

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
NOVEMBER 14, 2024

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 14, 2024, at 4:00 p.m.

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

Absent: Susan Wilhelm, Commissioner.

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

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

The reading of the Minutes of the Board of Directors on October 10, 2024, was waived. On motion by Kelly Richard, seconded by Sandy Richard, and carried, the Minutes were approved as distributed.

James Brasseaux, Plant Manager, advised that the permit for the Water Sector Program plant improvements was approved. Sellers and Associates Inc need authorization to advertise for bids.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried, for Sellers and Associates, Inc to advertise for bids on the water treatment plant project.

Disconnect Policy was discussed. Currently, when disconnects happen, the third water bill is posted. The Disconnect Notice goes out when the second payment has not been paid by the due date. Discussion followed.

On motion by Kelly Richard, seconded by Sandy Richard, and carried, to revise the Disconnect Policy effective January 2025 as follows:

- Water Bill needs to be paid in full each and every month.
- Bill is mailed out on the 26th of the month.
- Bill is due on the 10th of the month.
- 10% Penalty is applied on the 11th of the month.
- No Disconnect Notice will be mailed out.
- The entire bill must be paid in full before 10:00 A.M. on the 25th of the month. Any bill not paid in full by 10:00 A.M. on cut-off day will be charged the \$100 Disconnect Fee whether or not the Servicemen have gotten to the residence to turn the water off.
- On the 25th of the month, the new bill is added to all the accounts. If the customer was disconnected, the two months bill plus the \$100 Disconnect Fee needs to be paid in full before the water will be turned back on.

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



- There will be no exceptions or arrangements made to the Disconnect Policy.
- Failure to receive a bill does not exempt you from the monthly payments, late charges, or disconnection.

Susan Lemaire presented the business reports:

- Presented bills to be paid and auto drafted expenses for October 2024.
- Disconnected meters.
- Meters installed.
- Amended Third Quarter Actual Income and Expenses compared to Budget.
- 2025 Proposed Budget.
- Printer purchase for Billing and Check printing.
- Discussion concerning employees that have not completed their 2024 Ethics and Sexual Harassment Training.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried, to pay the October 2024 bills as presented and approve the auto drafted bills and online payments.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried to accept the Amended Third Quarter Income and Expenses compared to the Budget.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried, to approve the 2025 Proposed Budget and authorize Clint Dugas and Kelly Richard to sign the forms needed to send to USDA.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried, to purchase a new printer from Piazza Office Supply for \$2,092.59 and authorize Clint Dugas to sign the purchase agreement.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Plant: Drop in chlorine residual due to a regulator failure. Heavy flushing of lines to purge distribution system of old water and raise chlorine residuals throughout the district.
- Ryan Pommier, Shane Stelly, and Tony Richard's certifications are coming up. All of them have acquired the necessary hours for renewal.

There being no further business to come before the Meeting Body, a motion by Sandy Richard, seconded by Shelby Bernard, and carried, to adjourn the meeting at 4:45 p.m.

Kelly Richard, Secretary

Clint F Dugas, Chairman

