

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
AUGUST 14, 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 August 14, 2025, at 4:00 p.m.

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

Absent: None.

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

Guests: Todd Vincent, Engineer, Sellers & Associates, Inc.

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

The reading of the Minutes of the Board of Directors of July 10, 2025, was waived. On motion by Shelby Bernard, seconded by Ricky Cormier, and carried, the Minutes were approved as distributed.

The reading of the Special Meeting Minutes of the Board of Directors of July 28, 2025, was waived. On motion by Kelly Richard, seconded by Shelby Bernard, and carried, the Minutes were approved as distributed.

Todd Vincent presented the Engineering Report:

- Contract A-Water Treatment Plant Improvements: Reviewing submittals from contractor.
- Contract B-Road Improvements: Received clear lien certificate.
- Contract C-Generator: The project is complete. Waiting on contractor to provide clear lien certificate. Once received, we will release final retainage payment of \$19,500.

On motion of Kelly Richard, seconded by Susan Wilhelm, and carried by all, approval of PPE#2 (final) in the amount of \$8,056.00.

On motion of Shelby Bernard, seconded by Roland Brailey, and carried the authorization was given to pay final retainage payment once a clear lien certificate is received.

Susan Lemaire presented the business reports:

- Presented bills to be paid and auto drafted expenses for July 2025.
- Disconnected meters.
- Meters installed.
- Amended Second Quarter Budget compared to Actual Expenses and Income.
- Loan interest payments are due at Gulf Coast Bank & Louisiana Public Facilities Authority.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, to pay the July 2025 bills and the Water Sector Program bills as presented and approve the auto drafted bills and online payments.

On motion by Susan Wilhelm, second by Roland Brailey, and carried to amend the Second Quarter Budget to the Income and Expenses.

On motion by Shelby Berand, second by Roland Brailey, and carried, to pay loan interest payments due and to transfer the funds from the Sinking Fund.



James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Plant: Tree trimming quotes received, Jim's Tree Service \$8,725, Storm Trim \$10,000.
- Employee Info: Management Training 8/20/25 at Gueydan Community Center

On motion by Kelly Richard, seconded by Susan Wilhelm, and carried to award tree trimming quote to Jim's Tree Service in the amount of \$4,950 to cut the pine and magnolia trees and to Storm Trim for \$3,500 to trim the trees along the fence line.

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 5:05 p.m.

Kelly Richard, Secretary

Clint F Dugas, Chairman

