

**SOUTHEAST WATERWORKS DISTRICT NO. 2  
VERMILION PARISH, LOUISIANA  
BOARD OF COMMISSIONERS, REGULAR MEETING  
FEBRUARY 11, 2021**

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, February 11, 2021, at 4:00 p.m.

Present: Clint Dugas, Chairman; Kelly Richard, Secretary; Byron Perry, Commissioner; and Susan Wilhelm, Commissioner.

Absent: Shelby Bernard, Vice Chairman and Sandy Richard, Commissioner.

Personnel: Jeremy Touchet, Operator; Susan Lemaire, Office Manager; and Kim Lewis, Billing Clerk.

Also Present: Stephanie Briggs, Engineer, Sellers and Associates and Ronnie Melebeck, attorney.

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

The reading of the Minutes of the Board of Directors on January 14, 2021 was waived. On motion by Kelly Richard, seconded by Susan Wilhelm and carried, the minutes were approved as distributed.

On motion by Susan Wilhelm, seconded by Kelly Richard, and carried, to nominate Byron Perry as Vice Chairman and authorize him to sign checks.

Stephanie Briggs, Engineer with Sellers and Associates, presented the Engineering Reports:

- 2019 CWF Grant has not been awarded.
- Shoots Road Project: Cost would be approximately \$20,000 for a three inch line.

On motion by Kelly Richard, seconded by Byron Perry, and carried, recommended the extension of waterline on Shoots Road with funds from the Capital Improvement Account.

On motion by Susan Wilhelm, seconded by Byron Perry, and carried, to authorize Sellers and Associates to design plans and specs for water extension on Shoots Road and to submit to LDH for approval.

Susan Lemaire and Kim Lewis presented the business reports.

- Presented bills to be paid for January 2021.
- Presented Past Due Account.
- Amended Fourth Quarter Budget, Expenses and Income Report.
- Louisiana Compliance Questionnaire.



- Language Access Plan renewal.
- CD Renewal at Gulf Coast Bank.

On motion by Susan Wilhelm, seconded by Byron Perry, and carried, to pay all bills accrued to date as presented (January 2021 bills).

On motion by Byron Perry, seconded by Kelly Richard, and carried, to accept the amended Fourth Quarter Budget, Expenses, and Income Report.

On motion by Byron Perry, seconded by Susan Wilhelm, and carried, to authorize Clint Dugas and Kelly Richard to sign the Louisiana Compliance Questionnaire.

On motion by Susan Wilhelm, seconded by Byron Perry, and carried, to accept and adopt the Language Access Plan.

On motion by Kelly Richard, seconded by Susan Wilhelm, and carried, to renew CD's at Gulf Coast Bank at 0.60%.

Jeremy Touchet presented the Manager's Report:

- Presented the Plant Report and Auto Flushers Report.
- Meter Installations.
- Register Update: Change outs on the bad batch of registers from Mastermeter has been completed. A total of 155 registers were changed out.
- All auto flushers have been brought in due to next week's freezing weather. The water plant will be manned Sunday night until temperatures rise above freezing. Pressures will be scaled back and the well will be set by hand in order to maximize tank capacity.

There being no further business to come before the Meeting Body, a motion by Kelly Richard, seconded by Byron Perry, and carried, to adjourn the meeting at 5:15 p.m.

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Kelly Richard, Secretary

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Clint F Dugas, Chairman

