

**Greater Ward One Waterworks District Minutes**  
**September 8, 2025**  
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The Board of Commissioners for the Greater Ward One Waterworks District held their meeting Monday, September 8, 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. Guests: Bob Myers, Engineer and Rosalyn Daigs, Employee Candidate.

The meeting was opened with prayer.

Secretary, Kathy Farris read the minutes from the previous meeting held July 14, 2025. Patrick Ryan made motion to accept the minutes as read. Paula Griswold seconded. All in favor; none opposed.

FJ Armond requested the Agenda be amended to include discussion of the 2025-2026 insurance policy. Paula Griswold made motion to accept, Patrick Ryan seconded. All in favor; none opposed.

FJ Armond introduced Rosalyn Daigs to the Board as a potential replacement for Clerk, Mary Willis. Mary is set to retire on March 1, 2026. The Board agreed to hire Rosalyn full-time effective November 3, 2025.

Office Well: The Office Well as-built drawings were reviewed by the Board.

New Well Site: Bob Myers advised the Board that he is waiting on the final option-to-purchase agreement from the attorney, which he expects to receive this week. Bob also presented an estimated project timeline spreadsheet keeping the Board informed of the process.

Water Wells Electrical Protection: FJ Armond updated the Board on the progress of this project. Cherokee Contracting will be digging the trenches for the wire to be laid on September 11, 2025. Ben Humphries with EST hopes to have that portion of the project finished by the end of next week.

Management Training: FJ Armond advised the Board it is now a requirement that all Board members attend a LRWA sponsored Management Training class for which the certification is good for five (5) years. Those needing to attend are Kyle Warner, Paula Griswold and Patrick Ryan.

Insurance Renewal: The 2025-2026 policy renewal was quoted at \$34,093.00. FJ Armond asked for an increase in deductibles from \$1,000 to \$5,000 in an effort to reduce the premium. The insurance agent, Mike Scriber will submit that request to the insurance company for comparison.

Other Business: Employee Handbook – The Board asked that additional wording be added to the employee handbook to include a 90-day probation period for new hires effective January 1, 2026. John Sutton made motion to accept, Kyle Warner seconded. All in favor; none opposed. Bob Myers to request LDH extend the deadline to plug the Collins Well.

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 Board will meet on October 20, 2025 to amend the 2025 Budget and discuss the 2026 Budget.

Paula Griswold and Patrick Ryan 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