

**Greater Ward One Waterworks District Minutes**  
**November 3, 2025**  
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The Board of Commissioners for the Greater Ward One Waterworks District held their meeting Monday, November 3, 2025 at the water office on Haddox Road. Those present were: F.J. Armond, President; Kyle Warner, Vice-President, Commissioners: John Sutton, Paula Griswold, and Patrick Ryan. Guest: Bob Myers, Engineer.

The meeting was opened with prayer.

Secretary, Kathy Farris read the minutes from the previous meeting held September 8, 2025. John Sutton made motion to accept the minutes as read. Patrick Ryan seconded. All in favor; none opposed.

FJ Armond requested the Agenda be amended to include sale of excess equipment and employee handbooks revision. Paula Griswold made motion to accept and Patrick Ryan seconded. All in favor; none opposed.

Surge Protection at Wells: FJ Armond stated all work at the Office Well is complete and the Douglas Well should be completed in the next few weeks.

LDH Extension at Collins Well: The plan is to plug and abandon this well in the early part of 2026. Because it is considered as open deficiency by LDH in the Sanity Survey conducted on August 28, 2024, and has not been corrected by the end of 2025, there will be a five (5) point deduction made on the 2025 Grade Report. Bob Myers will follow up with LDH to request an extension until mid-year 2026 to complete the project.

New Well Site: Bob Myers advised the Board he will get with attorney Bill Carter to finalize the purchase agreements if the Board approves moving forward. There will also need to be a fee-based Rate Study performed by Louisiana Rural Water as part of the loan approval process. Patrick Ryan made motion to accept the proposal and Kyle Warner seconded. All in favor; none opposed. Secretary, Kathy Farris will contact Louisiana Rural Water to schedule the Rate Study. John Sutton made motion to proceed and Patrick Ryan seconded. All in favor; none opposed.

2025 Amended Budget: The Board was presented with the 2025 Amended Budget showing revenues as \$865,000.00 and expenses of \$1,011,008.03. The deficit will be covered by the retained earnings for budgeting purposes. Paula Griswold made motion to accept and John Sutton seconded. All in favor; none opposed.

2026 Budget: The Board was presented with the 2026 Budget showing projected revenues of \$865,000.00 and expenses of \$865,824.36. Paula Griswold made motion to accept and Patrick Ryan seconded. All in favor; none opposed.

Employee Handbook Revisions: The Board was presented with proposed changes including: (1) A new-hire probation period of 90 days, (2) Vacation and personal time will not carry over and must be taken by year end, (3) All time off must be pre-approved to ensure responsibilities are covered in their absence, and (4) Clarifying any unused personal time will not be paid at separation, however unused vacation time will be paid at separation.

Surplus Movable Property: The Water District has movable property that is no longer needed. Bob Myers presented the Board with an example of a resolution with description detail and minimum price needed. FJ Armond and Bob Myers will continue to assess the value of these items and a decision will be made at a later date.

The Board reviewed the Year-to-Date Balance Report, the Year-to-Date Profit & Loss Report, and the Year-to-Date Budget vs Actual Report.

The next scheduled meeting will be January 5, 2026.

Paula Griswold reviewed and approved invoices.

There was no further business. Paula Griswold made a motion to adjourn and Patrick Ryan seconded the motion. All in favor; none opposed.

Kathy Farris  
Secretary