

**FINANCE COMMITTEE MINUTES**

**January 24, 2012**

**Chairman Jaclyn Hotard**

**Vice-Chairman Art Smith**

Members: Lucien Gauff, III, Jaclyn Hotard, Art Smith, Ranney Wilson, Lennix Madere, Marvin Perrilloux, Michael Wright, Larry Snyder, Cheryl Millet

**PRESENT:** Lucien Gauff, III, Jaclyn Hotard, Art Smith, Lennix Madere, Marvin Perrilloux, Michael Wright, Larry Snyder, Cheryl Millet

**ABSENT:** Ranney Wilson

**BID OPENING REPORT/AWARDS:**

**Tom Daley - Bid Action - Hydraulic Truck Excavator**

Tom Daley, District Attorney, stated, "This bid was opened and taken under advisement. There were seven bids. I had several meetings both myself and Mr. O'Regan had several meetings with Mrs. Labat concerning this bid. Based on those discussions, Mrs. Labat sent out three notices of rejection. The first low bidder was rejected because that bidder didn't bid the addendum. The second and third low bidder were rejected because their bids were found to be non-responsive. Since those letters went out the parish received correspondence from an attorney representing the low bidder who contest how the addendum was issued by the parish. Based on my review of the bids and the problems with the addendum and notice, I am recommending to the council that all bids be rejected at this time because of technical issues with the notice and to avoid any potential problems with determination of who the low bidder is."

Councilman Snyder asked, "Will the bidding process be opened again to those who didn't make the bidding the first time?"

Tom Daley stated, "It is anticipated that this machine will be re-bid in twelve months."

Councilman Snyder asked, "Those that were left out, will they be able to resubmit?"

Tom Daley stated, "Everyone and anyone will be able to bid it the next time."

Councilman Snyder stated, "Thank you."

**MOTION:** Councilwoman Millet moved and Councilman Gauff seconded the motion to accept the recommendation of legal counsel and reject all the bids for the hydraulic truck excavator. The motion passed with Councilman Wilson absent.

**Theresa Rodgers - (Tabled 01-09-12) Authorization to execute the Certificate of Substantial Completion with LA Contracting Enterprises for the St. Peter's (Reserve Area) Drainage Improvements Project**

**MOTION:** Councilman Snyder moved and Councilman Smith seconded the

motion to remove the above mentioned item from the table. The motion passed with Councilman Wilson absent.

Theresa Rodgers, CAO, stated, "Administration requests authorization to execute the Certificate of Substantial Completion for the St. Peter's Drainage Improvements Project. The remaining catch basin and road work on Ram Alley was scheduled to begin today but has been rescheduled for Thursday due to inclement weather. This work should be completed in approximately two weeks."

Councilman Wilson arrived at 5:50 PM

Councilwoman Millet asked, "I just want to check. Are we in budget on this project? Did we manage to save some funds on this one?"

Theresa Rodgers stated, "Yes we have."

Councilman Snyder stated, "I would like to hear from Mr. Wilson. He is the one who asked us to table it in the first place."

Councilman Wilson stated, "I don't have a problem with it as long as the money that is left over from that project is not taken out because they still have a few issues there and we are not going to know anything until they have a really big rain. It hasn't really rained since this project started of any amount to see what problems there may be."

**MOTION:** Councilman Gauff moved and Councilman Madere seconded the motion to grant administration authorization to execute the Certificate of Substantial Completion with LA Contracting Enterprises for the St. Peter's (Reserve Area) Drainage Improvements Project. The motion passed unanimously.

**Theresa Rodgers - Authorization to advertise for bids for inflow and infiltration repairs**

Theresa Rodgers stated, "Administration requests authorization to advertise for bids for inflow and infiltration repairs through the Sewer Manhole Rehabilitation Program. The program is funded by a low-interest loan from the Louisiana Department of Environmental Quality (LDEQ) and includes design work and repair of approximately 50-60 manholes. LDEQ has approved plans and specifications for the project and authorized the parish to advertise for bids."

Councilwoman Millet asked, "The 50-60 manholes that we are talking about have you all selected those locations yet or is that still up for review?"

Theresa Rodgers stated, "They have been identified and they were identified on the basis of priority."

Councilwoman Millet asked, "Is this going to be any additional cost to the parish or is this through the grant?"

Theresa Rodgers stated, "It is through a low interest loan which LDEQ has a substantial low interest loan program for the state for this

program. The interest is actually less than 1%. It is somewhere between .9 and 1%."

Councilwoman Millet asked, "This is something that needs to be addressed?"

Theresa Rodgers stated, "Absolutely."

Councilwoman Millet stated, "Because I know we did a lot of them last year, are these ones that we have not done?"

Theresa Rodgers stated, "Yes ma'am."

Councilman Madere stated, "The area that I think she is talking about is mainly in the Reserve area in District III. That area has experienced a lot of problems in the past and these cracks you know since I have been on I have been trying to find out what the problem was and some of these repairs will be done in that district. They have assured me that with these repairs that a lot of the problems that they are having will be solved, not completely but greatly improved."

Councilwoman Millet stated, "The only reason I asked Mr. Madere is because I know last year we did a lot of manholes in the Reserve area and I didn't know if this was continuing in that same area or if we have moved on to a different area."

Natalie Robottom stated, "Just for clarification Mrs. Millet, you are correct. It was phase 1 of the project and that project included cleaning manholes, coating them with epoxy and some of them were elevated, about 50 were elevated then. However there were additional manholes that needed to be repaired. If you look in your project sheet you will see there is an estimated amount of dollars. We are not near completion. As Mr. Madere indicated the older areas that had terra cotta pipes that were installed a long time ago, many of them have receded, they are in ditches and obviously when it rains they are covered with water. So you will see along, primarily Airline too, that some of them have been raised with cement and that is to help with the infiltration problems. We all know that is what causes the sewer system to back up in homes. That is what causes our plants to be over taxed. It is a process. This is phase 2. We still have quite a few more to go. We were very fortunate to get this loan obviously it was approved by the council for us to go out and seek it but it was very specific to these types of repairs. That is what the money is for and this is phase 2 and we are looking forward to making those improvements. We did see improvements based on the ones that we did previously and by making these additions we are looking forward to a much greater improvement in the entire collection and treatment facility."

**MOTION:** Councilman Madere moved and Councilman Perrilloux seconded the motion to grant administration authorization to advertise for bids for inflow and infiltration repairs. The motion passed unanimously.

**Theresa Rodgers - Authorization to advertise for bids for telemetry for lift stations**

Theresa Rodgers stated, "Administration requests authorization to advertise for bids for telemetry on fifty (50) lift stations. This

*project is one of several upgrades planned to minimize overflows and it is funded through the parish wide wastewater construction budget. This, as well as the previous project, is included on the project spreadsheet distributed at the council orientation workshop. This is another project to help with the upgrades needed."*

Councilman Wilson asked, "This is to work in every area of St. John, right?"

Theresa Rodgers stated, "Yes."

**MOTION:** Councilman Smith moved and Councilman Madere seconded the motion to grant administration authorization to advertise for bids for telemetry for lift stations. The motion passed unanimously.

**Stacey Cador - Authorization to award the Office of Fire Services' Medical Insurance Policy**

*Stacey Cador, Director of Human Resources, stated, "Based on results of the Request for Proposals (RFP) process for medical, dental and life insurance needs for the Fire Departments, Administration requests the following: Authorization to award the Medical Insurance Policy to Humana through the Massad Group. This is a renewal of the current plan and level of coverage at a 6.06% increase over last year's premium. The annual estimated premium is \$287,610.96 and is within the current budget."*

**MOTION:** Councilman Perrilloux moved and Councilman Wright seconded the motion to grant administration authorization to award the Office of Fire Services' Medical Insurance Policy (Humana through the Massad Group). The motion passed with 7 yeas and 2 abstaining (Hotard & Millet).

**Stacey Cador - Authorization to award the Office of Fire Services' Dental Insurance Policy**

*Stacey Cador, stated, "Administration requests authorization to award the Dental Insurance Policy to United Healthcare through the Massad Group. The annual premium is estimated at \$13,517.52 which reflects an approximate savings of \$7,073.52 over last year's dental premium."*

**MOTION:** Councilman Snyder moved and Councilman Smith seconded the motion to grant administration authorization to award the Office of Fire Services' Dental Insurance Policy (through the Massad Group). The motion passed with 7 yeas and 2 abstaining (Hotard & Millet).

**Stacey Cador - Authorization to award the Office of Fire Services' Life Insurance Policy**

*Stacey Cador, stated, "Administration requests authorization to award the Life Insurance Policy to the Hartford Group. The estimated annual premium of \$3,447.36 reflects an approximate savings of \$2,636.64 over last year's premium."*

**MOTION:** Councilman Madere moved and Councilman Smith seconded the motion to grant administration authorization to award the Office of Fire Services' Life Insurance Policy (Hartford Group). The motion

passed with 8 yeas and 1 abstaining (Hotard).

**Stacey Cador - Authorization to award the Fire Department's Package Insurance Policy**

Stacey Cador, stated, "Administration requests authorization to award the Package Insurance Policy with VFIS through Riverlands Insurance Services, Inc. The package policy includes general liability; management liability; automobile coverage; coverage for portable equipment; and umbrella/excess liability coverage for the Parish's four (4) volunteer fire departments and the Office of Fire Services. The annual premium of \$172,251.28 represents a 3% increase over last year, but is the first increase to the parish in over 10 years. Coverage commences on 2/5/12."

**MOTION:** Councilman Wilson moved and Councilman Madere seconded the motion to grant administration authorization to award the Fire Department's Package Insurance Policy (through Riverlands Insurance Services, Inc.). The motion passed with 8 yeas and 1 abstaining (Hotard).

**Stacey Cador - Authorization to award the Civil Defense Commercial Property Insurance Policy**

Stacey Cador, stated, "Administration requests authorization to award the Commercial Property Insurance Policy to Great Lakes Reinsurance through Riverlands Insurance Services, Inc. The annual premium is \$2,047.50; the same as last year. Coverage commences on 2/11/12."

**MOTION:** Councilman Gauff moved and Councilman Perrilloux seconded the motion to grant administration authorization to award the Civil Defense Commercial Property Insurance Policy (Great Lakes Reinsurance through Riverlands Insurance Services, Inc.) The motion passed with 8 yeas and 1 abstaining (Hotard).

**Theresa Rodgers - Authorization to execute Change Order No. 4 in the amount of \$2,985.00 with J.A. "Jack" Julius, Jr., Inc of Marrero, LA for the Central Library Addition in LaPlace**

Theresa Rodgers stated, "Administration requests authorization to execute Change Order No. 4 in the amount of \$2,985.00 with J.A. "Jack" Julius Jr., Inc. for a glazed interior door to replace the current exterior door. This change was approved by the Library Board of Control and recommended for approval by the Council. Funds are available in the budget."

**MOTION:** Councilman Gauff moved and Councilman Snyder seconded the motion to grant administration authorization to execute Change Order No. 4 in the amount of \$2,985.00 with J.A. "Jack" Julius, Jr., Inc of Marrero, LA for the Central Library Addition in LaPlace. The motion passed unanimously.

**Theresa Rodgers - Authorization to execute Change Order No. 5 for a 45-day contract extension with J.A. "Jack" Julius, Jr., Inc of Marrero, LA for the Central Library Addition in LaPlace**

Theresa Rodgers stated, "Administration requests authorization to

execute Change Order No. 5 with J.A. "Jack" Julius Jr., Inc. to add forty-five (45) days to the contract time. This change was also approved by the Library Board and recommended for approval. There is no increase in costs."

**MOTION:** Councilman Madere moved and Councilman Smith seconded the motion to grant administration authorization to execute Change Order No. 5 for a 45-day contract extension with J.A. "Jack" Julius, Jr., Inc of Marrero, LA for the Central Library Addition in LaPlace. The motion passed unanimously.

**Theresa Rodgers - Authorization to execute the Cooperative Endeavor Agreement with the Louisiana Department of Transportation and Development for Utility Relocation Assistance Funding under Utility Agreement Number 08396**

Theresa Rodgers stated, "Administration requests authorization to execute a Cooperative Endeavor Agreement with DOTD for Utility Relocation Assistance Funding. The agreement is for 10 years and \$60,952.34 for utility relocation at the Gramercy Bridge approach on the Westbank. The original agreement was signed in 1993 and DOTD recently requested repayment through an annual agreement. This is the second year of the agreement and the current balance is \$48,761.86."

Natalie Robottom stated, "Just for clarification purposes, I see the eyes raising. In early 2010 we received a bill from DOTD based on some audits in their department and obviously they were having tight budget constraints and previously many municipalities were allowed to not pay these loans back. In the audit findings they could not be waived or excused. So they sent out notices to all of the parishes involved. Obviously this one had been signed by I think Mr. Labat for the relocation when the bridge was being built. The parish had not been required to pay them back but we made every attempt through our representatives through our legal counsel to see if we could waive payment however it was not being waived. So what they decided to do is offer municipalities an opportunity to pay it back over time. They provided us with a ten year schedule. We have made two payments already which is why the balance is now \$40,000.00. We did make every attempt to get out of paying for it. We could not and obviously accept the extension over ten years and are working to repay that."

Councilwoman Hotard asked, "Is this going to be a one time payment to settle it or to continue on that schedule?"

Natalie Robottom stated, "It is each year for ten years we will pay the \$60,000.00 and we are down to \$40,000.00 but for some reason they require an annual agreement. We actually brought this to you before. This is the second year and as required by them they are asking us to bring it before you each time."

Councilman Snyder asked, "So once it has been paid we are finished right?"

Natalie Robottom stated, "Yes."

**MOTION:** Councilman Gauff moved and Councilman Perrilloux seconded the motion to grant administration authorization to execute the Cooperative

Endeavor Agreement with the Louisiana Department of Transportation and Development for Utility Relocation Assistance Funding under Utility Agreement Number 08396. The motion passed unanimously.

**Theresa Rodgers - Authorization to execute a two-year federally-funded contract with the Strategic National Stockpile Cities Readiness Initiative for emergency preparedness in St. John the Baptist Parish**

Theresa Rodgers stated, "The Cities Readiness Stockpile Initiative is a federal effort to improve emergency preparedness in the New Orleans Metropolitan area. Administration requests authorization to execute this contract for \$17,467.00 to allow the parish to participate in a collaborative planning initiative to enhance mass dispensing response capabilities and foster partnerships. If approved, this will be St. John's fifth year participating in the program."

**MOTION:** Councilman Perrilloux moved and Councilman Madere seconded the motion to grant administration authorization to execute a two-year federally-funded contract with the Strategic National Stockpile Cities Readiness Initiative for emergency preparedness in St. John the Baptist Parish. The motion passed unanimously.

**Any and all other financial concerns**

Theresa Rodgers stated, "Administration requests suspension of the rules to add the following item to the agenda. The item was received after the agenda was approved and advertised, but is time-sensitive."

**MOTION:** Councilman Snyder moved and Councilman Smith seconded the motion to suspend the rules to allow the authorization to execute a Construction Change Directive for the library. The motion passed unanimously.

Theresa Rodgers stated, "Administration requests authorization to execute a Construction Change Directive in the amount of \$7,435.75 with J.A. "Jack" Julius Jr., Inc. for work to be added to the Main Branch Library Expansion Project. This directive is being presented as an addition as it was not in the original scope of work. It includes work in and around the room which houses the server and will provide for an extension of the cable tray, plywood on walls at the extension site and power outlets."

**MOTION:** Councilman Madere moved and Councilman Smith seconded the motion to accept the recommendation from administration to execute the construction change directive for the library (J.A. "Jack" Julius Jr. Inc. \$7,435.75). The motion passed unanimously.

**Adjournment**

**MOTION:** Councilwoman Millet moved and Councilman Wright seconded the motion to adjourn. The motion passed unanimously.