

ST. MARY PARISH WATER & SEWER COMMISSION NO. 4
REGULAR MEETING –SEPTEMBER 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, Mr. William Gray, and Mr. Benjamin Grimm. Ms. Carla Davis was absent. Others in attendance at this meeting include Ms. Elizabeth Barron, Office Administrator; Ms. Tamba 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 the minutes of the August 19, 2026 Regular Meeting and the September 2, 2026 Special Meeting, seconded by Mr. Grimm. Motion carried.

PUBLIC COMMENT: Ms. Charlotte Joseph addressed the Commission relative to a high water bill she received due to a water leak on her property. Ms. Joseph stated that she called the office to inform them of the leak and request assistance several times but due to other water emergencies occurring that day, the operators were not able to report to her property until the next morning. It was determined the leak was on the customer's side of the meter. A total of 50,409 gallons of water passed through the meter from the time the leak was first reported until the operators were able to turn off the water. Mr. Gray questioned whether there is a policy regarding response times for call outs? Ms. Barron replied the crew can normally respond within a few hours, but on this day, there was a major leak in the Town of Baldwin, a leak in the service line on Cypress Street, and the plant had experienced a 30 PSI drop in pressure which needed to be tended to. The road crew worked on these repairs until 7:50 p.m. Ms. Darce suggested Ms. Joseph make a payment on her account in the amount that she normally pays; this item will be brought up again at the October 21, 2026 meeting to determine who is responsible for the remainder of the water consumption cost.

Ms. Kristin Holcombe with Kolder, Slaven, and Company presented the Fiscal Year Ending September 30, 2025 audit report to Commissioners and answered their questions. Ms. Holcombe advised an unmodified opinion on the financial statements was issued and a management letter was not issued. She further advised that a single audit was required due to the Water Sector Program and an unmodified opinion was issued for this as well. Regarding the audit findings, Ms. Holcombe explained most of the findings are in the process of being resolved or have already been resolved.

ENGINEERING REPORT: Mr. Molaison answered questions and updated the Commissioners on the Water Sector Program projects. He presented NCMC's Change Order No. 6 for additional work to replace distribution meter and install new filter-to-waste piping, fittings, and valves and Pay Application No. 15 for review and approval. There was discussion relative to the contractor cutting into the tank and Mr. Gianfala inquired whether the warranty is still valid? Mr. Molaison stated he would discuss with the contractor and ask them to provide extended warranty or assurance that the district isn't responsible if this repair fails. Ms. Darce made a motion to approve NCMC's Change Order No. 6 for an additional \$37,240.63, seconded by Mr. Burgess. Motion carried. Ms. Darce

made a motion to approve NCMC's Pay Application No. 15 in the amount of \$353,449.64, seconded by Mr. Gray. Motion carried.

PRESIDENT'S REPORT: Mr. Gianfala presented the monthly update on the raw water intake project.

SUPERINTENDENT'S REPORT: Mr. Mitchell presented the report for the month of August 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 a precautionary boil advisory was issued September 14, 2026 due a drop in pressure after a power failure and delayed generator startup at the plant; this advisory was released by the Department of Health on September 15, 2026. He further advised that Total Electric repaired the generator timer.

ADMINISTRATIVE REPORT: Ms. Barron presented her report along with bills to be discussed with the Commissioners. She provided an update on the Water Sector Program and advised the Commission was allocated \$100,000 in Act 3 of 2026 Regular Legislative Session to replace the bar pit pumps and all electrical components. She provided an update on the FEMA reimbursement. Mr. Gray made a motion to approve the report and pay bills, seconded by Mr. Grimm. Motion carried.

NEW BUSINESS:

1. Discussion and action on adopting a Financial Management Policy. Ms. Darce presented policies related to Financial Management for discussion. She informed that adopting these policies will satisfy some of the audit findings. Ms. Darce made a motion to adopt the Financial Management Policy, seconded by Mr. Burgess. Motion carried.
2. Discussion and action on adopting an Ethics Policy. Ms. Darce presented an Ethics Policy for discussion. She informed that adopting this policy will satisfy some of the audit findings. Ms. Darce made a motion to adopt the Ethics Policy, seconded by Mr. Burgess. Motion carried.

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

NEXT MEETING DATE: October 21, 2026

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