

**SOUTHEAST WATERWORKS DISTRICT NO. 2**  
**VERMILION PARISH, LOUISIANA**  
**BOARD OF COMMISSIONERS, REGULAR MEETING**  
**DECEMBER 11, 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, December 11, 2025, at 11:00 a.m.

Present: Clint Dugas, Chairman; Shelby Bernard, Vice Chairman; Susan Wilhelm, Commissioner and Ricky Cormier, Commissioner

Absent: Roland Brailey, Commissioner and Kelly Richard, Secretary

Personnel: Susan Lemaire, Office Manager, James Brasseaux, Plant Manager, and Lauralee Trahan.

Guests: Stephanie Briggs, Engineer, Sellers & Associates, Inc., Ronnie Melebeck, Attorney

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

The reading of the minutes of the Board of Commissioners for the November 13, 2025 meeting, was waived. On motion by Shelby Bernard, seconded by Ricky Cormier, and carried, the minutes were approved as distributed.

Stephanie Briggs, presented the Engineering Report:

- Contract A-Water Treatment Plant Improvements: Presented PPE#4 in the amount of \$213,264.55 for payment to Frisco
- VPPJ Grant 2022-2023 year and 2023-2024 year, working on getting invoices paid to be reimbursed with James. New grant will be available soon.

On motion by Shelby Bernard, seconded by Susan Wilhelm and carried, authorization is given to pay PPE#4 to Frisco in the amount of \$213,264.55.

Lauralee Trahan presented the business reports:

- Presented bills to be paid and auto drafted expenses for November 2025.
- Disconnected meters.
- Meters installed.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, authorization is given to pay the November 2025 bills and the Water Sector Program bills as presented and approve the auto drafted bills and online payments.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, approval and authorization are given to have the credit card company issue Lauralee Trahan a credit card to conduct water district business.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- WSP – Construction slow due to weather. Electrical Bore was not quoted in specs, working on getting quotes to bore for electrical across parking lot instead of open cut.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, board entered executive session.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, board adjourn from executive session.



On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried unanimously, approval and authorization are given to increase all employees' pay by 3% beginning January 1, 2026.

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

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Kelly Richard, Secretary

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Clint F Dugas, Chairman

