

ST. TAMMANY PARISH COUNCIL

RESOLUTION

RESOLUTION COUNCIL SERIES NO: C-4309

COUNCIL SPONSOR: TANNER/BRISTER

PROVIDED BY: GRANTS

RESOLUTION TO SUPPORT ST. TAMMANY PARISH GOVERNMENT'S APPLICATION FOR FUNDING FROM THE LOUISIANA COMMUNITY WATER ENRICHMENT FUND TO IMPROVE VARIOUS PUBLIC WATER SYSTEMS OPERATED BY TAMMANY UTILITIES BY REPLACING ANTIQUATED WATER METERS.

WHEREAS, St. Tammany Parish Government has been afforded the opportunity to apply for \$ 99,900.00 of funding from the Community Water Enrichment Fund which is administered by the Louisiana Office of Community Development; and

WHEREAS, the Parish currently owns and operates multiple public water systems which have a small percentage of antiquated water meters providing usage data for billing purposes; and

WHEREAS, the Parish would like to replace 450 antiquated water meters to ensure accurate billing for those customers.

THE PARISH OF ST. TAMMANY HEREBY RESOLVES to support the Parish's grant applications for funding from the Community Water Enrichment Fund.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

MOVED FOR ADOPTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

THIS RESOLUTION WAS DECLARED ADOPTED ON THE 2 DAY OF APRIL, 2015, AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

\_\_\_\_\_  
RICHARD E. TANNER, COUNCIL CHAIRMAN

ATTEST:

\_\_\_\_\_  
THERESA L. FORD, COUNCIL CLERK

### **ADMINISTRATIVE COMMENT**

This resolution is to support St. Tammany Parish Government's application for funding from the Louisiana Community Water Enrichment Fund to improve various public water systems operated by Tammany Utilities by replacing antiquated water meters.

**OFFICE OF COMMUNITY DEVELOPMENT**  
**COMMUNITY WATER ENRICHMENT FUND**



**Grant Application Package**

**FISCAL YEAR 2014 -2015**



**Division of Administration**  
**Office of Community Development**  
**P.O. Box 94095**  
**Baton Rouge, LA 70804-9095**  
**Tel: (225)342-7412**  
**Fax: (225)342-1947**  
**Website: [www.doa.la.gov/cdbg](http://www.doa.la.gov/cdbg)**

**FY 2014-2015  
COMMUNITY WATER ENRICHMENT FUND**

**PURPOSE**

The Community Water Enrichment Fund (CWEF) was established in the 2008 Louisiana regular legislative session by way of HB 926 (Act 513). Its intent is to provide a source of funding to aid units of local government solely for the purpose of rehabilitation, improvement, and construction projects for community water systems to provide safe and clean drinking water.

**ELIGIBILITY AND MAXIMUM GRANT AMOUNTS**

All municipalities and parishes in Louisiana are eligible to apply for funding with the exception of the following HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.

Maximum grant ceiling amounts are based on the following population ranges.

Villages (1-999) are eligible to apply for up to \$25,000.

Towns (1,000-4,999) are eligible to apply for up to \$35,000.

Cities (5,000-35,000) are eligible to apply for up to \$50,000.

Parishes are eligible to apply for up to \$100,000. (If a parish's incorporated communities' combined maximum ceiling amounts are less than the allocation for the entire parish area, the parish can then apply for more than \$100,000.)

Parishes may apply for projects that serve a parish-wide area or an unincorporated area of the parish.

For the 2014-2015 fiscal year, the maximum allocation amount available per parish area will be **\$135,317.00**. The Office of Community Development encourages all potential applicants within each parish to prioritize their requests.

### **APPLICATION DUE DATE**

The deadline for submittal of applications for the FY 2014-2015 allocation is March 20, 2015. If hand delivered, the application must be received by the Office of Community Development by 4:30 pm on March 20, 2015. If mailed, the postmark must be stamped no later than March 20, 2015. Any application not meeting the deadline requirements will not be rated, unless there is a balance remaining in that parish's allocation after awards are made.

### **ELIGIBLE ACTIVITIES**

Funds awarded can only be used for rehabilitation, improvement, and construction projects for community water systems.

### **INELIGIBLE ACTIVITIES**

Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering-only or planning-only projects are not eligible activities under this program. Generators and Fire Hydrants only will also be ineligible. Fire hydrants must be included within a water line rehabilitation or extension project.

### **EVALUATION PROCESS**

The evaluation process involves several steps, including a staff review and rating. Rating will be based on the following criteria. For fire protection projects, question number 3 will be used for rating instead of question number 2.

1. Does the proposed project serve the maximum percentage of citizens in the jurisdiction?
2. Does the proposed project improve the health, safety, living conditions, and quality of life of the community?
3. Does the proposed project improve the economic conditions of the area?
4. Is the project cost reasonable/effective?
5. Will CWEF funds be used to match other local, state or federal funds?

The Office of Community Development will evaluate each application to determine its rating and award amount.

### **APPLICATION PROCEDURES**

Complete all of the application forms included herein. An original and one copy of the application must be submitted to the Office of Community Development. If the project involves technical or engineering questions, you may need to consult a qualified expert for design descriptions or budget estimates. A resolution of support from the governmental body must be attached to the application. In addition, the application must include a letter of support from the state senator and state representative who represents the district in which the project is located. Applications will not be accepted without both the legislative letters of support and the local government resolution of support.

OCD will NOT provide administration funds to administer the project nor fees for completing the application package. In addition, OCD will NOT pay for previously incurred debt. Should your project be funded, requests for payments, accompanied by invoices, will be sent to the Office of Community Development. Under no circumstances will the state reimburse costs for invoices dated prior to an executed contract with the unit of local government.

### **EMERGENCY SET-ASIDE**

\$800,000 has been set-aside for projects determined to be of an emergency nature which affect the health and safety of residents of an area. The ceiling amount for an individual emergency grant is \$250,000. A unit of local government may receive an emergency grant only once during the fiscal year under this category. The emergency situation must have occurred within 3 months of application submission. Applications will be accepted on a continuous basis. Local governments interested in applying for these funds should first contact the Office of Community Development to discuss the proposed project. If it is determined by the Office of Community Development that the proposed project meets the intent of the program, the local government will be invited to submit an application.

\*Please be aware that if a local government currently has two open CWEF grant contracts with our office, it will not be awarded another until one of the others is closed.

\*Private for-profit water systems are not eligible for funding.

\*All recipients must comply with applicable Department of Natural Resources rules and regulations, if any, on master meter installation.

**THE FOLLOWING FORMS MUST BE SUBMITTED TO THE**

**OFFICE OF COMMUNITY DEVELOPMENT**

**CWEF Program**

**Post Office Box 94095**

**Baton Rouge, LA 70804-9095**

- 1) Cover page
- 2) Classification page
- 3) Project description
- 4) Proposed budget summary and instructions
- 5) Local government assurances
- 6) Resolution of support from governmental agency/governing body
- 7) Support letter from state senator and state representative

**COMMUNITY WATER ENRICHMENT FUND  
2014-2015 GRANT APPLICATION**

**COVER PAGE**

**COMPLETE ALL SECTIONS:** (Incomplete forms may disqualify or reduce a grant award.)

GOVERNMENTAL FISCAL AGENCY: (Name of Municipality or Parish)

St. Tammany Parish

ADDRESS OF LOCAL GOVERNMENT:

P.O. Box 628, Covington, Louisiana 70434

PHYSICAL ADDRESS OF PROJECT (Including the 9-digit Zip Code):

Mandeville, LA 70471 & 70448  
Covington, LA 70433  
Madisonville, LA 70447

NAME OF WATER SYSTEM BEING IMPROVED

Various (Briarwood Terrace, Faubourg Coquille, Pineland Park, etc.)

CHIEF ELECTED OFFICIAL: (Mayor or Parish President's Name)

Pat Brister, Parish President

CONTACT PERSON (if different from the head of government)

Greg Gorden, Director, Department of Environmental Services

PHONE: 985-898-2535

FAX: 985-898-2523

EMAIL ADDRESS: ggordon@stpgov.org

APPLICATION PREPARED BY (if different from the contact person):

Tim Brown 985-898-2535

AMOUNT REQUESTED: \$99,900.00

FEDERAL TAX IDENTIFICATION NUMBER: 72-6001304



# CLASSIFICATION PAGE

**COMPLETE ALL SECTIONS:** (Incomplete forms may disqualify or reduce a grant award.)

NAME OF PARISH: St. Tammany Parish

NAME OF MUNICIPALITY: St. Tammany Parish Government

POPULATION: Please check the appropriate category based on most recent available Census figures.

Village (1 - 999 citizens)		population
Town (1,000 - 4,999 citizens)		population
City (5,000 - 35,000 citizens)		population
X Parish	235,000	population

OTHER LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES/PARTICIPANTS IN PROJECT:

IS THE PROPOSED PROJECT LOCATED ON PUBLICLY OWNED LAND? X Yes No

\*\*\*\*PRIVATE FOR PROFIT WATER SYSTEMS ARE NOT ELIGIBLE FOR FUNDING\*\*\*\*

TYPE OF WATER SYSTEM

Public X Private non-profit Private for-profit

LEGISLATIVE REPRESENTATION: Please provide the names of the State Senator and the State Representative for the area where the project will occur.

State Senator: Jack Donahue, District 11

State Representative: Timothy G. Burns, District 89

# PROJECT DESCRIPTION

Should you need more space, you may continue on another page.

**COMPLETE ALL SECTIONS:** (Incomplete forms may disqualify or reduce a grant award.)

**Be specific and state what you plan to spend the money on and what you want to do (what, where, why, how), if awarded. We need all information to process, review and rate applications. Grant applications cannot be reviewed without detailed information on the benefit to the local community and how the money will be spent.**

1. BRIEFLY DESCRIBE THE FULL INTENT (PURPOSE) OF THE PROPOSED PROJECT:

Tammany Utilities - West provides water service to approximately 11,000 customers. Each of these customers has a remote, radio-read, water meter at their residence or business. Of these approximate 11,000 meters, more than 450 need to be replaced. Of these 450+ meters, 109 of them are read using antiquated meter reading hardware. More specifically, these meters often fail or provide questionable reads. Furthermore, Tammany Utilities cannot get replacement meter reading hardware (receivers) for these meters and once the hardware fails, the meters will not be able to be read. Because of these remaining antiquated meters, Tammany Utilities is currently having to use two meter reading softwares and two different sets of hardware. Once these meters are replaced, we will be able to read all of our meters with one system.

The remaining 341 meters that we intend to replace are the 1<sup>st</sup> generation of radio read meters. These meters are out of warranty and are no longer able to be read remotely. Tammany Utilities is having to manually read each of these meters for every billing cycle. This obviously puts a strain on our manpower and reduces the overall efficiency of the utility.

2. DETAILED DESCRIPTION OF PROJECT. (Specify what the funds will be used for) 1) Itemize any equipment to be purchased. 2) For water lines how many feet, miles, or blocks?

The project proposes to replace 450 antiquated meters with Master Meter 5/8x3/4" Bottom Load Multi-Jet 3G Water Meters @ \$222 each = \$99,900.00

3. What impact will the proposed project have on the community? (Include in your explanation the answers to the following: How many citizens will be assisted in the affected area? Does the project improve safety, health, living conditions, and quality of life of citizens? Does the project improve the environment or economic conditions of the area?)

The proposed project will improve the provision of community water services to the Parish's citizens/customers. The sub-standard water meters currently in use provide inaccurate readings, requiring utility personnel to either re-read the meter and/or attempt to estimate usage based upon previous readings in order to develop a fair and accurate billing statement for the customer. The inordinate amount of time takes utility personnel away from critical water quality maintenance tasks. Combined, this can negatively affect the quality of water (and life) of our citizen/customers. The proposed project will improve the quality of life for our citizen/customers by 1) ensuring that all customers receive a fair and accurate billing statement on a month-to-month basis (which also makes it easier for customers to budget for the payment of said bill, reducing stress and aggravation); 2) allow water utility personnel to focus more on water quality maintenance tasks so as to improve the quality of water delivered to our citizens/customers.

## **Instructions for Completing CWEF Proposed Budget Summary**

The following instructions for each budget category are based on the **LOUISIANA ACCOUNTING AND UNIFORM GOVERNMENTAL HANDBOOK**, which is available on the Division of Administration's website at <http://www.doa.la.gov/cdbg/lgap.htm>, or upon request to OCD, a hard copy of the handbook will be provided to any applicant. Please carefully review these instructions before completing the budget categories.

**The CWEF will pay for contract labor only.** Ongoing or administrative salaries can be shown in this budget summary for credit as part of the local government's matching funds.

### **Construction Contract**

Amounts to be paid by the grant recipient for construction contracts.

### **Supplies**

Only project related materials will be reimbursed.

### **Permanent Property**

Expenditures for equipment purchases.

### **Other Items**

Amounts paid for goods and services not otherwise listed in the above categories.

**NO PAYMENT WILL BE MADE FOR INVOICES FOR PROJECT WORK COMPLETED PRIOR TO AWARD. PAYMENTS FOR APPROVED INVOICES WILL BE MADE ACCORDING TO TERMS OF A SIGNED AND EXECUTED CONTRACT AFTER AN AWARD IS MADE.**

"Local Funds" are any funds included in the total project costs, which are contributed by the unit of local government making the application. "Private Funds" are those from sources other than governmental entities, such as private businesses, bank, etc. "Other State Funds" include any other funds received through other state programs. "Federal funds" include funds from EPA, USDA, etc.

# PROPOSED BUDGET SUMMARY

**COMPLETE ALL SECTIONS:** (Incomplete forms may disqualify or reduce a grant award.)  
**Refer to next page for an explanation of the spending categories.**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
SPENDING CATEGORY	AMOUNT REQUESTED FROM CWEF	AMOUNT OF MATCH BY LOCAL GOVERNMENT	SPECIFY OTHER FUNDS AND SOURCE (private, federal, other state monies)	TOTAL
SALARIES		*\$18,560.00		*\$18,560.00
CONSTRUCTION CONTRACT				
SUPPLIES Not Permanent				
PERMANENT PROPERTY Includes Equipment	\$99,900.00			\$99,900.00
OTHER Explain Below				
PROJECT TOTAL	\$99,900.00	*\$18,560.00		\$118,460.00

\* St. Tammany Parish personnel will install each of the proposed 450 water meters. Assuming each meter will take approximately 1.5 hours to install using two employees at an average salary of \$13.75/hour, the total contribution is approximately \$18,560.00.

**\*SHADED AREAS CANNOT BE USED TO ENTER REQUEST FOR FUNDS**

# Local Government Assurances

**COMPLETE ALL SECTIONS:** (Incomplete forms may disqualify or reduce a grant award.)

## **FISCAL ASSURANCES**

1. The local government agency (LGA) assures that all programs, activities, and expenditures of funds conducted in association with this program are in direct compliance with the provisions of the CWEF.
2. The LGA assures that funding received under the CWEF will not replace or reduce funding for existing programs.
3. The LGA assures that it will provide for proper fiscal control and accounting procedures as may be required for fiscal audit.

## **PROGRAMMATIC ASSURANCES**

1. The LGA assures that it will comply with R.S. 24:513 (State Audit Law), and the State of Louisiana public bidding procedures.
2. The LGA assures that, as applicable, it will comply with all federal and state laws, executive orders, and/or regulations.
3. The recipient of this grant assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this grant.
4. The LGA assures that no funds will be used on private property.
5. By acceptance of this grant, the LGA acknowledges that any CWEF grant will not be open beyond three years from the effective date of the signed contract, unless an extension request has been approved. The LGA will not be eligible for further CWEF funding until that grant is closed.
6. The recipient of the grant assures that funds requested in the grant will be used for the stated purpose only and within the time frame stated. Proof of proper expenditure of these funds will be required through invoices, canceled checks, copies of contracts, and other documentation. Failure to comply with any part of this agreement will result in termination of this grant and require any funds paid to be returned to the Office of Community Development.

I UNDERSTAND THAT, UNDER STATE LAW, NO REIMBURSEMENT CAN BE MADE FOR ANY INVOICES FOR WORK OR PURCHASES BEFORE THERE IS AN EXECUTED WRITTEN CONTRACT SIGNED BY BOTH THE LOCAL GOVERNMENT AND THE DIVISION OF ADMINISTRATION.

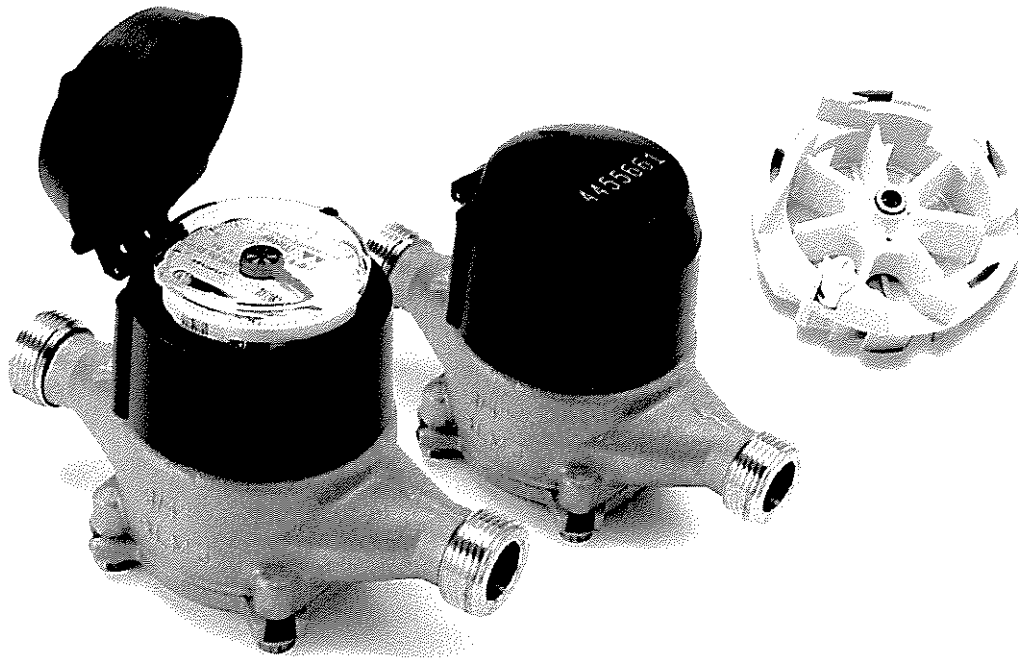
*Chief Elected Official*

*Title*

*Type Name Here*

*Date*

## ■ BOTTOM LOAD MULTI-JET METERS



Master Meter's Multi-Jet meter exceeds the AWWA C708 standard. With sensitivity to measure water flowing as low as 1/8 gallon per minute and accuracy unaffected by common particulates and build-up that would freeze other types, you can count on our Multi-Jet technology.

### Technical Specifications:

**AWWA Standard** - Meets or exceeds all sections of AWWA Standard C-708, most recent revision. Compliant with SDWA, NSF ANSI 372 and NSF ANSI 61 standards.

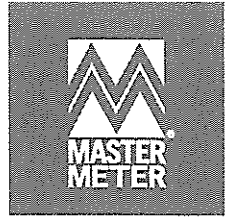
**Register** - Standard Direct Read, DIALOG® 3G AMR System registers, AccuLinx Encoder, and IP 68 Electrical Output registers available. Together, an integrated and migratable technology environment is attained; direct, proximity (touch), mobile AMR, and Fixed Network AMI.

**Register Sealing** - Direct Read and DIALOG registers are permanently sealed with a scratch resistant glass lens, stainless steel base and wrap-around gasket to prevent intrusion of dirt or moisture.

### Features & Benefits:

- Rugged basket strainer built from advanced polymer materials for superior wear mitigation.
- Proprietary design produces smooth, laminar flow profile for improved accuracy
- Award-winning DIALOG 3G register design houses all vital components — encoder, RF transmitter, battery and antennae — safely within the register's stainless steel and tempered glass enclosure. Free of external wires, components and connections — the #1 cause of field related issues on competitive designs.
- Assures compliance with the Safe Drinking Water Act (SDWA).
- Measures with only one moving part that is hydro-dynamically balanced on a sapphire bearing to preserve accuracy and promote a positive bottom line.
- Exceptional performance in passing entrained solids and operating in environments with high mineral content.
- Clean, elegant measurement design is highly sensitive to leaks and low flow while limiting wear for excellent revenue protection.

■ BOTTOM LOAD MULTI-JET METERS



**Technical Specs (Cont'd):**

- **Register Unit** - Registration available in U.S. gallons, cubic feet or cubic meters.
- **Test Circle** - Large center sweep hand with one hundred (100) clearly marked gradations on the periphery of the dial face (available on Direct Read and DIALOG 3G registers).
- **Design/Operation** - Velocity-type flow measurement. Water that is evenly distributed by multiple converging inlet ports flows past an impeller in the measuring chamber, creating an impeller velocity directly proportional to water flow rate. The meter's register integrates that velocity into totalized flow. An inherent advantage for this design is unparalleled wear mitigation leading to sustained revenues. The register assembly is removable under line pressure permitting seamless, simplified upgrades in reading technology.

- **Strainer** - A rugged, 360-degree advance polymer basket strainer protects the critical measuring element from damage. The unique strainer design smoothes the flow of water entering into the meter creating a laminar flow that is gentle on the meter's internal components. Tough materials operating in a smooth, balanced environment enable the meters to perform more accurately over time. Utilities' investments last longer while capturing more revenue.
- **Measuring Chamber** - The measuring chamber housing and measurement element are built with an advanced synthetic polymer. Measurement surfaces are not wear surfaces, providing sustained accuracy despite the presence of entrained solids in the water. A long life, synthetic sapphire bearing serves as a wear surface with radially balanced water flows. The chamber housing is constructed in two parts to allow access to the impeller. Bottom plates available in Bronze, Cast Iron (CI) or Engineered Plastic.

METER OPERATING CHARACTERISTIC/DIMENSION	5/8"	3/4" x 7-1/2"	3/4" x 9"	3/4" x 9" x 1"	1"
Flow Rating (gpm)	20	30	30	30	50
Continuous Flow (gpm)	15	20	20	20	30
Normal Flow Range (gpm)	1-20	2-30	2-30	2-30	3-50
Extended Low Flow (gpm)	1/4	1/2	1/2	1/2	3/4
Maximum Working Pressure (psi)	150	150	150	150	150
Maximum Working Temperature (F)	120	120	120	120	120
Length (A below)	7-1/2"	7-1/2"	9"	9"	10-3/4"
Width (B below)	3-5/8"	3-5/8"	3-5/8"	3-5/8"	4"
Height, standard register with lid (C below)	5"	5"	5"	5"	5-1/4"
Height, bottom to center line (D below)	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-3/4"
Weight (lbs)	3.95	4.0	4.1	4.6	5.25
Packed To Carton	6	6	6	4	4
Carton Weight (lbs)	25.1	25.4	26	19.8	22.4

**Accuracy and Head Loss Chart**

