Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

March 11, 2024 - 5:30 PM

ASCENSION PARISH COURTHOUSE
607 EAST WORTHEY ROAD
GONZALES, LOUISIANA 70737

MINUTES

(1) **Call To Order / Invocation and Pledge -** The meeting was called to order at 5:30 pm by Chairman Michael Mason. Councilman Dennis Cullen led the Committee in the invocation and pledge.

(2) **Roll Call -** All members were present with the exception of Councilman Chase Melancon who arrived at 5:32 pm, Councilman Joel Robert who arrived at 5:33 pm, Councilman Brett Arceneaux who arrived at 5:42 pm and Councilman Travis Turner who arrived at 6:12 pm.

(3) **Chair's Additions -** There were no additions to the agenda but a correction was made to the total not to exceed amount in Item 5-o, changing it to $1,040,145.00.

(4) **Public Comment -** Chairman Mason announced that anyone wishing to speak should sign in now.

(5) **GENERAL BUSINESS**

a. **Quarterly Update on Ascension Economic Development Corporation (AEDC) activities including meetings with stakeholders, allies and current business retention meetings and review of projects in the pipeline** - Kate MacArthur, President/CEO Ascension Economic Development Corporation spoke to the Committee on this item.

b. **Approval of Legal Services Contract with Kean Miller, LLP for services to Fire District #3 for preparation of trust documents for retiree medical plan; coordination with health plan, pension plan, and related documentation; consultation with respect to related tax consequences, regulatory compliance. Total contract amount not to exceed $8,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Todd Varnado. The motion passed with no objection.

c. **Approval of Act of Donation by Ascension Parish Fire District #1 of three (3) fire vehicles to the Jonesville Fire Protection District. The vehicles are as follows: One (1) 1992 GMC tanker, VIN #1GDP7H1M5NJ519116; One (1) 1992 GMC tanker, VIN #1GDP7H1M6NJ51925 and One (1) 1985 Spartan L-10 Rescue, VIN #S29MT9U05FC423818** - A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

d. **Approval of Intergovernmental Agreement by and between the Parish, Fire District #1 and the City of Gonzales to provide for fire protection and related emergency services by the Gonzales Fire Department to areas outside of the corporate limits of the City of Gonzales. The agreement will be for three (3) years commencing on the 1st day of January 2024 and ending on the 31st day of December 2026, extending for an additional three years upon approval of all parties. The total amount of the agreement is $120,000.00 for each year** – Fire Board Member/Chief James LeBlanc spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.

e. **Approval of amendment and renewal of Cooperative Endeavor Agreement with National Water Infrastructure, LLC to supply certain sewage treatment services to Renaissance Treatment Plant, to add an additional amount of $6,279.66 for 2023 for a total contract amount of $94,279.66, and a renewal amount of $88,000.00 for 2024. This agreement is an automatic renewal, but requesting additional funds for 2023 and funds for 2024** - A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

f. **Approval of Cooperative Endeavor Agreement between Ascension Parish Government and National Water Infrastructure, LLC (NWI). The Parish is selling certain sewer franchise rights to NWI, subject to provisions of Sewer Conveyance and Franchise Agreement. A portion of the sewer system in Hillaryville was improved by the Parish using grant funds and these improvements cannot be transferred until February 28, 2029 (delayed transfer date). This CEA will grant access and control of the Hillaryville System to NWI until the delayed transfer date while the Parish maintains ownership of the Hillaryville Sewer System** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.

g. **Approval of Amendment #2 to the agreement for lobbying services with the Picard Group, LLC to extend the contract term through December 31, 2024 and to increase the contract amount by $130,000.00 for a new not to exceed contract amount of $175,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.

h. **Approval to replace Exhibit A to the Ordinance declaring surplus and authorizing the sale and/or transfer of miscellaneous movable equipment adopted by Parish Council on February 15, 2024 due to a typographical error on page 2, line 37, stating an incorrect VIN** - A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by

Councilman Brian Hillensbeck. The motion passed with no objection.

i. **Approval of the renewal of the Master Contract for Professional Services between Ascension Parish Government and Roberto Macedo and Associates for administrative consultant services for the funds received through the Department of Housing and Urban Development (HUD) program for section 8 housing . The contract not to exceed amount is not to exceed $75,000.00** – Roberto Macedo with Roberto Macedo and Associates spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

j. **Update on Cooperative Endeavor Agreement between Ascension Parish Government and Our Lady of the Lake Hospital** - Colleen Arceneaux, Director of Health and Community Development and Chabry Marks, Our Lady of the Lake Sr Director of Operations spoke to the Committee on this item.

k. **Approval of Amendment #2 to the Master Services Contract between Ascension Parish Government and Enmon Enterprises, LLC dba Jani-King of Baton Rouge, to include an additional location of West Ascension Early Childhood Learning Center at 312 Mississippi St., Donaldsonville, LA for cleaning five (5) times per week, $4,335.00 per month and a one (1) time cleaning to prepare for the opening of the facility at a cost of $5,081.00. Total amendment amount is $57,101.00 for a total contract amount of $1,294,093.00** - Colleen Arceneaux, Director of Health and Community Development spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

l. **Approval of renewal of Cooperative Endeavor Agreement between Ascension Parish Government and Capital Area Human Services District (CAHSD) for an additional year. The cooperative endeavor agreement is for the limited purpose of the Parish assisting in the monthly rental payments for the building currently housing CAHSD. The Parish shall reimburse CAHSD $4,345.83 per month, which is one half of the monthly rental rate of $8,691.66. The Parish shall also reimburse one half of the monthly utility costs. Total contract not to exceed $60,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.

m. **Approval to purchase the northern portion of the Denise Crifasi property located between Webre City Road and Airline Highway, just east of Roddy Road, per recommendation of the Animal Services Board from their meeting on January 30, 2024** - Ricky Compton, Interim Infrastructure Division Director spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Brian Hillensbeck. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

n. **Approval of Amendment #1 to the Master Services Contract with Del-Con, LLC for maintenance mechanical support service, to increase the contract by an additional $50,000.00 for a total not to exceed contract amount of $125,000.00** Jason Thompson, Facility Maintenance Supervisor spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

o. **Approval of renewal of the Master Contract for Professional Services for engineering review agency services between Ascension Parish Government and CSRS, LLC, which includes a contract amount increase of $790,145.00, with a total not to exceed amount of ~~$1,240,145.00~~ $1,040,145.00**. - Eric Poche, Director of Planning and Development and Daniel Helms, Chief Transportation Engineer spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

p. **Approval of Amendment #2 to the Cooperative Endeavor Agreement for security and law enforcement services between Ascension Parish Government and Ascension Parish Sheriff to add additional scope for security at Ascension Parish Courthouse - Gonzales. The additional scope will be for a not to exceed amount of $90,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

q. **Approval of Amendment #1 to the Master Contract for Professional Services with Quality Engineering & Surveying, LLC for Prairieville Park Turf Infield and Restroom Upgrade, to increase the contract price by an additional $11,500.00 for a total contract price of $60,000.00 to include additional electrical design for full field lighting replacement at Prairieville Park** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.

r. **Approval of Change Order #1 - Jones Construction Solutions, LLC for Butch Gore Park Renovations Project, to increase the contract time by an additional 31 days for a new substantial completion date of 3/31/24 and to decrease the contract price by ($9,904.26) for a new contract price of $2,793,134.74 due to a reduction in linear footage of walking path and a change of design of that path. This change is also inclusive of location and documentation of all underground utilities** - Rachael Farrar, Project Manager and Michael King, Recreation Director spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Todd Varnado. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

s. **Approval of Change Order #2 - Jones Construction Solutions, LLC for Butch Gore Park Renovations Project, to increase contract time by an additional 10 days for a new substantial completion date of 4/10/24 and to decrease contract price by ($9,143.00) for a new contract price of $2,783,991.74 due to removal of lime stabilization and elimination of 4" gravity sewer pipe from new restroom and electrical service from well power supply panel to new restroom** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Brett. The motion passed with no objection.

t. **Approval of Change Order #2 - Del-Con, , LLC for South Louisiana Fairgrounds Softball Backstop Replacement - to decrease contract price by ($10,000.00) for a total contract price of $342,000.00. This deduction is for removal of utility relocation allowance not used during the project** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.

u. **Approval of Change Order #1 - GeoSport Lighting Systems for South Louisiana Fairground Field Lighting, to increase the contract price by $12,393.32 for a total contract price of $482,393.32 for boring of new conduit under Field 1 for scoreboard power and controls. This was to repair the scoreboard wiring and conduit** - A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

v. **Bid Results and approval to enter into a contract with NCMC, LLC for the Ascension Parish Water Sector Program (Round 1). Total Contract not to exceed $3,148,000.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.

w. **Approval of Amendment #6 to the Master Contract for Professional Services with T. Baker Smith, LLC, to modify project scope to better align with new Federal and DOTD policy for the LA Highway 3127 Extension Environmental Assessment (EA) in the amount of $199,466.00, which revises the total contract not to exceed amount to $1,267,451.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.

x. **Approval of Change Order #1 - RJ Daigle & Sons Contractors, Inc. for the Ascension Parish Overlay Program, Project H.014704.6, to reimburse the contractor for LADOTD's requirement to purchase Owner's and Contractor's Protective Liability (OCP) insurance and to add quantities for pavement patching to account for pavement conditions during construction. Change order will increase the contract amount by $46,679.24 for a new total contract amount of $3,844,329.47** - A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Todd Varnado. The motion passed with no objection.

y. **Approval of Change Order #2 - RJ Daigle & Sons Contractors, Inc. for the Ascension Parish Overlay Program, Project H.0014704.6, to reconcile quantities of asphalt concrete (Lemanville Cutoff Rd.) and temporary pavement markings (Causey Rd, Merritt Evans Rd., Thibaut Dr. and Lemanville Cutoff Rd.) to account for as-constructed conditions that ran over plan quantity. Change Order also includes asphalt and fuel adjustments for March through June 2023. Change Order will decrease the contract amount by ($8,732.14), for a new total contract amount of $3,835,597.33** - A motion to approve forwarding to the full Council for approval was made by Councilman Oliver Joseph. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.

z. **Approval of Change Order #3 - RJ Daigle & Sons Contractors, Inc. for the Ascension Parish Overlay Program, Project H.014704..6, to add eighteen (18) calendar days to the construction contract for a total of 238 calendar days and adjust quantities for milling on Post Office Rd., handicapped curb ramps on S. Purpera Ave., and permanent pavement markings (Causey Rd., Merritt Evans Rd., Thibaut Dr., S. Purpera Ave., and Lemanville Cutoff Rd.) to account for as-constructed conditions that ran over plan quantities. Change Order will increase the contract amount by $20,741.44, for a new total contract amount of $3,856,338.77** - A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

aa. **Approval of Change Order #4 - RJ Daigle & Sons Contractors, Inc. for the Ascension Parish Overlay Program, Project H.014704.6, to add quantities for curb removal, additional concrete sidewalk, and handicap ramp work (S. Purpera Ave. at E. Tiffany St., Thibaut Dr. and LA 3089). Change Order will increase the contract amount by $27,900.99, for a new total contract amount of $3,884,239.76** - A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

bb. **Approval of Change Order #4 - Hendrick Construction, Inc. for the PR 929 and Parker Road Roundabout Project in the Move Ascension Program, Project H.006457.6, to allow reimbursement to Contractor for costs incurred due to work zone police monitoring services from 10/18/23 - 11/13/23. This change order will increase the contract amount by $24,800.00 for a new total contract amount of $2,426,309.34** - A motion to approve forwarding to the full Council for approval was made by Councilman Travis Turner. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

cc. **Approval of Change Order #5 - Hendrick Construction, Inc. for the PR 929 and Parker Road Roundabout Project in the Move Ascension Program, Project H.006457.6, to allow payments to Contractor for lost time due to unforeseen utility conflicts. This change order will increase the contract amount by $171,381.58 for a new total contract amount of $2,597,690.94** - Daniel Helms, Chief Transportation Engineer spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Todd Varnado. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.

dd. **Approval of Change Order #6 - Hendrick Construction, Inc., for the PR 929 and Parker Road Roundabout Project in the Move Ascension Program, Project H.006457.6, to correct a mathematical error on Change Order #4. This change order will decrease the contract amount by ($2,660.00) for a new total contract amount of $2,595,030.94** - A motion to approve forwarding to the full Council for approval was made by Councilman Brian Hillensbeck. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.

ee. **Approval of Resolution to adopt the inventory and proposed priorities for Capital Road Improvements in accordance with the Unitary Plan of Operations for selection of Parish roads for new construction and maintenance for the Parish Road System for 2024, 2025 and 2026** - Daniel Helms, Chief Transportation Engineer spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Joel Robert. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

ff. **Contract Report of all Contracts/Agreements entered into in the month of February 2024 -** Chairman Mason announced that the report was emailed to the Committee ahead of the meeting and if they have any questions, they can contact Legal or Finance

(6) **FINANCE REPORTS**

a. **Monthly report of new positions added to the Ascension Parish Government Classification Plan in the month of February 2024** - Lucy Cason, Human Resources Director spoke to the Committee on this item.

b. **Budget Amendment #1 - Approval to amend 2024 Budget** – A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

c. **Financial Update - Open Finance at https://ascensionparishla.finance.socrata.com/#!/dashboard -** Chaiman Mason advised that Open Finance is available for viewing at the URL listed and Finance can be contacted with any questions.

(7) **Adjourn -** The meeting was adjourned at 6:40 pm on a motion by Councilwoman Pam Alonso, seconded by Councilman Dennis Cullen.