

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
JANUARY 9, 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, January 9, 2025, at 4:00 p.m.

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

Absent: Susan Wilhelm, Commissioner; and Roland Brailey, Commissioner.

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

Guest: Gene Sellers and Stephanie Briggs, Engineers, Sellers and Associates.

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

The reading of the Minutes of the Board of Directors on December 12, 2024, was waived. On motion by Kelly Richard, seconded by Shelby Bernard, and carried, the Minutes were approved as distributed.

The reading of the Minutes of the Board of Directors on December 30, 2024, was waived. On motion by Shelby Bernard, seconded by Kelly Richard, and carried, the Minutes were approved as distributed.

Stephanie Briggs, Engineer with Sellers and Associates, Inc presented the Engineer's Report.

- The new CWF Grant is available. SE Water's share will be \$27,000. Stephanie and James will get together to see what the water district needs such as valves, hydrants, waterline extensions, etc.
- The bids for the WSP water plant improvements will be opened February 11, 2025, at 11:00 a.m.
- The bids for the WSP generator replacement will be opened January 22, 2025, at Sellers and Associates, Inc. A Special Meeting will need to be scheduled to award the generator bid. After discussion, a Special Meeting will be held on Wednesday, January 22, 2025, at 4:00 p.m. at Southeast Waterworks.

Susan Lemaire presented the business reports:

- Presented bills to be paid, WSP bills, and auto drafted expenses for December 2024.
- Disconnected meters.
- Meters installed.
- 2024 Annual Sexual Harassment Report to be signed by the Chairman.
- Fourth Quarter Budget compared to actual Income and Expenses.
- Three CDs maturing within the next few months. Discussion about moving money from Restricted checking accounts to appropriate CD to earn more interest.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried, to pay the December 2024 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 Sandy Richard, and carried to authorize Clint Dugas to sign the 2024 Annual Sexual Harassment Report.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried to authorize the amendment of the Fourth Quarter Budget compared to actual Income and Expenses.

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



On motion by Kelly Richard, seconded by Shelby Bernard, and carried to transfer money at the CD maturity from the Restricted Accounts to the appropriate CD as follows:

- \$80,000 from the Debt Service Checking to the Debt Service CD.
- \$200,000 from the Capital Improvements Checking to the CD.
- \$200,000 from the Short-Lived Assets Checking to the Short-Lived Assets CD.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Plant Problems: The water well failed once on January 7 and five times on January 8. Went on generator power for about 1.5 hours. The first occurrence was at 3:55 a.m. and the last was at 10:03 a.m.. Better than previous years.
- Generator Update: Waiting on Quote Packets to send to Contractors. Electrical Engineer made changes. The packets should be ready to distribute on January 10. Will need to have the slab extended for new generator. Discussion followed.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to get three quotes for the generator slab extension. James Brasseaux has the authority to go with the lowest quote.

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 4:45 p.m.

Kelly Richard, Secretary

Clint F Dugas, Chairman

