

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
NOVEMBER 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 November 13, 2025, at 4:15 p.m.

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

Absent: Ricky Cormier, Commissioner;

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

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

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

The reading of the Minutes of the Board of Directors of October 9, 2025, was waived. On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, the Minutes were approved as distributed.

Stephanie Briggs, presented the Engineering Report:

- Contract A-Water Treatment Plant Improvements: Removal and replacement of service pumps and foundation for ground storage tank completed. Presented PPE#2 in the amount of \$250,040.95 for payment to Frisco and CCO#1 to relocate downspout with an increase in contract of \$753.22, revising total contract price to \$4,452,933.92.

On motion by Shelby Bernard, seconded by Susan Wilhelm, abstained by Kelly Richard, and carried authorization was given to pay PPE#3 to Frisco in the amount of \$250,040.95.

On motion by Susan Wilhelm, seconded by Shelby Bernard, abstained by Kelly Richard, and carried acceptance of change order, CCO#1 for Frisco in the amount of \$753.22 was approved.

Susan Lemaire presented the business reports:

- Presented bills to be paid and auto drafted expenses for October 2025.
- Disconnected meters.
- Meters installed.
- Third Quarter Amended Actual Budget
- USDA Budget
- 2026 Meeting Dates
- 2025 CPA Engagement Letter
- Convert Bill Forms to Letter Form

On motion by Shelby Bernard, seconded by Susan Wilhelm, abstained by Kelly Richard, and carried, authorization was given to pay the October 2025 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 carried, authorization was given to approve the 2026 proposed Budget and authorization for Chairman, Clint Dugas and Secretary, Kelly Richard, to sign the 2026 proposed USDA budget report as presented.



On motion by Kelly Richard, seconded by Roland Brailey, and carried, the amended third quarter budget to actual income and expenses was approved as presented.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, approval and authorization was given to Chairman, Clint Dugas, to enter into and sign the CPA Engagement Letter submitted from Kolder, Slaven & Company, LLC

On motion by Susan Wilhelm, seconded by Shelby Bernard, and carried, the 2026 meeting dates were approved as presented.

On motion by Kelly Richard, seconded by Susan Wilhelm, and carried, authorization was given for the office personnel to convert the current postcard form bills to letter form bills immediately.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Plant: Closed out bulk water account and billed.
- WSP – Electrical contractor brought up open cut parking lot for electrical power extension, questioned that the project had to bore for power extension, Sellers & Associates will look into and confirm if it was a bore or open cut listed in project.

There being no further business to come before the Meeting Body, a motion by Shelby Bernard, seconded by Kelly Richard, and carried, to adjourn the meeting at 5:45 p.m.

Kelly Richard, Secretary

Clint F Dugas, Chairman

