



Mire-Branch Water Corporation

1922 Higginbotham Hwy.
Church Point, LA 70525

Phone 337-873-3823
Fax 337-873-4333



May 6, 2025

MEETING MINUTES

ROLL CALL: Paul Guidry James Alleman
Ken Arceneaux Danny Richard
Eddie Savoie Chris Savoy
Kyla Hill Kristin Romero

ABSENT:

Called to order at 6:00 pm by James Alleman.

READING OF THE MINUTES Motion by Ken, seconded by Eddie to approve the previous minutes; motion passed.

VISITORS: None

ENGINEER'S REPORT:

- Capital Outlay Project – Stephanie was not in attendance. She reported that she is working on plans and specs, and she will be at the next meeting.

OPERATOR'S REPORT BY KRISTIN ROMERO:

- 13% loss for April
- Flush out list 3&4 are completed
- Changed out 15 broken meters
- No repairs
- Soldier Rd -A man wants to develop eight 3-acre lots. Kristin told him that we are currently on hold with new extensions.
- Osage Trail – We have a hydrant and sample tap that sits on a property. The customers currently share a driveway, but want to divide the property and install a new driveway. We would have to move the hydrant and sample tap. Our policy is to charge the customer the cost of the move.
- Fire Department – The board reviewed the current contract signed by the fire departments. There was discussion regarding water use by the fire departments in the area and possible issues. Motion by Eddie, seconded by Paul to make the following changes in the contract: In item 1, remove the language "and occasional training exercises" and replace it with "in structural emergencies"; and in item 2, remove the sentence "For training exercises, advance notice must be given and a Mire Branch Water Corporation representative present during the exercise, unless given permission by the representative to proceed otherwise." Motion passed.

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BOOKKEEPING REPORT BY KYLA HILL:

- **General Cash Account**

Beginning Balance	\$684,041.48
Ending Balance	\$698,596.17
Billing 4/30/25	\$122,016.39
Meters Billed	3136

- **Short Lived Asset Replacement:**

Ending Balance	\$228,703.07
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- **Billing Adjustments:** Total -130.44
Remove LC -130.44

- CD Renewals – We have three CDs at Farmers State Bank that will renew in May. Megan at Farmers State Bank said they can offer to renew them at 4% each. Kyla will call her on the 9th to confirm. No action needs to be taken.

Motion to accept the financial report by Danny seconded by Chris; motion passed.

NEW BUSINESS:

- Meter on Tanner Rd – Mr. James Albarado contacted us about a meter at 3035 Tanner Rd. The meter was originally installed in 2012 under the name of Lerline Broussard, Mr. Albarado's sister. The meter is hooked up to the house at 3035 Tanner Rd and a barn and pasture next door. Since that time, the property has been divided and Mr. Albarado owns the pasture and barn. The meter sits on his side of the property line. We received clarification from our attorney, Jessica Marchand that, due to accretion laws, the meter would belong to the property where it sits (Mr. Albarado's property). In the event that the house at 3035 Tanner Rd were ever sold, the new owners would have to put down a new water meter.
- Scholarships – Eight scholarship winners were drawn:
 - Allie Guidry of Church Point
 - Lindsey Bergeron of Rayne
 - Zeb Kennerson of Church Point
 - Marcelo Sanchez of Church Point
 - Kaitlyn Constantin of Scott
 - Sydney Speyrer of Church Point
 - Leah Guardia of Church Point
 - Eric Lavergne of Rayne

Motion to adjourn by Chris, seconded by Danny; motion passed. Meeting adjourned at 6:53 pm.



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OPERATOR'S MONTHLY REPORT

May 2025

WATER LOSS REPORT

Water Distribution	21,970,000	**Lavergne—700,000**
Water Sold	18,207,500	**FD—150,000**
Estimated Loss (Flushing/Backwash)	1,000,000	**8.7% Loss**
Unaccounted Water Loss	2,762,500	

13% Loss for April

MONTHLY MAINTENANCE REPORT

Preventative Maintenance

- Completed Flushout List 3 & 4
- Changed Out 15 Meters Not Working

Repairs

- None

Meter Services

- New Meters Installed 4
- 24-Hour Notices 23
- Disconnects 22
- Reconnects 21

Submitted by:
Kristin Romero

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**MIRE-BRANCH WATER CORP.
BOOKKEEPER'S MONTHLY REPORT
FOR THE MONTH OF APRIL 2025**

FINANCIAL ACTIVITIES

REVENUES/EXPENSES	CURRENT	PREVIOUS
BEGINNING BALANCE:	\$ 684,041.48	\$ 616,280.86
ADD: DEPOSITS	\$ 126,948.23	\$ 163,135.78
VOID CK	\$ -	\$ -
TSF FROM SAVINGS	\$ -	\$ -
LESS: CHECKS	\$ (49,641.73)	\$ (35,066.36)
DEBITS & NSF	\$ (62,751.81)	\$ (60,308.80)
ENDING BALANCE:	<u>\$ 698,596.17</u>	<u>\$ 684,041.48</u>
APRIL 30TH BILLING	\$ 122,016.39	\$ 114,239.69
TOTAL METERS BILLED:	3135	3136
RESIDENTIAL:	3030	3031
COMMERCIAL:	13	13
PIGGYBACK:	92	92

SHORT-LIVED ASSET REPLACEMENT

BEGINNING BALANCE	4/1/2025	\$ 226,216.07	\$ 223,592.23
DEPOSITS		\$ 2,487.00	\$ 2,487.00
INTEREST ACCRUED		\$ -	\$ 136.84
FEES		\$ -	\$ -
EXPENDITURES		\$ -	\$ -
ENDING BALANCE	4/30/2025	<u>\$ 228,703.07</u>	<u>\$ 226,216.07</u>

BILLING ADJUSTMENTS FOR THE MONTH	TOTAL	-130.44
REMOVE LC	-130.44	

EMPLOYEE LEAVE REPORT

THIS MONTH				YEAR-TO-DATE		
				Vacation		
Name	Sick Days	Vacation Days	Sick Days Used	Starting Sick Days	Used Days	Starting Vacation
KRISTIN ROMERO	0.0	0.0	0.0	48.5	6.0	20.0
RACHEL BROUSSARD	0.5	4.0	0.5	6.5	7.0	10.0
TODD BENOIT	0.0	0.0	0.0	9.5	1.5	11.0
KYLA HILL	0.0	1.0	0.0	25.0	5.5	20.0

SUBMITTED BY:
KYLA HILL

Apr-25

CHECKS WRITTEN

CHECK #	DATE	PAYEE	AMOUNT	DESCRIPTION
22066	4/1	002472 DANIELLE ARCENEUX	\$ 50.00	REFUND
22067	4/1	004486 JESSIE DAVIS III	\$ 25.05	REFUND
22068	4/1	004736 TONYA STURM	\$ 32.00	REFUND
22069	4/1	006282 DANA ANN RICHARD	\$ 32.00	REFUND
22070	4/1	006625 DUSTIN MILLER	\$ 27.15	REFUND
22071	4/1	007015 SIMPATICO	\$ 32.00	REFUND
22072	4/1	007042 SHAWKAT INC	\$ 117.55	REFUND
22073	4/1	007555 MADELINE ODOM	\$ 130.65	REFUND
22074	4/1	007631 KATELYN YOUNG	\$ 150.00	REFUND
22075	4/1	ALMOST THERE PLUMBING	\$ 85.00	PREVENTER TEST
22076	4/1	AMERICAN MUNICIPAL SERVICES	\$ 16.39	COLLECTION FEES
22077	4/1	APT CONTROLS	\$ 2,633.24	REPAIR/MAINTENANCE
22078	4/1	CARGILL	\$ 7,082.48	BRINE
22079	4/1	CENTRAL CRUDE	\$ 2,559.68	BRINE DELIVERY
22080	4/1	CLAY'S PAINT & BODY	\$ 2,820.15	REPAIR TRUCK
22081	4/1	COBURN'S	\$ 2,324.41	REPAIR/MAINTENANCE
22082	4/1	CORE & MAIN	\$ 5,555.66	REPAIR/MAINTENANCE
22083	4/1	D&M SOLAR FILM	\$ 697.60	WINDOW TINT
22084	4/1	DAIGLE HARDWARE	\$ 75.51	REPAIR/MAINTENANCE
22085	4/1	DATA FORMS INC	\$ 3,845.36	PRINTING
22086	4/1	GOP ENTERPRISE	\$ 300.00	GRASS CUTTING
22087	4/1	HAWKINS	\$ 3,863.25	CHLORINE
22088	4/1	HOHPAK LABS	\$ 68.20	TESTING
22089	4/1	LOUISIANA 811	\$ 67.00	DOTTIES
22090	4/1	MIKE'S PEST CONTROL	\$ 40.00	MONTHLY SERVICE
22091	4/1	RURAL WATER IMPACT	\$ 715.00	WEBSITE FEE
22092	4/1	STATE OF LA	\$ 8,906.25	SAFE DRINKING WATER
22093	4/1	SHOP RITE	\$ 444.72	FUEL
22094	4/1	SILVERWULF	\$ 2,667.30	NEW PC
22095	4/1	TODD'S METAL WORK	\$ 1,600.00	REPAIR/MAINTENANCE
22096	4/1	KRISTIN ROMERO	\$ 300.00	HOUSEKEEPING
22097	4/1	KYLA HILL	\$ 50.00	PHONE STIPEND
22098	4/1	CHRIS SAVOY	\$ 270.14	PAYROLL
22099	4/1	DANNY RICHARD	\$ 300.14	PAYROLL
22100	4/1	KEN ARCENEUX	\$ 300.14	PAYROLL
22101	4/1	PAUL GUIDRY	\$ 300.14	PAYROLL
22102	4/1	JAMES ALLEMAN	\$ -	VOID-ABSENT
22103	4/1	EDDIE SAVOIE	\$ 300.14	PAYROLL
22104	4/1	ROD'S	\$ 84.93	GROCERY
22105	4/1	SELLERS & ASSOCIATES	\$ 772.50	ENGINEERING
			<u>\$ 49,641.73</u>	

DEBITS FROM CHECKING

DATE	PAYEE	AMOUNT	DESCRIPTION
4/1	RAYNE STATE BANK	\$ 92.00	ACH FEE
4/2	BANKCARD	\$ 95.12	CC FEES
4/2	LUBA CASUALTY	\$ 243.00	WORKER'S COMP
4/2	EFTPS	\$ 303.46	941 TAX
4/2	BLUE CROSS	\$ 4,436.00	GROUP HEALTH
4/3	AMERICAN FUNDS	\$ 705.00	SEP IRA
4/4	NOVATECH	\$ 84.81	COPIER MAINTENANCE
4/8	STATE OF LA	\$ 27.72	UI TAX
4/8	RINGPLANET	\$ 384.98	TELEPHONE
4/8	STATE OF LA	\$ 593.00	SALES TAX
4/8	STATE OF LA	\$ 1,361.00	WH TAX
4/9	CINTAS	198.49	FLOOR MATS

4/11	SLEMCO	\$	6,554.50	ELECTRICITY
4/11	CARD SERVICE CENTER	\$	3,489.76	MASTERCARD
4/14	AFLAC	\$	249.60	INSURANCE
4/14	FORD MOTOR CREDIT	\$	1,217.70	TRUCKS
4/14	MIRE BRANCH WATER	\$	6,685.31	PAYROLL
4/16	FIRST INSURANCE FUND	\$	2,752.92	INSURANCE PREMIUM
4/17	ALANA DECOU	\$	33.85	NSF
4/17	DIEBOLD NIXDORF	\$	903.43	REPAIR/MAINTENANCE
4/18	SONYA GOODWIN	\$	82.55	NSF
4/18	USDA-RD	\$	5,065.00	NOTES PAYABLE
4/21	REUBEN BELLARD	\$	33.30	NSF
4/21	COURTNEY SIMON	\$	37.95	NSF
4/21	COBANK	\$	12,730.32	LOAN PAYMENTS
4/21	TSF TO SAVINGS	\$	2,487.00	SHORT-LIVED ASSETS
4/22	AT&T	\$	217.22	WIRELESS
4/25	EFTPS	\$	4,516.46	941 TAX
4/28	NEOPOST/QUADIENT	\$	185.05	POSTAGE METER
4/28	MIRE BRANCH WATER	\$	6,685.31	PAYROLL
4/30	SPECTRUM	\$	300.00	INTERNET
		\$	<u>62,751.81</u>	

DEPOSITS & CREDITS TO CHECKING

4/1	\$	1,425.70	
4/1	\$	570.66	
4/3	\$	140.00	
4/4	\$	1,604.38	
4/4	\$	1,385.01	
4/7	\$	3,799.51	
4/8	\$	6,609.39	
4/10	\$	3,964.46	
4/11	\$	4,606.53	
4/11	\$	4,470.00	
4/14	\$	4,385.68	
4/15	\$	623.00	
4/15	\$	2,991.94	
4/17	\$	29,828.61	BANK DRAFTS
4/17	\$	1,862.27	
4/17	\$	6,328.09	
4/17	\$	50.00	
4/17	\$	667.88	
4/21	\$	172.44	
4/21	\$	3,538.50	
4/25	\$	964.72	
4/25	\$	1,099.36	
4/28	\$	834.24	
4/28	\$	4,752.08	
4/29	\$	212.47	
	\$	5,492.44	CREDIT CARD PAYMENTS
	\$	20,008.68	UTILIPAY ONLINE
	\$	14,560.19	PAYSTAR ONLINE
	\$	<u>126,948.23</u>	



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MEETING AGENDA

May 6, 2025

CALL TO ORDER

James Alleman

READING OF THE MINUTES

RECOGNIZE VISITORS

Jessica Marchand, attorney

OLD BUSINESS

1. Capital outlay-water sector project *No new report

OPERATION & MAINTENANCE REPORT

Kristin Romero

1. Fire Department

BOOKKEEPER'S REPORT

Kyla Hill

1. CD Renewals

NEW BUSINESS

1. Meter on Tanner Rd
2. Scholarships

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Branch

To: All Fire Departments Within and Surrounding the Mire Branch Water Corporation Service Area

Subject: Cross Contamination Policies Regarding Fire Department Use of Mire Branch Water Corporation Fire Hydrants

All Area Fire Chiefs and Personnel:

In an effort to provide for the protection of the public from the possibility of contamination from cross connections which could allow contaminants to backflow or back-siphon into the Mire Branch potable water supplies, we require that the following policies be adhered to at all times:

in structural emergencies

1. Use shall be designated for fire fighting ~~and occasional training exercises only.~~
2. Fire Department personnel must contact the Water Corporation representative (system operator), as soon as it is practical to inform the water system of the location of the hydrant(s) being used and the approximate number of gallons used. ~~For training exercises, advance notice must be given and a Mire Branch Water Corporation representative present during the exercise, unless given permission by the representative to proceed otherwise.~~ For emergency uses, please inform the Water Corporation as soon as possible but no later than the following morning.
3. Fire Department personnel shall not connect fire hoses from the Water Corporation's fire hydrants to fire trucks that do not have an approved air gap configuration. Additionally, fire hoses should not be connected to pumper trucks, only tanker trucks with air gap configurations are acceptable. Improper separation from the public water supply system represents a potential source of contamination. The distribution system is not designed as a fire fighting system and the piping system is not designed to accommodate pumping water from the lines.
4. Fire Departments using the Water Corporation's water supply shall be equipped to provide either top fill of tanker trucks or fill into a portable drop tank. An acceptable air gap backflow prevention method is required, when filling top fill trucks or drop tanks, that provides sufficient atmospheric separation from the public water supply source to the fire department equipment. The method is to be prior approved by the Water Corporation's system operator.
5. Fire Departments shall be responsible for any damages to the Water Corporation's fire hydrants and any and all damages resulting from mis-use of the water supply resulting in contamination of the system.
6. The Water Corporation reserves the right to prohibit the use of their water supply system to any fire department who does not abide by the policies listed herein.
7. The Fire Departments shall indemnify and hold the Water Corporation, its employees, agents, and board members harmless for any loss, claims, damages,

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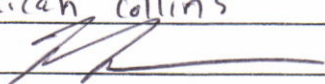
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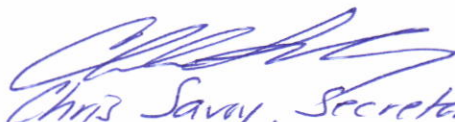
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- or guilt associated with the Fire Department's use of the Water Corporation's hydrants, distribution lines, water supply, or other equipment or property.
8. For fire drills, Fire Department trucks must be filled at the water plant. In the case of fires, Fire Department trucks should be filled at the water plant, if possible. Please see number 2 above regarding notification of Water Corporation representative.

By signing below, the Fire Department named agrees to abide by the policies listed herein. This acknowledgement shall be effective from the date shown below and will remain in effect until a written request is made by either party to cancel the agreement with seven days notice to the other party.

Mire-Branch Water Corporation

Fire Department: Branch Volunteer Fire Dept.
Fire Chief (Printed): Micah Collins
Fire Chief (Signature): 
Date Signed: Sept 8 2020

Mire Branch Water Corporation Representative: 
Printed Name and Title: Chris Savoy, Secretary
Date Signed: 9-8-2020