

DISTRICT SIX PUBLIC WORKS COMMISSION

REGULAR MEETING

MAY 27, 2025

The meeting called to order by Chairman Jason Fitzgerald, with all six members present.

Board Members: Chairman Jason Fitzgerald, Assistant Chairmen Frank Albrecht, Secretary James Cox, Commissioner Jason Halphen, Commissioner Charles Lafleur and Commissioner Dale Polozola.

The Pledge of Allegiance was recited followed by a prayer and roll call.

James Cox made a motion to accept the minutes from the last meeting.

Jason Halphen seconded the motion, and no one opposed so the motion passed.

Dale Matt, Foreman, was asked about Desi Anderson, who broke her foot over the weekend. He stated that she is waiting to see an orthopedic doctor and will let the Board know the prognosis is.

Dale Matt also informed the Board that Carl Casse, who has been out with an injury since May 12, 2025, will have another appointment on May 28, 2025, for a recheck. Hopefully he will be released.

Old Business:

Renew Financial Statement of April 2025:

Jason Halphen made a motion to accept.

Frank Albrecht seconded.

None opposed, motion passed.

Approval of checks written in April 2025:

Dale Polozola asked about work done on dump truck that was brought in for repairs.

Dale Matt explained in detail what was wrong with it and the work done to repair it.

Jason Fitzgerald asked Dale Matt to put together a synopsis on the culverts on the horseshoe loop in Krotz Springs.

Frank Albrecht made a motion to accept the checks written in April 2025.

Charles Lafleur seconded the motion.

None opposed, motion passed.

New Business:

Discussion of New Office and come up with a budget:

Dale Polozola asked questions about the size of the office; do we want to be able to host more people? He asked if there was room for a shop where the employees could do maintenance work on our equipment in inclement weather. He also stated that he is in favor of acquiring permanent property.

Charles Lafleur gave his vision of a new office space: a conference room, office room, bathroom and kitchenette. He stated that he is under the impression that we should not put anything on the property that cannot be moved.

The terms are to use the property; if the parish wants us to vacate, we will only have 30 days.

Jason Fitzgerald stated that he will get back with the parish president and tabled the discussion of a new office.

IT Computer Equipment Purchases:

Discussion took place on acquiring new laptop computers and accessories for office and foreman to have in his truck. Prices were discussed for both. Existing IT would manage. Dale Polozola made the motion to order said equipment. Jason Halphen seconded. None opposed, motion passed.

The second part of the new computer equipment consists of setting up Microsoft Office 365. Dale Polozola stated that each user needs to have their own personal email address. The cost is 22.00 per month per user, of which there will be 3 users. The foreman, administrative assistant and the administrator. Dale also stated that this system will track work being done. He wants the customers to see what was done and not just the payment that was made.

James Cox made a motion to approve the installation of Microsoft Office 365. Frank Albrecht seconded the motion. None opposed, motion passed.

Charles Lafleur asked if the website would still be incorporated and his answer was in the affirmative.

Mike Duarte, from our consulting firm, stated that he met with Karen Cox who built our website to upload our agendas, meeting minutes, etc. She has since retired but sent hosting information on maintaining the back end of the system. Mike also stated that he would meet with Dale Matt and I next week to train us on how to upload things to post on our website.

Administrative Assistant: Verna Melancon was offered the job here at District 6 Public Works Commission. Monday through Thursday, flexible hours as needed, 32 hours per week. Dale Polozola made a motion to accept. James Cox seconded. None opposed, motion passed.

It was discussed that Sue Comeaux's personal mail and items need to be collected and sent to her daughter.

Frank Albrecht brought up the subject of purchasing a new vehicle for office use. The board said they would start the process of looking for one.

Frank Albrecht made a motion to adjourn the meeting. James Cox seconded.