

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

November 20, 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. William Gray, Mr. Benjamin Grimm, and Ms. Stephanie Milton. Mr. Anthony Darden was absent. Others in attendance at this meeting include Ms. Tambra Verret, Office Administrator; Mr. Nick Molaison, Miller Engineers & Associates; and Ms. Amy Fontenot, Louisiana Rural Water Association (LRWA).

Ms. Milton made the motion to approve and dispense with the reading of the minutes of the October 16, 2024 Regular Meeting, motion seconded by Mr. Gray. Motion carried. Ms. Milton made the motion to approve and dispense with the reading of the minutes of the October 30, 2024 Special 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 a pay request from NCMC relative to the Treatment Plant Upgrades; this request is to pay for the materials delivered onsite. Mr. Molaison also presented Change Order No. 1 which covers additional work for a bridge supported clarifier. Mr. Authement moved to accept the Change Order No. 1 contingent upon concurrence from the Water Sector Program, motion seconded by Ms. Milton. Mr. Authement further moved to accept and pay the pay request presented by the Engineer, seconded by Ms. Milton. Motion carried. There being no other business from the Engineer, Ms. Milton made a motion to accept the Engineer's Report, seconded by Ms. Darce. Motion carried.

Mr. Authement made a motion to move up Item No. 1 under Old Business "Discussion of Sewer Rates", seconded by Ms. Milton. Motion carried.

Ms. Amy Fontenot with the LRWA presented the completed rate study for the sewer portion of the rates. She discussed her analysis of the current rates as well as the analysis of the rates with different proposed increases. Ms. Fontenot made real-time changes to her analysis spreadsheet to show the commission how different amounts of increases would affect the total sustainability factor. Following a very lengthy discussion, Mr. Grimm moved to accept the new sewer charge of \$18.50 for the first 2000 gallons and \$3.75 per 1000 gallons thereafter for the Residential Connections and \$30.00 for the first 2000 gallons and \$8.00 per 1000 gallons thereafter for the Commercial Connections, seconded by Ms. Darce. The motion carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Ms. Darce, Mr. Gray, Mr. Grimm, Ms. Milton, Mr. Scott. Neas: None. Abstain: None. Absent: Mr. Darden.

PRESIDENT'S REPORT:

Mr. Scott discussed an increase of \$1.00 per 1000 gallons of water for all customers who are not in our taxing district. This affects residents who live within the corporate limits of the Town of Baldwin and the City of Franklin. Mr. Authement made a motion to increase the water charge by \$1.00 per 1000 gallons of water for all customers who live outside of the taxing district, motion seconded by Ms. Milton. Motion carried. Mr. Scott provided information to the commission on a rate management software and informed the company will make a presentation at an upcoming meeting. He also advised that he has been looking for grant funding for much needed upgrades; he attended a meeting with South Central Planning & Development Commission relative to grant applications as well as sent a letter of request to Senator Cassidy's office relative to grant funding. There being no other business from the President, Ms. Milton made the motion to accept the President's report, seconded by Ms. Darce. Motion carried.

SUPERINTENDENT'S REPORT:

The Superintendent's Report was presented for the month of October 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. DHH has cleared all deficiencies noted in the last Sanitary Survey. Laboratory results for disinfection by products for the fourth quarter were all below EPA limits. All wastewater analysis passed for the Chitimacha Trail Plant and the St. Peter Plant. 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, including the payment of the Revenue Anticipation Note that was paid on November 1, 2024. She informed the Commission she would submit the Request for Assistance from FEMA before the deadline. There being no other business from the Administrator, Mr. Gray made the motion to accept her report, seconded by Mr. Grimm. Motion carried.

OLD BUSINESS:

1. Discussion of Sewer Rates: Discussed earlier in the meeting.
2. Discussion and action relative to legal services agreement: Mr. Scott advised that a law firm provided a proposal for legal services relative to handling employment issues. Due to the confidential nature of the employment issues, it was determined that an Executive Session should be called at the next meeting with the employee in question in attendance. No other action taken.

NEW BUSINESS:

1. Resolution to adopt the Louisiana Municipal Water Pollution Prevention Environment Audit Report dated November 15, 2024 and to set forth actions necessary to maintain permit requirements for LWDPs Permit Number LA0100480. Ms. Darce made a motion to adopt the Resolution; seconded by Ms. Milton. The motion carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Ms. Darce, Mr. Gray, Mr. Grimm, Ms. Milton, Mr. Scott. Neas: None. Abstain: None. Absent: Mr. Darden.

2. Discussion on rates for residents who do not reside in our taxing district: Discussed earlier in the meeting during President's Report.

3. Discussion and action relative to limits on purchasing without board approval: Ms. Darce requested to table this item until a later date, seconded by Ms. Milton. Motion carried.

Ms. Verret requested that the Commission approve closing the office to the public at 4:00 p.m. while employees will continue to work until 4:30 p.m.; allowing the employees to close out their drawers and finalize any necessary items before the end of the day. The drop box will still be available for the public to use. Mr. Scott made a motion to allow the office to close to the public at 4:00 p.m., seconded by Mr. Gray. Motion carried.

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

NEXT MEETING DATE: December 18, 2024

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer