

FINANCE COMMITTEE MINUTES
April 22nd, 2014
Chairman Larry Snyder
Vice-Chairman Lennix Madere

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

PRESENT: Marvin Perrilloux, Larry Snyder, Art Smith, Cheryl Millet, Michael Wright, Jaclyn Hotard and Ranney Wilson

ABSENT: Lucien Gauff and Lennix Madere

BID OPENING REPORT/AWARDS:

Kia Price - Bid Opening - 2014 Membrane Filters for the Reverse Osmosis Unit

Kia Price, Director of Purchasing, stated, "Good afternoon council today at 3:00 PM the purchasing department opened bids for the 2014 Membrane filters for the Reverse Osmosis Unit. The bids received were CSM from Anaheim, California at \$419.00, Pacific Aqua Technologies Inc. from Santa Fe Springs, California at \$636.00, Evoqua Water Technologies from Metairie, LA at \$688.00, Evoqua Water Technologies at \$436.00, Evoqua Water Technologies at \$404.00, Eastern Reverse Osmosis Systems from Washington, North Carolina at \$635.00, Toray Membrane USA, Inc. from Poway, California at \$401.00, King Lee Technologies from San Diego, California at \$530.00, King Lee Technologies at \$530.00, King Lee Technologies at \$690.00, Pure Water Solutions, Inc. from Port Allen, LA at \$496.00 and administration requests that you take this under advisement."

MOTION: Councilwoman Millet moved and Councilman Perrilloux seconded the motion to take the bids for the 2014 Membrane Filters for the Reverse Osmosis Unit under advisement. The motion passed with Councilmen Gauff and Madere absent.

Kia Price/Torri Buckles - Authorization to advertise a Request for Proposals for the Independence Day Celebration Fireworks

Kia Price, stated, "Administration requests authorization to advertise for proposals for the fireworks display for the annual Fourth of July/Independence Day Celebration."

MOTION: Councilman Perrilloux moved and Councilman Smith seconded the motion to grant administration authorization to advertise a Request for Proposals for the Independence Day Celebration Fireworks. The motion passed with Councilmen Gauff and Madere absent.

Stacey Cador - Authorization to award the contracts for property, casualty and liability insurance for the parish

Stacey Cador, Director of Human Resources, stated, "Administration requests authorization to award the following contracts through Riverlands Insurance Services, Inc., the sole respondent to the RFP: Package Policy (commercial general liability, commercial automobile, excess liability (Umbrella), and public officials' liability to Atlantic Specialty Insurance (One Beacon Group) with a premium of \$478,740.00 Crime Policy to Travelers Casualty and Surety Company of America with a premium of \$2,938.00 Inland Marine to AGCS Marine Insurance Company (Allianz) with a premium of \$11,963.00 Commercial Property to AmRisc with a premium of \$282,582.00 The total premium for the above policies is \$796,402.00. Additional charges of \$23,679.00 include broker fees, taxes, and third party administrative fees for a total cost of 799,902.00. This amount reflects a 1.1% increase over last year's premiums and Administration recommends approval."

MOTION: Councilman Wilson moved and Councilman Smith seconded the motion to grant administration authorization to award the contracts for property, casualty and liability insurance for the parish. The motion passed with 5 yeas, 2 absent (Gauff & Madere) and 2 abstaining (Millet & Hotard).

Stacey Cador - Authorization to award the contract for Flood Insurance for parish facilities

Stacey Cador stated, "Administration requests authorization to enter into a contract with Seattle Specialty Insurance Company for flood insurance coverage through Riverlands Insurance Services, Inc. A list of Parish facilities covered by the policy is on page 6 of the council booklet and the total annual premium is \$66,239.00. Administration recommends approval."

MOTION: Councilman Wright moved and Councilman Perrilloux seconded the motion to grant administration authorization to award the contract for Flood Insurance for parish facilities. The motion passed with 5 yeas, 2 absent (Gauff & Madere) and 2 abstaining (Millet & Hotard).

Brian Nunes - Authorization to execute Change Order No. 1 (decrease) with Compliance EnviroSystems, LLC for the Sub-Surface Storm Drain Line, Manhole & Catch Basin Inspection and Cleaning project

Brian Nunes, Director of Roads & Bridges, stated, "This is a decrease change order in the amount of \$622,277.33 due to removal of the remaining CCTV and sonar work for this project. The change order also includes the additional cleaning of 45,575 linear feet of storm drain lines, 151 additional structures, and an additional 100 days of bypass pumping. The resulting contract amount is \$1,431,062.67, 75% of which is reimbursable by FEMA. All field work should be completed by June 30, 2014. Administration recommends approval."

MOTION: Councilman Wright moved and Councilman Smith seconded the motion to grant administration authorization to execute Change Order No. 1 (decrease) with Compliance EnviroSystems, LLC for the Sub-Surface

Storm Drain Line, Manhole & Catch Basin Inspection and Cleaning project. The motion passed with Councilmen Gauff and Madere absent.

Jobe' Boucvalt - Authorization to execute Memorandum of Understanding between the South Louisiana Region of the American Red Cross and St. John the Baptist Parish Office of Homeland Security and Emergency Preparedness

Cody Guilbeaux, Assistant Civil Defense, stated, "This is a 5 year agreement that defines the working relationship between the Parish and the Red Cross in preparing for and responding to disasters. The agreement becomes active during emergencies that require sheltering. Administration recommends approval."

MOTION: Councilman Smith moved and Councilman Perrilloux seconded the motion to grant administration authorization to execute Memorandum of Understanding between the South Louisiana Region of the American Red Cross and St. John the Baptist Parish Office of Homeland Security and Emergency Preparedness. The motion passed with Councilmen Gauff and Madere absent.

Councilman Madere arrived at 6:13 PM.

Jobe' Boucvalt - Authorization to execute contracts for Emergency Bus Driver Services

Cody Guilbeaux stated, "Contracts with bus drivers from the school system will be activated in conjunction with the bus contract with the school board during declared emergencies requiring evacuation. The contract amount is \$750.00 per day (travel and lodging), less applicable taxes, plus \$39 a day Per Diem (meals). Administration recommends approval."

MOTION: Councilman Smith moved and Councilman Perrilloux seconded the motion to grant administration authorization to execute contracts for Emergency Bus Driver Services. The motion passed with Councilman Gauff absent.

Angelic Sutherland - Authorization to execute contract renewals with Code Enforcement Officers

Angelic Sutherland, Director of Planning & Zoning, stated, "Administration requests authorization to renew the contracts with the following individuals for one (1) year: Patricia Ballansaw for 20 hours per week at \$22.26 per hour (\$1929.37 per month); Lewis Grady for 30 hours per week at \$22.26 per hour (\$2894.06 per month); Edgar Clay for 20 hours per week at \$15.14 per hour (\$1312.50 per month); and Brenda Young for 30 hours per week at \$15.14 per hour (\$1968.75 per month) - (see attached contract). These amounts reflect a proposed salary increase of 5% for each officer. A budget amendment in the amount of \$23,156.25 will be introduced at a later date to address the funding shortfall."

A lengthy discussion ensued and it was decided that the item will be tabled and a meeting would be had separately with the council and Ms. Sutherland to go over their concerns.

MOTION: Councilman Madere moved and Councilman Smith seconded the motion to table the authorization to execute contract renewals with Code Enforcement Officers. The motion passed with Councilman Gauff absent.

Angelic Sutherland - Authorization to execute the Final Change Order (decrease) with Southern Delta Construction, LLC for the Reserve Relief Canal Shoreline Protection Project

Angelic Sutherland stated, "*Substantial Completion was granted for the Reserve Relief Canal Shoreline Protection Project on February 11, 2014. This final change order is for a decreased amount of \$2,001.00 due to quantity changes. Administration recommends approval.*"

MOTION: Councilman moved and Councilman seconded the motion to grant administration authorization to execute the Final Change Order (decrease) with Southern Delta Construction, LLC for the Reserve Relief Canal Shoreline Protection Project. The motion passed

Randy Vincent - Authorization to enter into a Cooperative Endeavor Agreement with the American Red Cross and Lake Pontchartrain Basin Foundation for life-saving swimming instruction, water safety and environmental stewardship

Randy Vincent, CAO, stated, "*This agreement is similar to the one offered last year for free educational programs for youth five (5) to seventeen (17) years of age. The program includes instruction in life-saving swimming skills through five (5) 45-minute swimming lessons for up to 300 youth and training of up to ten (10) American Red Cross water safety instructors. These lessons will also address water safety and being good stewards of the environment. While the final cost of the program will be based on participation, this agreement is for a not to exceed amount of \$7,156.54 (see attached agreement).*"

MOTION: Councilman Madere moved and Councilman Wright seconded the motion to grant administration authorization to enter into a Cooperative Endeavor Agreement with the American Red Cross and Lake Pontchartrain Basin Foundation for life-saving swimming instruction, water safety and environmental stewardship. The motion passed with Councilman Gauff absent.

Natalie Robottom - Authorization for final acceptance to enter into an agreement with Digital Engineering & Imaging, Inc. for Engineering Support and Grant Management Assistance for the Utilities Department

Natalie Robottom, Parish President, stated, "The contract document for this agreement with Digital Engineering & Imaging, Inc. has been reviewed and approved by legal counsel and Administration recommends approval."

MOTION: Councilwoman Millet moved and Councilman Perrilloux seconded the motion to grant administration authorization for final acceptance to enter into an agreement with Digital Engineering & Imaging, Inc. for Engineering Support and Grant Management Assistance for the Utilities Department. The motion passed with Councilman Gauff absent.

Adjournment

MOTION: Councilman Madere moved and Councilman Wright seconded the motion to adjourn. The motion passed with Councilman Gauff absent.