

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

February 19, 2025
Baldwin, Louisiana

The Board of Commissioners of St. Mary Parish Water & 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. Chad Gianfala, Mr. Benjamin Grimm, and Ms. Stephanie Milton. Mr. William Gray was absent. Others in attendance at this meeting include Ms. Tambra Verret, Office Administrator; Mr. Brian Mitchell, Superintendent; and Mr. Nick Molaison, Miller Engineers & Associates.

Mr. Authement made the motion to approve and dispense with the reading of the minutes of the January 15, 2025 Regular Meeting, motion seconded by Ms. Milton. Motion carried.

PUBLIC COMMENT/ENTERTAIN GUESTS:

Mr. Robbie Robison, representing his granddaughter who lives on Desonier Road, questioned the commission relative to running a waterline to their home. They are in our taxing district but are currently on well water since we have no lines running to their home. Mr. Mitchell will investigate this issue and receive quotes to complete this work.

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 Pay App 7 for the Treatment Plant Upgrade project to the Commission for approval. The change order is still pending state approval. There being no other business from the Engineer, Ms. Darce made a motion to accept the Engineer's Report and Pay Application No. 7, seconded by Ms. Milton. Motion carried.

INSURANCE RENEWAL PROPOSAL

Mr. Hal Stiel, David H. Stiel, Jr. Agency, presented the insurance renewal proposal from Munich RE and answered questions from the commissioners relative to the policies. Ms. Darce made a motion to expand the agenda to discuss and approve the renewal of insurance policy, seconded by Mr. Grimm. The motion carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Ms. Darce, Mr. Gianfala, Mr. Grimm, Ms. Milton, and Mr. Scott. Neas: None. Abstain: None. Absent: Mr. Gray. Mr. Grimm made a motion to approve the insurance proposal presented to the commission, seconded by Ms. Darce. Motion carried.

Ms. Milton made a motion to expand the agenda to appoint a Vice President, seconded by Ms. Darce. The motion carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Ms. Darce, Mr. Gianfala, Mr. Grimm, Ms. Milton, and Mr. Scott. Neas: None. Abstain: None. Absent: Mr. Gray. Ms. Milton nominated Mr. Authement as Vice President, which he declined. Mr. Authement nominated Mr. Gianfala as Vice President, seconded by Ms. Milton. Motion carried.

PRESIDENT'S REPORT:

Mr. Scott advised that he met with FEMA and GOHSEP relative to public assistance for recent disasters. There was discussion relative to surplus property ready for auction. Mr. Scott advised the St. Mary Parish School Board approached the commission relative to connecting Franklin Sr. High to our water.

Mr. Scott read the following Resolution into the record:

RESOLUTION

WHEREAS, Mr. Anthony R. Darden has been a valued member of the St. Mary Parish Water & Sewer Commission No. 4 for several years, consistently demonstrating exceptional dedication, expertise, and leadership in the role of Vice President.

WHEREAS, Mr. Darden has consistently upheld the highest standards of professionalism and served as a positive role model for colleagues.

NOW THEREFORE BE IT RESOLVED that St. Mary Parish Water & Sewer Commission No. 4 hereby expresses its sincere gratitude and appreciation for Mr. Darden's service and dedication to the organization.

BE IT FURTHER RESOLVED that we extend our best wishes to Mr. Darden in his future endeavors.

There being no other business from the President, Ms. Darce made the motion to accept the President's report, seconded by Ms. Milton. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell presented the Superintendent's Report for the month of January 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. There was discussion relative to water line installation on Albania and Desonier Roads; Mr. Scott requested Mr. Mitchell receive quotes to complete this work. Mr. Mitchell informed the commission on a Management Training class scheduled in March at the Amelia Fire Station. Mr. Gianfala 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. There being no other business from the Administrator, Ms. Milton made the motion to accept her report, seconded by Mr. Gianfala. Motion carried.

OLD BUSINESS:

1. Surplus property. Discussed earlier in the meeting.
2. New truck. This item will be removed from Old Business and placed on a future agenda.
3. New employee. This item will be removed from Old Business and placed on a future agenda.
4. Pay increase. This item will be taken up at a future meeting.
5. Uniform voucher policy. Mr. Scott presented a quote from Cintas relative to uniforms. Ms. Darce made the motion to approve a \$100/year uniform voucher to purchase work boots, seconded by Ms. Milton. Motion carried.

NEW BUSINESS:

1. Dept of Labor complaint. The complaint has been sent to our insurance company and Ms. Verret is working on gathering documents for submittal.
2. Demand letter from Gloria Robertson. The letter has been sent to our insurance company.
3. Agreement – Tribal Board Member. Discussion was had relative to adding a requirement for a Tribal Member to be a Commissioner of Water & Sewer No. 4. Mr. Authement abstained from discussion due to family members being Tribal Members. No action was taken.

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

NEXT MEETING DATE: March 19, 2025

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer