

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

January 21, 2026  
Baldwin, Louisiana

The Board of Commissioners of St. Mary Parish Water & Sewer Commission No. 4, State of Louisiana, met at 5:00 p.m. 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, and Mr. Chad Gianfala. Mr. William Gray and Mr. Benjamin Grimm were absent. Others in attendance at this meeting include Ms. Tambra Verret, Office Administrator; Mr. Brian Mitchell, Superintendent; Mr. Nicholas Molaison, Miller Engineers; Mr. Hal Stiel, David H. Stiel Agency; Mr. Russell Cremaldi, Legal Advisor; Mr. Warren Guidry, Baldwin Baptist Church; and Creig & Jennifer Ronsonet, retired employees.

Mr. Gianfala made the motion to approve and dispense with the reading of the minutes of the December 17, 2025 Meeting, seconded by Mr. Authement. Motion carried.

**GUESTS/PUBLIC COMMENT:**

Mr. Warren Guidry representing Baldwin Baptist Church appeared before the Commission to discuss an issue with their water meter being located on the opposite side of the railroad tracks; not on their property. There was recently a major leak in the line which was repaired. There was discussion relative to boring under the railroad tracks to extend the waterline to the church. Following lengthy discussion, Mr. Scott explained that the Commission would gather information relative to permits, costs, etc. and will advise Mr. Guidry.

**ENGINEER'S REPORT:**

Mr. Nicholas Molaison with Miller Engineers & Associates updated the Commission on the Water Sector Projects. He advised the inspector re-tested the inside of the storage tank and found some areas to be repaired. He informed the clarifier materials are back onsite, but the inspector noticed some areas of rust and has notified the contractor. Mr. Molaison discussed moving the storage shed; Mr. Mitchell explained the contractor would not need the entire shed removed, but we will have to relocate the door for entry. Mr. Authement inquired relative to the Change Order for the previously discussed issues; Mr. Molaison advised other issues have been noted, so the contractor is currently getting prices. Mr. Gianfala inquired relative to the welding issues; Mr. Molaison stated the contractor has been informed that they have to correct the issues. There being no other business from the Engineer, Mr. Gianfala made a motion to accept his report, seconded by Ms. Darce. Motion carried.

**PRESIDENT'S REPORT:**

Mr. Scott stated the right-of-way appraisals for the Chitimacha Trail project were completed and submitted to the Commission. Mr. Scott brought up the draft agreement with the City of Franklin relative to the Saronic project; there was lengthy discussion relative to this project and the responsibilities of each entity. Mr. Mitchell suggested that DHH be involved in the discussions relative to this project. Mr. Cremaldi suggested all parties involved should meet to discuss these items before an agreement can be finalized. There being no other business from the President, Ms. Darce made a motion to accept the President's Report, seconded by Mr. Gianfala. Motion carried.

**SUPERINTENDENT'S REPORT:**

Mr. Brian Mitchell, Superintendent presented the Superintendent Report for the month of December 2025 to the commission. The Water Treatment Plant and Distribution System were in compliance with all Health Department requirements. All wastewater analysis passed for the Chitimacha Trail Plant and the St. Peter Plant. Mr. Mitchell received three quotes for the LaGrange-Robicheaux waterline; he advised the lowest quote was from Southern Constructors and he will arrange for the work to be completed. Mr. Mitchell discussed trying to hire a meter reader who will be able to assist the road crew with various projects and advised he is still looking to hire a certified plant operator. Mr. Mitchell informed the engineers from Saronic have requested analytical data and water quality reports. Mr. Mitchell advised they are blending water from the bar pitt and the lake due to extremely low water levels in the lake. Salt levels are being checked and reported to the state daily. Mr. Authement questioned the status of the raw water intake extension? Mr. Scott informed there is a meeting in February with the Tribe. Mr. Mitchell advised the Sterling lift station still needs repairs, but the Beau Chene Ln. lift station fence

has been repaired in house. Mr. Mitchell stated the motor on clarifier #3 is going out; he received two quotes to replace. Mr. Scott instructed Mr. Mitchell to request a third quote for this. Mr. Scott made a motion to authorize Mr. Mitchell to purchase the motor following the review of all three quotes, seconded by Ms. Darce. Motion carried. There being no other business from the Superintendent, Mr. Gianfala made a motion to accept the Superintendent's Report, seconded by Mr. Authement. Motion carried.

Mr. Scott made a motion to move up the two items from New Business, seconded by Mr. Gianfala. Motion carried.

### **NEW BUSINESS:**

1. Insurance package proposals. David H. Stiel Agency submitted two proposals for insurance coverage; one from Allied and one from Glatfelter. No other agency responded to our request for proposals. Mr. Hal Stiel briefed the Commission on the coverages, including premiums and deductibles. Following discussion, Ms. Darce made a motion to accept the proposal from Allied with LWCC for worker's compensation coverage, seconded by Mr. Gianfala. Motion carried.
2. Discussion and action on Mr. Creig Ronsonet's accrued sick leave. The previous board approved payment of 876 hours accrued sick leave to Mr. Ronsonet in 2009. The current policy states retiring employees are eligible to receive compensation for unused vacation and unused sick leave up to 960 hours. Mr. Ronsonet has accrued the maximum 960 hours of sick leave and plans to retire in February. There was discussion relative to whether the previous payment was appropriate and whether the Commission is required to pay the accrued sick leave at his retirement. Mr. Cremaldi recommended the Commission follow the policy we currently have in place and if it is determined the previous payment was inappropriate, the Commission can attempt to recoup the money at that time. He further recommended getting legal advice from an employment attorney on this matter. Mr. Ronsonet's retirement date is February 12, 2026 and he inquired when the decision to pay his accrued sick leave will be made? Mr. Scott stated according to the current policy, he will get paid for 960 hours of accrued sick leave on his final paycheck; whether Mr. Ronsonet will owe the Commission for any of the previous payment will be referred to legal and decided at a later date.

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

Ms. Verret presented bills and discussed with the Commissioners. Mr. Authement inquired relative to the Regions Bank accounts; Ms. Verret stated only one account is still open at Regions so customers can continue to make payments at the bank. Mr. Gianfala made the motion to accept the Administrator's Report and approve payment of bills, seconded by Ms. Darce. Motion carried.

### **OLD BUSINESS:**

1. Discussion and action on Bookkeeper/Office Manager. Mr. Gianfala made a motion to hire a Bookkeeper/Office Manager position, seconded by Ms. Darce. Motion carried.
2. Discussion on job duties between office manager and plant superintendent. Mr. Gianfala discussed the job descriptions from the employee handbook and expressed the need for more checks and balances between the two positions. There was discussion relative to the job duties between the two positions and the need for the job descriptions to be updated.

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

**NEXT MEETING DATE: February 18, 2025**

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Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer