

FINANCE COMMITTEE MINUTES
March 9th, 2011
Chairman Steve Lee
Vice-Chairman Charles Julien

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel Usry, Cheryl Millet, Raydel Morris

PRESENT: Haston Lewis, Steve Lee, Raydel Morris, Danny Millet, Cheryl Millet, Darnel C. Usry

ABSENT: Jaclyn Hotard, Ronnie Smith & Charles Julien

BID OPENING REPORT/AWARDS:

Brenda Labat – Bid Openings – Reverse Osmosis (RO) Membrane Filters for maintenance replacement of Booster Station #3

Brenda Labat, Director of Purchasing, stated, "We received several bids this afternoon. The first bid was from Pure Water Solutions at a cost of \$715.00 each. The second bidder was CSM at \$439.00 each. The third bid was from GE Water Technologies at \$550.00 each. The final was from Siemens, they bid on three different filters. One was \$504.00, the second was \$552.00 and the third was \$689.00. We would like to take these under advisement."

MOTION: Councilwoman Usry moved and Councilwoman Millet seconded the motion take the bids for the Reverse Osmosis (RO) Membrane Filters – Booster Station #3 under advisement. The motion passed with Councilwoman Hotard and Councilmen Smith & Julien absent.

Natalie Robottom – Certificate of Substantial Completion for the West Bank Park Improvements Project

Natalie Robottom, Parish President, stated, "Administration requests authorization to execute the Certificate of Substantial Completion with HHP Construction Group, LLC for the West Bank Park Improvements Project. The project was engineered by Meyer Engineers, LTD and was funded through the 2009 bond issue at a total construction cost of \$280,892.00. Drainage improvements for the park are being completed by parish employees under the direction of Meyer Engineers, LTD and should be completed by the end of the next week or so."

Councilman Lewis asked, "Did we ever get a punch list on that park?"

Mr. Madere with Meyers Engineers was in the audience speaking but not able to make out anything. He wasn't at the microphone.

Councilman Lewis stated, "Well as far as I am concerned we need a lot of dressing up. I don't think there is much more that we can do with it as it is because it looks like everybody I talk to we have a money problem but for some reason we put it down there anyways. So there isn't much I can do except let them complete it because it is not like it should be."

Natalie Robottom stated, "I think Mr. Lewis the original plans call for what is there which is what was installed, possibly there was a

question with the depth initially that was part of the design. We have had several meetings out there with the engineering group, the construction group, our employees during rains and after rains to see exactly where the puddleing occurs. We understood the safety concerns with swales or ditches that deep in the middle of a walking path and where we are going to place an airnasium so our goal is to close those and drain the water towards the sides of the property. We are going to continue to monitor that. There are three baseball fields behind the walking path and we are going to be adding an airnasium soon. So it is going to be very important that the park drains properly. I think the parking lot, the street and everything there made it a nice project. It is not complete. These are not strangers to us. We know where to find them both Meyers and HHP should the project need additional work we will contact them and if they are responsible they will take care of it."

MOTION: Councilman Lewis moved and Councilman Morris seconded the motion to grant a Certificate of Substantial Completion for the West Bank Park Improvements Project. The motion passed with Councilwoman Hotard and Councilmen Smith & Julien absent.

Natalie Robottom – Request for authorization to add Angelic Sutherland as a check signer

Natalie Robottom stated, "Administration requests authorization to add Angelic Sutherland as an alternate check signer. As you are aware Mr. McTopy, who was our CFO, is no longer with us. In the past it has been the CFO, CAO and Parish President signing checks and in the absence of a CFO we need that alternate signature. This would occur for checks over \$10,000.00 that requires that we review all the supporting documentation and make sure that the purchasing and procurement guidelines are in place before manually signing those checks otherwise most of the checks are electronically signed if they are under \$10,000.00 but anything over that requires our review and signature and Angelic would be an alternate for those signatures."

Councilwoman Millet asked, "My only concern Mrs. Robottom is if all three of you happen to be out at the same time. Who would be located at the offices to take care of that if necessary?"

Natalie Robottom stated, "That isn't unusual. As a matter of fact we were all out, Mr. McTopy was there and there are stamps there but it requires planning. So we need to make sure that it doesn't occur and if it does that there is someone there to review and sign for those checks. The majority of the checks are signed electronically. The ones over \$10,000.00 have to be reviewed and it requires somebody with knowledge to be able to do that."

MOTION: Councilwoman Millet moved and Councilwoman Usry seconded the motion to grant administration authorization to add Angelic Sutherland as a check signer. The motion passed with Councilwoman Hotard and Councilmen Smith & Julien absent.

Natalie Robottom – Authorization to renew contract, Code Enforcement Officer, Lewis Grady

Natalie Robottom stated, "You will find in your booklet a copy of the

contract. I think we discussed before we are converting to a standardized template for all contracts. So what you will find attached is a scope of work and the rate of pay. Mr. Grady's contract will be from March 1st, 2011 until 2012 and it will be in accordance with the adopted pay scale from 2007 which his contract amount will be \$1,750.00 per month."

Councilman Lee stated, "Thank you. I think you did an excellent job with putting together the scope of work. These positions are very important to the council members specifically as much as the administration because we get these calls and the code enforcement officers are the faces that the public sees and Mr. Grady has been with us quite a while and is very, very, from my perspective, professional and has done an excellent job. I am glad that he is continuing to stay on and I am hoping that the council will support the renewal of his contract."

MOTION: Councilwoman Usry moved and Councilwoman Millet seconded the motion to grant administration authorization to renew the Code Enforcement Officer contract with Lewis Grady at a rate of \$1,750.00 per month. The motion passed with Councilwoman Hotard and Councilmen Smith & Julien absent.

Any and all other financial concerns

There were no other financial concerns at this time.

Adjournment

MOTION: Councilwoman Millet moved and Councilwoman Usry seconded the motion to adjourn. The motion passed with Councilwoman Hotard and Councilmen Smith & Julien absent.