



Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

May 7, 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. City of Donaldsonville Mayor Leroy Sullivan led the Committee in the invocation and pledge.
- (2) **Roll Call** - All members were present with the exception of Councilman Chase Melancon, Councilman Travis Turner who arrived at 5:32 pm and Councilman Brett Arceneaux who arrived at 5:36 pm
- (3) **Chair's Additions** - There were no additions to the agenda.
- (4) **Public Comment** - Chairman Mason announced that anyone wishing to speak should sign in now.
- (5) **GENERAL BUSINESS**
 - a. **Approval of Appropriation to the City of Donaldsonville for the 29th Annual Juneteenth Music Festival to be held on Saturday, June 15, 2024, in the amount of \$8,000.00. The event is funded through the City of Donaldsonville and vendor fees and Ascension Parish Government will be a co-sponsor** – City of Donaldsonville Mayor Leroy Sullivan and Tamiko Garrison 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 Oliver Joseph. The motion passed with no objection.
 - b. **Approval of Renewal of Cooperative Endeavor Agreement between the Board of Supervisors of Louisiana State University and A&M College represented by LSU Agriculture Center and Ascension Parish Government, to provide 4-H Youth Development Programs that are both relevant and useful to all Louisiana citizens.**

Total amount not to exceed \$50,000.00 per year - Camille Brady, 4-H Extension Agent 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 Dennis Cullen. The motion passed with no objection.

- c. **Approval of Ordinance accepting Act of Donation by Ascension Parish Sheriff's Office of two (2) vehicles to Ascension Parish Fire District #1. The vehicles are as follows: One (1) 2011 Dodge Ram - 1500 Crew Cab, VIN #1D7RB1CP2BS661946; One (1) 2013 Ford Expedition, VIN #1FMJU1F58DEF53629** - A motion to approve forwarding to the full Council for approval was made by Councilwoman Pam Alonso. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.
- d. **Approval of Amendment to the Intergovernmental Agreement between the Ascension Parish Library Board and the Parish of Ascension for the St. Amant Library and Community Center to satisfy the Auditor's desire to clarify ownership after construction** - Ricky Compton, 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 Oliver Joseph. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.
- e. **Approval of Amendment #1 to the agreement between Ascension Parish Government, Dr. Frank J. Peretti d/b/a Forensic Autopsy & Consulting Services, LLC and Dr. Christopher Trevino, Ascension Parish Coroner for autopsy and autopsy forensic services, to temporarily increase the not to exceed amount by an additional \$30,000.00 through June 2024, for a total not to exceed amount of \$79,999.00** - A motion to approve forwarding to the full Council for approval was made by Councilwoman Pam Alonso. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.
- f. **Results of Request for Proposals and approval to enter into Contract with Modern Metals & Recycling, LLC to retain a qualified contractor for scrap metal recycling services** - A motion to approve forwarding to the full Council for approval was made by Councilman Brett Arceneaux. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.
- g. **Results of Request for Qualifications and approval to enter into a contract with Duplantis Design Group for the engineering/design services for additions to the South Louisiana Fairgrounds Park including new Airnasium, restroom and multipurpose field** - A motion to approve forwarding to the full Council for approval was made by Councilwoman Pam Alonso. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.
- h. **Approval to renew a time and materials, task order driven Contract with the only responsive Request for Proposals submitted by Del-Con, LLC to support the Parish with plumbing and maintenance and repairs to Parish buildings and facilities, RFP/PM-21-12-002. Not to exceed amount of \$150,000.00** - 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 Entity Contract for Consulting Services between Ascension Parish Government and Design Engineering, Inc., for construction engineering and inspection (CE&I) services on the PR 929 Overlay (US 61-LA 42) project (State**

Project Number H.014642.6 and Contract Number 4400027404), and approval for Parish President Clint Cointment to execute the Agreement. Total contract not to exceed \$119,545.00. The Parish shall be responsible for 20% funding and the Louisiana Department of Transportation and Development (LA DOTD) shall be responsible for 80% (Federal) funding - 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.

- j. Approval of Amendment #1 to the Master Contract for Professional Services with HNTB Corporation - Move Ascension Program Manager to modify the contract and add Pre-Construction Management and Design Oversight Sub-Consultant Services, and to clarify Right-of-Way Acquisition Services. The amendment will increase the amount of the contract by \$609,608.64 for a new not to exceed value of \$4,794,801.08 – Jeff Burst with HNTB Corporation spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilwoman Pam Alonso. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.**
- k. Approval to amend the Master Contract for Professional Services - Engineering Review Agency Services (Contract 240113), with CSRS, Inc., executed on April 9, 2024, to modify Exhibit "B" Schedule of Rates and Charges to include two additional staff classifications: 19) Senior Transportations Designer at \$115.00 per hour and 20) Project Manager II at \$180.00 per hour. This contract modification results in no change in the contract not to exceed cost or the contract expiration date - A motion to approve forwarding to the full Council for approval was made by Councilwoman Pam Alonso. The motion was seconded by Councilman Todd Varnado. The motion passed with no objection.**
- l. Contract Report of all Contracts/Agreements entered into in the month of April 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. Review of 2024 Millage Process and Ordinances (Reassessment Year) - Dawn Caballero, Chief Financial Officer spoke to the Committee on this item.**
- b. Monthly report of new positions added to the Ascension Parish Government Classification Plan in the month of April 2024 - Lucy Cason, Human Resources Director spoke to the Committee on this item.**
- c. Parish Position Report - 1st Quarter 2024 - Lucy Cason, Human Resources Director spoke to the Committee on this item.**
- d. Financial Update - Open Finance at <https://ascensionparishla.finance.socrata.com/#!/dashboard> - Chairman 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 5:54 pm on a motion by Councilwoman Pam Alonso, seconded by Councilman Brian Hillensbeck.**