

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

July 16, 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, Ms. Jenny Darce, Mr. Chad Gianfala, Mr. William Gray, Mr. Benjamin Grimm, and Ms. Stephanie Milton. Others in attendance at this meeting include Ms. Tambra Verret, Office Administrator, Brad Vosburgh, Assistant Superintendent, and Nicholas Molaison, Miller Engineers.

Mr. Gianfala made the motion to approve and dispense with the reading of the minutes of the June 18, 2025 Regular Meeting, motion seconded by Mr. Gray. Motion carried.

**PUBLIC COMMENT/ENTERTAIN GUESTS:**

No public comment.

**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 advised that the fabricated parts for the project should be delivered the beginning of August and they do not expect any other delays in delivery of other items. Mr. Scott inquired relative to the tank leaning and Mr. Molaison advised the inspector would go back out to re-inspect. Mr. Gianfala inquired relative to the weld on the filter under the pavilion and the tank not sitting flat on the ground. Mr. Molaison advised the inspector would go back out to re-inspect and reminded the Commission that Westech is the manufacturer on the tank. Mr. Authement brought up several concerns about the construction. Mr. Scott requested Mr. Authement compile a list of concerns to submit to Miller Engineers. Mr. Molaison requested the Commission provide him with questions or concerns on the project before the meeting so he can research them and provide the answers at the meeting. Ms. Milton made a motion to accept the Engineer's Report, seconded by Ms. Darce. Motion carried.

**PRESIDENT'S REPORT:**

Mr. Scott reported that he is waiting to hear from the Chitimacha Tribe relative to the questions the Commission had last month on the waterline project. Mr. Gianfala inquired about the grant application to connect Franklin High to our line; Mr. Scott advised he spoke with Councilman J Ina (Franklin Jr. High Principal) and suggested he get the School Board involved so they can make the best decision for the students. He reminded the Commission that this was the procedure when Raintree Elementary was taken off Baldwin water and connected to our district. Mr. Gianfala inquired about the portion of the grant application relative to the line along LaGrange-Robicheaux Road; Mr. Scott advised he would contact South Central Planning & Development District about proceeding with this portion of the application. There being no other business from the President, Ms. Darce made a motion to accept the President's Report, seconded by Ms. Milton. Motion carried.

**SUPERINTENDENT'S REPORT:**

Mr. Brad Vosburgh presented the Superintendent's Report for the month of June 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. Mr. Gianfala inquired about the difference between the Town of Baldwin master meter usage and the number of gallons sold to Baldwin customers. Mr. Vosburgh explained we are selling water to customers and filling the water tower at the same time. He further advised that they have been working with the office to verify the Baldwin meters are at the correct location and are working properly. An advertisement for the Class 3 Waterplant Operator was placed in the Banner-Tribune and the Daily Iberian; Mr. Scott suggested placing an ad with KQKI on the radio as well. There being no other business from the Superintendent, Ms. Milton made a motion to accept the Superintendent's Report, seconded by Mr. Gianfala. Motion carried.

**ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:**

Ms. Verret presented bills and discussed them with the Commission. Mr. Authement inquired relative to the amounts due to the Parish Government for garbage and mosquito control; Ms. Verret advised she is processing those payments as she is able, depending on available finances. Mr. Gianfala inquired relative to the bank reconciliations; Ms. Verret advised she will get those up-to-date now that the auditors are finished with their work in the office. Mr. Scott reminded the Commissioners that the district had to absorb the amount to take over the Town of Baldwin water system, which cost the district over \$700,000 in funds that we are unable to recoup. He further reminded the Commissioners that in the summer of 2023 our water supply was contaminated due to saltwater intrusion. The Commission incurred considerable expenses to remedy the contamination; however, FEMA reimbursement on this project is still pending. There being no other business from the Administrator, Mr. Gray made the motion to accept her report, seconded by Ms. Darce. Motion carried.

**OLD BUSINESS:**

1. Discussion and action on pay increase for plant operators. This item was withdrawn from the agenda with no discussion or action.

**NEW BUSINESS:**

1. Discussion and action on Superintendent having more involvement in the day-to-day activities of the administrative office. Mr. Gianfala discussed giving the Superintendent authority over the Office Administrator because he believes only one person should be in charge. Ms. Darce stated the Superintendent and the Office Administrator are equals who each report to the Board of Commissioners, as per the Employee Handbook; the Office Administrator has authority over the office staff and administration of the office and the Superintendent has authority over the operations and maintenance of the operators and the plant. There was lengthy discussion relative to the responsibilities of the Superintendent and the Office Administrator, as well as discussion on the responsibilities and authority of the Board of Commissioners. Mr. Gianfala made a motion that the Superintendent has day-to-day operations and if the Office Administrator has problems, she should go to the Superintendent; one person should be in charge. Motion was seconded by Mr. Authement. The motion failed following a 2-4-1-0 roll call vote. Yeas: Mr. Authement, Mr. Gianfala. Nays: Ms. Darce, Mr. Gray, Mr. Grimm, Mr. Scott. Abstain: Ms. Milton. Absent: None. Mr. Grimm stated for the record that he would like to review the Employee Handbook for clarity; Mr. Gray stated the same.

2. Discussion and action on purchase of used truck. Mr. Gianfala provided quotes to the Commissioners for discussion relative to three different used trucks available for purchase. This truck would be designated for reading meters. Mr. Scott made a motion that Mr. Gianfala can negotiate with Robin Ford on the purchase of the 2020 Regular Cab HD 2500 Work Truck, seconded by Mr. Authement. Motion carried.

3. Discussion and action on commissioners' meeting packets. Mr. Authement made a motion that the monthly meeting packets be sent to Commissioners via e-mail by 5:00 p.m. on the Monday before the meeting date, seconded by Mr. Grimm. Motion carried.

4. Discussion and action on time clocks. There was discussion relative to hourly vs. salaried employees and the current timekeeping policies. Mr. Authement requests this item be postponed until the August meeting, due to the Superintendent being absent from this meeting.

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

**NEXT MEETING DATE: August 20, 2025**

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Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer