

**SOUTHEAST WATERWORKS DISTRICT NO. 2**  
**VERMILION PARISH, LOUISIANA**  
**BOARD OF COMMISSIONERS, REGULAR MEETING**  
**APRIL 10, 2025**

The Southeast Waterworks District No. 2 Board of Commissioners of the Parish of Vermilion, State of Louisiana, met for a regular meeting at its meeting place, the Conference Room of the Southeast Waterworks District No. 2 Building, 417 Trahan Street, Abbeville, Louisiana, Thursday, April 10, 2025, at 4:00 p.m.

Present: Clint Dugas, Chairman; Shelby Bernard, Vice Chairman; Kelly Richard, Secretary; Susan Wilhelm, Commissioner; Sandy Richard, Commissioner; and Roland Brailey, Commissioner.

Absent: None.

Personnel: Susan Lemaire, Office Manager; Kim Thomas, Clerk; and James Brasseaux, Plant Manager.

Guests: Charmaine Romero.

The meeting was called to order by Clint Dugas, Chairman.

The reading of the Minutes of the Board of Directors on March 13, 2025, was waived. On motion by Shelby Bernard, seconded by Sandy Richard, and carried, the Minutes were approved as distributed.

Charmaine Romero spoke to the Board about a high bill she received, and the “Deferred Payment Agreement” Office Personnel offered her. Asked about a one-time forgiveness. She never noticed a change in pressure. The Board explained that as per the Louisiana Attorney General, water bills cannot be adjusted due to a leak on the customer’s side as Southeast Water is a government entity.

Susan Lemaire presented the business reports:

- Presented bills to be paid, WSP bills, and auto drafted expenses for March 2025.
- Disconnected meters.
- Meters installed.
- Transfer of \$14,994.00 from the Water Revenue Fund to the Sinking Fund as per Kolder, Slaven, and Company as per Water Sector Program loan documents.
- First Quarter Actual Income and Expenses compared to Budget.
- Cyber Insurance: Discussion followed. The Board recommends getting proper equipment to qualify for Cyber Insurance. Get a quote from Shawn with Facts.
- Fiscal Agent. Need to authorize Ronnie Melebeck to advertise.
- Flood Insurance due May 26, 2025.
  - Option A: Building Coverage- \$441,000. Premium: \$4,631.00
  - Option B: Building Coverage- \$486,000. Premium: \$4,708.00

On motion by Shelby Bernard, seconded by Roland Brailey, and carried, to pay the March 2025 bills and the Water Sector Program expenses as presented and approve the auto drafted bills and online payments. Kelly Richard abstained.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried to approve the transfer of \$14,994.00 from the Water Revenue Fund to the Sinking Fund as per Water Sector Program documents as noted by the Auditors’ recommendations.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, to amend the First Quarter Actual Income and Expenses compared to Budget.

**“This institution is an equal opportunity provider and employer.”**



On motion by Kelly Richard, seconded by Roland Brailey, and carried, to authorize Ronnie Melebeck to advertise for the Fiscal Agent.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, to renew Flood Insurance with Option A for \$4,631.00.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- In March we had 97 Disconnects. It took three days to get to all disconnects. Suggest having Tony Richard come assist Operators. Hopefully, Disconnects will decrease. After discussion, the Board agreed to have Tony Richard come in to assist the Operators with Disconnects.
- Water Sector Program:
  - No date for the WSP Committee meeting has been posted yet to request additional funding for Contract A (WTP Improvements). Frisco signed an extension agreement for 30 additional days.
  - Contract B Road Extension is projected to start on April 14, 2025.
  - Contract C Generator: still waiting for OCD approval to award contract. Also waiting for contracts to be signed and returned by the contractor. Will be meeting with contractor on April 14, 2025.

There being no further business to come before the Meeting Body, a motion by Kelly Richard, seconded by Shelby Bernard, and carried, to adjourn the meeting at 5:35 p.m.

---

Kelly Richard, Secretary

---

Clint F Dugas, Chairman

