

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

December 17, 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. Tambra Verret, Office Administrator and Mr. Brian Mitchell, Superintendent.

Mr. Gianfala made the motion to approve and dispense with the reading of the minutes of the November 19, 2025 Meeting, seconded by Mr. Gray. Motion carried. Mr. Gray made the motion to approve and dispense with the reading of the minutes of the November 24, 2025 Special Meeting, seconded by Mr. Gianfala. Motion carried.

**ENGINEER'S REPORT:**

Mr. Nicholas Molaison with Miller Engineers & Associates was not in attendance but submitted his report on the Water Sector Project. He advised that the Change Order No. 3 discussed previously is not finalized, so no action is needed at this time. Mr. Molaison recommends approval of NCMC's Pay Request No. 12 in the amount of \$304,896.40. Ms. Darce made a motion to accept NCMC's Pay Request No. 12, seconded by Mr. Gianfala. Motion carried.

**PRESIDENT'S REPORT:**

Mr. Scott informed of a meeting with the City of Franklin and Mr. Cremaldi relative to the Saronic project; Mr. Cremaldi is drafting an Intergovernmental Agreement. A question was raised regarding who is responsible for the water line; since the City of Franklin will be our customer, they will be responsible for anything that happens past the meter. Mr. Scott asked Mr. Mitchell whether the issue on Mary Garrett has been resolved? Mr. Mitchell reminded him that at the last meeting it was decided to replace the sewer check valves at each location rather than installing a new sewer line. The new check valves have been replaced and there have not been any other issues. Mr. Scott stated he is still waiting on the trailer park ordinance from the Town of Baldwin; he has requested this from the Town and from their legal advisor several times. There being no other business from the President, Mr. Gray made a motion to accept the President's Report, seconded by Ms. Darce. Motion carried.

**SUPERINTENDENT'S REPORT:**

Mr. Brian Mitchell, Superintendent presented the Superintendent Report for the month of November 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 informed there are several items not included in the current scope of work that are necessary relative to the clarifiers; the contractor and engineer will discuss and make a recommendation. Mr. Mitchell advised an employee was involved in a traffic accident and the police report is still pending. He informed the employee was not hurt and the vehicle was not damaged. The Sterling Road lift station needs repair and Mr. Mitchell advised pumps and parts have been ordered; Mr. Scott instructed Mr. Mitchell to file a claim with the insurance company. There was discussion relative to the type of fencing needed at the Beau Chene Lane lift station and whether we can make the repairs in-house; Mr. Scott advised he would speak to the homeowner and inform Mr. Mitchell how to proceed. There being no other business from the Superintendent, Mr. Gianfala made a motion to accept the Superintendent's Report, seconded by Ms. Darce. Motion carried.

**ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:**

Ms. Verret informed she is continuing to work with Ms. Christina Hildalgo, CPA on the accounting. The bank statements have been reconciled up to November 2025. She advised the billing software has been working fine since ETEC representatives corrected the issues. Ms. Verret advised she is continuing to work with FEMA on the claim for saltwater intrusion. Ms. Verret provided a report detailing the amounts owed to other agencies. Ms. Verret advised there was another issue with processing payroll in Quickbooks, but has been resolved. 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 boring waterline crossing on LaGrange-Robicheaux Rd. Mr. Mitchell advised he is waiting for a third quote on this project and will proceed after evaluating all quotes.

**NEW BUSINESS:**

1. Adopt the Louisiana Compliance Questionnaire. Ms. Darce made a motion to adopt the Louisiana Compliance Questionnaire, seconded by Mr. Gianfala. Motion carried.
2. Approval of 2026 Regular Meeting Dates. The 2026 Regular Meeting Schedule was presented for approval; all Regular meetings will continue to be held on the third Wednesday of each month at 5:00 p.m. at the Water & Sewer Commission No. 4 office in Baldwin. The Public Notice will be published in the first edition of the Banner-Tribune in 2026. Mr. Gianfala made a motion to accept the schedule, seconded by Mr. Grimm. Motion carried.
3. Discussion and approval of water rates for 2026. Ms. Darce advised the Consumer Price Index (CPI) has increased by 8.4% since the last time the Commission increased the rates in October 2023. There was lengthy discussion relative to adding Mutual Aid Rate (amount charged to other governmental entities) to the rate schedule; it was determined that the Mutual Aid Rate will be equal to the Residential Rate. Ms. Darce made a motion to add the Mutual Aid Rate to the schedule and increase all water rates by 8.4% to take effect February 1, 2026, seconded by Mr. Gianfala. Motion carried.
4. Discussion and action on giving Christina Hidalgo, CPA access to online bank accounts at FNB of Jeanerette as well as authorization to discuss previous audits with the auditor. Ms. Darce made a motion to approve authorizing Christina Hidalgo, CPA to access the online bank accounts at First National Bank of Jeanerette and to discuss previous audits with Kolder, Slaven, & Company, seconded by Mr. Gianfala. Motion carried.
5. Discussion on bookkeeper/office manager. Mr. Gianfala discussed continuing to engage Ms. Hidalgo for the bookkeeping services, but to also begin accepting applications for a full-time bookkeeper/office manager. Mr. Gianfala requested discussion and action relative to the bookkeeper/office manager be added to the next meeting agenda.
6. Discussion on office manager's performance. Mr. Gianfala discussed issues noted in prior audit reports, including instances where certain bills were not paid due to insufficient funds, as well as instances where payments were inadvertently not processed. He further addressed the lack of notification to the Commission regarding these matters and the penalties assessed to the Commission as a result of late payments. Mr. Scott added that Ms. Christina Hidalgo, CPA has been retained to assist in correcting these matters, but hiring a full-time bookkeeper will be discussed further at the next meeting.
7. Discussion on job duties between office manager and plant superintendent. There was lengthy discussion relative to job duties; Mr. Gianfala requested this item be added to the next meeting agenda.
8. Discussion and action on recommending reappointment of Board Members Willie Scott and William P. Gray. Mr. Scott and Mr. Gray's current terms expire in January 2026. Following discussion, Ms. Darce made a motion instructing Ms. Verret to send a letter to the Parish Council recommending Mr. Scott and Mr. Gray's reappointments, as well as to encourage them to appoint a seventh Commissioner as soon as possible. Motion was seconded by Mr. Gianfala. Motion carried.

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

**NEXT MEETING DATE: January 21, 2025**

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Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer