

**SOUTHEAST WATERWORKS DISTRICT NO. 2**  
**VERMILION PARISH, LOUISIANA**  
**BOARD OF COMMISSIONERS, REGULAR MEETING**  
**MARCH 12, 2026**

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 12, 2026, at 4:00 p.m.

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

Absent: Susan Wilhelm, Commissioner

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

Guests: Stephanie Briggs, Engineer, Sellers & Associates

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

The reading of the minutes of the Board of Commissioners for the February 12, 2026, meeting, was waived. On motion by Ricky Cormier, seconded by Kelly Richard, and unanimously carried, the minutes were approved as distributed.

The reading of the special minutes of the Board of Commissioners for the February 19, 2026, meeting, was waived. On motion by Shelby Bernard, seconded by Ricky Cormier, and unanimously carried, the minutes were approved as distributed.

Stephanie Briggs, presented the Engineering Report:

- Contract A-Water Treatment Plant Improvements: The contractor worked on the foundation for the bulk salt tank this past month.
- Presented PPE#7 in the amount of \$120,236.98 for payment to Frisco.
- Discussed change orders for service pump piping, bulk salt tank foundation and electrical controls for filters & softeners.

On motion by Shelby Bernard, seconded by Ricky Cormier, and unanimously carried, authorization is given to pay PPE#7 to Frisco in the amount of \$120,236.98.

On motion by Kelly Richard, seconded by Shelby Bernard, and unanimously carried, authorization is given to Stephanie Briggs to negotiate the requested change order amounts with Frisco for a total max of \$14,800.00; Bulk salt tank foundation at \$3,800.00, service pump piping \$11,000 and electrical \$0.

Lauralee Trahan presented the business reports:

- Presented bills to be paid tonight and auto drafted expenses for February 2026.
- Disconnected meters.
- Meters installed.
- Renew CD maturing 3/10/2026
- Ratify hiring of billing clerk position.
- Hiring Susan Lemaire on as needed basis after retirement.
- Assign Lauralee Trahan as Chief Privacy Officer for Cyber Security Policy
- Assign Lauralee Trahan as Ethics Designee
- Approve Laptop Purchase for remote use and third workstation.

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



On motion by Shelby Bernard, seconded by Ricky Cormier, and unanimously carried, authorization is given to pay the February 2026 bills and the Water Sector Program bills as presented and approve the auto drafted bills and online payments.

On motion by Shelby Bernard, seconded by Roland Brailey, and unanimously carried, authorization and approval was given to renew the SLA CD on 3/10/26.

On motion by Ricky Cormier, seconded by Shelby Bernard, and unanimously carried, hiring of Kristy Stelly for the billing clerk position was ratified.

On motion by Kelly Richard, seconded by Roland Brailey, and unanimously carried, Lauralee Trahan was named as Chief Privacy Officer for the cyber security liability insurance and remove Susan Lemaire.

On motion by Ricky Cormier, seconded by Shelby Bernard, and unanimously carried, Lauralee Trahan was named as the Ethics Designee and remove Susan Lemaire.

On motion by Kelly Richard, seconded by Ricky Cormier, and unanimously carried, approval and authorization was given to hire Susan Lemiare on an as needed basis after retirement as a replacement employee for office personnel.

On motion by Kelly Richard, seconded by Shelby Bernard, and unanimously carried, approval was given to purchase laptop from Facts5 and licensing agreement from Montecode as an additional workstation and for remote work as needed.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Repair leak on main line at plant, SNL fixed without down time to water system.
- Meter registers have been received, some were damaged, working on resolving this. Will begin swapping out bad meters after meter reads this month.
- Water Sector Project- no work has been done the last few weeks.

There being no further business to come before the meeting body, a motion by Shelby Bernard, seconded by Ricky Cormier, and unanimously carried, to adjourn the meeting at 4:51 pm.

---

Kelly Richard, Secretary

---

Clint F Dugas, Chairman

