

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

March 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 Vice President Mr. Chad Gianfala presiding and the following members present: Mr. Joel Authement, Ms. Jenny Darce, Mr. William Gray, Mr. Benjamin Grimm, and Ms. Stephanie Milton. Mr. Willie Scott was absent. Others in attendance at this meeting include Ms. Tandra Verret, Office Administrator; Mr. Brian Mitchell, Superintendent; and Mr. Nick Molaison, Miller Engineers & Associates.

Mr. Grimm made the motion to approve and dispense with the reading of the minutes of the February 19, 2025 Regular Meeting, motion seconded by Mr. Gray. Motion carried.

PUBLIC COMMENT/ENTERTAIN GUESTS:

None.

It is stated for the record that Mr. Willie Scott is in attendance.

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 8 for the Treatment Plant Upgrade project to the Commission for approval. Mr. Molaison explained an issue with the actuators on site that would require approved Change Order No. 2. Ms. Darce made a motion to expand the agenda to approve the change order, seconded by Ms. Milton. The motion carried following a 7-0-0-0 roll call vote. Yeas: Mr. Authement, Ms. Darce, Mr. Gianfala, Mr. Gray, Mr. Grimm, Ms. Milton, Mr. Scott. Neas: None. Abstain: None. Absent: None. Ms. Darce made a motion to approve the Change Order No. 2 with an increase of **\$34,567.63** in the project cost contingent upon concurrence from the Water Sector Program, seconded by Mr. Gray. Motion carried. There being no other business from the Engineer, Ms. Darce made a motion to accept the Engineer's Report and Pay Application No. 8, seconded by Mr. Scott. Motion carried.

PRESIDENT'S REPORT:

Mr. Scott reported that he is receiving quotes from CPAs relative to handling the commission's financial statements. There was discussion relative to paying the Parish Government past due garbage collection and mosquito abatement fees; going forward these will be paid twice a month until caught up. There was further discussion relative to the computer programs used in the office and training the office staff. There being no other business from the President, Ms. Darce made the motion to accept the President's report, seconded by Mr. Gray. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell presented the Superintendent's Report for the month of February 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. He advised a new sewer pump is installed on Sorrell Lane lift station. Mr. Mitchell informed the commission he met with the Chitimacha Tribe relative to a future subdivision along Martin Luther King in Charenton. He has requested quotes from contractors relative to the installation of a water line on Albania Road and also Desonier Road, which were discussed at last meeting. Ms. Milton made a motion to accept the report, seconded by Mr. Gray. 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, Mr. Scott made the motion to accept her report, seconded by Ms. Milton. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Discussion on Superintendent's day-to-day operations. There was discussion among the commissioners relative to the duties and authority of the Superintendent. No action needed.

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

NEXT MEETING DATE: April 16, 2025

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer