

OFFICIAL PROCEEDINGS OF  
THE BOARD OF COMMISSIONERS OF  
ST. MARY PARISH WATER & SEWER COMMISSION NO. 4

May 15, 2024  
Baldwin, Louisiana

The Board of Commissioners of St. Mary Parish Water and Sewer Commission No. 4, State of Louisiana, met on this date at the St. Mary Parish Water & Sewer Commission No. 4 Office Building at 900 Main Street in Baldwin, Louisiana, with Commission President Mr. Willie Scott presiding and the following members present: Mr. Joel Authement, Ms. Jenny Darce, Mr. Anthony Darden, Mr. William Gray, Mr. Benjamin Grimm, and Ms. Stephanie Milton.

Others in attendance at this meeting include Commission Staff: Ms. Tambra Verret, Office Administrator and Mr. Brian Mitchell, Superintendent; Engineer: Mr. Nick Molaison with Miller Engineers & Associates; and Guests: Ms. Kristin Holcombe with Kolder, Slaven & Company.

Mr. Darden made the motion to approve and dispense with the reading of the minutes of the last meeting, motion seconded by Mr. Gray. Motion Passed.

**ENGINEER'S REPORT:**

Mr. Molaison updated the commission on the Water Sector grant projects.

Mr. Molaison presented to the commission the following relative to the Phase 1: Raw Water Intake Upgrades project: Change Order No. 1, Certificate of Substantial Completion, Southern Constructors Pay Request No. 3, and Miller Engineers Invoice No. 5. He advised the Change Order No. 1 is a decrease in the amount of \$14,862.00 due to the Corps of Engineers including the same items in their own project. He requests the commission approve these items contingent on approval of the State of Louisiana, Office of Community Development.

Ms. Milton made the motion to accept Change Order No. 1, seconded by Mr. Darden. Motion carried. Mr. Darden made the motion to accept the Certificate of Substantial Completion, seconded by Mr. Grimm. Motion carried. Mr. Molaison reminded the commission that all four of these items should be approved contingent on the approval from OCD. Ms. Milton rescinded her motion to approve Change Order No. 1; Mr. Darden rescinded his second. Mr. Darden rescinded his motion to approve the Certificate of Substantial Completion; Mr. Grimm rescinded his second.

Ms. Darce made the motion to approve Change Order No. 1, Certificate of Substantial Completion, Southern Constructors Pay Request No. 3, and Miller Engineers Invoice No. 5, contingent on the Office of Community Development's approval seconded by Ms. Milton. Motion carried.

Mr. Mitchell questioned Mr. Molaison relative to the Bayou Yokely excavation project currently ongoing, specifically relative to our waterline that crosses the Yokely at LaGrange-Robicheaux Road. Mr. Molaison explained that the waterline is falling due to the severe drought in our area, not due to the excavation project, therefore the St. Mary Parish Consolidated Gravity Drainage District No. 1 would be responsible as they would for any drainage ditch in the area. He reminded the commission that no homes would be out of water if the line should break due to the project we completed a few years ago.

There being no other business from the Engineer, Ms. Milton made a motion to accept the Engineer's Report, seconded by Mr. Gray. Motion carried.

### **PUBLIC COMMENT/ENTERTAIN GUESTS:**

Mr. Scott recognized the guests in attendance: Parish Councilman Mr. Rodney Olander, District No. 3; Parish Chair Ms. Gwendolyn Hidalgo, District 10; Parish Councilman Mr. Craig Mathews, District No. 1. Mr. Olander introduced himself and informed the commission that Parish Council District No. 3 includes a portion of Water & Sewer Commission No. 4's customers due to the redistricting.

### **NEW BUSINESS:**

Mr. Authement made the motion to move up Item 1 under New Business: Presentation of the 2023 Audit Report; seconded by Ms. Darce. Motion carried.

Ms. Holcombe presented to the commission the 2023 Audit Report which has been submitted to the Louisiana Legislative Auditor. She explained that due to the amount of federal funds the commission received for the Water Sector Program, she had to perform a single audit for the year separate from the regular audit. There was discussion between the commission and the auditor relative to the audit report and their current financial situation.

There being no other business from the Auditor, Ms. Darce made the motion to accept the 2023 Audit Report; seconded by Ms. Milton. Motion carried.

### **PRESIDENTS REPORT:**

Mr. Scott advised that he and Mr. Mitchell met with the Chitimacha Tribe relative to grant funding for dredging. This would allow the commission to move into deeper water, increasing the water quality which would mean fewer chemicals needed. Mr. Scott advised that the Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP) has approved our request for assistance relative to the Saltwater Intrusion.

There being no other business from the President, Mr. Darden made the motion to accept the President's report, seconded by Ms. Darce. Motion carried.

### **SUPERINTENDENTS REPORT:**

Mr. Mitchell presented his Superintendent Report for the month of April 2024. The Water Treatment Plant and Distribution System were in compliance with all Health Department requirements, along with Total Organic Carbon samples. Mr. Mitchell advised that the lake pumps, motors, and variable speed control are complete and connected to the SCADA computer. He informed the commission that Jeremy Bourque passed the tests for Distribution Class I, Production Class I, and Water Treatment Class I certifications.

There was discussion among the commission relative to installation of a hydrant at the Franklin Fire Department Training Center being installed and whether a meter should be placed on the hydrant.

Mr. Mitchell indicated there is equipment to be declared surplus and sold on [www.govdeals.com](http://www.govdeals.com).

Mr. Mitchell informed the commission that all wastewater analysis passed for the Chitimacha Trail Plant, but the St. Peter Plant had an exceedance for Fecal Coliform and Total Suspended Solids. He explained the issue with the St. Peter Plant was that chlorine tablets had become swollen and were not dropping out of the tube; this was corrected immediately upon notification.

There being no other business from the Superintendent, Ms. Darce made the motion to accept his report, seconded by Mr. Gray. Motion carried.

### **ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:**

Ms. Verret presented bills and discussed them with the Commission. Ms. Verret advised that she received the reimbursement from the last Water Sector grant request and has submitted the next reimbursement request. The

Louisiana Workers' Compensation Corporation (LWCC) has submitted the 2022 dividend payment, deposited into the savings account.

There being no other business from the Administrator, Mr. Darden made the motion to accept her report, seconded by Ms. Milton. Motion carried.

**OLD BUSINESS:**

1. Update on Water Sector Program (ARPA) Grant – Discussed earlier in the meeting
2. Discussion of Sewer Rates – No action taken.

**NEW BUSINESS:**

1. Presentation of 2023 Audit Report – Discussed earlier in the meeting
2. Resolution providing for canvassing of returns and declaring results of the April 27, 2024 Special Election

Ms. Milton moved that the following Resolution be adopted. Mr. Darden seconded the motion, which carried following a 7-0-0-0 Roll Call vote:

YEAS: Mr. Authement, Ms. Darce, Mr. Darden, Mr. Gray, Mr. Grimm, Ms. Milton, Mr. Scott  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**RESOLUTION**

A resolution providing for canvassing the returns and declaring the results of the special election held in the St. Mary Parish Water and Sewer Commission No. 4, State of Louisiana, on Saturday, April 27, 2024, to authorize the issuance of general obligation bonds therein.

BE IT RESOLVED by the Board of Commissioners of the St. Mary Parish Water and Sewer Commission No. 4, State of Louisiana (the "Governing Authority"), acting as the governing authority of the St. Mary Parish Water and Sewer Commission No. 4, State of Louisiana (the "District"), that:

SECTION 1. Canvass. This Governing Authority does now proceed in open and public session to examine the official tabulations of votes cast at the special election held in the District on SATURDAY, APRIL 27, 2024 (the "Election"), to authorize the issuance of general obligation bonds therein pursuant to the following proposition (the "Proposition"):

**BOND PROPOSITION**

Shall the St. Mary Parish Water and Sewer Commission No. 4, State of Louisiana (the "Commission"), be authorized to issue general obligation bonds in the maximum amount of \$1,700,000, in one or more series, to mature not later than 15 years from the date thereof, with interest at a rate not exceeding 7% per annum, to be payable from ad valorem taxes as provided by Article VI, Section 33 of the Constitution of the State of Louisiana of 1974 and statutory authority supplemental thereto, with no estimated increase in the millage rate to be levied in the first year of issue above the 13.54 mills currently being levied by the Commission to pay its existing general obligation bonds, for the purpose of paying the cost of constructing, equipping and acquiring extensions and improvements to the waterworks plant and system and sewer and sewerage treatment and disposal facilities of the Commission, and acquiring the necessary equipment and furnishings therefor, and refunding the Commission's outstanding Sewer Revenue Bonds and Water Revenue Bonds?

This Governing Authority does further proceed to examine and canvass the returns of the Election thereof.

SECTION 2. Election Results. According to the official certified tabulation of votes cast at said Election, there was a total of **174** votes cast **IN FAVOR OF** the Proposition and a total of **40** votes cast **AGAINST** the Proposition, resulting in a majority of **134** votes cast **IN FAVOR OF** the Proposition. The Proposition was therefore duly **CARRIED** by a majority of the votes cast by the qualified electors voting at the Election.

SECTION 3. Promulgation of Election Result. The results of said election shall be promulgated by publication in the manner provided by law, after receipt from the Secretary of State's office of the actual costs of the election, as required by §18:1292 of the Louisiana Revised Statutes of 1950, as amended.

SECTION 4. Declaration. The foregoing results of the Election are hereby declared by this Governing Authority and shall be published as required by law.

SECTION 5. Procès Verbal. A *Procès Verbal* of the canvass of the returns of the Election shall be made and a certified copy thereof shall be forwarded to the Secretary of State, Baton Rouge, Louisiana, who shall record the same in her office; another certified copy thereof shall be forwarded to the Clerk of Court and *Ex-Officio* Recorder of Mortgages in and for the Parish of St. Mary, who shall record the same in the Mortgage Records of said Parish; and another copy thereof shall be retained in the archives of this Governing Authority.

And the resolution was declared adopted on this, the 15<sup>th</sup> day of May, 2024.

/s/ Jenny Darce  
Secretary-Treasurer

/s/ Willie J. Scott  
Chairman

3. Discussion and Action on Written Policy for Payment Plans – There was discussion among the commissioners relative to the policy for payment plans. No action was taken on this item.

4. Discussion and Action on Paying Commissioners for Meetings Not Attended – There was discussion among the commissioners relative to paying commissioners when absent from meetings. Mr. Authement moved that if commissioners do not attend a meeting, they do not get paid. Ms. Darce seconded the motion, which failed following a 3-4-0-0 Roll Call vote:

YEAS: Mr. Authement, Ms. Darce, Mr. Darden

NAYS: Mr. Gray, Mr. Grimm, Ms. Milton, Mr. Scott

ABSTAIN: None

ABSENT: None

5. Discussion and Action on Legal Services Agreement for General Legal Services – There was discussion among the commissioners relative to a legal services agreement with Mr. Russell Cremaldi. No action was taken.

There being no other business before the commission, Ms. Darce made a motion to adjourn seconded by Mr. Gray. Motion carried.

**NEXT MEETING DATE: June 20, 2024 (Meeting re-scheduled due to Juneteenth Holiday)**

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Willie J. Scott, President  
Jenny R. Darce, Secretary/Treasurer