



# Parish of Ascension

*Department of Finance*

**KENNY MATASSA**  
PARISH PRESIDENT

**GWEN B. LEBLANC**  
CHIEF FINANCIAL OFFICER/TREASURER

**FINANCE COMMITTEE MEETING  
ASCENSION PARISH COUNCIL  
Monday, October 3, 2016  
6:30 PM or immediately following  
East Ascension Drainage  
COURTHOUSE ANNEX – COUNCIL MEETING ROOM  
828 S. IRMA BLVD. – 2<sup>ND</sup> FLOOR  
GONZALES, LOUISIANA 70737**

## AGENDA

- 1) Call to Order/Invocation and Pledge  
(Chairwoman Teri Casso)
- 2) Roll Call
- 3) Chair's Additions
- 4) Public Comment Period

## GENERAL BUSINESS

- 5) Renewal of the Audit Engagement Letter for 2016 Audit (Tommy LeJeune and Jacob Waguespack, Faulk & Winkler, LLC)

- 6) Presentation by United States Small Business Administration (**Burl Kelton, SBA Public Information Officer**)
- 7) Renewal of Cooperative Endeavor Agreement with Louisiana Cooperative Extension Service to continue to provide 4-H youth development programs in Ascension Parish, not to exceed \$50,000 per year (**Craig Roussel, Horticulture Agent and Parish Chair, Ascension Parish, LSU AgCenter**)
- 8) Ascension Economic Development Quarterly Report (**Mike Eades, President and CEO Ascension Economic Development**)
- 9) Approval of Cooperative Endeavor Agreement by and among Ascension Parish Economic Development Corporation; Parish of Ascension, State of Louisiana; and the Industrial Development Board of the Parish of Ascension, Louisiana, Inc. (**Mike Eades, President and CEO Ascension Economic Development**)
- 10) SSA Consultants Contract – Approval of Phase II (**Chrystal Slaughter, SSA Consultants and Councilwoman Teri Casso**)
- 11) Presentation by SSA Consultants (**Chrystal Slaughter, SSA Consultants**)
- 12) Ratification of Amendment No. 1 to Master Contract with DRC Emergency Services, LLC to include additional items to debris removal: Household Hazardous Waste; White Goods; Freon Removal; E-Waste; Animal Carcass Removal and Tire Removal (**Richard Webre, OEP**)
- 13) Approval of Professional Services Contract with Mougeot Architecture, LLC – Architect to develop preliminary site plans, floor plans, and cost estimate for new fire stations at Sorrento and Geismar, new administrative building for Fire Protection District #1 and renovate Galvez-Lake substation at 16573 Hwy. 73. Total Amount Not to Exceed \$25,000.00 (**Gene Witek, Fire District #1**)

- 14) Ratification of Professional Services Contract with Ardurra Group, LLC – Consulting Services for troubleshooting pump failure during August 2016 flood event. Total Amount of Contract is \$20,000.00 **(Michael Enlow, Department of Public Works/East Ascension Drainage)**
- 15) Renewal of Contract with Fresh Architecture Consulting, LLC. Total Amount of Contract is not to exceed \$55,000.00 **(Martha Collins, Grants Officer)**
- 16) Change Order No. 1 – FEMA HMGP 1603X-022-0085 Lamar Dixon Expo Center Wind Retrofit – Task 2 – To extend the contract time by 39 days for shut down of work during the 2016 Flood Event for buildings being used for various disaster relief recovery and to increase the contract for changes in overhead door dimensions to match existing openings for Arena D in the amount of \$2,383.00 **(Martha Collins, Grants Officer)**
- 17) Certificate of Substantial Completion for Project ENG-15-013: Lowery Park Walking Path **(Ami Clouatre Johnson, Project Manager)**
- 18) Approval of Contract with the following companies for annual survey services: BFM Corporation, Quality Engineering, Earles and Associates, Bryant Hammett and Associates, and T. Baker Smith. Total Budget Allowance for Topographic and Boundary Surveying Services, for the term of contracts is \$150,000.00 **(Bill Roux, Director of Public Works)**
- 19) Presentation of 2016 Amended and 2017 Budget **(President Kenny Matassa and Chief Financial Officer Gwen LeBlanc)**
- 20) Monthly Contracts Report **(Sandra Perera, Paralegal/Legal Assistant)**

#### **FINANCE REPORTS**

*(Gwen LeBlanc, CFO/Treasurer)*

- 21) Sales and Use Tax Report **(Gwen LeBlanc, CFO/Treasurer)**

**22) Revenue and Expenditure Report (Amanda Berot, Assistant Treasurer)**

**23) Bid Items – To accept lowest responsive bid as follows:**

**(Joan Shivers, Purchasing Director)**

- a. Crack Sealing Material (NUVO CS Formulation C)**
  - Covington Sales & Service, Inc., \$24.82 per container (1,330 containers per bulk delivery)
- b. Polyvinyl Chloride (PVC) Sewer/Drainage Pipe**
  - Coburn's, Inc.
- c. CX130d CASE Excavator with Attachments Model 750 Wag Way Birdeye Tools Co. Drum Grinder**
  - Quest Construction Equipment, \$151,700.00
- d. General Engineering Consulting Services for Transportation Master Plan: Development and Implementation (Request for Qualifications)**
  - HNTB Corporation
- e. Design of New River Canal Flood Control Structures (Request for Qualifications)**
  - H. Davis Cole & Associates
- f. Grants Management and Administration and Associated Project Management Activities (Request for Qualifications)**
  - Tetra Tech
- g. Professional Services Retainer Contract – Surveying (Request for Qualifications)**
  - BFM Corporation
  - Quality Engineering
  - Earles and Associates
  - Bryant Hammett and Associates
  - T. Baker Smith
- h. Emergency Feeding During a Declared Emergency (Request for Proposals)**
  - Ralph's Supermarket

**24) Adjourn**

**Chairwoman Teri Casso  
Finance Committee**