

**FINANCE COMMITTEE MEETING**  
**MAY 26<sup>th</sup>, 2020**  
**Chairman Michael Wright**  
**Vice-Chair Thomas Malik**

**CERTIFICATE**

The St. John the Baptist Parish Council, through its Chairman, Lennix Madere, Jr., hereby certifies as follows: In accordance with Executive Proclamations JBE 2020-30 issued by Governor John Bel Edwards on March 16, 2020, and concurrence by the Attorney General on March 19<sup>th</sup>, 2020, this Notice shall serve as certification by the St. John the Baptist Parish Council of its inability to operate in accordance with the Louisiana Open Meetings Law due to a lack of quorum as a result of the COVID-19 public health emergency. Pursuant to Section 4 of JBE 2020-30 the St. John the Baptist Parish Council will provide for attendance at its essential government meeting on Tuesday, May 26<sup>th</sup>, 2020, via video conference in order to obtain a quorum of its members. Therefore, in accordance with JBE 2020-30, the St. John the Baptist Parish Council meeting on Tuesday, May 26<sup>th</sup>, 2020 at 2:00 PM will be held via video conference and in a manner that will allow for observation and input by members of the public, as set forth in the notice posted on Wednesday, May 20<sup>th</sup>, 2020. All other Open Meetings Law requirements have been met.

The St. John the Baptist Parish Council members will meet via Zoom video/teleconference at the posted date and time.

Via Telephone access: Call 985-652-1702

Via Web access: [www.sjbparish.com](http://www.sjbparish.com) {click on (Government) Menu button, then select (Parish Council)}

Also, you can watch as normal on our Government Channels live with scheduled replays.

Members: Lennix Madere, Kurt Becnel, Warren Torres, Tammy Houston, Tyra Duhe-Griffin, Robert Arcuri, Tonia Schnyder, Michael Wright, Thomas Malik

**PRESENT:** Kurt Becnel, Warren Torres, Tammy Houston, Tyra Duhe-Griffin, Robert Arcuri, Michael Wright, Thomas Malik

**ABSENT:** Tonia Schnyder and Lennix Madere

**MOTION:** Councilwoman Houston moved and Councilman Torres seconded the motion to go into a 30-minute recess. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**MOTION:** Councilman Malik moved and Councilwoman Duhe-Griffin seconded the motion to go back into the Finance Committee Meeting. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**PUBLIC COMMENT - AGENDA ITEMS ONLY** (90 seconds per citizen)

There were no public comments at this time.

**Natalie Robottom - (Tabled 10-08-19) Authorization to enter into a Cooperative**

**Endeavor Agreement (CEA) with the Sheriff's Office for use of the Percy Hebert Building**

This item was left on the table at the request of administration.

**Robert Figuero - (Tabled 05-12-20) Authorization to amend the Cooperative Endeavor Agreement (CEA) with South Central Planning & Development Commission for the Water Meter Reconciliation Study parish wide**

**MOTION:** Councilwoman Houston moved and Councilman Torres seconded the motion to REMOVE the authorization to amend the Cooperative Endeavor Agreement (CEA) with South Central Planning & Development Commission for the Water Meter Reconciliation Study parish wide from the TABLE. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

Robert Figuero stated, *"This Amendment is for a requested extension of original terms of the CEA until September 30, 2020, with no additional costs, by the Parish due to a four month delay in Entergy providing to the Commission the release of the addresses of electrical service data-base from Entergy's Legal Section for the Water Meter Reconciliation Study on behalf of St. John the Baptist Parish. The Study is dependent on the utilization and comparative analysis of the electrical services database with the water meter services data base. The CEA is funded by the Utilities Fund. The revised CEA Amendment was sent to Legal Counsel and deemed legally sufficient May 22, 2020. Administration recommends approval."*

**MOTION:** Councilwoman Houston moved and Councilwoman Duhe-Griffin seconded the motion to grant administration authorization to amend the Cooperative Endeavor Agreement (CEA) with South Central Planning & Development Commission for the Water Meter Reconciliation Study parish wide. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Robert Figuero - Authorization to enter into an Agreement with Enterprise Fleet Management for the leasing of motor vehicles**

Robert Figuero stated, *"The average age of our fleet currently stands at 11 years old. This Agreement will allow the Parish to update our motor vehicle fleet, which will increase efficiencies, boost employee morale, and reduce our costs associated with maintaining an old fleet. The Agreement was sent to Legal Counsel to review and deemed legally sufficient. Administration recommends approval."*

**MOTION:** Councilman Becnel moved and Councilman Malik seconded the motion to grant administration authorization to enter into an Agreement with Enterprise Fleet Management for the leasing of motor vehicles. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Peter Montz/Reed Alexander - Authorization to award Backflow Prevention Services to Backflow Prevention Services, LLC**

Reed Alexander stated, *"Backflow Prevention Services, LLC of Baton Rouge, LA was the only proposal reviewed and scored by the Source Selection Committee due to the other company withdrawing from the RFP Process. This company has worked with the Parish since 2004 and developed, implemented and currently maintains Backflow*

Prevention Services. The estimated contract amount is \$6,215 a month and is funded by the Utilities Department. The drafted contract was sent to Legal Counsel for review on May 19, 2020 and Administration recommends approval."

**MOTION:** Councilwoman Houston moved and Councilman Arcuri seconded the motion to grant administration authorization to award Backflow Prevention Services to Backflow Prevention Services, LLC. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Peter Montz - Authorization to terminate the contract with Cintas Corporation for Uniform/Mat Rental Services**

Peter Montz stated, "Administration recommends terminating the existing contract in accordance with the Termination for Convenience Clause in the original contract executed on August 12, 2014 as advised by Legal Counsel on May 19, 2020."

**MOTION:** Councilwoman Houston moved and Councilwoman Duhe-Griffin seconded the motion to grant administration authorization to terminate the contract with Cintas Corporation for Uniform/Mat Rental Services. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Peter Montz - Authorization to enter into a new Agreement with Cintas Corporation for Uniform/Mat Rental Services**

Peter Montz stated, "This Agreement is based on State Contract pricing which will produce a cost reduction of over \$23,000 per year. Cost of services provided are funded through various departments. The Agreement was sent to Legal Counsel for review on May 8, 2020 and deemed legally sufficient. Administration recommends approval."

**MOTION:** Councilman Arcuri moved and Councilman Torres seconded the motion to grant administration to enter into a new Agreement with Cintas Corporation for Uniform/Mat Rental Services. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Peter Montz - Request authorization to advertise for RFQ's to update the Engineering and Architectural pools**

Peter Montz stated, "This Request for Qualifications (RFQ) is for Architectural and Engineering Services contracts. The A/E pool consists of firms with all required qualifications along with a score card for recommendations on upcoming projects in St. John the Baptist Parish. The current pool expires October 31, 2020 and Administration recommends approval."

**MOTION:** Councilwoman Houston moved and Councilwoman Duhe-Griffin seconded the motion to grant administration authorization to advertise for RFQ's to update the Engineering and Architectural pools. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Stacey Cadore - Authorization to award the Property & Casualty Insurance through Riverlands Insurance Services, Inc.**

Stacey Cadore stated, "Riverlands Insurance Services, Inc. of LaPlace, LA ranked

*first out of two proposals reviewed and scored by the Source Selection Committee. The total estimated annual premium is \$960,112.98 which is approximately an 17% increase over the expiring premium due to additional vehicles and an increase in property values. It is funded through the General Fund and other various departments. Administration recommends approval."*

**MOTION:** Councilwoman Houston moved and Councilwoman Duhe-Griffin seconded the motion to grant administration authorization to award the Property & Casualty Insurance through Riverlands Insurance Services, Inc. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Stacey Cador - Authorization to renew the Parish's Worker's Compensation Policy with Louisiana Workers' Compensation Corporation (LWCC)**

*Stacey Cador stated, "This renewal premium of \$552,657 reflects an increase of approximately 3% and will be funded through the General Fund and other various departments. Over the past 17 years, St. John Parish has received \$3,121,892.58 in dividend payments from LWCC. Administration recommends approval."*

**MOTION:** Councilman Becnel moved and Councilman Torres seconded the motion to grant administration authorization to renew the Parish's Worker's Compensation Policy with Louisiana Workers' Compensation Corporation (LWCC). The motion passed with Councilwoman Schnyder and Councilman Madere absent.

**Adjournment:**

**MOTION:** Councilwoman Duhe-Griffin moved and Councilwoman Houston seconded the motion to adjourn the finance meeting. The motion passed with Councilwoman Schnyder and Councilman Madere absent.

The meeting can be viewed in its entirety at [www.sjbparish.com](http://www.sjbparish.com).

**Public Comment Form:** <http://st-john-parish.com/council-meeting/>