

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
APRIL 11, 2024

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 11, 2024, 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 and James Brasseaux, Plant Manager.

Guests: Kristina Sage, Kolder Slaven & Co, LLC and Stephanie Briggs, Sellers & Associates.

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

The reading of the Minutes of the Board of Directors on March 14, 2024, was waived. On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, the Minutes were approved as distributed.

Kristina Sage presented the 2023 Audit Report from Kolder Slaven & Company, LLC.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, to accept the 2023 Audit Report and the State Agreed Upon Procedures Report as presented by Kolder Slaven & Company, LLC.

Stephanie Briggs, Sellers and Associates, presented the Engineer's Report. They are working on the Water Sector Program packet. It is due on July 20, 2024. They are in the process of getting easements for the Spirit Road Project.

Susan Lemaire presented the business reports:

- Presented bills to be paid and auto drafted expenses for March 2024.
- Disconnected meters.
- Meters installed.
- Engagement from Kolder Slaven & Company LLC for the 2024 Audit.
- First Quarter Budget compared to Actual Income and Expenses.
- Fee Discussion.
- Discussion about mailing bills out. Outsource or keep In-house. Discussion of fees from Moneta (formerly CSDC).

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



On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried to pay the March 2024 bills as presented and approve the auto drafted bills and online payments. Kelly Richard abstained.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried to approve the Engagement Letter from Kolder Slaven & Company, LLC, and authorized Clint Dugas to sign the Engagement Letter for the 2024 Audit.

On motion by Susan Wilhelm, seconded by Shelby Bernard, and carried to adjust the First Quarter actual Income and Expenses to the Budget.

On motion by Susan Wilhelm, seconded by Shelby Bernard to approve the fees for turning off meter for repair of customer service valve as follows:

- To turn off the meter to replace Customer Service Valve after hours and weekends fee is \$100 service charge. If it is during Office Hours, there will be no charge to turn off the meter but if we go back to turn the meter on and the Customer Service Valve is not replaced, they will incur a \$50 service charge. If a licensed plumber is doing the work, they have permission to turn off the meter.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- The chlorination system was dripping water. APT came into repair. Also repaired nipple on housing. Chlorine levels dropped but did not fall below required levels.
- Quote for Emergency Lights on 2023 Ford truck is \$3,232.40. Fourteen lights total with controller.
- Zinc orthophosphate usage went up this month, but way below the maximum allowed.

On motion by Shelby Bernard, seconded by Sandy Richard to approve the installation of the emergency lights on the 2023 Ford truck.

There being no further business to come before the Meeting Body, a motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, to adjourn the meeting at 5:25 p.m.

Kelly Richard, Secretary

Clint F Dugas, Chairman

