

**FINANCE COMMITTEE MINUTES**  
**JULY 28<sup>th</sup>, 2015**  
**Chairman Lennix Madere**  
**Vice-Chairman Cheryl Millet**

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

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

**ABSENT:** None

**BID OPENING REPORT/AWARDS:**

**Mike Coburn - Bid Opening/Award - (Tabled 7/14/15) Westbank Courthouse Security Cameras - award to Active Solutions of New Orleans, LA (low bidder)**

**MOTION:** Councilwoman Millet moved and Councilman Perrilloux seconded the motion to remove the Westbank Courthouse Security Cameras from the table. The motion passed unanimously.

Mike Coburn stated, "All bids have been reviewed and Administration requests authorization to award the low bid to Active Solutions of New Orleans, LA in the amount of \$36,928.23. This award is contingent upon approval from the State Department of Facility Planning & Control as the funding source for the project."

**MOTION:** Councilman Snyder moved and Councilman Madere seconded the motion to table the bid for the Westbank Courthouse Security Cameras. The motion passed with 8 yeas and 1 abstaining (Hotard).

**Blake Fogleman - Authorization to execute Amendment No. 3 with Professional Engineering Consultants Corporation for Wastewater Manhole and line rehabilitation**

Blake Fogleman stated, "The original agreement with PEC Corporation for the Wastewater Manhole and Line Rehabilitation project began in July 2011. Amendment No. 3 in the amount of \$32,700.00 includes environmental coordination, design, bidding and construction of the additional scope on the West Bank. Funding is provided through LDEQ and EPA grants and Administration recommends approval."

**MOTION:** Councilman Smith moved and Councilman Perrilloux seconded the motion to grant administration authorization to execute Amendment No. 3 with Professional Engineering Consultants Corporation for Wastewater Manhole and line rehabilitation. The motion passed unanimously.

**Michael Coburn - Authorization to renew the Cooperative Endeavor Agreement with the LSU Ag Center for Cooperative Extension Services**

Michael Coburn stated, "Extension of this CEA with LSU Ag for support and administration of off campus services will continue services to the residents of St. John Parish for an additional 5 years. The cost of the

agreement is \$29,832.00 annually beginning January 2016 through December 31, 2020. Administration recommends approval."

**MOTION:** Councilwoman Hotard moved and Councilman Wright seconded the motion to grant administration authorization to renew the Cooperative Endeavor Agreement with the LSU Ag Center for Cooperative Extension Services. The motion passed unanimously.

**Michael Coburn - Authorization to enter into a contract with Advances Utility Auditing for utilities expenses (electricity, gas, water and telephone)**

Mike Coburn stated, "Advanced Utility Auditing provides consulting services designed to obtain rebates and reductions in expenses for utilities and telephone services. The agreement shall be for one year and will automatically renew on a month to month basis until cancelled by either party. The auditor will receive 50% of all rebates/refunds received as a result of their efforts. Administration recommends approval."

**MOTION:** Councilman Gauff moved and Councilman Perrilloux seconded the motion to grant administration authorization to enter into a contract with Advances Utility Auditing for utilities expenses (electricity, gas, water and telephone). The motion passed with 8 yeas and 1 against (Snyder).

**Angelic Keller - Authorization to extend the agreement with South Central Planning and Development Commission for 1 year for development of a Local Coastal Management Program**

Angelic Keller stated, "The Coastal Zone Management Advisory Committee appointments were only recently finalized, and their input is critical to development of the local coastal management program/plan. As such, Administration requests approval of a no cost, one year time extension with South Central Planning and Development."

**MOTION:** Councilwoman Hotard moved and Councilman Perrilloux seconded the motion to grant administration authorization to extend the agreement with South Central Planning and Development Commission for 1 year for development of a Local Coastal Management Program. The motion passed unanimously.

**Angelic Keller - Authorization to enter into a contract with John Clayton for Code Enforcement Services**

Angelic Keller stated, "John Clayton has satisfactorily performed code inspections throughout the parish for the past year, and Administration requests authorization to renew the contract for 1 year at the rate of \$1,250.00 monthly or \$15,000.00 annually."

**MOTION:** Councilman Gauff moved and Councilman Wilson seconded the motion to grant administration authorization to enter into a contract

with John Clayton for Code Enforcement Services. The motion passed unanimously.

**Jobe' Boucvalt - Authorization to amend the contract with Sizeler, Thompson, Brown Architects for design of the interior of the Safe Room Project**

Jobe' Boucvalt stated, "Administration requests the item be amended to reflect the following: Authorization to **execute** the contract with Sizeler, Thompson, Brown Architects for design of the interior of the Safe Room Project."

**MOTION:** Councilwoman Hotard moved and Councilman Gauff seconded the motion to allow the administration to amend the above item to Authorization to execute the contract with Sizelie, Thompson, Brown Architects for design of the interior of the Safe Room Project. The motion passed unanimously.

Jobe' Boucvalt stated, "Sizeler, Thompson, Brown Architects is presently designing the outer shell of the federally funded \$1,107,000 safe Room, but the inside work must be completed by the parish. This additional contract for \$20,217.60 will allow for design of the interior of the facility which can be used for extended periods of time during emergencies, training and meetings. Funds for the additional design work and the 25% match are available through the 2009 bond issue."

**MOTION:** Councilman Wright moved and Councilman Snyder seconded the motion to grant administration authorization to execute the contract with Sizeler, Thompson, Brown Architects for design of the interior of the Safe Room Project. The motion passed unanimously.

**Nykya Freemont - Authorization to renew the 911 Communications District's commercial property, general liability, and management liability insurance with American Alternative Insurance Corporation through Riverlands Insurance Services, Inc.**

Nykya Freemont stated, "This renewal policy with American Alternative Insurance Corporation has an annual premium of \$36,804.40. This is a \$4,002.40 increase over last year, but includes \$100,000 increase in property coverage and a 4% annual inflation guard clause. Liability limits have been increased to \$3,000,000 occurrence and \$5,000,000 aggregate. Administration recommends approval."

**MOTION:** Councilman Wilson moved and Councilman Gauff seconded the motion to grant administration authorization to renew the 911 Communications District's commercial property, general liability, and management liability insurance with American Alternative Insurance Corporation through Riverlands Insurance Services, Inc. The motion passed with 8 yeas and 1 abstaining (Millet).

**Nykya Freemont - Authorization to renew the Airport Public Officials and Employees General Liability insurance policy with National Union**

**Fire Insurance Company of Pittsburg, Pennsylvania through Riverlands Insurance Services, Inc.**

Nykya Freemont stated, "This renewal will provide "tail" coverage to the Parish for Public Officials and Employee liability insurance. While the Parish transferred ownership of the Airport to the Port in 2012, coverage is being recommended until Hurricane Isaac damages are resolved. The Port will be included in the policy as "named and insured" and the premium will be cost-shared equally. The annual premium of \$4,361 remains the same as last year Administration recommends approval."

**MOTION:** Councilman Gauff moved and Councilman Wilson seconded the motion to grant administration authorization to renew the Airport Public Officials and Employees General Liability insurance policy with National Union Fire Insurance Company of Pittsburg, Pennsylvania through Riverlands Insurance Services, Inc. The motion passed with 8 yeas and 1 abstaining (Millet).

**Adjournment**

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