of Commissioners, provided the Board of Commissioners may authorize any person to sign any or all checks, contracts, and other instruments in writing on behalf of the Water District. The President shall perform such other duties as prescribed by the Board of Commissioners, including supervision of daily operations of all employees and contracts required to fulfill the purpose of the Water District, submission of all reports and documents as required by law or regulation, and oversight of all financial procedures and operations necessary to fulfill the Water District's purpose. The President shall comply with all applicable laws, including Louisiana ethics laws pertaining to dispersing funds and awarding contracts.

Section 2. Duties of the Vice-President. In the absence or disability of the President, the Vice-President shall perform the duties of the President; provided however, that in the case of death, resignation, or disability of the President, the Board of Commissioners may declare the office vacant and elect a successor.

Section 3. Duties of the Secretary-Treasurer. The Secretary-Treasurer shall keep a complete record of all meetings of the Water District and of the Board of Commissioners, and shall have general charge and of the books and records of the Water District, subject to the supervision of the Board and the President. The Secretary-Treasurer shall attest to the President's signature on all papers pertaining to the Water District unless otherwise directed by the Board of Commissioners. The Secretary-Treasurer shall serve, mail, or deliver all notices required by law and these Bylaws, and shall make a full report of all matters and business pertaining to the office to the members, or at such other times or places as the Board of Commissioners may require. The Secretary-Treasurer shall submit all reports required by applicable law and regulations, and shall perform such other duties as may be required by Water District President or the Board of Commissioners. Upon the election of a successor, the Secretary-Treasurer shall turn over to the successor all books, records, and other property belonging to the Water District that the Secretary-Treasurer may possess. The Secretary-Treasurer shall also perform such duties with respect to the finances of the Water District as may be prescribed by the Water District President or Board of Commissioners.

## **ARTICLE IX**

### **Benefits and Duties of Members**

Section 1. The Water District will install, maintain, and operate distribution pipeline and service lines from the source of the water supply and the main distribution pipeline or lines to the installed meter of each member of the Water District, at which points, designated as delivery points, meters will be purchased, installed, owned and maintained by the Water District. The Water District also may purchase and install a cutoff valve in each service line from its main distribution line or lines, such cutoff valves to be owned and maintained by the Water District and to be installed on some portion of the service line owned by the Water District. The Water District shall have the sole and exclusive right to use of these cutoff valves. However, the provisions of this section shall not be construed to require the acquisition or installation of meters or cutoff valves where the Board of Commissioners determines under the circumstances of the system and the nature of the membership that the use of either or both devices is impractical or unnecessary to protect the Water District and the rights of the membership, or is economically not feasible.

Section 2. Each member will be required, at the member's expense, to have dug a ditch for the connection of the service line or lines from the meter to the member's dwelling or other portion of the member's premises, and to purchase and have installed the portion of the service line or lines from the member's meter to the place of use on the member's premises. The member will maintain all service line or lines which shall be owned by the member, at the member's own

expense. Each member shall pay such connection charge, as may have imposed by the Board of Commissioners before such member will be entitled to receive water from the Water District. In addition, if the meter box becomes damaged and a replacement is needed, the cost will be at the member's expense.

Section 3. Each member may be permitted to have additional service lines from the Water District at the discretion of the Board of Commissioners upon proper application and the tender or payment of the then-existing connection charge. The approval by the Board of Commissioners of additional service lines to an existing member may be made conditional upon such provisions as the Board of Commissioners determines necessary to protect the interest of other members and to allow for the orderly expansion and extension of the Water District. Each service line shall connect with the Water District at the nearest available place to the place of the desired use by the member if the Water District has sufficient capacity to permit the delivery of water through a service line at that point without interfering with the delivery of water through a prior service line. If the Water District's water system is inadequate to permit the delivery of water through a service line installed at such place without interfering with the delivery of water through a prior service line, then such service line shall be installed at such place designated by the Water District.

Section 4. Each member may be permitted to purchase from the Water District, pursuant to such agreement as may from time to time be provided and required by the Water District, such water as is needed for domestic, commercial, agricultural, industrial, or other purposes as a member may desire, subject, however, to the provisions of these Bylaws and to such Rules and Regulations as may be prescribed by the Board of Commissioners. Each member shall be entitled to have delivered, through the member's service lines, only such water as may be necessary to supply the needs of each member, including the member's family, business, agricultural or industrial requirements. The water delivered through each service line may be metered and billed separately, regardless of the number of service lines owned by a member.

Section 5. In the event the total water supply shall be insufficient to meet all of the needs of the members, or in the event there is a shortage of water, the Water District may prorate the water available among the various members on such bases as is deemed equitable and practical by the Board of Commissioners, and may also prescribe a schedule of hours covering use of water for residential, commercial, agricultural, or industrial purposes by particular members, and may require adherence thereto or prohibit the use of water for irrigation, commercial, agricultural, or industrial purposes; provided, that, if at any time the total water supply shall be insufficient to meet all of the needs of the members for domestic, livestock, commercial, agricultural, or industrial purposes, the Water District must first satisfy all of the reasonable needs of members for domestic purposes, before supplying any water for commercial or industrial purposes; and provided further, that where a member has more than one service line, the Water District may cut off the flow of water to the non-domestic service lines until such time as the supply of water from the system is sufficient to meet the needs of all of the members for domestic and livestock purposes. During such periods of shutoff of additional service lines, there shall be no fee charged to the member for the shutoff or the resuming of the flow of water.



Section 6. The Board of Commissioners shall, with the consent of the Louisiana Department of Health and USDA Rural Development (so long as they hold any obligations or insure any financing of the Water District) prior to the beginning of each calendar year, determine the flat minimum monthly rate to be charged each member during the following year for a specified quantity of water, such flat minimum monthly rate to be payable regardless of whether any water is used by a member during any month, the amount of additional charges (if any) for additional water which may be supplied the members, and the amount of penalty for late payments, and shall fix the date for payment of such charges. A member to be entitled to the delivery of water shall pay such charges at the place or places designated by the Water District at or prior to the dates fixed by the Board of Commissioners. The failure to pay water charges duly imposed shall result in the automatic imposition of the following penalties:

- A. Nonpayment after due date will be subject to a penalty of ten (10) percent of the delinquent account, which percent may be changed at the discretion of the Board of Commissioners.
- B. Nonpayment within (11) eleven days from the due date will result in a cutoff fee of twenty-five dollars (\$25.00) and the member's water being shut off without any further notice thereof to such delinquent member. Upon payment by the delinquent member of past due water charges, penalties thereon, such member shall be entitled to resumption of the water supply. During the time of any suspension of water to a member, they will no longer have any rights of membership in the Water District.

## **ARTICLE X**

### Amendments

These Bylaws may be repealed or amended by a vote of the majority of the Board of Commissioners present at any regular meeting of the Water District, or at any special meeting of the Water District called for that purpose, except that so long as any indebtedness is held by, or guaranteed by, the Louisiana Department of Health or USDA Rural Development, the Board shall not change the purposes of the Water District as so to decrease its rights and powers under the laws of the State, or to waive any requirements included in bond offerings that would affect its ability to repay its indebtedness, or change other provisions necessary for the safety and security of the property and the funds of the Water District or its members, or to amend the Bylaws as to effect a significant change in the fundamental operations or established policies of the Water District that might decrease its ability to pay its obligations, without the prior written approval of Louisiana Department of Health or USDA Rural Development (or other source of equity funding).

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We certify that the foregoing Bylaws were duly adopted by the members on July 14, 2025, and that the same are in full force and effect and have not been amended as of the date shown below.

Date: July 14, 2025

X

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FJ Armond  
President

X

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Kathy Farris  
Secretary-Treasurer

We certify that the foregoing Bylaws were duly adopted by the members on July 14, 2025, and that the same are in full force and effect and have not been amended as of the date shown below.

Date: July 14, 2025

X *J. J. Anderson*  
J. J. Anderson  
President

X *Kathy Harris*  
Kathy Harris  
Secretary-Treasurer