

FINANCE COMMITTEE MINUTES
April 12th, 2011
Chairman Steve Lee
Vice-Chairman Charles Julien

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel Usry, Cheryl Millet, Lucien Gauff, III

PRESENT: Haston Lewis, Steve Lee, Lucien Gauff, III, Cheryl Millet, Darnel C. Usry, Jaclyn Hotard, Ronnie Smith, Charles Julien

ABSENT: Charles Julien, Darnel Usry, Ronnie Smith

Tom Daley, District Attorney, swore in Lucien Gauff, III as Councilman-at-Large, Division A, St. John the Baptist Parish.

BID OPENING REPORT/AWARDS:

Brenda Labat – Bid Awards – Authorization to award the low bid for the West Bank Airnasium to M. Slayton Construction of Metairie, LA in the amount of \$498,000.00, without alternates

Brenda Labat, Director of Purchasing, stated, "Administration requests authorization to award the low bid for the West Bank Airnasium to M. Slayton Construction of Metairie. This 2009 bond issue project was designed by Chenevert Architects."

MOTION: Councilman Lewis moved and Councilwoman Hotard seconded the motion to award the low bid for the West Bank Airnasium to M. Slayton Construction of Metairie, LA in the amount of \$498,000.00, without alternates. The motion passed with Councilmen Smith & Julien and Councilwoman Usry absent.

Brenda Labat – Authorization to reject all bids for the Homewood drainage Basin Project under advice of the legal counsel because they exceed the available funding

Brenda Labat stated, "Administration requests tabling this item because a protest was filed and is under legal review."

MOTION: Councilwoman Millet moved and Councilman Millet seconded the motion to table the above mentioned item. The motion passed with Councilmen Smith & Julien and Councilwoman Usry absent.

Marie Brown-Mercadel – Authorization to sign Revised Work Authorization #13 with Shread-Kuyrkendall & Associates, Inc. in the amount of \$5,566.00 relative to the Reserve Drainage Improvements Project

Marie Brown-Mercadel, CAO, stated, "Administration requests approval of Revised Work Authorization #13 with Shread-Kuyrkendall & Associates, Inc. to complete a drainage study for West First Street in Reserve. The study is related to the Reserve Drainage Improvements Project and will include recommendations to alleviate drainage problems in that area. The study will also include a projected budget for the project."

MOTION: Councilman Millet moved and Councilman Lewis seconded the

motion to grant administration authorization to sign Revised Work Authorization #13 with Shread-Kuyrkendall & Associates, Inc. in the amount of \$5,566.00 relative to the Reserve Drainage Improvements Project. The motion passed with Councilmen Smith & Julien and Councilwoman Usry absent.

Marie Brown-Mercadel – Authorization to sign Time Extension Request #3 with Buchart Horn, Inc for a 210 day extension at no cost to the Parish. The time is required to complete the design and necessary review procedures in accordance with DOTD standards for the US 61 intersection improvements

Marie Brown-Mercadel, stated, *“Administration requests authorization to sign a no cost time extension with Buchart Horn, Inc. for the US 61 intersection project. The extension is needed to complete design and review procedures required by DOTD.”*

MOTION: Councilwoman Hotard moved and Councilman Millet seconded the motion to grant administration authorization to sign Time Extension Request #3 with Buchart Horn, Inc for a 210 day extension at no cost to the Parish. The time is required to complete the design and necessary review procedures in accordance with DOTD standards for the US 61 intersection improvements. The motion passed with Councilmen Smith & Julien and Councilwoman Usry absent.

Marie Brown-Mercadel/ C.J. Savoie – Authorization to sign change order No. 2 with Gulf Coast Underground, LLC for the Sewer Manhole Restoration Project Phase I. This change results in a net decrease of \$7,853.73 reducing the total project cost to \$271,019.73

Marie Brown-Mercadel stated, *“Administration requests approval of change order #2 with Gulf Coast Underground, LLC for the Sewer Manhole Restoration Project Phase I. This change order addresses final quantity adjustments, resulting in a net decrease of \$7,853.73 and a total project cost of \$271,019.73.”*

MOTION: Councilwoman Hotard moved and Councilwoman Millet seconded the motion to grant administration authorization to sign change order No. 2 with Gulf Coast Underground, LLC for the Sewer Manhole Restoration Project Phase I. This change results in a net decrease of \$7,853.73 reducing the total project cost to \$271,019.73. The motion passed with Councilmen Smith & Julien and Councilwoman Usry absent.

Marie Brown-Mercadel/C.J. Savoie – Authorization to sign the Certificate of Substantial Completion for Gulf Coast Underground, LLC for the Sewer Manhole Restoration Project, Phase I

Marie Brown-Mercadel stated, *“Administration requests authorization to execute the Certificate of Substantial Completion with Gulf Coast Underground, LLC for the Sewer Manhole Restoration Project. This projected was funded through the 2010 bond issue.”*

MOTION: Councilman Millet moved and Councilman Gauff seconded the motion to grant administration authorization to sign the Certificate of Substantial Completion for Gulf Coast Underground, LLC for the Sewer Manhole Restoration Project, Phase I. The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.

Marie Brown-Mercadel – Authorization to sign change order No. 2 with Guy Hopkins Construction for the DuPont Booster Pump Station. This change results in a net decrease of \$31,500.00 reducing the total project cost

Marie Brown-Mercadel stated, "Administration requests approval of change order No. 2 with Guy Hopkins Construction for the DuPont Booster Pump Station. The change order reflects a decrease of \$31,500.00 due to assessment of 45 days of liquidated damages."

MOTION: Councilman Millet moved and Councilman Lewis seconded the motion to grant administration authorization to sign change order No. 2 with Guy Hopkins Construction for the DuPont Booster Pump Station. This change results in a net decrease of \$31,500.00 reducing the total project cost. The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.

Marie Brown-Mercadel – Authorization to sign the Certificate of Substantial Completion for Guy Hopkins Construction for the DuPont Booster Pump Station

Marie Brown-Mercadel stated, "Administration requests authorization to execute the Certificate of Substantial Completion with Guy Hopkins Construction for the DuPont Booster Pump Station. This project was engineered by URS and was also funded through the 2010 bond issue."

MOTION: Councilman Millet moved and Councilman Lewis seconded the motion to grant administration authorization to sign the Certificate of Substantial Completion for Guy Hopkins Construction for the DuPont Booster Pump Station. The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.

Marie Brown-Mercadel - Authorization to sign consent form notification acknowledging the merger of Beck Disaster Recovery, Inc (BDR) with Science Applications International Corporation (SAIC)

Marie Brown-Mercadel stated, "Administration requests authorization to sign a consent form notification acknowledging the merger of Beck Disaster Recovery (BDR) with Science Applications International Corporation (SAIC). BDR is the consulting firm hired by the Parish to manage Gustav/Ike Disaster Funding while operating as a subsidiary of SAIC. On December 24, 2010, BDR merged with SAIC and will now operate as a division of SAIC. This will not affect the operations of the company, nor their role in managing the Gustav/Ike funding."

MOTION: Councilwoman Hotard moved and Councilwoman Millet seconded the motion to grant administration to sign consent form notification acknowledging the merger of Beck Disaster Recovery, Inc (BDR) with Science Applications International Corporation (SAIC). The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.

Marie Brown-Mercadel – Authorization to sign Addendum No. 3 with Science Application International Corporation (formerly known as Beck Disaster Recovery) for CDBG Consulting Services to increase the not-to-exceed amount from \$100,000.00 to \$165,000.00 due to the provision of additional services

Marie Brown-Mercadel stated, "Administration requests authorization to increase the not-to-exceed amount of the contract with Science Application International Corporation (formerly known as Beck Disaster Recovery) to \$165,000.00 to cover the costs of additional services requested by the Parish."

MOTION: Councilwoman Hotard moved and Councilwoman Millet seconded the motion to grant administration authorization to sign Addendum No. 3 with Science Application International Corporation (formerly known as Beck Disaster Recovery) for CDBG Consulting Services to increase the not-to-exceed amount from \$100,000.00 to \$165,000.00 due to the provision of additional services. The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.

Natalie Robottom – Authorization to renew the Cooperative Endeavor Agreement with the LSU Ag Center to support and administer Louisiana Cooperative Extension Units off Campus within St. John Parish. This agreement is from 1/1/11 through 12/31/15 and provides for office space, operating services, and salary support (\$24,832.00) associated with the program

Natalie Robottom, Parish President, stated, "Administration requests authorization to renew the Cooperative Endeavor Agreement with the LSU Ag Center. The new contract will extend from 2011 through 2015."

MOTION: Councilman Millet moved and Councilwoman Hotard seconded the motion to grant administration authorization to renew the Cooperative Endeavor Agreement with the LSU Ag Center to support and administer Louisiana Cooperative Extension Units off Campus within St. John Parish. This agreement is from 1/1/11 through 12/31/15 and provides for office space, operating services, and salary support (\$24,832.00) associated with the program. The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.

Julia Remonet – Authorization to sign a contract for \$30,000.00 with Pyrotecnico Fireworks for the annual Independence Day Celebration Fireworks Display to be held on July 3, 2011 at 9:00 PM on the grounds of St. Peter's Church in Reserve (East Bank location) and the Edgard Courthouse (West Bank location)

Marie Brown-Mercadel stated, "Administration requests authorization to sign a contract with Pyrotecnico Fireworks for the annual Independence Day Celebration."

MOTION: Councilman Millet moved and Councilman Lewis seconded the motion to grant administration authorization to sign a contract for \$30,000.00 with Pyrotecnico Fireworks for the annual Independence Day Celebration Fireworks Display to be held on July 3, 2011 at 9:00 PM on the grounds of St. Peter's Church in Reserve (East Bank location) and the Edgard Courthouse (West Bank location). The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.

Mike Tregre/Stacey Cador – Authorization to renew the Parish's Property, Casualty, General Liability and Risk Management Insurance with Riverlands Insurance Services for \$734,950.60 commencing on April 16, 2011

The above item was carried over to the regular council agenda.

Marie Brown-Mercadel/Mike Henderson – Authorization to renew contract for Code Enforcement Officer Patricia Ballansaw

Marie Brown-Mercadel stated, "Administration requests authorization to renew the Code Enforcement contract with Patricia Ballansaw for one year. The new contract is at a rate of \$1750.00 per month, which is in accordance with the adopted pay scale from 2007. The contract begins April 21, 2011 and ends April 20, 2012."

MOTION: Councilman Lewis moved and Councilman Gauff seconded the motion to grant administration authorization to renew contract for Code Enforcement Officer Patricia Ballansaw. The motion passed with Councilwoman Usry 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 Councilman Lewis seconded the motion to adjourn. The motion passed with Councilwoman Usry and Councilmen Smith & Julien absent.