

Caddo Parish Sewerage District No. 2
4126 Rainer Street
Shreveport, LA. 71107
(318) 221-7299

Minutes for Regular Board Meeting

The Board of Directors of Caddo Parish Sewerage District No. 2, met in Regular Session at our office located at 4126 Rainer Street on August 20, 2026, at 6:00 p.m.

Board Chairman Henry Brown called the meeting to order at 6:27 p.m., along with roll call and request for opening prayer.

Members Present: Henry Brown, Diann Adams, Natalie Roberson

Members Absent: None

Employees Present: Candus Brooks - *Office Manager* & Gene Presley - *Operator*

Gene Presley leads the opening prayer

Visitors/Comments:

None

Approval of last meeting minutes:

Motion to approve the board minutes from July 16, 2026, by Miss Roberson, 2nd by Ms. Adams (*motion carries*)

Operator/Maintenance Report

Gene Presley advised the board that the Wastewater System is operating correctly and there are currently no maintenance issues to report, additionally he replaced a check valve at the Hiawathia lift station.

Office Manager Report

Candus presented a comprehensive review of the financial records and monthly billing for June & July, providing each board member with supporting documentation that included the previous month's minutes, Profit & Loss statement, current bank balances, and a payment recap. This packet also contained Asyst and QuickBooks invoices detailing the current balances due. Candus explains to board what was billed in outstanding QuickBooks and Asyst invoices and what is still outstanding still to be collected.

Old Business

- ***Outstanding customer balance***

see comments/concerns/directions section on next page for details

New Business

- ***2025-2026 Audit Engagement Letter***

Motion by Miss Roberson that we accept the audit engagement letter from Cooke & Morehart Certified Public Accountants, LLC, 2nd by Ms. Adams (*motion carries*)

Board comments/concerns/directions:

- The Board discussed establishing a process to address delinquent accounts. If a customer doesn't have active water service, their account should be closed. If a customer has water service but is not paying their sewer bill, we should disconnect sewer service and further monthly billing.
- The Board discussed consulting the district's attorney to explore legal remedies for recovering outstanding balances.
- The Board discussed revisiting a potential cooperative agreement with the Lakeview Waterworks Department.
- The Board discussed the possibility of hiring a part-time field employee. This position would assist with regularly maintaining disconnect notices, managing vacant property statuses, and helping ensure that all account and home records remain accurate.
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Motion to adjourn the meeting by Ms. Adams 2nd by Miss Roberson (motion carries)
Meeting adjourned at 6:53 p.m.

Henry Brown – Chairman

Natalie Roberson-Board Member

I, Diann Adams, Secretary of the Board, do hereby certify that the above and forgoing instrument is a true and correct copy of the minutes of our Regular Meeting of the Board of Supervisors, Caddo Sewerage District No. 2 held August 20, 2026, at 4126 Rainer Street, Shreveport, Louisiana 71107.

Diann Adams - Secretary