ST. MARY PARISH WATER & SEWER COMMISSION NO. 4
REGULAR MEETING – JUNE 16, 2026

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. Chad Gianfala presiding and the following members present: Mr. Joel Authement, Mr. Johnny Burgess, Ms. Jenny Darce, Ms. Carla Davis, Mr. William Gray, and Mr. Benjamin Grimm. Others in attendance at this meeting include Ms. Elizabeth Barron, Office Administrator; Ms. Tambra Verret, Office Clerk; Mr. Brian Mitchell, Superintendent; and Mr. Nicholas Molaison, Miller Engineers.

The Pledge of Allegiance was led by Mr. Gianfala. Mr. Authement made a motion to approve and dispense with the reading of the minutes of the May 20, 2026 Regular Meeting, seconded by Mr. Grimm. Motion carried.

PUBLIC COMMENT: Jeremy Bourque, Alfred Crochet, and Brandon Barbo are in attendance to receive clarification on several payroll issues. Mr. Bourque asked about driving his company truck to the board meetings and Mr. Gianfala stated the trucks should not be operated after employees clock out for the day. He informed that Mr. Bourque would be allowed to drive the truck to the meeting if he was required to attend by the Superintendent or Commissioners but if he was attending as a private citizen, he would have to drive his personal vehicle. There was lengthy discussion relative to employees not being able to take their lunch breaks, which is resulting in extra overtime hours. Mr. Crochet explained that they were catching up on repairing leaks last payroll and were unable to take lunch breaks for several days. The leaks have to be repaired when the weather is clear and all three of the road crew are available. Mr. Gianfala expressed the Commission's appreciation for the hard work they have been doing and recommended better communication between all employees.

ENGINEERING REPORT: Mr. Molaison updated the Commissioners on the Water Sector Program project. The contractor is getting prices on items that we want included in the project and Mr. Molaison will present them for approval once finalized. Mr. Molaison discussed relocating the waterline for the DOTD roundabout project on LA-3211 (Northwest Blvd). He advised DOTD will reimburse the district for the relocation after the project is completed. Following discussion, Ms. Darce made a motion to approve the engineers report, seconded by Ms. Davis. Motion carried.

PRESIDENT'S REPORT: Mr. Gianfala updated on the Chitimacha Tribe project for the raw water intake. Ms. Davis inquired relative to the debit card from First National Bank of Jeanerette; Ms. Barron stated she applied for one after the previous meeting but it hasn't been received yet.

SUPERINTENDENT'S REPORT: Mr. Mitchell, Superintendent presented his report for the month of May 2026; water treatment plant and distribution system were in compliance with all requirements. All wastewater analysis passed for the Chitimacha Trail Plant and the St. Peter Plant. Mr. Mitchell advised the Pearl Lane waterline installation will be completed as weather allows. He provided an update on the Saronic project; the 10-inch bore was completed and hydrant installed. Mr. Mitchell discussed the senior living facility in the old Franklin Foundation Hospital; there was lengthy discussion relative to the company's request to install individual meters inside each apartment.

ADMINISTRATIVE REPORT: Ms. Barron presented her report along with bills to be discussed with the Commissioners. She informed the Legislative Auditor approved our extension request. She provided an update on the FEMA reimbursement, the Water Sector grant, and the PFAS settlement. Ms. Barron advised the water loss is continuing to decrease every month due to the extensive repairs being made, specifically in the Town of Baldwin. Mr. Gray made a motion to approve the report and pay bills, seconded by Ms. Darce. Motion carried.

OLD BUSINESS: There was discussion relative to employee sick, vacation, and compensation time as listed in the current handbook. Several items were discussed to be added, deleted, or changed to the policies; Ms. Barron will make the changes and present to the board. Ms. Darce made a motion to table this item until the July board meeting, seconded by Mr. Authement. Motion carried.

NEW BUSINESS:
1. Discussion and action on adopting an updated sexual harassment policy. Mr. Authement provided a policy for the board to review and approve. Following discussion, Mr. Authement made a motion to table this item until the July board meeting; seconded by Ms. Davis. Motion carried.
2. Discussion and action on holiday and emergency compensation policy. Ms. Darce provided the Holiday and Emergency Compensation policies from the Parish's handbook for the board to review and approve. Following discussion, Ms. Darce made a motion to adopt these policies, seconded by Mr. Burgess. Motion carried.

ADJOURN: Mr. Gray made the motion to adjourn, seconded by Ms. Darce. Motion carried.

**NEXT MEETING DATE: July 15, 2026**

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Chad Gianfala, President
Jenny R. Darce, Secretary/Treasurer