

FINANCE COMMITTEE MEETING

MAY 22nd, 2018

Chairman Larry Sorapuru

Vice-Chairman Tom Malik

Members: Larry Sorapuru, Jr., Kurt Becnel, Julia Remondet, Lennix Madere, Marvin Perrilloux, Larry Snyder, Michael Wright, Thomas Malik, Jaclyn Hotard

PRESENT: Kurt Becnel, Larry Snyder, Thomas Malik, Michael Wright, Larry Sorapuru, Marvin Perrilloux, Julia Remondet, Lennix Madere

ABSENT: Jaclyn Hotard

PUBLIC COMMENT - AGENDA ITEMS ONLY (2 minutes per citizen)

There was no public comment at this time.

BID OPENING REPORT/AWARDS

Jean Stewart - Bid Opening - Bucket Truck

Jean Stewart stated, "Today we opened bids for the Bucket Truck. There was one bidder. Altec Industries, 1550 Aerial Ave., Creedmoor, NC 27522 in the amount of 137,440.00. The administration requests that we take this one item under advisement."

MOTION: Councilman Becnel moved and Councilman Perrilloux seconded the motion to take the one bid for the Bucket Truck from Altec Industries under advisement. The motion passed with Councilwoman Hotard absent.

Jean Stewart - Bid Opening - Membrane Filters for Reverse Osmosis Unit

Jean Stewart stated, "Today we opened bids for the 2018 Membrane Filters for Reverse Osmosis Unit. There were three bidders. LG Chem DBA LG NANO_h20, INC. Torrance, CA in the amount of 369.00, Hydranautics Nitto Group Company Oceanside, CA in the amount of 425.00 and MPW Industrial Water Services Hebron, OH in the amount of 675.00. The administration requests that we take the three bids under advisement."

MOTION: Councilman Snyder moved and Councilman Madere seconded the motion to take the three bids for the Membrane Filters for Reverse Osmosis Unit under advisement. The motion passed with Councilwoman Hotard absent.

Natalie Robottom - (Tabled 04-10-18) Authorization to terminate the agreement with Royal Engineers and Consultants, LLC for Disaster Recovery Project Management Consultant Services, effective March 31, 2018 in accordance with the RFP and advertise a Request for Proposals (RFP) for conclusion of the Hurricane Isaac Community Development Block Grant (CDBG) Program

MOTION: Councilman Madere moved and Councilwoman Remondet seconded the motion to remove the item authorization to terminate the agreement with Royal Engineers and Consultants, LLC for Disaster Recovery Project Management Consultant Services, effective March 31, 2018 in accordance with the RFP and advertise a Request for Proposals (RFP) for conclusion of the Hurricane Isaac Community Development Block Grant (CDBG) Program from the TABLE. The motion passed with Councilwoman Hotard absent.

Keith Green, Legal Counsel, stated, "On May 7, 2018 at 11:50am, our office spoke with Ed Legnon at the Louisiana Office of Community Development (OCD) regarding OCD's position on the current contract the Parish has with Royal Engineering for administration and closeout of the Parish CDBG program and the corresponding Request for Proposals (RFP) that the contract was awarded to Royal. The following day, May 8, 2018, our office had a conference call with four (4) personnel from Louisiana OCD. Participating in the call from Louisiana OCD were: Attorney Dan Rees, General Counsel for Louisiana OCD; Eddie Legnon, Director of Finance and Administration; Sandra Gunner, Director of Outreach and Training; and Attorney Kristen Parnell, Staff Attorney. Our office requested this call to get clarity from Louisiana OCD regarding assertions and statements made by Parish President Robottom that: 1 Louisiana OCD recommended the Parish terminate the existing contract with Royal because the contract term was non-compliant with the RFP guidelines, as evidenced in the minutes for the February 27, 2018 Parish Council Finance Committee Meeting; and 2 Louisiana OCD is unwilling to work with St. John the Baptist Parish with respect to new grant program dollars that will become available because they are a named party in the Edward Jackson/EDR Construction, LLC lawsuit. On the May 7th and May 8th calls, Mr. Legnon advised our office of the following: 1 At no time did the Louisiana OCD advise Parish Administration that the contract with Royal was invalid nor did they recommend the Parish Administration to terminate the existing contract with Royal because the contract term was non-compliant with the RFP guidelines; and 2 Louisiana OCD only advised Parish Administration that any work performed by Royal in year 6 of the contract would not be reimbursed because that contract term is non-compliant with the RFP guidelines. With that, Ms. Gunner stated that as the recipient of federal grant funds, Louisiana OCD is required to work with sub-recipients who qualify for receipt of those program funds. Further, that she could not understand why Parish President Robottom would make a statement that OCD is unwilling to work with St. John the Baptist Parish regarding new grant program dollars that would become available. Finally, Attorney Dees advised that based on conversations with Parish President Robottom, it was evident that she had been in communication with an attorney and/or receiving legal advice since this issue arose. In a February 8, 2018 e-mail, Ms. Gunner specifically told Parish President Robottom to "[P]lease check with your legal counsel and advise." While Attorney Dees said that he could not provide a name of an attorney from whom Parish President Robottom would have been receiving legal advice, Ms. Robottom never contacted our office for advice or an opinion regarding this matter. Therefore, the current contract with Royal Engineering is a valid contract wherein Royal has obligated itself to properly closeout the Parish's individual projects in Year 6, which is April 1, 2018 through March 31, 2019. Specifically, Royal is obligated to: Prepare and submit the final wage report and the project closeout package, which includes financial reports, the clearing of any liens and finalizing outstanding payment requests. All reimbursements for expenditures related to the Hurricane Isaac CDBG program must be finalized, closed out and submitted to OCD-DRU prior to September 30, 2019. In a February 8, 2018 e-mail to Grant Administrator Myra Valentine, Parish President Natalie Robottom acknowledged that Administration was "aware of RFP guidelines, but needed to make sure Royal would properly closeout the program which doesn't end until 2019." On February 9, 2018, in a memorandum to Sandra Gunner with the Louisiana OCD, Ms. Valentine rationalized the decision of Parish Administration to include the Year 6 closeout as an obligation Royal owes to the Parish, even though this term was known by Parish Administration to be non-compliant with the RFP guidelines. Specifically, Ms. Valentine articulated the following three (3) reasons for inclusion of the Year 6 Closeout obligation: 1 The Parish felt that Royal's budget for year 6 was reasonable and did not go over the overall

budgeted amount for their services. 2 It is a better use of the remaining funds to extend Royal's contract instead of stopping the program, soliciting for new program manager, scoring and making final award determination. 3 We [Parish Administration] were not confident that we could find a program manager who could manage the remaining projects for what budget we have available for program management. Whether Louisiana OCD reimburses the Parish for services performed by Royal in Year 6 is not relevant to, and has no bearing on the validity of the contract or the obligation Royal has to the Parish in performing the closeout services in Year 6. The total contract pricing schedule for Year 6 is set at \$65,100.00 to close out the relevant grant programs. In light of the information received by Louisiana OCD Personnel and Administration's stated reasons for including the year 6 closeout obligations, our office strongly advises Parish Council not to terminate the existing contract with Royal and not to authorize advertisement for Requests for Proposals for Grant Management Services and for conclusion of the FEMA and Hazard Mitigation Grant Programs."

Councilwoman Hotard arrived at 6:48 PM.

There was much discussion on this subject with it ultimately coming down to the administration being directed to work with and include the DA's office on this matter and all matters in connection with.

MOTION: Councilman Wright moved and Councilman Madere seconded the motion to place the item Authorization to terminate the agreement with Royal Engineers and Consultants, LLC for Disaster Recovery Project Management Consultant Services, effective March 31, 2018 in accordance with the RFP and advertise a Request for Proposals (RFP) for conclusion of the Hurricane Isaac Community Development Block Grant (CDBG) Program back on the TABLE. The motion passed with 8 yeas and 1 abstaining (Perrilloux).

Natalie Robottom - (Tabled 2-27-18) Authorization to advertise a Request for Proposals (RFP) for Grant Management Services for conclusion of the FEMA and Hazard Mitigation Grant Programs

The above item remained tabled.

Lennix Madere/Julia Remondet - Amendment to the RFP for Grass Cutting and Landscaping Maintenance Services

Councilwoman Remondet commented that she had spoken with Verdell Kendricks, Roads and Bridges, and he explained that he had lost a few employees but that they were getting back on track with getting the areas in Reserve cut and landscaped. He was going to get back with her and Councilman Madere to make sure that all of the Historical District areas are maintained on a regular basis. No action is needed at this time but it may be brought back to the council in the future if necessary.

Jean Stewart/Baileigh Rebowe-Helm - Authorization to award the Mass Notifications System to Blackboard Connect Inc.

Baileigh Rebowe-Helm stated, "Blackboard Connect Inc. was ranked first out of four (4) firms evaluated by the Source Selection Committee. This system allows for dissemination of emergency and non-emergency information to over 46,000 residents and businesses. The contract is for a term of four (4) years at an annual cost of \$47,500 and will be funded through allocations from various departments. The contract document was sent to Legal Counsel for review and administration recommends approval."

MOTION: Councilwoman Hotard moved and Councilman Wright seconded the motion to grant administration authorization to award the Mass Notification System to Blackboard Connect Inc. in the amount of \$47,500.00. The motion passed unanimously.

Jean Stewart/Chuck Savoie - Authorization to terminate the concrete contract with MCR Construction, LLC and rebid for the 2018 Removal & Replacement of Concrete Sidewalks, Driveways and Street Sections

Jean Stewart stated, "MCR Construction, LLC is unable to fulfill their contractual obligations for the 2018 Concrete Contract, therefore administration requests termination of the contract and to be re-advertised."

MOTION: Councilwoman Hotard moved and Councilman Perrilloux seconded the motion to grant administration authorization to terminate the concrete contract with MCR Construction, LLC and rebid for the 2018 Removal & Replacement of Concrete Sidewalks, Driveways and Street Sections. The motion passed unanimously.

Verdell Kindrick/Chuck Savoie - Authorization to execute the Certificate of Substantial Completion with Barriere Construction Co., LLC for the 2017 Road Improvement Program

Verdell Kindrick stated, "This project has been deemed substantially complete by the Parish Engineer and the Public Works Assistant Director. Administration recommends approval."

MOTION: Councilman Perrilloux moved and Councilman Becnel seconded the motion to grant administration authorization to execute the Certificate of Substantial Completion with Barriere Construction Co., LLC for the 2017 Road Improvement Program. The motion passed unanimously.

Stacey Cador - Authorization to renew the Parish's Worker's Compensation Policy with LWCC through Riverlands Insurance Services, Inc.

Stacey Cador stated, "This renewal premium reflects a decrease of approximately 3.7% over the expiring premium of \$663,266 as a result of our Experience Modifier calculation. The Parish will receive this evening \$148,831 and \$319,603 in dividends for this year for the Office of Fire Services and Parish Departments, respectively. The renewal premium of \$638,780 will be funded through the General Fund and various departments. Administration recommends approval."

MOTION: Councilwoman Remondet moved and Councilman Madere seconded the motion to grant administration authorization to renew the Parish's Worker's Compensation Policy with LWCC through Riverlands Insurance Services, Inc. The motion passed unanimously.

Rhonda Lemons - Authorization to enter into a Cooperative Endeavor Agreement (CEA) with St. John the Baptist Parish School Board to provide transportation for the Summer Feeding Program

LaVerne Toombs stated, "This agreement provides transportation services for the Summer Feeding Program. It is funded through the Nutrition Division with the Louisiana Department of Education (LDOE). The agreement was reviewed by Legal

Counsel and determined to be legally sufficient. Administration recommends approval."

MOTION: Councilman Madere moved and Councilman Perrilloux seconded the motion to grant administration authorization to enter into a Cooperative Endeavor Agreement (CEA) with St. John the Baptist Parish School Board to provide transportation for the Summer Feeding Program. The motion passed unanimously.

Adjournment

MOTION: Councilman Perrilloux moved and Councilman Wright seconded the motion to adjourn the finance meeting. The motion passed unanimously.