

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
JUNE 12, 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, June 12, 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: Ben Rivera, TSL Insurance Group; 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 on May 8, 2025, was waived. On motion by Shelby Bernard, seconded by Kelly Richard, and carried, the Minutes were approved as distributed.

Ben Rivera, TSL Insurance Group, presented the proposed insurance premium starting July 1, 2025. The expiring premium was \$32,847.78. The proposed premium for package and Workers Compensation is \$33,610.00. The Cyber Liability Insurance premium is \$3,439.08 for a total premium of \$37,047.08. Discussion followed.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried to renew the July 1, 2025, premium with TSL Insurance group including the Cyber Liability Insurance for a total of \$37,049.08 and authorize Susan Lemaire to sign the documents necessary. Cyber Liability Insurance will be effective June 13, 2025.

Stephanie Briggs presented the Engineering Report:

- Contract A-Water Treatment Plant Improvements: Contract has been recorded. We have a pre-construction meeting scheduled to be held on Tuesday, June 24, 2025, at which time a Notice to Proceed will be issued. The contract time is 540 calendar days. Assuming a Notice to Proceed date of July 1, 2025, the completion date will be December 23, 2026.
- Contract B-Road Improvements:
 - The lien period will be up on June 24, 2025, at which time we will request the lien certificate to release the retainage then close out the project.
 - Already approved PPE #1. Clint needs to sign. We also recommend making this payment with local funds since the UEI is not set up yet.
- Contract C-Generator:
 - Project is complete.
 - Recommend approval of PPE#1 in the amount of \$175,500.00.
 - Recommend adoption of Resolution of Acceptance authorizing the chairman to execute the Notice of Acceptance.

On motion by Shelby Bernard, seconded by Roland Brailey, and carried to approve the PPE#1 in the amount of \$175,500.00 for Contract C-Generator.

On motion by Susan Wilhelm, seconded by Shelby Bernard, and carried to authorize Clint Dugas to sign the Notice of Acceptance for Contract C-Generator.

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



On motion by Shelby Bernard, seconded by Roland Brailey, and carried to pay Contract B (Road Improvements) and Contract C (Generator) from local funds. Kelly Richard abstained.

Susan Lemaire presented the business reports:

- Presented bills to be paid and auto drafted expenses for May 2025.
- Disconnected meters.
- Meters installed.
- Appoint a Chief Privacy Officer (Cyber Liability Insurance).
- Fiscal Agent.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried, to pay the May 2025 bill and the Water Sector Program bills as presented and approve the auto drafted bills and online payments.

On motion by Susan Wilhelm, seconded by Roland Brailey, and carried, to appoint Susan Lemaire as the Chief Privacy Officer.

On motion by Shelby Bernard, seconded by Ricky Cormier, and carried, to accept Gulf Coast Bank as the Fiscal Agent from June 2, 2025, to June 1, 2026

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Plant:
 - The Scada System went offline May 15 to May 16. Plant was operated manually overnight.
 - Chlorine residual dropped due to vacuum leak last weekend in May.
 - Power issue June 9. The generator was exercising on a load. When it tried to switch back to line power, a main breaker on the MCC tripped. Called Axis to check out transfer switch. Called Entergy about the line power. Not 100% sure what happened.
 - Check valve for service pump #3 needs to be rebuilt. The estimated repair cost is \$4,000.

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

Kelly Richard, Secretary

Clint F Dugas, Chairman

