



Parish of Ascension

Office of Finance

www.ascensionparish.net

FINANCE COMMITTEE MEETING

March 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 Oliver Joseph led the Committee in the invocation and pledge.
- (2) **Roll Call** - All members were present with the exception of Councilman Brett Arceneaux, Councilman Travis Turner, and Councilman Joel Robert who arrived at 5:39 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. **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 Cooperative Endeavor Agreement between the Parish and Jambalaya Capital of the World for a one-time payment of \$20,000.00 to help marketing and public relations** – 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 Cooperative Endeavor Agreement between Ascension Parish Government and Ascension Council on Aging (COA) for building a new Senior Center in Prairieville. Parish will loan funds in the amount of \$2,000,000.00 to be repaid by COA over a ten-year period from the signing of the promissory note** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- d. **Approval of Renewal of the Cooperative Endeavor Agreement with Capital Area Human Services District (CAHSD) for the limited purpose of the Parish assisting in the monthly rental payments for the building currently housing CAHSD. The Parish shall reimburse CHSD \$4,345.83 monthly, which is one-half of the monthly rental rate of \$8,691.66. The Parish shall also reimburse one half of monthly utility costs** - 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.
- e. **Approval of Amendment #1 to the Agreement for Autopsy and Autopsy Forensic Services with Dr. Christopher Trevino and Dr. Frank Peretti dba Forensic Autopsy & Consulting Services, LLC, to temporarily increase the not to exceed amount by \$31,900.00 for a new not to exceed amount of \$81,899.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- f. **Approval of Renewal of Contract for Medical Services with Ty Gautreau for medical services to inmates at Ascension Parish Jail. Compensation to provider is \$4,725.00 monthly not to exceed \$56,700.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- g. **Approval of Amendment #1 to the Claims Administration Service Agreement with Louisiana Claims Administrators for claims management and administration to add an additional \$10,500.00 to cover the last quarter administrative fees and any additional fees provided for in Exhibit A of the contract. The new not to exceed amount is \$76,300.00** - Megan Babin, Human Resources Director 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 Dennis Cullen. The motion passed with no objection.
- h. **Approval of Amendment #1 to the Professional Services Contract for Programming and Maintenance of Communications Equipment with In-Telecom Consulting, LLC for programming and maintenance of communications equipment to add an additional \$1,400.00 to pay remaining invoices for a not to exceed amount of \$78,900.00** - A motion to approve forwarding to the full Council for approval was made by Councilman Chase Melancon. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.
- i. **Approval of the Professional Selection Committee's recommendation to select the respondent, Triton Controls & Engineering, Inc., for the RFQ - Parish Supervisory Control and Data Acquisition (SCADA) Support and to enter into a service contract for the project** - Brian Martinez, Director of Performance and Accountability and Data Analytics and Ruth Phillips, Chief Administrative Officer 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 Blaine Petite. The motion passed with no objection.

- j. **Approval of Amendment #3 to the Renewal of Master Contract for Professional Services for Engineering Review Agency Services with CSRS, LLC for Engineering Review Agency Services, to extend the contract term through July 6, 2025. 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 Chase Melancon. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- k. **Approval to enter into contract/agreement with the lowest responsive quote received from Vath's Lighting & Controls Solutions for the project - Electrical Lighting Replacement Arena B, C and D in the amount of \$68,825.00** - Christopher Welch, Lamar Dixon Manager Event Operations 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 Councilwoman Pam Alonso. The motion passed with no objection.
- l. **Approval of Amendment #2 to the Renewal of Master Services Contract with Del-Con, LLC for plumbing maintenance and repairs to add an additional \$75,000.00 to provide funding through the end of the contract term of July 11, 2025 for a not to exceed amount of \$275,000.00** – Dean Thomason 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 Councilwoman Pam Alonso. The motion passed with no objection.
- m. **Approval of Renewal of the Legal Services Contract with Kean Miller, LLP for the preparation of trust documents for retiree medical plan, coordination with health plan, pension plan and related documentation, and consultation with respect to related tax consequences, and regulatory compliance. The rate at which attorney may bill the parish shall not exceed the Attorney General rate and shall not exceed \$8,000** - 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.
- n. **Approval of Amendment #10 to the Professional Services Contract with McKim & Creed, Inc., to extend the term to February 17, 2025, retroactive to December 31, 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 Chase Melancon. The motion was seconded by Councilman Dennis Cullen. The motion passed with no objection.
- o. **Approval of Amendment #2 to the Master Contract for Professional Services for Professional Engineering Support Services with Forte & Tablada, Inc. for the bridge load ratings of parish-owned bridges. This amendment is to extend the term of the contract through June 30, 2025 and does not affect the contract price** - 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.
- p. **Approval of Amendment #2 to the Renewal of Master Contract for Professional Services for Geotechnical Assistance, with Gulf South Engineering and Testing, Inc., to extend the contract term through June 30, 2025. 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 Joel Robert. The motion was seconded by Councilman Blaine Petite. The motion passed with no objection.

- q. **Contract Report of all Contracts/Agreements entered into in the month of February 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. **Monthly Report of new positions added to the Ascension Parish Government Classification Plan in the month of February 2025** - Megan Babin, Human Resources Director spoke to the Committee on this item.
- b. **Budget Amendment #1 - Approval to amend 2025 Budget** - Dawn Caballero, Chief Financial Officer spoke to the Committee on this item. A motion to amend the budget amendment to remove the West Ascension Drainage portion was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. A motion to approve the budget amendment as amended was made by Councilman Oliver Joseph. The motion was seconded by Councilman Chase Melancon. The motion passed with no objection.
- c. **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 5:58 pm on a motion by Councilman Todd Varnado, seconded by Councilman Dennis Cullen.