

**SOUTHEAST WATERWORKS DISTRICT NO. 2**  
**VERMILION PARISH, LOUISIANA**  
**BOARD OF COMMISSIONERS, REGULAR MEETING**  
**FEBRUARY 9, 2023**

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, February 9, 2023, at 4:00 p.m.

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

Absent: Byron Perry, Commissioner.

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

Guests: Calvin Henderson, customer with high bill; Stephanie Briggs, engineer with Sellers and Associates, Inc. and Ronnie Melebeck, Attorney.

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

Calvin Henderson presented to the Board about his high water bill due to freeze in December 2022. His customer service valve busted at the connection. It was still exposed when we went check high reading. It is an empty house with broken pipes. Chairman Dugas explained that as per the Attorney General, we cannot adjust the bill. The Board offered a Deferment Payment Plan for twelve months. It was explained that late charges would be applied to the balance. Mr. Henderson told us to turn the meter off and to put account inactive.

The reading of the Minutes of the Board of Directors on January 12, 2023 was waived. On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, the minutes were approved as distributed.

Stephanie Briggs, engineer with Sellers and Associates, Inc presented the Engineers Report:

- LDH will be having a new program during the next four years. Loans will be available with 49% forgiveness for up to \$3 million. Terms will be for up to 30 years or 20 years available. Improvements applied for with Water Sector Program was \$4.5 million. We would need to apply for \$4.7 million with LDH for additional fees. Payment on 20 year term would be approximately \$14,000/month. Payment on 30 year term would be approximately \$10,400/month. We would need to have a rate study done. Communities Unlimited can do rate study for no charge.
- Prim Road Extension: Cost estimate for Prim Road extension would be approximately \$35,400. Discussion followed. The Board determined that there are more pressing projects/expenses to consider right now. We have residences which are on well water that are testing positive for lead and arsenic. Cannot do Prim Road Extension at this time.

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Susan Lemaire presented the business reports.

- Presented bills to be paid for January 2023.
- Disconnected meters.
- Meters installed.
- Amended Fourth Quarter Income & Expenses to Budget Report.

On motion by Susan Wilhelm, seconded by Shelby Bernard, and carried to pay the January 2023 bills as presented and approve the auto drafted bills.

On motion by Kelly Richard, seconded by Sandy Richard, and carried to approve the Amended Fourth Quarter Income and Expenses to Budget Report.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report.
- Failing check valve on high service pump #1. APT is still waiting on parts to rebuild. Pump is currently off and isolated until the repair is made.
- Discharge pump has been repaired. A new “OFF” float was installed and oil in drive unit changed.
- Rebuilt chlorine injectors and replaced some tubing for disinfection.
- Meter reports: would like to start charging for meter usage reports. The report will be emailed or printed for customer.
- LRWA is putting on a Management Training on April 11, 2023 from 1:00 to 5:00 in Abbeville. All Board Members are invited to attend.
- Discussion about comp time worked during emergencies such as freeze, hurricanes, etc. Discussion continued from January meeting.

On motion by Susan Wilhelm, seconded by Kelly Richard, and carried to begin charging \$25.00 each time a meter usage report is run. If it is determined that the problem was caused by a SE Water issue, the fee could be waived.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to pay out Comp Time at a rate of time and a half for any declared emergency (hurricane, freeze, etc.) by the Board. This is retro-active to the freeze in December 2022. There is the option to bank the time (hour for hour). Employees can accrue up to 400 hours Comp Time. After 400 hours, they need to take time off as approved by their immediate Supervisor.

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 5:55 p.m.

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Kelly Richard, Secretary

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Clint F Dugas, Chairman

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