

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

January 15, 2025
Baldwin, Louisiana

The Board of Commissioners of St. Mary Parish Water & 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. William Gray, and Ms. Stephanie Milton. Mr. Anthony Darden, and Mr. Benjamin Grimm were absent. Others in attendance at this meeting include Ms. Tandra Verret, Office Administrator; Mr. Brian Mitchell, Superintendent; and Mr. Nick Molaison, Miller Engineers & Associates.

Ms. Milton made the motion to approve and dispense with the reading of the minutes of the December 18, 2024 Regular Meeting, motion seconded by Mr. Gray. Motion carried.

PUBLIC COMMENT/ENTERTAIN GUESTS:

None.

ENGINEER'S REPORT:

Mr. Nicholas Molaison with Miller Engineers & Associates updated the commission on the Water Sector grant projects, which are moving along according to schedule. He presented Pay App 6 for the Treatment Plant Upgrade project to the Commission for approval. There being no other business from the Engineer, Ms. Darce made a motion to accept the Engineer's Report, seconded by Ms. Milton. Motion carried.

It was stated for the record that Mr. Anthony Darden is in attendance.

PRESIDENT'S REPORT:

Mr. Scott advised that he met with FEMA relative to public assistance from Hurricane Francine. He further advised that he met with someone from South Central Planning relative to grant opportunities and will meet with her again in the next few weeks. There being no other business from the President, Mr. Darden made the motion to accept the President's report, seconded by Mr. Gray. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell presented the Superintendent's Report for the month of December 2024 to the commission. The Water Treatment Plant and Distribution System were in compliance with all Health Department requirements, along with Total Organic Carbon samples. He informed the Commission the #3 service pump check valve was installed. All wastewater analysis passed for the Chitimacha Trail Plant and the St. Peter Plant. Mr. Mitchell presented quotes to the Commission relative to connecting the Franklin force main at Chatsworth lift station and also quotes for replacement of the fencing around the lift station sites. Following discussion, it recommended that Mr. Mitchell move forward with the connection at Chatsworth station, but he needs to get more quotes for the fence work. Ms. Darce made a motion to accept the report, seconded by Ms. Milton. Motion carried.

ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:

Ms. Verret presented bills and discussed them with the Commission. She informed the insurance policies are up for renewal next month. There being no other business from the Administrator, Ms. Milton made the motion to accept her report, seconded by Mr. Darden. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Election of Officers. Ms. Milton made a motion to keep the officers the same for the upcoming year: President, Mr. Willie Scott; Vice-President, Mr. Anthony Darden; and Secretary-Treasurer, Ms. Jenny Darce; seconded by Mr. Gray. Motion carried.
2. Surplus property. Mr. Scott informed there are several items to declare surplus so they can be sold at auction. Specific information on each item is necessary to declare surplus; this Item will be taken up at a future meeting.
3. New Truck. There was discussion on the need for a new truck. This Item will be taken up at a future meeting.
4. New Employee. There was discussion on hiring a new employee. This Item will be taken up at a future meeting.

5. Pay Increase for Admin Staff. There was discussion on giving all employees an increase in pay. This Item will be taken up at a future meeting.
 6. Uniform Voucher Policy. There was discussion on employee uniforms and providing them with vouchers for certain uniform items. This Item will be taken up at a future meeting.
 7. Amending Cutoff Time for Disconnect. There was discussion relative to the cutoff time for disconnects policy adopted at an earlier meeting. Following lengthy discussion, it was decided that the policy would not be amended and would remain as was previously adopted.
 8. Numbers of Customer Payment Plans Per Year. There was discussion on this policy. This Item will be taken up at a future meeting.
- There being no other business before the commission, Mr. Darden made a motion to adjourn seconded by Ms. Darce. Motion carried.

NEXT MEETING DATE: February 19, 2025

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer