

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
MARCH 15, 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, Wednesday, March 15, 2023, at 4:00 p.m.

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

Absent: None.

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

Guests: 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 9, 2023 was waived. On motion by Shelby Bernard, seconded by Sandy Richard, and carried, the minutes were approved as distributed.

Susan Lemaire presented the business reports.

- Presented bills to be paid for February 2023.
- Disconnected meters.
- Meters installed.
- Louisiana Compliance Questionnaire needs to be signed.
- Purchase of new office computers.
- Fees for customers who are turning meters off and on excessively. Discussion followed.
- Policy for shutting off water meter for repairs. Discussion followed.
- State Agreed Upon Procedures:
 - Online payments and bank drafted bills paid and not approved by two authorized signers.
 - Need to appoint Ethics Designee as required by R.S. 42:1170

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to pay the February 2023 bills as presented and approve the auto drafted bills and online payments.

On motion by Byron Perry, seconded by Susan Wilhelm, and carried to authorize Clint Dugas and Kelly Richard to sign the Louisiana Compliance Questionnaire.

On motion by Kelly Richard, seconded by Susan Wilhelm, and carried to authorize the Office Manager to pay auto drafted bills and make online payments up to \$8,000.00 for each payments.

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



If above the \$8,000.00 policy, the Office Manager is to email two signers to approve the payment. The emailed approval is to be kept with the invoice.

On motion by Kelly Richard, seconded by Byron Perry, and carried to appoint Susan Lemaire as Ethics Designee as required by R.S. 42:1170.

On motion by Byron Perry, seconded by Kelly Richard, and carried to purchase office computers from Facts-5 for \$3,075.00.

On motion by Susan Wilhelm, seconded by Byron Perry, and carried to amend the Rules and Regulations as follows:

Concerning excessive turning on/turning off of meters. In twelve consecutive months, the 2nd turn off is \$50.00, the 3rd turn off is \$75.00, and the 4th turn off is \$100.00.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to amend the Rules and Regulations as follows:

The Water User will be charged a \$100.00 fee for any after-hour calls to shut off water meter due to leaks beyond the customers' cut-off valve. During office hours, the charge will be \$50.00. (Adopted 3/15/2023) It is the customers' responsibility to see that their cut-off valve is visible, accessible, and operable at all times. The Water District recommends that there be a valve box and cover installed over the cut-off valve just above ground level. If water meter is on rental property, it is the property owners' responsibility to show the tenant the location of the cut-off valve. (Adopted 2/12/2009)

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report.
- Failing check valve on high service pump #1. APT is hoping to come in this week to install.
- Price increase on meter installations presented. Waiting on price updates from Winwater for meters.
- The original meter reading computer is outdated and the radio is not working. The replacement cost for a new radio (proprietary equipment) is \$3,630.00 from Lafayette Winwater. Got text approval from Clint, Shelby, and Kelly. The laptop of the unit also needs to be replaced. Got a quote from Rugged Depot for +/- \$3,500.00. Winwater quoted \$6,640.00. Got text approval from Clint, Shelby, and Kelly on 3/9/23 and ordered 3/10/23 from Rugged Depot.
- Discussion about charges for cut/damaged meter locks, meter tampering fees, and any service and/or repair cost for incurred damages. Discussion followed. Will be presented at next meeting with all terms.
- Discussion on the following: (will be presented next meeting with all terms)
 - To offer to customer the option to purchase gate valve for \$20.00. The charge would be added to the customer's account. A signed agreement would be signed for the transaction.
 - Allow customer to borrow T-wrench to turn on water after they have made repair. Form would be signed and account would be charged \$100.00 if not returned. We would remove the locking mechanism for access to meter for after repair. Operator



would return during normal business hours to check repair, re-install lock, and pick up T-wrench.

There being no further business to come before the Meeting Body, a motion by Shelby Bernard, seconded by Sandy Richard, and carried, to adjourn the meeting at 5:30 p.m.

Kelly Richard, Secretary

Clint F Dugas, Chairman

