

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

February 18, 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 Vice President Mr. Chad Gianfala presiding and the following members present: Mr. Joel Authement, Ms. Jenny Darce, Mr. William Gray, and Mr. Benjamin Grimm. Mr. Willie Scott was absent. Others in attendance at this meeting include Ms. Tambra Verret, Office Administrator; Mr. Brian Mitchell, Superintendent; Mr. Nicholas Molaison, Miller Engineers; and Mr. Mike Caesar with Ashton Wireless.

Mr. Authement made the motion to approve and dispense with the reading of the minutes of the January 21, 2026 Meeting, seconded by Mr. Gray. Motion carried.

GUESTS/PUBLIC COMMENT:

Mr. Mike Caesar with Ashton Wireless is in attendance at the request of Mr. Gianfala to discuss his internet service located at the top of the water tower in Baldwin. Mr. Caesar advised he has added the Commission as an additional insured on their liability coverage and presented a sample contract for the board to review.

ENGINEER'S REPORT:

Mr. Nicholas Molaison with Miller Engineers & Associates updated the Commission on the Water Sector Projects. Mr. Mitchell inquired why the control panel was installed downstairs but the valve is upstairs; Mr. Molaison advised this was designed based on space available and the walkway would need to be extended. Mr. Authement asked if the project is on schedule? Mr. Molaison states they have had some delays due to weather, but the contractor is close to the contract days; he will update the board next meeting. There being no other business from the Engineer, Mr. Grimm made a motion to accept his report, seconded by Ms. Darce. Motion carried.

PRESIDENT'S REPORT:

As a follow-up to the issue with Baldwin Baptist Church (from January 21, 2026 meeting), Mr. Gianfala recommends to keep the meter where it is, but install another meter on the church's property. This would eliminate the need to bore under the railroad tracks and would be the cheapest route available. All Commissioners in attendance were in agreement with this option and instructed the Superintendent and crews to install the new meter. There being no other business from the Vice President, Mr. Gray made a motion to accept the Vice President's Report, seconded by Ms. Darce. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell, Superintendent presented his Report for the month of January 2026 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 advised new valves have been installed on the Yokely Canal. He advised an employee was hired as a meter reader and should start soon. Mr. Mitchell advised he had to order an emergency motor; the failed motor will be rebuilt and used as a backup. He informed that the Tier II filing related to chemical inventory has been approved by the state. He provided an update on the Chitimacha Tribe project for the raw water intake. Mr. Mitchell discussed reconnecting the waterline at the VA Center on Main Street in Franklin; the line was capped when the building was built several years ago. He will get prices to do this work and present them to the board.

There being no other business from the Superintendent, Ms. Darce made a motion to accept the Superintendent's Report, seconded by Mr. Gray. Motion carried.

ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:

Ms. Verret presented bills and discussed with the Commissioners. There was discussion relative to making two payments to the Parish Government for the garbage collection fees; one payment will be for the current fiscal year and one will be for the prior fiscal year. There being no other business from the Administrator, Ms. Darce

made the motion to accept the Administrator's Report and approve payment of bills, seconded by Mr. Authement. Motion carried.

OLD BUSINESS:

1. Discussion and action on interviewees for Office Manager. Mr. Gianfala discussed three interviews conducted by himself, Mr. Authement, and Mr. Mitchell. Following discussion, Mr. Authement made a motion to hire Ms. Elizabeth Barron as the Office Manager at \$27.00 per hour with an increase of no more than 5% at the end of a successful 90-day probationary period, seconded by Ms. Darce. The motion carried following a 5-0-0-2 roll call vote. Yeas: Mr. Authement, Ms. Darce, Mr. Gianfala, Mr. Gray, Mr. Grimm. Nays: None. Abstain: None. Absent: Ms. Milton and Mr. Scott.
2. Discussion and action on pay scale for new office employee. Discussed under previous Old Business item.
3. Discussion on payment options for new general liability insurance package. Mr. Gianfala brought up the option for us to pay the insurance premiums quarterly; this would eliminate the need for the district to go before the bond commission for approval.

NEW BUSINESS:

1. Nomination of officers. Ms. Darce made a motion to table this item pending the appointments of new members, seconded by Mr. Grimm. Motion carried.
 2. Discussion and action on hiring meter reader. Item was discussed under Superintendent's Report.
 3. Discussion and action on new cancer policy for employees. Ms. Verret presented paperwork related to the employees' cancer policy; she will get more information to present to Commissioners at the next meeting.
- There being no other business before the commission, Mr. Authement made a motion to adjourn seconded by Mr. Grimm. Motion carried.

NEXT MEETING DATE: March 18, 2026

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer