

**SOUTHEAST WATERWORKS DISTRICT NO. 2**  
**VERMILION PARISH, LOUISIANA**  
**BOARD OF COMMISSIONERS, REGULAR MEETING**  
**MAY 8, 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, May 8, 2025, at 4:00 p.m.

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

Absent: Susan Wilhelm, Commissioner; and Roland Brailey, Commissioner.

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

Guests: Matthew Margaglio, CPA, Kolder Slaven & Company, LLC; Stephanie Briggs, Engineer, Sellers & Associates, Inc.; Ricky Cormier.

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

The reading of the Minutes of the Board of Directors on April 10, 2025, was waived. On motion by Kelly Richard, seconded by Sandy Richard, and carried, the Minutes were approved as distributed.

The reading of the Minutes of the Board of Directors on May 1, 2025, was waived. On motion by Kelly Richard, seconded by Shelby Bernard, and carried, the Minutes were approved as distributed.

Matthew Margaglio, CPA, Kolder Slaven & Company, LLC, presented the 2024 Audit Report.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried to accept the 2024 Final Audit Report as presented by Matthew Margaglio.

Stephanie Briggs presented the Engineering Report:

- Contract A-Water Treatment Plant Improvements: preparing contract documents for contractor. Clint Dugas needs to sign the Notice of Contract Award.
- Contract B-Road Improvements:
  - Recommend approval of PPE#1 in the amount of \$72,504.00.
  - Recommend approval of CCO#1 to adjust contract quantities to as-built quantities which results in a decrease in contract price of \$7,870.00 for a final contract price of \$80,560.00.
  - Recommend adoption of Resolution of Acceptance authorizing the chairman to execute the Notice of Acceptance.

Contract C-Generator:

- Contracts have been executed and recorded. A notice to proceed was issued on May 2, 2025, with a start date of May 5, 2025. The contract time is 30 calendar days; therefore, construction should be completed on June 4, 2025.
- We are currently waiting for the executed Notice to Proceed and contractor clearance form from the contractor.

On motion by Kelly Richard, seconded by Shelby Bernard, and carried to approve the PPE#1 in the amount of \$72,504.00 for Contract B.



On motion by Kelly Richard, seconded by Shelby Bernard, and carried to approve the CCO#1 to adjust contract quantities to as-built quantities which results in a decrease in contract price of \$7,870.00 for a final contract price of \$80,560.00.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried to authorize Clint Dugas to sign the Resolution of Acceptance for Contract B.

Susan Lemaire presented the business reports:

- Presented bills to be paid and auto drafted expenses for April 2025.
- Disconnected meters.
- Meters installed.
- Amended First Quarter Actual Income and Expenses compared to Budget.
- Cyber Insurance: Presented estimate from Facts-5 for cyber security equipment installation to qualify for Cyber Security Insurance.

On motion by Shelby Bernard, seconded by Sandy Richard, and carried, to pay the April 2025 bills as presented and approve the auto drafted bills and online payments.

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

On motion by Kelly Richard, seconded by Shelby Bernard, and carried, to approve the installation of cyber security equipment by Facts-5 as presented.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- 2024 CCR is now posted on the website and will go out on bills at the end of May.
- Water Grade for 2024 was an “A” with a score of 101%.

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 4:45 p.m.

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Kelly Richard, Secretary

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Clint F Dugas, Chairman

