Parish of Ascension

Office of Finance

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FINANCE COMMITTEE MEETING

February 11, 2025 - 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 Brian Hillensbeck. Councilman Brett Arceneaux led the Committee in the invocation and pledge.

(2) **Roll Call –** All members were present with the exception of Councilman Joel Robert, Councilman Travis Turner, Councilman Chase Melancon, and Councilwoman Tia Starr who arrived at 5:57 pm.

(3) **Chair's Additions –** There were no additions to the agenda.

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

(5) **GENERAL BUSINESS**

a. **Presentation and approval of Property and Casualty Insurance Rates for Ascension Parish** - Bret Hughes with Hughes Insurance 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 Blaine Petite. The motion was then amended by Councilman Todd Varnado to add that the Committee selected Option #2 of the options that were presented to them. The amended motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

b. **Approval of Professional Services Contract with Hughes Insurance Services for Agent of Record for all Property and Casualty Insurance** – 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.

c. **Approval of Amendment #1 to the staffing agreement with Advantage Medical Professionals, LLC for temporary staffing at the Ascension Parish Jail. This amendment is to increase the contract by $46,000.00 to pay remaining invoices for a new not to exceed amount of $196,000.00** - 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 Todd Varnado. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

d. **Approval of renewal of the Management and Operating Agreement between Ascension Parish Government and Gaston's BBQ & Beer, LLC to provide meal services for West Ascension Early Learning Center at a cost of $10 per day per child under 3 years of age and $15 per day per child over 3 years of age for up to 65 students** - 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 Blaine Petite. The motion was seconded by Councilman Oliver Joseph. The motion passed with no objection.

e. **Approval of Cooperative Endeavor Agreement and Lease between Ascension Parish Government, Ascension Parish Sheriff, and Ascension Parish Fire Protection District #1 for the Fire District #1 site on Airline Hwy** – A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Brett Arceneaux. The motion passed with no objection.

f. **Approval of Amendment #1 to Master Contract for Professional Services with Lofton Industrial Services, LLC for temporary staffing. This amendment is to increase the contract by $6,600.00 to pay remaining invoices. The new not to exceed amount is $115,600.00** – A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.

g. **Approval of Amendment #1 to Master Contract for Professional Services with Roberto Macedo & Associates for Section 8 Administrative Services to increase the contract by $20,000.00 to pay invoices through April 2025, the end of the contract term. The new not to exceed amount is $95,000.00** – Roberto Macedo with Roberto Macedo & Associates 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.

h. **Approval of Ordinance declaring surplus and authorization of the sale and/or transfer of miscellaneous movable equipment** – A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilwoman Pam Alonso. The motion passed with no objection.

i. **Approval to enter into a Contract with Systemates, Inc. (Projectmates) for project management software. Contract amount not to exceed $95,435.00 in year one for start-up and annual costs and $41,875.00 for annual cost for year two. After the initial two-year term, no more than annually, Systemates may increase the fees by no more than seven percent (7%) of the then-current fee** – A motion 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.

j. **Approval of Amendment #1 to the Master Contract for Professional Services with Holly and Smith Architects, Inc., for the Lamar Dixon Gym Leak Remediation Project, to add Phase 2 - Implementation. Phase 2 will increase the contract amount by $366,608.00, for a new amount not to exceed $432,108.00 and extend the contract term to September 25, 2026** - Randy Mullis, 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 Oliver Joseph. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

k. **Approval of Amendment #2 to the Master Services Contract with Corporate Mechanical Contractors, Inc. for HVAC Maintenance and Repair in Parish facilities to add $150,000.00 for a total budget amount not to exceed $600,000.00. This amendment is to ensure funds through May 2025, the end of the contract term. The total budget amount may be shared by more than one Provider** - Jason Thompson, Facilities Maintenance Manager 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 Todd Varnado. The motion passed with no objection.

l. **Approval to enter into a Contract with Del-Con, LLC for backflow installation on Parish buildings/parks. Contract amount not to exceed $96,106.00** - Jason Thompson, Facilities Maintenance Manager spoke to the Committee on this item. A motion to approve forwarding to the full Council for approval was made by Councilman Blaine Petite. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.

m. **Approval of Amendment #2 to the Master Services Contract with Gallo Mechanical Services, LLC for HVAC Maintenance and Repair in Parish facilities to add $150,000.00 for a total budget amount not to exceed $600,000.00. This amendment is to ensure funds through May 2025, the end of the contract term. The total budget amount may be shared by more than one Provider** - Jason Thompson, Facilities Maintenance Manager 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.

n. **Approval of Amendment #2 to the Professional Services Contract with Joey Thibodeaux's Drain Cleaning & Plumbing, to add $14,000.00 to pay remaining 2024 invoices, for a new not to exceed amount of $189,000.00** - Jason Licciardi, Utilities 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 Oliver Joseph. The motion passed with no objection.

o. **Approval to enter into a Contract with Scott Fence USA, LLC, for the Butch Gore Park Pipe Rail Fencing Project. Total contract amount not to exceed $85,260.00** – 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.

p. **Approval of Change Order #9 (DOTD Change Order #7) - Richard Price Contracting Co., LLC, for the Churchpoint Road and Roddy Road Roundabout Project in the Move Ascension Program, Project H.006459, to provide for reconciliation** of final quantities. This change order will increase the contract amount by $19,003.55, for a new total contract amount of $2,001,243.40 - 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 Blaine Petite. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.

q. **Approval of Change Order #1 - R.J. Daigle & Sons, Inc., for the PR 929 Overlay (US 61 - Parker Rd) Project, State Project H.014642, to reimburse the contractor for LADOTD's requirement to purchase Owners and Contractors Protective Liability (OCP) insurance. This change order will increase the contract amount by $5,108.00 for a new total contract amount of $1,144,793.32** - 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 Blaine Petite. The motion passed with no objection.

r. **Approval of Change Order #2 - R.J. Daigle & Sons Contractors, Inc., for the PR 929 Overlay (US 61 - Parker Rd) Project, State Project H.014642, to adjust the pavement patching quantities. This change order will decrease the contract amount by -$7,210.66 for a new total contract amount of $1,137,582.66** – A motion to approve forwarding to the full Council for approval was made by Councilman Dennis Cullen. The motion was seconded by Councilman Todd Varnado. The motion passed with no objection.

s. **Contract Report of all Contracts/Agreements entered into in the month of January 2025** – Chairman Hillensbeck 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. **Approval of Resolution - 2024 Louisiana Audit Compliance Questionnaire - "BE IT RESOLVED that the Council of the Parish of Ascension, State of Louisiana, hereby adopts the Louisiana Compliance Questionnaire for the 2024 Audit of the Government of the Parish of Ascension.**

BE IT FURTHER RESOLVED that the Louisiana Compliance Questionnaire be presented to the Auditors, Faulk & Winkler, said audit firm approved by the Ascension Parish Council and the State of Louisiana Legislative Auditor" - Dawn Caballero, Chief Financial Officer 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.

b. **Monthly Report of new positions added to the Ascension Parish Government Classification Plan in the month of January 2025** – Chairman Hillensbeck announced that there were no new positions added in the month of January.

c. **Parish Position Report - 4th Quarter 2024** - Megan Babin, Human Resources Director spoke to the Committee on this item.

d. **Financial Update - Open Finance at** https://ascensionparishla.finance.socrata.com/#!/dashboard - Chairman Hillensbeck 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 6:10 pm on a motion by Councilman Blaine Petite, seconded by Councilman Dennis Cullen.