

FINANCE COMMITTEE MEETING

November 13th, 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, Larry Sorapuru, Julia Remondet, Lennix Madere, Jaclyn Hotard

ABSENT: Marvin Perrilloux and Michael Wright

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

Shondrell Perrilloux commented that she didn't think the scoring process for the Janitorial Service was done properly and that she wanted to advise the council to really look into it and make sure that things were done the correct way and in the best interest of the parish.

BID OPENING REPORT/AWARDS

Daron Cooper/Michael Tabb - (Tabled 10-23-18) Authorization to execute the Certificate of Substantial Completion with Lamar Contractors, Inc. for the New Government Complex Building

MOTION: Councilwoman Hotard moved and Councilwoman Remondet seconded the motion to remove the authorization to execute the Certificate of Substantial Completion with Lamar Contractors, Inc. for the New Government Complex Building from the TABLE. The motion passed with Councilmen Perrilloux and Wright absent.

Daron Cooper stated, "Based on concerns about the ROV Office, a follow-up meeting was held with Registrar of Voter Russell Jack who acknowledged he is working with my staff to address concerns about confidentiality and security for early voting. Review of current early voting arrangements identified in the attached photos, revealed concerns that need to be addressed at both early voting sites. Mr. Jack is securing a full set of requirements for early voting from the state to guide us in developing an adequate plan. However, Mr. Jack indicated that he does not plan to move into his new office until January to allow him adequate time to secure and/or store historical records. Additionally, he stated that early voting will not occur before March of 2019, which provides sufficient time to address all concerns. Since the last meeting, several punch list items were completed, with only touch-up painting and sheetrock repairs remaining. This project has been deemed substantially complete and the remaining items are expected to be completed within two weeks. Administration recommends approval."

Councilman Snyder asked, "Is there a warranty on everything in the building? In case something happens after we approve this?"

Michael Tabb, Lamar Contractors, stated, "Yes there is a one-year warranty."

MOTION: Councilwoman Hotard moved and Councilwoman Remondet seconded the motion

to grant administration authorization to execute the Certificate of Substantial Completion with Lamar Contractors, Inc. for the New Government Complex Building. The motion passed with Councilmen Perrilloux and Wright absent.

Jean Stewart/Blake Fogleman - Authorization to solicit bids for Warehouse Sewer & Water Fittings, Materials and Supplies

Jean Stewart stated, "This is an annual bid and the administration recommends approval."

MOTION: Councilman Snyder moved and Councilman Madere seconded the motion to grant administration authorization to solicit bids for Warehouse Sewer & Water Fittings, Materials and Supplies. The motion passed with Councilmen Perrilloux and Wright absent.

Blake Fogleman/Oscar Boudreaux - Authorization to execute Change Order No. 1 with Volute, Inc. for the Pleasure Bend Water System Project

Blake Fogleman stated, "This Change Order adds 70 days to the contract time and \$9,110.98 to the contract cost. This increase is for materials, labor and equipment required for additions to the project and upgrades to improve efficiency. The project is partially funded through the 2015 Bond Issue and a 2016 Community Water Enrichment Fund (CWEF) grant. The items addressed in the change order were discussed with the Parish Engineer, Project Engineer and Utilities Director and Administration recommends approval."

MOTION: Councilwoman Remondet moved and Councilman Malik seconded the motion to grant administration authorization to execute Change Order No. 1 with Volute, Inc. for the Pleasure Bend Water System Project. The motion passed with Councilmen Perrilloux and Wright absent.

Blake Fogleman/Renee Lapeyrolerie - Authorization to execute a one (1) year time extension with CDM Smith, Inc. for the Lions/LaPlace Reverse Osmosis (RO) Piloting Project

Blake Fogleman stated, "This extension is necessary to allow for procurement of equipment based on changes in the scope of work. Execution of this pilot is anticipated in the Spring. There are no additional costs associated with the extension and the standard contract extension document was sent to Legal Counsel for review. Administration recommends approval of this one-page extension document as it mirrors recently approved documents."

MOTION: Councilman Madere moved and Councilman Becnel seconded the motion to grant administration authorization to execute a one (1) year time extension with CDM Smith, Inc. for the Lions/LaPlace Reverse Osmosis (RO) Piloting Project. The motion passed with Councilmen Perrilloux and Wright absent.

Jean Stewart - Authorization to award the Janitorial Services contract to All the Time Janitorial Service, LLC

Jean Stewart stated, "All the Time Janitorial Service, LLC was ranked first out of seven (7) proposals received by the Source Selection Committee to clean the New Government Complex Building. Pricing in the amount of \$10,151 per month was significantly lower than other proposals, adequate staffing is being proposed, employment references were good, and the company is familiar with the building as they are currently cleaning it for the Construction Contractor. The janitorial proposal requires full time staffing during the day, night time cleaning, monthly

and quarterly services. The standard contract document was sent to Legal Counsel for review and Administration recommends approval pending their review."

There was much conversation back and forth about buying locally and keeping tax dollars in the community and going with a company that is locally owned and operated. After some brief discussion Councilman Snyder motioned to table the item.

MOTION: Councilman Snyder moved and Councilwoman Hotard seconded the motion to TABLE the authorization to award the Janitorial Services contract to All the Time Janitorial Service, LLC. The motion failed with 5 against (Remondet, Becnel, Madere, Malik, Sorapuru), 2 yeas (Hotard and Snyder) and 2 absent (Perrilloux and Wright).

Councilman Madere continued the conversation briefly again reinforcing the thought that we should shop locally and keep the parish dollars in the parish.

Councilman Snyder commented that we shouldn't get a contract with someone's name already on it as if the decision has already been made. He said he has asked multiple times that the administration present us with the three most qualified candidates and the council make the final decision on who the contract will be awarded to.

Jean Stewart commented that they did reference checks, and many did not pan out and that she would be forwarding all of that information to the council.

MOTION: Councilman Snyder moved and Councilwoman Hotard seconded the motion to TABLE the authorization to award the Janitorial Services contract to All the Time Janitorial Service, LLC. The motion passed with Councilmen Perrilloux and Wright absent.

Travis Perrilloux - Authorization to enter into a Cooperative Endeavor Agreement (CEA) with St. James Parish, Town of Gramercy, Town of Lutcher, River Parishes Tourist Commission, and the Festival of the Bonfires, Inc. to support and promote the Bonfire Festivities

Travis Perrilloux stated, *"This CEA is required for participation in the annual Festival of the Bonfires. The insurance premium of \$5,000 is funded through the General Fund and permitting will be managed by the Department of Public Safety. The CEA document was provided to all participating parishes by the festival and is the same as last year. It was sent to Legal Counsel for review and recommended changes were made and the document as written addressed gratuitous donations. Administration recommends approval."*

MOTION: Councilman Becnel moved and Councilwoman Remondet seconded the motion to grant administration authorization to enter into a Cooperative Endeavor Agreement (CEA) with St. James Parish, Town of Gramercy, Town of Lutcher, River Parishes Tourist Commission, and the Festival of the Bonfires, Inc. to support and promote the Bonfire Festivities. The motion passed with Councilmen Perrilloux and Wright absent.

Travis Perrilloux - Authorization to enter into an agreement with the Pontchartrain Levee District for the 2018 Festival of the Bonfires

Travis Perrilloux stated, *"This CEA is also required for the Festival of the Bonfires. The insurance requirement will be satisfied with a \$2M policy at a cost to St. John of \$5,000. The fee is for an insurance policy, not a payment*

for participation. The CEA is from the Pontchartrain Levee District and is the same as last year. It was also sent to Legal Counsel for review and Administration recommends approval."

MOTION: Councilwoman Remondet moved and Councilman Snyder seconded the motion to grant administration authorization to enter into an agreement with the Pontchartrain Levee District for the 2018 Festival of the Bonfires. The motion passed with Councilmen Perrilloux and Wright absent.

Travis Perrilloux - Authorization to execute a contract with Louisiana Department of Health and Hospitals Office of Public Health for the Strategic National Stockpile Cities Readiness Initiative (CRI) grant

Travis Perrilloux stated, "This is an annual agreement that allows the Parish to participate in a collaborative planning initiative for mass dispensing response capabilities and to foster regional partnerships. The cost for this agreement is \$15,911 and is 100% federally funded. The agreement was drafted by LDHH for the entire state and is the same as last year with the exception of the amount. This document cannot be amended therefore Administration recommends approval."

MOTION: Councilman Madere moved and Councilman Becnel seconded the motion to grant administration authorization to execute a contract with Louisiana Department of Health and Hospitals Office of Public Health for the Strategic National Stockpile Cities Readiness Initiative (CRI) grant. The motion passed with Councilmen Perrilloux and Wright absent.

Stacey Cador - Authorization to renew the Coroner's Medical/Professional Liability Insurance with Lloyds of London

Stacey Cador stated, "This renewal through Riverlands Insurance Services, Inc. is at an annual premium of \$18,270.11 which is the same as the expiring premium. The policy is funded through the General Fund and administration recommends approval."

MOTION: Councilman Snyder moved and Councilwoman Remondet seconded the motion to grant administration authorization to renew the Coroner's Medical/Professional Liability Insurance with Lloyds of London. The motion passed with Councilmen Perrilloux and Wright absent.

Stacey Cador - Authorization to award the Parish's Group Health Insurance

Stacey Cador stated, "Blue Cross Blue Shield of Louisiana through Tatje Insurance and Financial Products, Inc. ranked first out of the proposals received by the Source Selection Committee. This policy reflects a 5.3% decrease over the expiring premium and will be funded through Departmental Funds and payroll deductions. A spreadsheet detailing all of the proposals and options was provided to the Council and Administration recommends approval."

MOTION: Councilman Becnel moved and Councilman Snyder seconded the motion to grant administration authorization to award the Parish's Group Health Insurance with Blue Cross Blue Shield of Louisiana through Tatje Insurance and Financial Products, Inc. The motion passed with Councilmen Perrilloux and Wright absent.

Stacey Cador - Authorization to obtain Flood Insurance for the New Government Complex Building with Swiss RE

Stacey Cador stated, "This flood insurance policy through Riverlands Insurance Services, Inc. is at an annual premium of \$5,100. The premium will be funded through the General Fund and Administration recommends approval."

MOTION: Councilwoman Remondet moved and Councilman Malik seconded the motion to grant administration authorization to obtain Flood Insurance for the New Government Complex Building with Swiss RE. The motion passed with Councilmen Perrilloux and Wright absent.

Stacey Cador - Authorization to settle and pay the May 8, 2018 Bodily Injury claim with Dakota Dennis of 233 East 10th Street, Reserve, LA

Stacey Cador stated, "As presented by Riverlands Insurance Services, Inc. and approved by Legal Counsel, settlement of this case in the amount of \$2,000 is recommended with funds from the General Insurance line item in the Public Works Fund."

MOTION: Councilman Snyder moved and Councilman Madere seconded the motion to grant administration authorization to settle and pay the May 8, 2018 Bodily Injury claim with Dakota Dennis of 233 East 10th Street, Reserve, LA in the amount of \$2,000.00. The motion passed with Councilmen Perrilloux and Wright absent.

Adjournment

MOTION: Councilman Snyder moved and Councilman Malik seconded the motion to adjourn the finance meeting. The motion passed with Councilmen Perrilloux and Wright absent.