

SOUTHEAST WATERWORKS DISTRICT NO. 2
VERMILION PARISH, LOUISIANA
BOARD OF COMMISSIONERS, REGULAR MEETING
JANUARY 8, 2026

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, January 8, 2026 at 4:00 p.m.

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

Absent: Ricky Cormier, Commissioner

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

Guests: Stephanie Briggs, Engineer, Sellers & Associates, Inc.

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

The reading of the minutes of the Board of Commissioners for the December 11, 2025 meeting, was waived. On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, the minutes were approved as distributed.

Stephanie Briggs, presented the Engineering Report:

- Contract A-Water Treatment Plant Improvements: Foundations of the bulk salt tank and chlorine building completed. Materials for ground storage tank and electrical panel have been delivered.
- Presented PPE#5 in the amount of \$400,743.01 for payment to Frisco.
- Presented Change Order #2 in the amount of \$7,967.82 to bore electrical pole access instead of open cut on asphalt along parking lot.

On motion by Shelby Bernard, seconded by Susan Wilhelm and carried, authorization is given to pay PPE#5 to Frisco in the amount of \$400,743.01.

On motion by Kelly Richard, seconded by Shelby Bernard and carried, change order#2 in the amount of \$7,967.82 was approved as presented.

Lauralee Trahan presented the business reports:

- Presented bills to be paid and auto drafted expenses for December 2025.
- Disconnected meters.
- Meters installed.
- Amend Budget to Actual
- Present Quotes to change to letter bill format
- CD maturing

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

On motion by Susan Wilhelm, seconded by Kelly Richard, approval was give to amend the budget amounts to actual income and expenses for the 2025 fourth quarter budget.

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



On motion by Kelly Richard, seconded by Shelby Bernard, and carried, approval and authorization are given to go with Peregrine to outsource printing and mailing of letter format bills for the monthly customer water bills and to allow CSDC to update program to accommodate the format.

On motion by Shelby Bernard, seconded by Kelly Richard, and carried, approval and authorization are given to renew CDs maturing in January, both Debt Service CDs and February, Savings CD.

On motion by Roland Brailey, seconded by Shelby Bernard, authorization and approval was given to put an ad in the Meridional to hire for billing clerk position.

James Brasseaux presented the Plant Reports:

- Presented the Plant Report and Auto Flushers Report. All are normal.
- Removing auto flushers due to upcoming freeze.
- Bulk Water Account – Still have one open, should be closing soon.
- Truck repair- one truck staying in shop – still waiting on sensor to come in & AC needs repair; cost about \$1,800 to repair.
- WSP – Electrical panel installed. Gate valves ordered, ready to install. Pad done for chlorine house. Brine Containment in process, waiting on rebar delivery.
- Ryan completed testing, waiting on results for class 3.
- Clayton still working on his field experience, should be ready for classes within a year.
- Revise disconnect policy to delinquent policy wording.

On motion by Shelby Bernard, seconded by Susan Wilhelm, and carried, authorization and approval was given to repair the 2019 work truck AC.

On motion by Susan Wilhelm, seconded by Shelby Bernard , and carried, the disconnect policy was repealed in lieu of changing to delinquent policy wording.

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.

Kelly Richard, Secretary

Clint F Dugas, Chairman

