Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

November 12, 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 Oliver Joseph, Councilman Chase Melancon, Councilman Travis Turner, Councilman Joel Robert who arrived at 5:39 pm, and Councilman Brett Arceneaux who arrived at 5:42 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. **Council on Aging presentation on new Prairieville Senior Wellness Center** - Darlene Schexnayder, Executive Director Ascension Council on Aging and David Mougeot with Mougeot Architecture spoke to the Committee on this item.

b. **Approval of renewal of the Intergovernmental Agreement between Ascension Parish Government and Ricky Babin, 23rd Judicial District Attorney, for the continued implementation of the drug intervention program for adult offenders created by the District Attorney. Funds provided shall not exceed $205,000.00** – A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

c. **Approval to apply for the FY 2024-2025 Community Water Enrichment Fund (CWEF) program and to authorize Parish President Clint Cointment to sign and execute all documents relating to the application and/or Chief Financial Officer/Treasurer Dawn Caballero for financial documents** – A motion to approve forwarding to the full Council for approval was made by Councilman Brian Hillensbeck. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

d. **Approval to apply for the FY 2024-2025 Local Government Assistance Program (LGAP) and to authorize Parish President Clint Cointment to sign and execute all documents relating to the application and/or Chief Financial Officer/Treasurer Dawn Caballero for financial documents** – A motion to approve forwarding to the full Council for approval was made by Councilman Brian Hillensbeck. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.

e. **Approval of Agreement with The Picard Group, LLC for professional services related to the legislative branch of state government for $10,000.00 monthly for federal services and $7,500.00 monthly for state services for a term of one (1) year beginning January 1, 2025, and ending December 31, 2025. The total not to exceed amount is $250,000.00 for federal and state services, printing, travel, events and miscellaneous costs** – Chuck Kleckley with The Picard Group, LLC 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 Councilman Dennis Cullen. The motion passed with no objection.

f. **Approval of the Professional Selection Committee's recommendation to select Faulk & Winkler, LLC for the RFP - Independent Certified Public Accountant Services and to enter into a contract for these services** - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.

g. **Approval of Amendment #3 to the Professional Services Contract with DRC Emergency Services, LLC for emergency debris removal and related services to add the City of Donaldsonville as an appearer due to the omission of the City of Donaldsonville as a party to the contract although included in the bid -** A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Joel Robert. The motion passed with no objection.

h. **Approval of Amendment #1 to the Professional Services Contract with Tetra Tech, Inc. for emergency debris monitoring to add the City of Donaldsonville as an appeared due to the omission of the City of Donaldsonville as a party to the contract, although they were included in the bid** - 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.

i. **Approval of Amendment #2 to the Master Services Contract with A to Z Consulting, LLC, for the Master Plan - Roger J. Clouatre Park, to extend the contract term through December 31, 2025. This amendment only extends the term of the contract and does not affect the original contract price** - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

j. **Approval of Amendment #1 to the Master Services Contract with A to Z Consulting, LLC, for the Master Plan - Richard Brown Park, to extend the contract term through December 31, 2025. This amendment only extends the term of the contract and does not affect the original contract price** - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

k. **Approval of renewal of the Cooperative Endeavor Agreement between Ascension Parish Government and Life House. Life House will provide labor personnel to the Parish in various operations and, in exchange, the Parish will provide employment opportunities and pay the laborers provided by Life House. This cooperative endeavor agreement has a total not to exceed amount of $150,000.00 and shall terminate on December 31, 2025** - 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.

l. **Approval of Amendment #2 to the Master Contract for Professional Services for professional engineering support services with Parish Engineering, LLC, for the electrical design at the Darrow Community Center, to extend the contract term through December 31, 2025. This amendment only extends the term and does not affect the original contract price** - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

m. **Approval of Amendment #3 to the Master Contract for Professional Engineering Support Services with Quality Engineering and Surveying, LLC, for the Ascension Parish Courthouse East Green Infrastructure Improvements Project, to extend the contract term to June 30, 2025. This amendment only extends the contract term and does not affect the contract price -** A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

n. **Approval of Amendment #2 with CSRS, LLC, to increase the contract amount by $250,000.00, for a new total not to exceed amount of $1,290,145.00, due to increased analysis and coordination required between staff and applicants, as well as anticipated reviews of submittals for the new offsite drainage analysis ordinance. This amendment is also to modify Exhibit B, Schedule of Rates and Charges, to include two additional staff classifications. The contract amount is also increased by $13,500.00 to compensate for the additional work required under Amendment #1 to Task Order #1. The new total not to exceed amount for this contract is $1,303,645.00** - Eric Poche, Director of Planning and Development 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. Councilman Joel Robert objected to the motion. A roll call vote was conducted with the results being as follows:

Yeas: Brett Arceneaux, Dennis Cullen, Todd Varnado, Blaine Petite, Brian Hillensbeck, Pam Alonso, Michael Mason
Nays: Joel Robert
Absent: Chase Melancon, Oliver Joseph, Travis Turner
Not Voting: None

The motion passed 7:1.

o. **Approval of Amendment #1 to the Master Contract for Professional Services with Gulf South Engineering and Testing, Inc, for geotechnical assistance, to extend the contract term through March 31, 2025, retroactive to October 29, 2024, and to include an additional amount of $50,000.00, for a new not to exceed contract amount of $350,000.00** - 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.

p. **Approval of renewal of the Master Services Contract with Cody Edwards Trucking, LLC for dump trucks with drivers on an as needed basis to assist with hauling hot asphalt to various locations within the Parish at a rate of $115.00 per hour. Total budget amount of $175,000.00 to be shared between three providers** - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

q. **Approval of renewal of the Master Services Contract with JFK Trucking, LLC for dump trucks with drivers on an as needed basis to assist with hauling hot asphalt to various locations within the Parish at a rate of $115.00 per hour. Total budget amount of $175,000.00 to be shared between three providers** - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Brian Hillensbeck. The motion passed with no objection.

r. **Approval of renewal of the Master Services Contract with Seek Ye First Enterprises, LLC for dump trucks with drivers on an as needed basis to assist with hauling hot asphalt to various locations within the Parish at a rate of $110.00 per hour. Total budget amount of $175,000.00 to be shared between three providers** - 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 Councilwoman Pam Alonso. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.

s. **Approval of Amendment #1 to the Master Contract for Professional Services for professional engineering support services with Forte & Tablada, Inc., for bridge load ratings of Parish owned bridges, to extend the contract term through April 30, 2024. This amendment only extends the contract term and does not affect the contract price** - A substitute motion to correct the date of the contract term to April 30, 2025 and to approve forwarding to the full Council for approval was made by Councilman Todd Varnado. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

t. **Approval of Amendment #2 to the Master Services Contract with Del-Con, LLC for electrical maintenance and repairs to add another $150,000.00 for a not to exceed amount of $300,000.00 due to extension of contract through October 2025 and large expenses for ARC West electrical upgrades -** 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.

u. **Approval of Amendment #1 to the Master Services Contract with Del-Con, LLC for plumbing maintenance and repairs to add another $50,000.00 for a not to exceed amount of $200,000.00 due to large expenses taking the bulk of funding for ARC West plumbing replacement and large expenses for Council on Aging water leak**

repair – Randy Williams, Supervisor III Maintenance Dept spoke to the Committee on this item. - A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

v. **Approval to enter into a Contract with Guitreau General Contractors, LLC for the Trademart partition wall replacement at Lamar Dixon Expo Center. Total contract amount not to exceed $70,720.00** – Jill Gautreau, Lamar Dixon Expo Center 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.

w. **Approval of Amendment #9 to the Professional Services Contract with McKim & Creed, Inc. to extend the term to December 31, 2024, retroactive to August 3, 2024. The amendment only extends the term of the contract and does not affect the contract price -** A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

x. **Approval of Change Order #1 - I.C.E. Sales & Service, LLC - for the "Remove and Replace the Controls for the Muffin Monster Sewer System Project, Project #240106" to add 90 construction days to the project duration time due to inclement weather and electrical components delivery delays beyond the control of the contractor. There is no change to the original contract price of $167,500.00** - Dean Thomason, Project Manager III 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 Brett Arceneaux. The motion passed with no objection.

y. **Approval of Amendment #2 to the Master Contract for Professional Services for professional engineering support services with Parish Engineering, LLC, for the electrical design of the muffin monster, to extend the contract term through March 31, 2025. This amendment only extends the contract term and does not affect the contract price** - A motion to approve forwarding to the full Council for approval was made by Councilman Brian Hillensbeck. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

z. **Approval to enter into a Contract with Premier Service Team, LLC for the Parish Utilities of Ascension (PUA) Water Treatment Plant Roof Replacement Project, Project No. UTIL240018 for removal of the existing roof, gutters and attachments and to encase the existing metal roof, and installation of a gutter system and standing seam roof panels. Total contract amount not to exceed $85,480.00** - 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.

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

(6) FINANCE REPORTS

a. **Monthly report of new positions added to the Ascension Parish Government Classification Plan in the month of October 2024** - Chairman Mason announced that there were no new positions added in the month of October.

b. Parish Position Report - 3rd Quarter 2024 - Megan Babin, Interim Human Resources Director spoke to the Committee on this item.

c. **Financial Update - Open Finance at** https://ascensionparishla.finance.socrata.com/#!/dashboard - Chairman Mason announced 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 6:06 pm on a motion by Councilman Brian Hillensbeck, seconded by Councilman Dennis Cullen.