

**FINANCE COMMITTEE MINUTES**  
**August 23<sup>rd</sup>, 2011**  
**Chairman Steve Lee**  
**Vice-Chairman Charles Julien**

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel C. Usry, Cheryl Millet, Lucien Gauff, III, Ronnie Smith, Steve Lee

**PRESENT:** Ronnie Smith, Jaclyn Hotard, Charles Julien, Danny Millet, Lucien Gauff, III, Steve Lee, Cheryl Millet

**ABSENT:** Haston Lewis & Darnel C. Usry

**BID OPENING REPORT/AWARDS:**

**Brenda Labat – Authorization to advertise for street lighting fixtures and supplies parish wide**

Brenda Labat, Director of Purchasing, stated, *"Administration requests authorization to advertise for street lighting fixtures and supplies related to lighting parish wide. This annual bid is for a period of 12 months from the award of the bid."*

**MOTION:** Councilwoman Hotard moved and Councilman Smith seconded the motion to grant administration authorization to advertise for street lighting fixtures and supplies parish wide. The motion passed with Councilwoman Usry and Councilman Lewis absent.

**Brenda Labat – Authorization to advertise for health, dental and life insurance for the 2012 Calendar year**

Councilwoman Usry arrived at 6:04 PM.

Brenda Labat stated, *"Administration requests authorization to advertise for health, dental, and life insurance for the 2012 calendar year. This will allow the parish to initiate the procurement process for group insurance and comply with public notice requirements."*

**MOTION:** Councilwoman Millet moved and Councilman Julien seconded the motion to grant administration authorization to advertise for health, dental and life insurance for the 2012 Calendar year. The motion passed with 6 yeas, 1 absent (Lewis) and 2 abstaining (Lee & Hotard).

**Theresa Rodgers/Stacey Cador – Authorization to renew the Worker's Compensation Insurance for the Fire Departments with Louisiana Workers Compensation Commission**

Theresa Rodgers, CAO, stated, *"Administration requests authorization to renew the Worker's Compensation Insurance for the Fire Departments with Louisiana Workers Compensation Corporation through Riverlands Insurance Services, Inc. The annual premium of \$203,679.00 reflects an increase of \$10,987.00 over last year's premium due to an increase in payroll of approximately \$95,000.00. The new policy will take effect September 6, 2011."*

**MOTION:** Councilwoman Millet moved and Councilwoman Usry seconded the motion to grant administration authorization to renew the Worker's Compensation Insurance for the Fire Departments with Louisiana Workers Compensation Commission. The motion passed with 7 yeas, 1 absent (Lewis) and 1 abstaining (Lee).

**Theresa Rodgers/Stacey Cador – Authorization to renew the insurance policy for retiree health care with the Humana Group**

Theresa Rodgers stated, "Administration requests authorization to renew the insurance policy for retiree health care with Humana Group Sponsored Medicare Advantage. The proposed premium of \$163.00 per member per month reflects a decrease of \$6.00 per member per month."

Councilwoman Millet asked, "This is to take effect January 1<sup>st</sup>?"

Theresa Rodgers stated, "I believe so, yes."

**MOTION:** Councilman Millet moved and Councilman Gauff seconded the motion to grant administration authorization to renew the insurance policy for retiree health care with the Humana Group. The motion passed with 5 yeas, 1 absent (Lewis) and 3 abstaining (Lee, Hotard & Cheryl Millet).

**Theresa Rodgers/Natalie Forbes – Authorization to execute change order No. 1, a net decrease of \$11,279.77, with Gray Construction Corporation for the Greenwood Bridge Project**

Theresa Rodgers stated, "Administration requests authorization to execute Change Order No. 1, a net decrease of \$11,279.77, with Gray Construction Corporation of Morgan City, LA to resolve under run quantities in the contract. This change reduces the original project cost from \$440,980.00 to \$429,700.23."

Councilwoman Millet stated, "I just want to commend Gray Construction for the great job that they have done and I especially commend them on the fact that we have a reduction in the change order instead of an increase. Keep it up."

**MOTION:** Councilwoman Hotard moved and Councilwoman Millet seconded the motion to grant administration authorization to execute change order No. 1, a net decrease of \$11,279.77, with Gray Construction Corporation for the Greenwood Bridge Project. The motion passed with Councilman Lewis absent.

**Theresa Rodgers/Natalie Forbes – Authorization to execute the Certificate of Substantial Completion with Gray Construction Corporation for the Greenwood Bridge Project**

Theresa Rodgers stated, "Administration requests authorization to execute the Certificate of Substantial Completion with Gray Construction Corporation of Morgan City, LA for the Greenwood Bridge Project. This project is complete and the official opening has been re-scheduled for Thursday, August 25, at 10:00 am."

Councilwoman Millet stated, "I noticed that on the side of Mr. Smith's fence there is still a big monster hole that needs to be addressed

before the completion is done. I just want to make sure that it gets taken care of it but other than that the job looks great."

**MOTION:** Councilwoman Millet moved and Councilwoman Hotard seconded the motion to grant administration authorization to execute the Certificate of Substantial Completion with Gray Construction Corporation for the Greenwood Bridge Project. The motion passed with Councilman Lewis absent.

**Theresa Rodgers/Kathy Gilmore – Authorization to amend the contract with Double E Construction Services, LLC of Reserve, LA for the Garyville Fire Department Expansion to include the cost of a performance bond**

Theresa Rodgers stated, "Administration requests authorization to amend the contract with Double E Construction Services, LLC of Reserve, LA to include \$2,013.00 for a performance bond. This cost was inadvertently omitted from the RFP."

**MOTION:** Councilman Millet moved and Councilman Gauff seconded the motion to grant administration authorization to amend the contract with Double E Construction Services, LLC of Reserve, LA for the Garyville Fire Department Expansion to include the cost of a performance bond. The motion passed with 7 yeas, 1 absent (Lewis) and 1 abstaining (Lee).

**Theresa Rodgers – Authorization to execute the Certificate of Substantial Completion with Lanco Construction Company for the Health and Human Services Renovations Project**

Theresa Rodgers stated, "Administration requests Authorization to execute the Certificate of Substantial Completion with Lanco Construction Company of LaPlace, LA for the Health and Human Services Renovations Project."

**MOTION:** Councilman Gauff moved and Councilwoman Millet seconded the motion to grant administration authorization to execute the Certificate of Substantial Completion with Lanco Construction Company for the Health and Human Services Renovations Project. The motion passed with Councilman Lewis absent.

**Theresa Rodgers/Tom Daley – Authorization to enter into an agreement with Craig Hebert, Architect, of Houma, LA for design work of renovations to the existing building for the St. John ARC**

Natalie Robottom stated, "Administration requests authorization to enter into an agreement with Craig Hebert, Architect, APAC of Houma, LA for design work for the St. John ARC. Mr. Hebert has worked on preliminary designs for the renovation and new construction project and is knowledgeable about the needs of the ARC and their clients. This renovation project is expected to cost approximately \$230,000 and will be funded through the Proposition II account."

Mrs. Massey stated, "Our board of directors had a meeting August 16<sup>th</sup> and voted unanimously to ask the council to authorize Mr. Hebert as the architect to be used by the parish and the ARC for the renovations and the addition of the new building to the old existing building of the

ARC. Mr. Hebert is here with us tonight and is ready to answer any questions that the council may have."

Councilman Smith asked, "I just want to make sure that this isn't something that we need to go out to bid for?"

Tom Daley, District Attorney, stated, "At this point the request is to just authorize the parish president to enter into a contract with the architect. He has already a preliminary set of renovation plans that he has done at the request of the non-profit ARC organization that runs the facility. This would be a professional service agreement between the architect and the parish that allows him to proceed. It is anticipated that this will be a public works bid renovation project but at this point it is still preliminary. In addition the ARC is interested in conjunction with the renovation building a new building on the site. The architect is going to design that and at some point be back to the council with those final designs and requests to put both of those projects out for bid."

Councilman Gauff asked, "I wanted to ask why Mr. Hebert was chosen? Does he have specialty in the needs of the group that we are providing for or did he work on the original building?"

Craig Hebert, APAC of Houma, stated, "No sir we were not involved with the original facility at all. We have done some work with our local ARC center in Houma briefly doing some consultant work and we are looking to do some work with them in the future pending budget issues that are coming up this year for them. It is my understanding that due to that relationship when the LaPlace ARC was looking for assistance with this they contacted Mrs. Bisline and we were recommended."

Councilman Gauff stated, "Thank you."

**MOTION:** Councilwoman Usry moved and Councilwoman Hotard seconded the motion to grant administration authorization to enter into an agreement with Craig Hebert, Architect, of Houma, LA for design work of renovations to the existing building for the St. John ARC. The motion passed with Councilman Lewis absent.

**Theresa Rodgers/C.J. Savoie - Authorization to execute an agreement with Central Electric of Monroe-West Monroe, Louisiana Inc. in the amount of \$145,200.00 for an elevated building, the replacement of the well motor and associated electrical hardware at the No. 2 Ruddock well.**

Theresa Rodgers stated, "Administration requests authorization to execute an agreement with Central Electric of Monroe-West Monroe, Louisiana Inc. in the amount of \$145,200.00. This project is at Ruddock Well No. 2 and involves replacement of the well motor and associated electrical hardware and elevation of the building that houses these components of the system. Funds for this project were budgeted in the utilities account."

**MOTION:** Councilman Julien moved and Councilman Gauff seconded the motion to grant administration authorization to execute an agreement with Central Electric of Monroe-West Monroe, Louisiana Inc. in the amount of \$145,200.00 for an elevated building, the replacement of the

well motor and associated electrical hardware at the No. 2 Ruddock well. The motion passed with Councilman Lewis 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 Councilman Lewis absent.