

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

May 21, 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, Mr. Chad Gianfala, Mr. William Gray, Mr. Benjamin Grimm, and Ms. Stephanie Milton. Ms. Jenny Darce was absent. Others in attendance at this meeting include Ms. Tambra Verret, Office Administrator.

Mr. Authement made the motion to approve and dispense with the reading of the minutes of the April 16, 2025 Regular Meeting with the exception of New Business Items 1, 2, and 9, motion seconded by Mr. Gianfala. Motion carried.

PUBLIC COMMENT/ENTERTAIN GUESTS:

Mr. Edgar Dugas, President of Mr. D's Travel Center appeared to discuss his written request to the Commission relative to the water service along Northwest Boulevard in Franklin. There was discussion relative to connecting Mr. D's Travel Center to our water. Mr. Scott informed the Commission that he would contact Mayor Foulcard to schedule a meeting to discuss this further.

ENGINEER'S REPORT:

Mr. Nicholas Molaison with Miller Engineers & Associates was not in attendance to give a report; however, he submitted NCMC's Pay App 10 in the amount of \$671,231.27 for the Treatment Plant Upgrade project to the Commission for approval. Mr. Authement brought up a possible issue with the paint and Mr. Scott stated he would discuss with Mr. Molaison. Mr. Gianfala made a motion to accept the Pay Application No. 10, seconded by Mr. Gray. Motion carried.

PRESIDENT'S REPORT:

Mr. Scott reported that he and Mr. Gianfala will meet with the Tribe again to discuss hazard mitigation. There being no other business from the President, Ms. Milton made the motion to accept the President's report, seconded by Mr. Grimm. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell presented the Superintendent's Report for the month of April 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 the antenna on the water tower and Mr. Scott informed that he would have legal look into this. There was discussion relative to the fence around the Chatsworth Lift Station. It was announced that Brad Vosburgh has been nominated for "2025 Wastewater System Operations Specialist of the Year". 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 was discussion relative to the fees being charged by Regions bank for the bank accounts. There being no other business from the Administrator, Mr. Gray made the motion to accept her report, seconded by Mr. Gianfala. Motion carried.

OLD BUSINESS:

1. Discussion and action on overtime policy. Item was tabled.
2. Discussion and action on quotes for repairs to office building and parking lot. There was discussion relative to the office building repairs necessary and the quotes received. Ms. Milton made the motion to accept the quote from T& D Carpentry for the repairs to the office building with the PVC option, seconded by Mr. Gray. Motion carried. There was discussion relative to the parking lot repairs and the quotes received. Ms. Milton made the motion to accept the quote from Paul Jones for the repairs to the parking lot, seconded by Mr. Gray. Motion carried.

NEW BUSINESS:

1. Ms. Verret read the following into the record:

RESOLUTION

BE IT RESOLVED, that the following millage(s) are hereby levied on the **2025** tax roll on all property subject to taxation by **St. Mary Parish Water & Sewer Commission No. 4**

MILLAGE

Operations and Maintenance (WS4 – Millage Key 1068 096)	15.35 mills
General Obligation Bonds (WS4 – Millage Key 1068 095)	3.00 mills
General Obligation Bonds (WS4 – Millage Key 1068 107)	10.54 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the **Parish of St. Mary State of Louisiana**, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year **2025** and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

	YEAS	NAYS	ABSTAINED	ABSENT
MR. AUTHEMENT	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
MRS. DARCE	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
MR. GIANFALA	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
MR. GRAY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
MR. GRIMM	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
MRS. MILTON	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
MR. SCOTT	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on **May 21, 2025**, at which meeting a quorum was present and voting.

900 Main St, Baldwin, Louisiana, this **21st** day of **May, 2025**.

/s/ Willie J Scott, President

2. Discussion and action on raising sewer rates. Ms. Verret provided copies of the sewer rate study from LRWA. Following a lengthy discussion, Mr. Grimm made a motion to amend the sewer rate for July 1, 2025 to \$22.50 for the first 2,000 gallons and \$6.50 per thousand thereafter, seconded by Ms. Milton. Motion carried.
3. Discussion and action on administrative office hours. There was discussion relative to the number of hours the administrative office is open. Mr. Gianfala made a motion to amend the office hours to 8:00 a.m. – 5:00 p.m.,

closed for lunch from 12:00 p.m. – 1:00 p.m. to take effect June 1, 2025, seconded by Mr. Authement. Motion carried.

4. Discussion and action on pay raise for Superintendent. Following discussion, Mr. Gianfala made a motion to give the Superintendent an increase in pay of \$442.30 per pay period to be effective the pay period immediately following this meeting, seconded by Mr. Authement. The motion carried following a 5-1-0-1 roll call vote. Yeas: Mr. Authement, Mr. Gianfala, Mr. Gray, Ms. Milton, Mr. Scott. Nays: Mr. Grimm. Abstain: None. Absent: Ms. Darce. Mr. Grimm stated for the record that he voted “No” because he doesn’t know where the money is coming from to cover the cost.

5. Discussion and action on upgrading accounting program and acquiring bookkeeping consultant. There was discussion relative to changing the accounting program to Quickbooks for all accounting and payroll needs. Mr. Gianfala made a motion to begin using Quickbooks and to retain Ms. Christina Hidalgo as a consultant, seconded by Ms. Milton. Motion carried.

6. Discussion and action on pay raise for Joyce Johnson. Following discussion, Mr. Grimm made a motion to give Ms. Johnson an increase in pay of \$200.00 per pay period to be effective the pay period immediately following this meeting, seconded by Mr. Gray. The motion carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Mr. Gianfala, Mr. Gray, Mr. Grimm, Ms. Milton, Mr. Scott. Nays: None. Abstain: None. Absent: Ms. Darce. Mr. Scott made a motion to expand the agenda to allow for discussion relative to pay increases for all employees, seconded by Mr. Authement. Motion carried.

There was discussion among the commissioners on the cost to give all employees a 2% increase in pay or a 3% increase in pay. Following discussion, Ms. Milton made a motion to give all employees of the district a 2% increase in pay to be effective the pay period immediately following this meeting, seconded by Mr. Gianfala. The motion carried following a 6-0-0-1 roll call vote. Yeas: Mr. Authement, Mr. Gianfala, Mr. Gray, Mr. Grimm, Ms. Milton, Mr. Scott. Nays: None. Abstain: None. Absent: Ms. Darce.

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

NEXT MEETING DATE: June 18, 2025

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer