

Greater Ward One Waterworks District Minutes
May 2, 2022
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The Board of Commissioners for Greater Ward One Waterworks District held their meeting Monday, May 2, 2022 at the water office on Haddox Road. Those present were: F.J. Armond, President, Kathy Farris, Secretary. Commissioners: Don Hogan and Kyle Warner. Absent: Keith Barnes, Vice-President and Commissioner Paula Griswold.

Kyle Warner opened the meeting with prayer.

Kathy Farris read the minutes. Kyle Warner made a motion to accept the minutes as printed, and Don Hogan seconded the motion. All in favor; none opposed.

F.J. Armond reviewed the 2021 Auditors Report with the Board.

F.J. Armond reported he met with Utiliserve who will be starting work in the next few weeks on valve management where the valves will be inspected, located by GPS and exercised. Work should take no longer than a couple of weeks to complete.

The Board adopted a Sexual Harassment Policy which will be posted on our website. All members of Greater Ward One Waterworks have received a 1-hour training course with certificates on file. All employees have been given a copy of the policy, and signed acknowledgement placed in their employee file. Don Hogan made motion to accept the policy as written, and Kyle Warner seconded the motion. All in favor; none opposed.

The 2021 Audit revealed a mandatory 1-hour course be taken yearly on ethics training. The board adopted a Code of Ethics policy on March 6, 2018. All members of Greater Ward One Waterworks have now taken the required course and certificates are on file.

The 2021 Audit also revealed we needed an Expense Reimbursement Policy. The Board adopted the policy which will be placed in the employee's handbook. Kyle Warner made motion to accept the policy as written, and Don Hogan seconded the motion. All in favor; none opposed.

F.J. Armond reported the 2021 Consumer Confidence Report is ready for viewing. It can be found on our website, in the Ruston Daily Leader newspaper on May 6, 2022, or a hard copy can be requested by contacting the office. Customers were notified on their bills mailed on April 22, 2022 of how to view and obtain a copy.

Kathy Farris presented invoices for approval. Kyle Warner reviewed and approved.

Kathy Farris provided updated financial reports which included current Profit & Loss, Balance Sheet, and Profit & Loss Budget vs Actual.

Our next regular meeting will be July 11, 2022.

There was no further business. Don Hogan made a motion to adjourn, and Kyle Warner seconded. All in favor; none opposed.

Kathy Farris
Secretary/Treasurer