

**SOUTHEAST WATERWORKS DISTRICT NO. 2**  
**VERMILION PARISH, LOUISIANA**  
**BOARD OF COMMISSIONERS, REGULAR MEETING**  
**MARCH 13, 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, March 13, 2025, at 4:00 p.m.

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

Absent: Sandy Richard, Commissioner.

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

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

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

The reading of the Minutes of the Board of Directors on February 13, 2025, 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 February 24, 2025, was waived. On motion by Shelby Bernard, seconded by Roland Brailey, and carried, the Minutes were approved as distributed.

Stephanie Briggs presented the Engineer's Report:

- Contract A Water Treatment Plant Improvements: Total contract was \$4,735,580.72. Short \$715,000 from WSP funds. Discussion. Chose option to go before the Water Sector Commission and request \$473,510 and SE Water would come up with \$241,490. Water Sector Commission meets on March 19, 2025. The Bid for the Water Treatment Plant Improvements expires April 6, 2025. An extension will be requested with the contractor if needed.
- Amendment #2 for Engineering Fees. Since the project was divided into three contracts, the Engineering Fees need to be divided as follows:
  - Contract B for water line extension: \$11,000.
  - Contract C for generator: \$21,600.

On motion by Shelby Bernard, seconded by Kelly Richard, and carried, to authorize Clint Dugas to sign a letter to the Office of Community Development requesting additional Water Sector grant funding in the amount of \$473,510 for overage in Contract A Bid. Southeast Water's share would be an additional \$241,490.

On motion by Shelby Bernard, seconded by Roland Brailey, and carried, to authorize Clint Dugas to sign Amendment #2 for Engineering Fees for Contract B and Contract C. Kelly Richard abstained.

Susan Lemaire presented the business reports:

- Presented bills to be paid, WSP bills, and auto drafted expenses for February 2025.
- Disconnected meters.
- Meters installed.
- The Board had voted to transfer \$200,000 to the CD for Short Lived Assets. Discussion followed. Recommend waiting to transfer to CD until we find out if SLA funds can be used for the additional \$241,490 for the shortage on Contract A.



On motion by Shelby Bernard, seconded by Roland Brailey, and carried, to pay the February 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 Kelly Richard, seconded by Shelby Bernard, and carried to delay the transfer to the Short-Lived Assets CD until we find out from USDA if Short Lived Assets monies can be used for the overage in the Water Treatment Plant Improvements.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Plant Problems: Meter issues are increasing. We had a total of 107 meters that needed to be read manually due to no communication with the DMMR (computer).
- Master Meter, Regional Manager, Kurt: Briefly discussed issues at hand. We talked briefly about cellular meters. A trial period with a few meters and access to the program offered to see if we would want to start a replacement program. He is going to investigate what was already being looked into on their end and what still needs to happen.

There being no further business to come before the Meeting Body, a motion by Kelly Richard, seconded by Susan Wilhelm, and carried to adjourn the meeting at 5:05 p.m.

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Kelly Richard, Secretary

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Clint F Dugas, Chairman

