

FINANCE COMMITTEE MINUTES
October 8th, 2013
Chairman Cheryl Millet
Vice-Chairman Art Smith

Members: Lucien Gauff, III, Jaclyn Hotard, Art Smith, Ranney Wilson, Lennix Madere, Marvin Perrilloux, Michael Wright, Larry Snyder, Cheryl Millet

PRESENT: Lennix Madere, Art Smith, Marvin Perrilloux, Lucien Gauff, Jaclyn Hotard, Michael Wright, Larry Snyder, Cheryl Millet

ABSENT: Ranney Wilson

BID OPENING REPORT/AWARDS:

There were no bids opened today.

Kia Price - Authorization to advertise for proposals for Disaster Recovery Janitorial Services

Kia Price, Director of Purchasing, stated, "Proper procurement of specialty janitorial services is required for FEMA reimbursement associated with restoration of parish facilities due to natural or man-made disasters. Administration recommends approval."

Councilman Perrilloux asked, "Mrs. Price just explain briefly you said it is for response to clean up the parish buildings? Don't we have janitorial contracts right now with the buildings?"

Kia Price stated, "We do have janitorial services that clean all of the parish buildings however it is a little different because when you have water damaged facilities then we would like a specialty janitorial service to clean the water damage or document any damages to any facilities that might have water damage to it."

Councilman Perrilloux asked, "So this company will be specialized in mold?"

Kia Price stated, "They will be for mold remediation. They will be certified in water restoration, flood certification, they will be able to document anything for the insurance companies or things like that."

Councilman Perrilloux asked, "That is in order to get reimbursed through FEMA?"

Kia Price stated, "Yes sir."

Councilwoman Millet asked, "I just have a question who did we have performing these services after Isaac and did we not get reimbursed for that?"

Natalie Robottom stated, "Yes Ms. Hotard that is a good question. Our facility I think like the ARC they hired somebody and they are struggling to get reimbursement because that company was not procured properly and of course at that time you are interested in getting the water out of the building so you move forward but we actually had

somebody who also was not under contract and we got pricing from two people and picked the best one to help us but again lessons learned. If you have a properly procured contract then they already know that they are on standby should this occur and when it is time to get reimbursement for not necessarily having the time to go through benefit cost ratios to determine cost reasonableness and again it is very specific to disasters you are correct Mr. Perrilloux we do have a janitorial contract but this is specific to types of damages that might occur after one of these disasters and we think that requires a specialty type of service and those type of scopes weren't in our janitorial procurement. We did have a couple of companies but no contract and being reimbursed for that service was going to be very difficult."

Councilwoman Hotard asked, "So it will be similar to a pre-positioned contract but for disaster clean up?"

Natalie Robottom stated, "Yes."

MOTION: Councilman Wright moved and Councilman Perrilloux seconded the motion to grant administration authorization to advertise for proposals for Disaster Recovery Janitorial Services. The motion passed with Councilman Wilson absent.

Kia Price - Authorization to advertise for proposals for environmental consulting and management services

Kia Price stated, "The contract for consulting services to the Utilities Department for support, maintenance, testing and compliance with EPA, DEQ and DHH regulations expire on November 28, 2013. Administration requests authorization to seek proposals."

Councilwoman Hotard asked, "Have these proposals already been put together and who prepared them?"

Kia Price stated, "Yes they have and the Utilities Department prepared them."

Councilman Snyder asked, "I was talking to someone about this situation and they said sometimes we have a little problem but it isn't harmful for anyone is this the company that will help us to clear up things that we have a problem with our water system testing."

Natalie Robottom stated, "Actually this is a company that we don't just bring in just for problems. They are requirements on a monthly basis that we do sampling and testing both for our water and waste water systems as well and this company has helped us with training personnel, being compliant with testing but of course if you do have a problem we can call them in to do testing and they have done that. The existing company has done that and done a good job at that however the contract is ready to expire and we know with more stringent guidelines they continue to add more guidelines as we move forward we are going to continue to need some assistance with compliance, testing, monitoring

and maintenance and not just when there is a problem. That is what they do on regular basis as well as if there is a need for additional testing they can assist us in that as well."

Councilman Snyder asked, "Do we have enough time to do this for November 28th, before the other one expires?"

Natalie Robottom stated, "We think it is sufficient."

MOTION: Councilman Gauff moved and Councilman Wright seconded the motion to grant administration authorization to advertise for proposals for environmental consulting and management services. The motion passed with Councilman Wilson absent.

Kia Price - Authorization to solicit annual bids for the following materials: Culverts, Fuel, Water & Sewer Fittings, Liquid Chlorine, Sulfur Dioxide and Granular Chlorine

Kia Price stated, "Items IV, V, VI are requests to solicit annual bids for materials, repairs, and improvements to our assets parish wide for the 2014 calendar year."

MOTION: Councilwoman Hotard moved and Councilman Madere seconded the motion to grant administration authorization to solicit annual bids for the following materials: Culverts, Fuel, Water & Sewer Fittings, Liquid Chlorine, Sulfur Dioxide and Granular Chlorine. The motion passed with Councilman Wilson absent.

Kia Price - Authorization to solicit bids for asphalt roadway repairs and improvements

Kia Price stated, "This is the same as the above."

MOTION: Councilwoman Hotard moved and Councilman Madere seconded the motion to grant administration authorization to solicit bids for asphalt roadway repairs and improvements. The motion passed with Councilman Wilson absent.

Kia Price - Authorization to solicit bids for repairs to concrete sidewalks, street panels and driveways

Councilwoman Millet asked, "I do have one question and I have been getting a lot of phone calls from residents about the fact that our street repairs and panels aren't being replaced right now because I think we have run out of money for this year's budget am I correct? Okay so the reason why they are not getting done is because of that are we upping the budget this time?"

Natalie Robottom stated, "We actually exceeded the budget last time and we are going to put more money into it as well as there is a bond issue

that will take care of a large number of the road items that would typically be included in this item so we should get quite a number of roads done over the next year or so."

Councilwoman Hotard asked, "I have a question. I had made the request last year when we sent this out that when we make these repairs that we repair from joint to joint. Are we still going to do that? I know that there have been some conversations about that that I wasn't aware of but are still going to repair that way or are we going to go back to allowing contractors to cut out small squares in the concrete?"

Natalie Robottom stated, "With the supervision of our PW department we may do it depends on what is required. I also had some discussions where there are other council members who think that is a waste of money. So we are going to leave that up to the folks to look at and some of them might need an entire panel replaced and we need to do that and then there are others that we can do a saw cut and make the repairs and obviously our dollars go a lot farther if we use them wisely. So we are going to monitor the situation and make the decisions that are necessary for the individual road repairs."

Councilwoman Hotard stated, "Okay and I would like to get with our engineer. When you are talking about public safety it isn't really a matter of expense. I have spoken to the engineers and sometimes when you do a repair from joint to joint you actually get a better repair. Now there probably are some situations where you can cut out a small little piece of square and in some parishes they don't even allow it to be done that way because they know the longevity of the repair is determined by the quality of the repair. So it may cost you less money on the front end but on the back end if you try to make a patch then you disturb the integrity of the foundation. So let's just make sure that we are talking to engineers and people who are experts in that field before we make any decisions especially on the roads in Division B I don't want to have the separation."

Natalie Robottom stated, "Our parish engineer and our PW's engineer are very involved in those decisions and they have driven that process and we have had what we are looking at is some very minor cracks in the joints and to remove that entire panel would be costly and really not necessary. So in the cases where it is that is what we will do and if it is not we will continue with the saw cut."

Councilwoman Hotard asked, "Do we get pictures on all of them before the repairs are made?"

Natalie Robottom stated, "We actually have a monitor that goes out before and after and I know Mr. Nunes was working with his monitors to make sure that it was taken care of. If it hasn't been it will

definitely be for 2013 but we do have people out there before and after."

Councilwoman Hotard stated, "Definitely right because they can determine a hairline fracture is one thing but on some of the actual repairs that were done prior to going joint to joint we actually had problems because the repair did actually require a joint to joint repair and not just cutting out a square and that is why some parishes don't even allow you to do what it is we are doing."

Councilman Madere stated, "I agree that if it is something minor and we can rely on our engineers, Mr. Nunes and everyone to make that decision because something that is very minor to replace that entire section is sort of a waste of money because I had some streets that were on the list to be repaired this year like you and because we did joint to joint on everything we ran out of money so in the areas where it is really needed that decision has to be made and then repaired but if it is something minor then it would be a waste of money to do that for just a small crack so that is why we have to rely on the engineers to make that call and I understand in a perfect world we would like to just take every little crack out so my thing is if you have a crack in the asphalt pick the entire road up but that isn't feasible so we have to spend money the best way that will be beneficial to the parish and not waste money."

MOTION: Councilwoman Hotard moved and Councilman Gauff seconded the motion to grant administration authorization to solicit bids for repairs to concrete sidewalks, street panels and driveways. The motion passed with Councilman Wilson absent.

Randy Vincent - Authorization to enter into a contract with Coastal Rental Corporation d/b/a Timberton Wetlands Mitigation Bank for Wetland Mitigation for the Foxwood Levee Project in the amount of \$101,250.00

Natalie Robottom, stated, "The Parish is required to mitigate wetlands associated with the Foxwood Levee Project before a permit will be issued by the Department of Natural Resources (DNR). Shread-Kurykendall and Associates is managing this project and the mitigation process as directed by DNR. This is a requirement and will go with two ordinances to purchase the property for this levee project and if you have any questions Mr. Shread is here. Administration recommends approval."

MOTION: Councilman Perrilloux moved and Councilwoman Hotard seconded the motion to grant administration authorization to enter into a contract with Coastal Rental Corporation d/b/a Timberton Wetlands Mitigation Bank for Wetland Mitigation for the Foxwood Levee Project in the amount of \$101,250.00. The motion passed with Councilman Wilson absent.

Randy Vincent - Authorization to execute Construction Change Directive No. 1 in the amount of \$5,107.00 with Foret Contracting Group, LLC for the Edgard Courthouse Renovation Project

Randy Vincent, CAO, stated, "Due to a conflict with existing piping and the foundation of the renovation project, re-routing of an alternate piping is required to keep the project on schedule. This recommendation was made by the parish in conjunction with the architect and approved by the Project Manager. Administration recommends approval."

Councilwoman Millet asked, "I do have one question and I understand this has been an ongoing situation with the courthouse since 2009 if I am not mistaken but this isn't the first work order that we have had. Is this the first work order since we have allocated additional funding?"

Randy Vincent stated, "On the extension itself for the construction site this is the first one."

MOTION: Councilman Smith moved and Councilman Perrilloux seconded the motion to grant administration authorization to execute Construction Change Directive No. 1 in the amount of \$5,107.00 with Foret Contracting Group, LLC for the Edgard Courthouse Renovation Project. The motion passed with Councilman Wilson absent.

Stacey Cador - Authorization to renew the Parish's dental insurance with Delta Dental

Stacey Cador, Director of Human Services, stated, "Administration requests renewal of the above referenced policy with Delta Dental for two (2) years with no increase in premiums. Kennedy Financial Group is the consultant on the plan and the policy goes into effect on 1/1/14. You were also provided a copy of the letter stating no increase in premiums."

MOTION: Councilman Madere moved and Councilman Perrilloux seconded the motion to grant administration authorization to renew the Parish's dental insurance with Delta Dental. The motion passed with 7 yeas, 1 absent (Wilson) and 1 abstaining (Hotard).

Stacey Cador - Authorization to advertise for proposals for the Office of Fire Services' health and dental insurance coverage

Stacey Cador stated, "Administration requests authorization to seek proposals for the previously referenced coverage health & dental."

MOTION: Councilman Snyder moved and Councilman Smith seconded the motion to grant administration authorization to advertise for proposals for the Office of Fire Services' health and dental insurance coverage.

The motion passed with 7 yeas, 1 absent (Wilson) and 1 abstaining (Hotard).

Randy Vincent - Authorization to enter into a Cooperative Endeavor Agreement with the Louisiana Department of Transportation and Development for maintenance and use of a ferry vessel and landing barges for Edgard/Reserve Ferry Operations

Randy Vincent stated, "Administration requests authorization to enter into this CEA, with the parish assuming responsibility for ferry operations and DOTD maintaining ownership and providing insurance coverage for the ferry vessel hull and landing barges. CDBG funds will be used for ferry operations."

Councilwoman Hotard asked, "For clarification we are not spending any money on this? We are just entering into an agreement?"

Randy Vincent stated, "We are entering into an agreement and keep in mind there is a CDBG grant that has been made available to us for the operation of the ferry."

Councilwoman Hotard asked, "Can you expand a little bit and I am just asking because I have gotten some calls with some of the more recent articles in the newspaper that relates to the ferry. Who is going to operate the ferry? Are we going to pay the state to operate it until we get a private operator? Are we going to have to put up any additional funds besides that 1 million dollars and if you could just kind of bring us up to speed on that?"

Randy Vincent stated, "By the end of the week we will have an RFP done or at least prepared for review and that will be going forward out on the market place to make sure that we find operators and there have been several companies who have expressed an interest in actually operating the ferry once we are ready for that. Again the CEA takes care of our relationship with DOTD for the equipment side of the business. The one million dollar grant from another pot of money from the CDBG has been secured and additional funding for the ferry operation for that one year period will be worked out through other grant opportunities."

Councilwoman Hotard asked, "Okay so we are going to apply for additional grants to cover what the one million dollars doesn't cover?"

Randy Vincent stated, "Yes that is correct."

Councilwoman Hotard asked, "Okay the one million dollars who are we writing that check to?"

Randy Vincent stated, "The one million dollars will be secured to make sure that we pay the operator whoever that may be once we secure them through the RFP process."

Councilwoman Hotard asked, "Okay and the other monies that you are going to use to go with the million dollars are they going to be Isaac grants or is it some other type of grant that you are pursuing?"

Randy Vincent stated, "I anticipated some of it will be Isaac grant or the majority of it but I cannot say for certain exactly what they are going to be."

Councilwoman Hotard asked, "Okay then once those grants are used to pay for the ferry then what is the long term solution or will we continue to get those grants every year to operate the ferry?"

Randy Vincent stated, "Our focus is looking at a one year process to see how that goes and from there we will come back to this council and report on the progress of the ferry operation, what it cost to operate and the administration will make sure that we bring our recommendations to the council moving forward after that one year period of time."

Councilman Perrilloux stated, "You said a million dollars then you said another million dollars or are we talking about the same and future funding we will go out for grants again to make up the funding that we may need?"

Randy Vincent stated, "We have secured a million dollar grant already and if we need more funding we will seek grants for that funding."

Councilwoman Millet stated, "I noticed that in the CEA we will assume maintenance of the vessels once this project is under control. Are we having the ferries inspected prior to us taking over the responsibility?"

Randy Vincent stated, "I am sure there will be a process that we will go through as we do the turnover."

Councilwoman Millet stated, "Okay I just don't want the ferry to break the day after we get it."

Randy Vincent stated, "No the ferries are actually parked at the present time at an authorized DOTD facility so before it is transferred to us all of that will be in order."

Councilwoman Millet stated, "That is my only concern because I know it belongs to us all the maintenance accordingly is our responsibility as far as the landing as well correct? So are they going to have it ready when we take it over or do we just assume it as it is?"



Randy Vincent stated, "They will have everything up to speed because keep in mind they actually insure the hull so they can't afford to give us something that isn't in shape."

MOTION: Councilman Smith moved and Councilman Gauff seconded the motion to grant administration authorization to enter into a Cooperative Endeavor Agreement with the Louisiana Department of Transportation and Development for maintenance and use of a ferry vessel and landing barges for Edgard/Reserve Ferry Operations. The motion passed with Councilman Wilson absent.

Randy Vincent - Authorization to amend the contract for Disaster Debris Monitoring Services by and between St. John the Baptist Parish and Science Applications International Corporation (SAIC) to reflect and agreement with Leidos, Inc., due to a name change

Randy Vincent stated, "The parish is in receipt of a letter indicating a name change from SAIC to Leidos, Inc. as of September 27, 2013. Administration requests amendment of the contract with SAIC to reflect the name change."

MOTION: Councilman Smith moved and Councilman Snyder seconded the motion to grant administration authorization to amend the contract for Disaster Debris Monitoring Services by and between St. John the Baptist Parish and Science Applications International Corporation (SAIC) to reflect and agreement with Leidos, Inc., due to a name change. The motion passed with Councilman Wilson absent.

Adjournment

MOTION: Councilman Wright moved and Councilman Madere seconded the motion to adjourn. The motion passed with Councilman Wilson absent.