

**SOUTHEAST WATERWORKS DISTRICT NO. 2**  
**VERMILION PARISH, LOUISIANA**  
**BOARD OF COMMISSIONERS, REGULAR MEETING**  
**MAY 11, 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, May 11, 2023, at 4:00 p.m.

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

Absent: Byron Perry, Commissioner.

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

Guests: Kristina Sage, Kolder, Slaven & Company, LLC; and Stephanie Briggs, Engineer with Sellers and Associates, Inc.

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

The reading of the Minutes of the Board of Directors on April 13, 2023, was waived. On motion by Shelby Bernard, seconded by Sandy Richard, and carried, the minutes were approved as distributed.

Kristina Sage, Auditor with Kolder, Slaven, and Company, LLC presented the 2022 Audit Report and the Louisiana State Agreed Upon Procedures.

On motion by Susan Wilhelm, seconded by Sandy Richard, and carried, to accept the 2022 Audit Report and Louisiana State Agreed Upon Procedures as presented by Kolder, Slaven, and Company, LLC.

Stephanie Briggs, engineer with Sellers and Associates, had nothing to report.

Susan Lemaire presented the business reports.

- Presented bills to be paid for April 2023.
- Disconnected meters.
- Meters installed.
- Presented the amended First Quarter Income and Expenses comparison to the Budget.
- Annual Fiscal Agent advertisement.
- CSCD upgrade quote.

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

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



On motion by Susan Wilhelm, seconded by Shelby Bernard, and carried to approve the amended adjustments on the Budget for the First Quarter compared to the Actual Income and Expenses.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to authorize Attorney Ronnie Melebeck to advertise for the Fiscal Agent.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried to get the upgrade for the CSCD system.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All normal.
- APT: Motor saver installed on discharge pump controls; High Service Pump #1 had new flapper and packing installed, waiting on a slow close unit part; rebuilt three chlorine regulators.
- Tree fell on back portion of fence and crushed fence. Received two estimates for the removal of tree. Jim's Tree Service's quote also included a commercial herbicide to kill off chicken trees for \$2,650. Once the tree is cleared, will look into getting an estimate for fence repair.
- A new radio was received for the meter reading computer. Will use for readings on May 15<sup>th</sup>.
- Talked to auditor about new vehicle purchase. Gave a contact name with state to get info. If purchase is under \$60,000, need to get at least three comparable quotes and get Board approval.

On motion by Sandy Richard, seconded by Susan Wilhelm, and carried to hire Jim's Tree Service to cut tree and apply herbicide.

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 5:12 p.m.

---

Kelly Richard, Secretary

---

Clint F Dugas, Chairman

