

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

November 19, 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; and Mr. Nicholas Molaison, Miller Engineers & Associates.

Mr. Gianfala made the motion to approve and dispense with the reading of the minutes of the October 15, 2025 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. Grimm inquired relative to the need of the Change Order; Mr. Molaison explained it is due to an error in electrical design and should have been included in the original bid price. Mr. Gianfala asked about the tank issue that has been discussed previously; Mr. Molaison stated the contractor knows it has to be repaired before the end of the project and he's requested it be completed as soon as possible with reports submitted to his office. There being no other business from the Engineer, Ms. Darce made a motion to accept the his report, seconded by Mr. Gianfala. Motion carried.

PRESIDENT'S REPORT:

Mr. Scott informed that there was a major leak in Baldwin and a boil advisory was issued and lifted after two days. The Parish Council has not yet appointed someone to serve as our seventh member; Mr. Scott informed there is discussion between the Council and the Tribe relative to a Resolution or Ordinance stating that one of the Commissioners be a Chitimacha Tribal member. Prior the consolidation of the Commission, there was an agreement made between the Chitimacha Tribe and the Sewer District No. 9 to appoint at least one tribal member to the board. There being no other business from the President, Mr. Gianfala made a motion to accept the President's Report, seconded by Mr. Grimm. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell, Superintendent presented the Superintendent Report for the month of October 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. He informed that the surplus items were submitted to the Parish Purchasing Agent to post them online for auction. Following discussion, it was decided the tractor would be sold via sealed bids rather than online auction. Mr. Mitchell informed he is advertising for a plant operator, but stated the current starting rate of pay is lower than nearby plants. Last month, there was discussion on an issue with the sewer lines on Mary Garret Lane; the issue has been resolved by replacing the sewer check valves at each location. Mr. Mitchell provided quotes to repair the fence at the Beau Chene Lane lift station; following discussion, Mr. Scott requested Mr. Mitchell request new quotes to incorporate the use of existing posts rather than installing new fence posts. There being no other business from the Superintendent, Mr. Gianfala made a motion to accept the Superintendent's Report, seconded by Mr. Gray. Motion carried.

ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:

Ms. Verret presented several reports from the new accounting software; following discussion, it was determined that none of the reports contained the information necessary to approve payment of bills. Mr. Gianfala made a motion to call a Special Meeting on November 24, 2025 at 5:00 p.m. to approve payment of bills, seconded by Ms. Darce. Motion carried. Mr. Authement inquired relative to the billing software for Baldwin customers; Mr. Scott informed that ETEC representatives corrected the issues with the software. Ms. Verret advised she is working with FEMA to resubmit our claim for saltwater intrusion. There have been issues with direct deposits

for payroll in the new software, but those issues have been corrected. There being no other business from the Administrator, Ms. Darce made the motion to accept her report, seconded by Mr. Gray. Motion carried.

OLD BUSINESS:

1. Discussion on water rates. Mr. Authement discussed the rate charged for mutual aid; following lengthy discussion, it was determined the rate for mutual aid would be added to our current rate schedule and all rates will be discussed at the next regular meeting for adoption.
2. Discussion and action on boring waterline on LaGrange-Robicheaux Road. Mr. Scott instructed Mr. Mitchell to reach out to another contractor for a third quote on this project so we can review and approve the project next month.

NEW BUSINESS:

1. Discussion and action on the Commission's General Liability, Auto, Worker's Compensation policies. There was discussion relative to the current insurance agency submitting their proposal immediately before coverage expiration, limiting the Commission's options and their ability to seek better pricing. Ms. Darce made a motion to shop around for insurance coverage, seconded by Mr. Gianfala. Motion carried.
2. Discussion on closing accounts at Regions Bank. There was discussion relative to the increasing monthly service charges on accounts at Regions Bank. Ms. Darce made a motion to close all of the accounts at Regions Bank and transfer the funds to our accounts at First National Bank of Jeanerette, seconded by Mr. Gianfala. Motion carried.
3. Discussion on continuing to allow Regions Bank to accept customer payments. There was discussion relative to Regions Bank no longer accepting customer payments if we close our accounts with them.
4. Discussion on payments to the parish. There was lengthy discussion on past due garbage collection and mosquito control services. Mr. Gianfala instructed Ms. Verret provide a report monthly on the garbage collection and mosquito control fees owed to the Parish Council.

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

NEXT MEETING DATE: December 17, 2025

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer