

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
NOVEMBER 9, 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, November 9, 2023, at 4:00 p.m.

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

Absent: Sandy Richard, Commissioner and Roland Brailey, Commissioner.

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

Guests: Stephanie Briggs, Engineer with Sellers and Associates.

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

The reading of the Minutes of the Board of Directors on October 12, 2023, was waived. On motion by Kelly Richard, seconded by Susan Wilhelm, and carried, the Minutes were approved as distributed.

Stephanie Briggs presented the Engineer's Report: They are working on the Water Sector Program plans and specs that are due in March 2024.

Susan Lemaire presented the business reports.

- Presented bills to be paid and auto drafted expenses for October 2023.
- Disconnected meters.
- Meters installed.
- Amended Third Quarter Budget compared to Actual Income and Expenses.
- 2024 Budget.
- Paying off 2018 LDH loan.
- New Open Meetings Law and requirements. Discussion.

On motion by Kelly Richard, seconded by Susan Wilhelm, and carried to pay the October 2023 bills as presented and approve the auto drafted bills and online payments.

On motion by Susan Wilhelm, seconded by Kelly Richard, and carried to authorize Clint Dugas and Kelly Richard to sign letter to Gulf Coast Bank authorizing to close the LDH reserve accounts and to sign the wire to pay off the LDH Loan.

On motion by Susan Wilhelm, seconded by Kelly Richard, and carried to accept the amended Budget in accordance with the actual Income and Expenses for the Third Quarter.

"This institution is an equal opportunity provider and employer."



On motion by Susan Wilhelm, seconded by Kelly Richard, and carried to approve the 2024 Budget as presented and authorize Clint Dugas and Kelly Richard to sign documents pertaining to the 2024 Budget.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to change our Policy and Procedures to comply with the Open Meetings Law.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to have the December 14, 2023, meeting at 11:00 a.m.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Need to update all operators cell phones. Approximately \$1,250 to upgrade all three cell phones.
- James Brasseaux has passed all Certification Class 4 tests. Discussion followed.
- Update second laptop and DMMR.
- Need to get quotes on trimming trees along fence line and repair fence from tree that fell.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to upgrade the three cell phones as presented.

There being no further business to come before the Meeting Body, a motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, to adjourn the meeting at 5:25 p.m.

Kelly Richard, Secretary

Clint F Dugas, Chairman

