

FINANCE COMMITTEE MEETING
NOVEMBER 28TH, 2017
Chairman Lennix Madere
Vice-Chairman Michael Wright

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

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

ABSENT: Jaclyn Hotard and Michael Wright

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

There was no public comment at this time.

BID OPENING REPORT/AWARDS

There were no bids.

Jean Stewart/Blake Fogleman - Authorization to solicit bids for 2018 Self-Primping Pumps

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

MOTION: Councilman Perrilloux moved and Councilman Snyder seconded the motion to grant administration authorization to solicit bids for 2018 Self-Primping Pumps. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Jean Stewart/Blake Fogleman - Authorization to solicit bids for 2018 Submersible Pumps

Jean Stewart stated, "This is also an annual bid and Administration recommends approval."

MOTION: Councilman Snyder moved and Councilman Perrilloux seconded the motion to grant administration authorization to solicit bids for 2018 Submersible Pumps. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Jean Stewart/Baileigh Rebowe Helm - Authorization to advertise a Request for Proposals (RFP) for Videography Services

Jean Stewart stated, "The current contract expires December 31, 2017 and Administration recommends approval."

MOTION: Councilman Perrilloux moved and Councilwoman Remondet seconded the motion to grant administration authorization to advertise a Request for Proposals (RFP) for Videography Services.

Councilman Snyder asked, "Did we put out any specs on this?"

Jean Stewart stated, "Yes Sir."

Councilman Snyder asked, "Did you send us a copy of that?"

Jean Stewart stated, "No we get your approval first then we put it out for bid."

Councilman Snyder stated, "Right, but I would like to see the specs so I can be sure either to say okay let's do this now or maybe I want to add something to the specs. Can we just table this? I would like to make a motion that we table this until the next meeting if it is not necessary that we do this. I would like to see the specs really."

Councilman Madere stated, "There is already a motion on the floor, this would be a substitute motion."

Councilman Snyder stated, "I would like to make a substitute motion that we table this item so that we can look at the specs on there and see exactly what we are looking for."

SUBSTITUTE-MOTION: Councilman Snyder moved and Councilman Sorapuru seconded the motion to TABLE to grant administration authorization to advertise a Request for Proposals (RFP) for Videography Services. The motion passed 5 yeas (Sorapuru, Becnel, Madere, Snyder, Malik), 2 against (Remondet, Perrilloux) and 2 absent (Hotard & Wright).

Jean Stewart/Alex Carter - Authorization to advertise a Request for Proposals (RFP) for the Historic Structures Survey - Phase 2

Jean Stewart stated, "This is a requirement of the grant to complete Historic Standing Structure Surveys of properties fifty (50) years and older within the Reserve, Garyville and LaPlace Historic Districts. Administration recommends approval."

MOTION: Councilwoman Remondet moved and Councilman Sorapuru seconded the motion to grant administration authorization to advertise a Request for Proposals (RFP) for the Historic Structures Survey - Phase 2. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Jean Stewart/Stacey Cador - Authorization to advertise Requests for Proposals (RFP) for the Office of Fire Services health, dental and life insurance

Stacey Cador stated, "These policies expire on February 28, 2018 and Administration recommends approval."

MOTION: Councilman Perrilloux moved and Councilwoman Remondet seconded the motion to grant administration authorization to advertise Requests for Proposals (RFP) for the Office of Fire Services health, dental and life insurance. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Jean Stewart/Blake Fogleman - Authorization to execute an extension with Baton Rouge Winwater Works and HD Supply Waterworks for 2018 Water Meters and Registers

Jean Stewart stated, "This is a one (1) year time extension with Baton Rouge Winwater Works for seven (7) items and HD Supply Waterworks for one (1) item. These items are included in the extension document at no increase in pricing. This is a temporary measure to allow continuity as Administration moves forward

with the water meter project. Administration recommends approval."

MOTION: Councilman Snyder moved and Councilman Perrilloux seconded the motion for discussion on the item authorization to execute an extension with Baton Rouge Winwater Works and HD Supply Waterworks for 2018 Water Meters and Registers.

Geoffrey Michel, Legal Counsel, stated, *"We were waiting for an original contract before we could say that this was legally sufficient, the extension."*

Natalie Robottom stated, *"Just for clarification, there is no original contract. It was an annual bid that was awarded through a letter bid and I think they are in the process of forwarding you a copy of that. So it wasn't a signed document. It was an as needed contract. These are unit prices. If we order it this is what it cost. So there is no contract or guaranteed amount of these meters. It is just if they need to be replaced they have set prices."*

Councilman Madere asked, *"So what is the position of the DA's office?"*

Geoffrey Michel stated, *"As I said, I don't have the original letters in front of me to say whether or not the extensions are legally sufficient to be considered by the council."*

Councilman Sorapuru stated, *"I would like to make a substitute motion to table this item."*

Councilman Perrilloux stated, *"I withdraw my second to the original motion."*

Councilman Snyder stated, *"I withdraw my motion."*

MOTION: Councilman Sorapuru moved and Councilman Becnel seconded the motion to TABLE the item Authorization to execute an extension with Baton Rouge Winwater Works and HD Supply Waterworks for 2018 Water Meters and Registers. The motion passed with 6 yeas (Sorapuru, Becnel, Madere, Snyder, Perrilloux, Malik), 1 against (Remondet) and 2 absent (Hotard & Wright).

Stacey Cador - Authorization to award the Parish's Group Life Insurance to Sun Life Financial

Stacey Cador stated, *"Sun Life Financial was ranked first out of four (4) proposals received by the Source Selection Committee. The group life insurance policy provides basic life and AD&D to employees of the Parish, Library and Assessor's Office. There is no change in the annual premium of \$61,014 which is paid through allocations from the General Fund, Public Works, Utilities, Wastewater, Library and the Assessor's Office. Administration recommends approval."*

MOTION: Councilman Becnel moved and Councilman Malik seconded the motion to grant administration authorization to award the Parish's Group Life Insurance to Sun Life Financial. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Jean Stewart/Blake Fogleman - Authorization to award the Utilities Level of Service Assessment to Stantec

Jean Stewart stated, *"Administration recommends tabling this item until the December 12, 2017 Council Meeting."*

MOTION: Councilman Perrilloux moved and Councilman Snyder seconded the motion for discussion on the item authorization to award the Utilities Level of Service Assessment to Stantec. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Councilman Perrilloux asked, "Mr. Fogleman I am wondering what services of utilities that we want to have Stantec, such a large company with about 20,000 or so employees across the nation, what we need Stantec in St. John Parish for."

Blake Fogleman stated, "Well we went out for RFP's for Utilities Level of Service back in maybe June or July. This was originally from Ross Gonzales from a financial stand point. This is a financial planning study that is going to allow us to give recommendations to you all as far as sustainability of utilities and the level of services that we provide in our Utilities Department that is how much does it cost to make water, how much are we billing, how much are we getting on a fee to put in a meter and is it enough that sustains a balanced budget. Obviously we have discussed the budget a lot in the past and I think we have a lot more on this agenda tonight regarding budget and utilities. So when reviewing these actually every one of the firms that submitted actually had a national firm there is not anyone that specializes locally that does this specific type of accounting and financial advisement when it comes specifically to utilities. A lot of companies that proposed teamed up with larger national firms and just had somebody out of New Orleans or Baton Rouge or out of the Louisiana contact. Stantec actually is one of the few that had a standalone the ability internally to do it now they are utilizing subject matter specialists out of different offices out of the large companies but they do have an office out of New Orleans that this project would be run through. There was not one that submitted back in July that was holistically local or even in south Louisiana everyone had to go out beyond their means to really search for these people that do this across the country."

Councilman Perrilloux asked, "So this is the only one that put in at that time?"

Blake Fogleman stated, "No sir I think there were five."

Councilman Perrilloux asked, "And this is just for accountability of the utilities and their expenditures?"

Blake Fogleman stated, "This is to assess where we stand today and then provide a path forward. The RFP actually requested that for the first five years it is a detailed plan or how to balance and be self-sustaining and then the plan also requested that for a future five years they shoot for a plan to project out what our utilities would be in ten years. This goes hand and hand and this really is an opportune time with the water meter project that we have going and the investment we are making in it. It is going to give us a financial perspective into ten years down the road and the warranties and the capital projects that I know Councilman Snyder has been interested in as well. So it kind of brings it all onto the same page and puts it in one recommendation for you all for making some choices to move forward."

Councilman Perrilloux stated, "Okay since we are going to table this I am going to set up a meeting with you to come and speak with you about it. I just wanted it to come out in the meeting."

Blake Fogleman stated, "The RFP is very detailed, some of the proposals are very detailed and I can have those available when we discuss just to show you what

has been sent in. It has been since July so there has been a little lag time with Ross leaving and things coming up we haven't been ready to present it to you all but hopefully at the next meeting."

Natalie Robottom stated, "Pricing was a big part and some of them were out of our price range in terms of what we could get for his. Again it goes to one of the discussions here at the meeting about how do you go to the residents with anything if you don't have confidence in your system and this was the process for establishing what exactly is going on in the water system. How much is it costing to run? How much are we collecting? What would be our maintenance cost? How much would we need to have to do capital projects? Because basically any capital project that we do is either by a grant or a bond issue or some type of loan because our utilities don't generate enough money to operate, maintain and do projects. So this was just an opportunity to view what do we have, what does it need to be, are we close, do we need to make changes, do we need to consider something totally outside of what we are doing for capital projects and will never be able to do it out of this and they will come in and look at all of the specifics of how our system is operating, analyze it and make some recommendations but there were several proposals, they were scored, pricing was a component of course we thought it was a good time to do it as we move forward with the meters, some new policies again they will be looking at what policies we have now and do they need to change to meet current laws and standards and are they working in our best interest or not and that is what the actual contract will be. We are working with the company. Again the proposals were submitted, the price was submitted, we knew the number that we had it is just to make sure that everybody is on the same page with the time line to move forward. Just for clarification, Jackie you do have the list of the proposals and the proposals; Jean specifically sends two hard copies when they come in and two electronic copies."

Jackie Landeche, Council Secretary, stated, "Yes it is in the office for the Council review. Mrs. Jean emails everything to the council and me."

Councilman Snyder asked, "What is the reason for us tabling this again?"

Blake Fogleman stated, "We are still getting the contract in order with the company. We want to talk to the recommended company and make sure that before you guys approve something and they are forced to put their names on it that they are comfortable knowing what we expect and what they are signing off on."

Councilman Snyder asked, "Do you think as far as our equipment is concerned and our metering is concerned that we have enough information so that these people can do a decent job of helping us move forward on exactly where we need to be on our water system that would make it sustainable?"

Blake Fogleman stated, "Yes sir, I believe so. I don't know if I would have told you that 2 years ago when I started. I do believe that we have worked with our budget tremendously and you guys may not see it but I promise you we have with producing quality product or treating water in the right way. We are moving in that direction in the billing system as well so with those three we have a good handle on what it cost, what it cost to maintain, we have paired off some billing that we have had and really become efficient in that standpoint. So the numbers I think that we would provide would be very accurate numbers that we could give this company to give us some projections."

Natalie Robottom stated, "And they have to work, they have to get in here and do

the work, they have data collection."

Councilman Snyder asked, "Do you mean physical work?"

Natalie Robottom stated, "Yes they have to come here and access the information and ask the questions and view the sites and they will have work to do."

MOTION: Councilman Perrilloux moved and Councilwoman Remonet seconded the motion to TABLE the item grant administration authorization to award the Utilities Level of Service Assessment to Stantec. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Jean Stewart/Blake Fogleman - Authorization to execute a time extension with CDM Smith, Inc. for the Lions/LaPlace Reverse Osmosis (RO) Piloting Project

Blake Fogleman stated, "This is a one (1) year extension at no additional cost to allow for additional meetings with LDH and time to conduct alternative technology research. These activities postponed execution of the pilot study. The standard contract extension document was reviewed and approved by Legal Counsel as legally sufficient and Administration recommends approval."

MOTION: Councilman Sorapura moved and Councilwoman Remonet seconded the motion to grant administration authorization to execute a time extension with CDM Smith, Inc. for the Lions/LaPlace Reverse Osmosis (RO) Piloting Project. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Jean Stewart/Rhonda Lemons - Authorization to enter into a Cooperative Endeavor Agreement (CEA) with Teche Action Clinic for health care services

Jean Stewart stated, "This agreement has been in place since 2001 to provide health care services to residents of St. John Parish. This proposed CEA is for five (5) years with an option to renew for an additional five (5) years. The CEA draft was sent to Legal Counsel for review and Administration recommends approval."

MOTION: Councilman Perrilloux moved and Councilwoman Remonet seconded the motion to TABLE the item to grant administration authorization to enter into a Cooperative Endeavor Agreement (CEA) with Teche Action Clinic for health care services. The motion passed with Councilwoman Hotard and Councilman Wright absent.

LaVerne Toombs - Authorization to enter into a Cooperative Endeavor Agreement (CEA) with The Voodoo Model Boat Club for their sporting events

LaVerne Toombs stated, "This CEA is for use of the Airport Rd. Pond for model power boat sporting events. In exchange for this use, the Voodoo Model Boat Club will cost-share the maintenance program to prevent aquatic grass growth in the pond. The annual estimated maintenance cost is \$15,000 and will be cost-shared at 10/90. The Parish will continue to maintain the appropriate water level for the model boat races, when needed. The CEA was sent to Legal Counsel for review and Administration recommends approval."

MOTION: Councilman Snyder moved and Councilman Malik seconded the motion to grant administration authorization to enter into an amended Cooperative Endeavor Agreement (CEA) with The Voodoo Model Boat Club for their sporting events for a one (1) year contract with the option to renew four (4) times. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Natalie Robottom - Authorization to engage Carr, Riggs & Ingram, L.L.C. for additional auditing services in accordance with Louisiana Revised Statute 24:513

Natalie Robottom stated, "This engagement is for control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) recently enacted for fiscal year 2017. The estimated costs for these services will range from \$10,000 to \$15,000 plus any directly related out-of-pocket costs. The engagement document was sent to Legal Counsel for review and Administration recommends approval."

MOTION: Councilman Perrilloux moved and Councilwoman Remonet seconded the motion to grant administration authorization to engage Carr, Riggs & Ingram, L.L.C. for additional auditing services in accordance with Louisiana Revised Statute 24:513 contingent on approval from the District Attorney's Office. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Brian Nunes/Mira Para - Authorization to execute the Certificate with Substantial Completion with Subterranean Construction, L.L.C. for the Reserve Drainage Project Phase III

Brian Nunes stated, "This project has been deemed substantially complete by the Project Engineer and the Public Works Director with the exception of the punch list items in the Council booklet. These items should be completed within the next thirty (30) days. Administration recommends execution of the Certificate of Substantial Completion to begin the 45 day lien period."

MOTION: Councilman Madere moved and Councilman Becnel seconded the motion for discussion on the item authorization to execute the Certificate of Substantial Completion with Subterranean Construction, L.L.C. for the Reserve Drainage Project Phase III. The motion passed with Councilwoman Hotard and Councilman Wright absent.

After lengthy discussion it was decided that Councilman Madere will have a meeting with the Director of Public Works, the Engineer and the Contractor on this project.

MOTION: Councilwoman Remonet moved and Councilman Malik seconded the motion to TABLE the authorization to execute the Certificate with Substantial Completion with Subterranean Construction, L.L.C. for the Reserve Drainage Project Phase III. The motion passed with Councilwoman Hotard and Councilman Wright absent.

Adjournment

MOTION: Councilman Perrilloux moved and Councilwoman Remonet seconded the motion to adjourn the finance meeting. The motion passed with Councilwoman Hotard and Councilman Wright absent.