

FINANCE COMMITTEE MINUTES
June 10, 2008
Chairman Ronnie Smith
Vice-Chairman Jaclyn Hotard

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel Usry, Ronnie Smith, Cheryl Millet, Dale Wolfe, Steve Lee

PRESENT: Danny Millet, Darnel Usry, Cheryl Millet, Steve Lee, Haston Lewis, Charles Julien, Jaclyn Hotard

ABSENT: Ronnie Smith and Dale Wolfe

BID OPENING REPORT/AWARDS:

Paul Oncale - Bid Award - Emergency Response, Management and Recovery Services

Paul Oncale, Director of Public Safety, stated, "A couple of weeks ago we opened up one proposal for this particular item and that was from DRC Services. They have been around for over twenty years. We have done business with them in the past. They met all the requirements of the proposal. There is no annual fee. We only get charged if we give them notice to proceed in the event of an emergency. Administration is recommending a four year contract."

MOTION: Councilwoman Usry moved and Councilman Millet seconded the motion to award the bid for Emergency Response, Management and Recovery to DRC Services Inc. with a four year contract. The motion passed with Councilmen Smith and Wolfe absent.

Pat McTopy - Janitorial Contracts (Carry Over)

Councilwoman Hotard stated, "I have a request from administration that they are still in negotiations and would like to carry this item over."

Pat McTopy - Authorization to execute a contract with Principal Engineering, Inc. for design services for the water storage tank and rehabilitation project

Pat McTopy stated, "Before we begin, for the benefit of the council and the public, Mr. Hubbard is representing the parish at the Governor's Mansion tonight. Marathon is receiving a Lantern Award for outstanding contributions to the Louisiana economy and to the community. So he will not be here tonight. I have Mr. Henry DiFranco with Principal Engineering. They had previously done, at the council's request, a condition assessment report on the parish water storage tanks, both the ground and elevated water storage tanks. That report has been completed. They have been paid for it. It recommends several items and actually there are three categories of repairs and some of the categories require immediate attention and what we are asking for tonight is that we have authorization to sign a contract to prepare the plans and specifications to actually construct or do the improvements recommended in the assessment report. In order to apply for state and federal grants, we need to have plans and specifications. That will help us in our application process. The source of funding for the engineering fees or for the contract would be from the 2004 general

obligation construction account. We have Mr. DiFranco here. Legal Counsel has reviewed the contract, as has Mr. Savoie."

MOTION: Councilman Lee moved and Councilman Millet seconded the motion to authorize administration to execute a contract with Principal Engineering, Inc. for design services for the water storage tank and rehabilitation project. The motion passed with Councilmen Smith and Wolfe absent."

Pat McTopy - Certificate of Substantial Completion for drainage improvements on East 6th Street in Edgard

Pat McTopy stated, "We have Mr. Gerald Babin here tonight representing the engineering firm. This project is substantially complete. The engineering firm has recommended that we issue the certificate of substantial completion which begins the clock running on the lean period and the payment of the final retainers."

Councilwoman Millet asked, "Mr. Babin can you clarify the amounts on that substantial completion?"

Gerald Babin, PEC, stated, "This is actually the substantial completion. The item that you are talking about is the next item with the change order."

Councilwoman Hotard stated, "They actually cut it in half as I requested."

MOTION: Councilman Lewis moved and Councilman Julien seconded the motion to grant a Certificate of Substantial Completion for drainage improvements on East 6th Street in Edgard. The motion passed with Councilmen Smith and Wolfe absent.

Pat McTopy - Change order #1 drainage improvements East 6th Street, Edgard

Councilwoman Hotard stated, "I believe this is the item that Mrs. Millet was referencing. We did request them to reduce the change order in half and they have."

MOTION: Councilman Lewis moved and Councilman Julien seconded the motion to grant change order #1 in the amount of \$3,259.10 for drainage improvements on East 6th Street in Edgard. The motion passed with Councilmen Smith and Wolfe absent.

Any and all other financial concerns

There were no other financial concerns at this time.

Adjournment

MOTION: Councilwoman Millet moved and Councilwoman Usry seconded the motion to adjourn. The motion passed with Councilmen Smith and Wolfe absent.