

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

August 20, 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: Ms. Jenny Darce, Mr. Chad Gianfala, Mr. William Gray, and Mr. Benjamin Grimm. Mr. Joel Authement and Ms. Stephanie Milton were absent. Others in attendance at this meeting include Ms. Tambda Verret, Office Administrator, Brian Mitchell, Superintendent, and Nicholas Molaison, Miller Engineers.

Mr. Gianfala made the motion to approve and dispense with the reading of the minutes of the July 16, 2025 Regular Meeting, seconded by Mr. Gray. Motion carried.

PUBLIC COMMENT/ENTERTAIN GUESTS:

Mr. Tommy Ducote informed the commission that there were children playing near the LaGrange-Robicheaux Lift Station and the fence needs to be repaired; Mr. Brian Mitchell, Superintendent advised he is aware of the issue with the fence and has obtained quotes to have it repaired.

Mr. Lionel 'Butch' Metz, President of Water & Sewer Commission No. 5 thanked the commission for the time that Commission No. 5 spent in the office and for the support and training given to his billing clerk during this time. Mr. Metz further expressed thanks to the commission for the assistance with the fire in Four Corners last month. He informed the commission that construction is about to begin at the new Four Corners Water Plant and they will need assistance with the water for a short period during construction. Mr. Metz informed that he spoke with the Parish Government about updating the garbage collection agreement with the commissions to account for the increased cost of postage.

Mr. Willie Scott read the following Resolution of Respect into the record:

Resolution of Respect
In Memory of Stephanie Lee Milton

Whereas, in the infinite wisdom of Almighty God, Stephanie Lee Milton was called from this life on August 10, 2025, and

Whereas, she was a cherished member of our community, known for her dedication to her family, her kindness; and civic service being a member of the Board of St. Mary Parish Water & Sewer Commission #4 for many years, leaving and indelible mark on all who knew her; and

Whereas, the passing of Stephanie Lee Milton leaves a void in the hearts of family, friends, and the broader community, yet we are ever grateful for the time we were blessed to share with her;

Now, therefore, be it resolved, that we, the board members and staff of St. Mary Parish Water & Sewer Commission No. 4 express our deepest sympathy and extend heartfelt condolences to the family and loved ones of Stephanie Lee Milton and

Be it further resolved that we honor the memory of Stephanie Lee Milton with profound respect, remembering her life, legacy, and the positive impact she had on those around her; and

Now therefore be it finally resolved that a copy of this resolution be given to the family and a copy kept in the official records as a lasting tribute to Stephanie Lee Milton's memory.

Adopted and Approved by the Board of Commissioners of St. Mary Parish Water & Sewer Commission No. 4 on this 20th of August, 2025.

Ms. Darce made the motion to adopt the Resolution; seconded by Mr. Gianfala. Motion carried.

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 explained that our project will be completed before the Four Corners Water Plant construction, so we should be up and running with additional capacity at that time. In response to inquiries from the last meeting, Mr. Molaison requested information from the fabricator relative to

the welding specifications; he anticipates having this issue resolved soon. Mr. Grimm made a motion to accept the Engineer's Report, seconded by Mr. Gray. Motion carried.

PRESIDENT'S REPORT:

Mr. Scott discussed the tie-in with Franklin High School. Mr. Gianfala informed that he spoke with Ms. Ebony Bailey, South Central Planning, who advised the City of Franklin may be receiving some grant funding to help with this. Mr. Scott expressed concerns about our water being contaminated by the City's water with this tie-in. He informed that Councilman J Ina will speak with the school board relative to this project, similarly to what was done with Raintree Elementary in the past. Mr. Brian Mitchell has reached out to contractors for quotes, but reminded the commission that this project would have to be inspected and approved by the Department of Health. Mr. Scott discussed the trailer park issue with Mr. Russell Cremaldi and Mayor Clarence Vappie. Currently, most of the trailer parks in Baldwin have only one-inch lines with several trailers tied in to that line. Mr. Mitchell explained each trailer park should install a two-inch line with the trailer park owner also installing a master meter and backflow preventer. The commission would bill the owner based on the master meter and he would be responsible to collect amounts from his tenants. Mr. Scott inquired about the owner of the equipment on top of the water tower and whether there are any agreements in place for the antennas.

Mr. Scott discussed several items that came up at the meeting with the auditor. Mr. Scott advised he has approved for Ms. Verret to use the credit card to purchase locking bank bags for the cash deposits. He also discussed creating a travel policy to include having Board approval before registering for conferences or other out-of-town meetings and a policy for comp time. The auditor informed that the processing of payroll is being done too quickly and without all necessary reviews and approvals; she recommends changing the payroll dates to allow for more processing time. Ms. Verret explained she is working on updating her procedure and possibly changing the dates. Ms. Darce suggested processing a short payroll to get the dates corrected so employees would not have to go more than two weeks without being paid.

Mr. Scott informed the commission that Jeremy Bourque passed the examination for Water Production Class 2 and Water Distribution Class 2 in July. In the past, the board has given an increase in pay to employees when they pass their certification examinations; however, this employee currently earns more than the starting rate for a Class 3. This item will be included on the September agenda for discussion and approval.

There being no other business from the President, Ms. Darce made a motion to accept the President's Report, seconded by Mr. Gianfala. Motion carried.

SUPERINTENDENT'S REPORT:

Mr. Brian Mitchell presented his Report for the month of July 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. Mitchell advised the Town of Baldwin master meter had a bad battery backup; he requested Ms. Verret purchase a new battery backup. He explained this could be the reason for the difference between the meter usage and the number of gallons sold, which was brought up by Mr. Gianfala at the July meeting. Mr. Mitchell provided quotes to replace the electrical control box at the Bar Pitt Pump. Mr. Scott inquired about the severity of the situation and whether repairs can be postponed until the funding is available; he has been working with Senator Allain on receiving grant funds to replace the entire station. Mr. Mitchell provided pictures of the new chlorine scales and chlorine dioxide generator; he will forward these to the Department of Health as these items were noted on a previous inspection report. He advised the Buckner lift station's electrical box was damaged by a squirrel on the main electrical line, but has since been repaired. Mr. Mitchell provided a quote for the repairs to the LaGrange-Robicheaux lift station fencing (as mentioned earlier in the meeting by Mr. Ducote). He provided a quote to attach the waterline to the Yokely bridge; he will also ask for a price to bore into the ground instead of attaching to the bridge. Mr. Gianfala requested that Mr. Mitchell reach out to contractors to receive two more quotes on each item so we will have a total of three quotes to review. Mr. Scott requested that the area around the lift station be barricaded for safety until the fence can be installed. There being no other business from the Superintendent, Mr. Grimm made a motion to accept the Superintendent's Report, seconded by Mr. Gray. Motion carried.

ADMINISTRATIVE REPORT AND PAYMENT OF BILLS:

Ms. Verret presented bills and discussed them with the Commission. Ms. Verret informed that she received the funds from the state from the pay request sent in May; all applicable invoices were paid with these funds. She

advised that she met with Chris Jarrell with GOHSEP relative to our FEMA claim. There are several bond payments due now and those checks have been processed. These bond payments are paid twice a year and this is the last payment due this year. Ms. Verret advised she is still in the process of moving the bank accounts to First National Bank of Jeanerette due to the high fees required by Regions Bank. There being no other business from the Administrator, Mr. Gianfala made the motion to accept her report, seconded by Ms. Darce. Motion carried.

OLD BUSINESS:

1. Discussion and action on time clocks. This item was postponed until the September meeting, due to Mr. Authement being absent.

NEW BUSINESS:

1. Water supplied to Water & Sewer #5 for the church fire in Four Corners. There was discussion regarding whether we should charge Water & Sewer #5 for the water we supplied to them during the church fire in Four Corners last month. Mr. Scott advised there is a certain amount that was agreed on between the two districts relative to supplying water. Ms. Verret stated there is a reading taken when they open the valve and one taken when they close it; the district is billed at \$7 per thousand gallons. Mr. Grimm requested to postpone this item until next month's meeting and requests the total amount of water used.

2. Discussion relative to Financial Management Policies and the direction of the commission following the 2024 audit report. Ms. Darce presented the Parish's Financial Management Policies for the board to review. Mr. Gianfala discussed several items that were noted during the audit report that need to be corrected.

3. Discussion concerning meter rechecks. Mr. Gianfala stated he spoke to Water & Sewer #3 for their procedure and was informed their computer system flags accounts with more than 1,000 gallons used but they only send operators to recheck if the account shows over 3,000 gallons and they have called the customer to inquire about the high consumption. Following discussion, it was decided that giving the customers a courtesy call before sending an operator out for re-checks would be the procedure.

4. Adopt Official Journal. It was stated the commission must adopt an official journal every year in June, per state statute. Ms. Darce moved that the St. Mary and Franklin Banner-Tribune will serve as the official journal for a period of one year, seconded by Mr. Gianfala. Motion carried.

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

NEXT MEETING DATE: September 17, 2025

Willie J. Scott, President

Jenny R. Darce, Secretary/Treasurer