

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

October 15, 2025
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, Mr. Chad Gianfala, Mr. William Gray, and Mr. Benjamin Grimm. Others in attendance at this meeting include Ms. Tandra Verret, Office Administrator; Mr. Brian Mitchell, Superintendent; Mr. Nicholas Molaison, Miller Engineers & Associates; Ms. Kristin Holcombe, Kolder, Slaven, & Company; and Ms. Christina Hidalgo, CPA.

Mr. Gianfala made the motion to approve and dispense with the reading of the minutes of the September 17, 2025 Regular Meeting and the September 25, 2025 Special Meeting, seconded by Mr. Gray. Motion carried.

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 discussed the Change Order #3 on the agenda and advised the contractor has not finalized the scope yet so there is no action needed tonight. Mr. Molaison presented NCMC's Pay Request #11 for review and approval. Mr. Gianfala inquired relative to the quality of the tank; Mr. Molaison stated the third-party inspector's report/repair plan hasn't been submitted to him, but the contractor is aware these items are needed to receive full payment on the contract. Mr. Grimm made a motion to accept the Engineer's Report and approve the NCMC Pay Request #11, seconded by Ms. Darce. Motion carried.

PUBLIC COMMENT/ENTERTAIN GUESTS:

Ms. Christina Hidalgo, CPA addressed the board and explained she has been working with Ms. Verret to transfer information into Quickbooks from the old accounting software. There was an issue with payroll due to Regions bank and Quickbooks not communicating correctly; however Ms. Verret printed paper payroll checks for all employees. She is continuing to work with Ms. Verret to determine which tasks she will take over and will provide the Commission with an accurate price for these items.

PRESIDENT'S REPORT:

Mr. Scott inquired relative to the number of non-active meters in Baldwin; Ms. Verret stated there needs to be an inventory done on all of Baldwin. Mr. Scott questioned Mr. Mitchell about getting the meter reading company to come to the office and help get the system straightened out. There was lengthy discussion relative to the meters in the Town of Baldwin that are closed or inactive but still showing consumption and the meter reading program issues with Baldwin customers. Mr. Mitchell advised they will begin the inventory of the Baldwin customers. Mr. Scott is waiting for an opinion from legal relative to the trailer park issue and the millage. There was lengthy discussion relative to the garbage fees and the amount the commission keeps. Mr. Authement inquired relative to the trailer park meter issue and Mr. Scott stated he asked Mr. Cremaldi to speak with the Town's legal advisor about whether there is an ordinance related to this issue. There being no other business from the President, Ms. Darce made a motion to accept the President's Report, seconded by Mr. Gray. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell, Superintendent presented the Superintendent Report for the month of September 2025 to the commission. The Water Treatment Plant and Distribution System were in compliance with all Health Department requirements, along with Total Organic Carbon samples. All wastewater analysis passed for the Chitimacha Trail Plant and the St. Peter Plant. Mr. Mitchell advised the information on the surplus items has been sent to the Parish purchasing department. Mr. Mitchell discussed an issue with the sewer lines on Mary Garret Lane; he recommends installing a bigger line, fixing the tee connections, and making sure each house has a check valve. Mr. Scott requested quotes on the cost to install a bigger line. He also stated each homeowner should have an inspection done by the district before they can connect to our line. Mr. Mitchell advised the new sewer pumps were installed at Genevieve lift station and he is waiting for quotes to repair the fence at Beau Chene Lane lift station. Mr. Mitchell advised he has concerns about the three new filters using one water line; he explained both

clean and dirty water would travel in the line. Another concern he has relates to washing the filters; the ones we have now can be washed one at a time but the new filters will have to be washed at the same time. He doesn't believe the backwash pump is big enough to backwash all the filters. There being no other business from the Superintendent, Mr. Gray made a motion to accept the Superintendent's Report, seconded by Mr. Gianfala. Motion carried.

ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:

Ms. Verret presented bills and discussed them with the Commission. She informed the Commission that the funds needed to pay the revenue anticipation note off are available. Mr. Gianfala asked about the past due garbage collection fees; Ms. Verret stated she would prepare and present a report on that. Mr. Gianfala made a motion to approve paying off the revenue anticipation note, seconded by Ms. Darce. The motion carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Mr. Darce, Mr. Gianfala, Mr. Gray, Mr. Grimm, Mr. Scott. Nays: None. Abstain: None. Absent: Ms. Milton. There being no other business from the Administrator, Ms. Darce made the motion to accept her report, seconded by Mr. Gianfala. Motion carried.

NEW BUSINESS:

1. Discussion and action relative to the 2024 audit report. Ms. Kristin Holcombe presented the annual financial report and discussed the findings with the Commissioners. Kolder, Slaven, & Company issued an unmodified opinion on the financial statements; there were no material misstatements found due to fraud or error. She discussed the findings and compliance issues found; many of the items were reiterated from the prior year and not yet been resolved. She reminded the Commissioners that anything that extends credit by ninety days must receive approval from the State Bond Commission (insurance premiums). She informed a single audit was done due to the Water Sector Program grant. Ms. Holcombe recommends adopting a conservative budget that is monitored frequently and amended as needed. There being no other business from Ms. Holcombe, Mr. Gianfala made a motion to accept the audit report, seconded by Mr. Gray. Motion carried.
2. Discussion and action relative to opening three new checking accounts at First National Bank of Jeanerette. Ms. Verret read the following into the record:

RESOLUTION

WHEREAS, the St. Mary Parish Water & Sewer Commission No. 4 finds it necessary and appropriate to establish new checking accounts for the proper management of Commission funds and financial operations; and

WHEREAS, the Board of Commissioners recognizes that opening and maintaining such accounts requires formal authorization by resolution; and

WHEREAS, the Board desires to authorize the Office Administrator to act on behalf of the Commission in opening, managing, and maintaining new checking accounts with the First National Bank of Jeanerette.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the St. Mary Water & Sewer Commission No. 4 hereby authorizes the Office Administrator, Tambre Verret, to open new checking accounts in the name of the Commission at the First National Bank of Jeanerette, specifically a Payroll Checking Account, a Debt Service Checking Account, and a Construction Checking Account.

BE IT FURTHER RESOLVED, that the Office Administrator, Tambre Verret is hereby authorized to manage all existing and newly established checking accounts, including but not limited to depositing and transferring funds, and to request account modifications, such as changes to account titles or names, as may be necessary for the efficient operation of the Commission, subject to Board oversight.

BE IT FURTHER RESOLVED, that Jenny R. Darce, Secretary/Treasurer; Chad Gianfala, Vice President; Willie J. Scott, President; and Tambre Verret, Office Administrator are hereby authorized and empowered to sign jointly all checks, drafts, or instruments of said St. Mary Parish Water & Sewer Commission No. 4 with the First National Bank of Jeanerette, Louisiana, in the manner required by law.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided to the financial institution(s) as evidence of the Office Administrator's authority to act on behalf of the Commission for the purposes stated herein.

Mr. Gianfala made the motion to accept the Resolution, seconded by Ms. Darce. The Resolution carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Mr. Darce, Mr. Gianfala, Mr. Gray, Mr. Grimm, Mr. Scott. Nays: None. Abstain: None. Absent: Ms. Milton.

3. Discussion and action relative to making Jeremy Bourque's pay increase retroactive to the date of exam. Ms. Darce explained that the motion to give him a rate increase at the last meeting did not include paying him retroactive, even though it was discussed and that was the intention. Ms. Darce made the motion to pay Jeremy Bourque his increase retroactive to the date of his exam, July 18, 2025, seconded by Mr. Gianfala. Motion carried.
4. Discussion and action relative to rates for commercial customers and other governmental agencies. Mr. Authement brought the item up for discussion to ensure we are charging at least what it costs to make water. Ms. Verret will gather the information for discussion at next month's meeting.
5. Discussion and action on Lagrange Robicheaux Rd. Crossing. There was discussion about this project; Mr. Scott requested Mr. Mitchell getting another quote so we can decide how to proceed.
6. Discussion and action relative to the November and December meeting dates. There was discussion relative to the November and December meeting dates conflicting with the Parish Council's meeting dates; it was decided that we would email the Clerk of the Council requesting the Council's approval to keep our dates the same.

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

NEXT MEETING DATE: November 19, 2025

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer