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# TERREBONNE PARISH COUNCIL

## POLICY, PROCEDURE, AND LEGAL COMMITTEE

Mr. Gerald Michel	Chairman
Mr. Daniel Babin	Vice-Chairman
Mr. John Navy	Member
Mr. Carl Harding	Member
Mr. John Amedee	Member
Ms. Jessica Domangue	Member
Mr. Darrin W. Guidry, Sr.	Member
Mr. Dirk Guidry	Member
Mr. Steve Trosclair	Member



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Suzette Thomas, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

### AGENDA

November 15, 2021  
5:30 PM

Robert J. Bergeron Government Tower Building  
8026 Main Street  
2nd Floor Council Meeting Room  
Houma, LA 70360

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**NOTICE TO THE PUBLIC:** If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located **on the table near the entrance into the building** and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

**ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION  
SHOULD BE SILENCED FOR THE DURATION OF THE MEETING**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL MEETING TO ORDER**

**ROLL CALL**

1. Discussion and update from the Office of Homeland Security and Emergency Preparedness relative to COVID-19 and any other pertinent public information.
2. Consider the co-sponsorship request from the Girls on the Run Bayou Region Reindeer Run 5K to be held on December 12, 2021 from 8:00 a.m. to 5:00 p.m. at the Bayou Country Sports Park.
3. **RESOLUTION:** Establishing the Terrebonne Parish Council 2022 Meeting Dates.
4. **RESOLUTION:** Ensuring full compliance with the Off-System Bridge Program as required by National

Bridge Inspection Standards.

5. **RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance Agency, LLC for Producer of Record to commence on April 1, 2022, through March 31, 2023.
6. **RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Sigma Consulting Corporation for Consulting Services to commence on January 1, 2022, through December 31, 2022.
7. **RESOLUTION:** Accepting the recommendation from Administration and the Risk Management Department for continuation of the contract with Ledet Corporation dba/ Ledet Insurance Agency for Producer of Record for Boiler and Machinery Policy to commence March 1, 2022, through February 28, 2023 and Comprehensive Fireman's Insurance coverage (Houma Fire Department) to commence on April 1, 2022, through March 31, 2023.
8. **RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Anthony J. Alford Insurance Company for Producer of Record to commence on January 1, 2022, through December 31, 2022.
9. **RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance Agency, LLC for Producer of Record to commence on March 1, 2022, through February 28, 2023.
10. Adjourn

Category Number:  
Item Number: 1.



Monday, November 15, 2021

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**Item Title:**

COVID-19 Update and Other Pertinent Public Information

**Item Summary:**

Discussion and update from the Office of Homeland Security and Emergency Preparedness relative to COVID-19 and any other pertinent public information.

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**ATTACHMENTS:**

**Description**

Executive Summary

**Upload Date**

11/3/2021

**Type**

Cover Memo



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
COVID 19 update

PROJECT SUMMARY (200 WORDS OR LESS)
Discussion and update from the Office of Homeland Security & Emergency Preparedness relative to COVID-19 and any other pertinent public information.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE	
N/A	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
ACTUAL	ESTIMATED
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)	
<u>N/A</u>	NO YES IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

<i>John Navy</i>	<i>ALL COMMITTEE MEETINGS</i>
_____	_____
Signature	Date

Category Number:  
Item Number: 2.



Monday, November 15, 2021

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**Item Title:**

Cosponsorship - Girls on the Run Bayou Regional Reindeer Run 5K

**Item Summary:**

Consider the co-sponsorship request from the Girls on the Run Bayou Region Reindeer Run 5K to be held on December 12, 2021 from 8:00 a.m. to 5:00 p.m. at the Bayou Country Sports Park.

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**ATTACHMENTS:**

**Description**

Cosponsorship Application

**Upload Date**

11/10/2021

**Type**

Cover Memo

## Tammy Triggs

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**From:** aimee.johnson@girlsontherun.org  
**Sent:** Tuesday, November 9, 2021 11:28 AM  
**To:** Leilani Adams; Tammy Triggs; Suzette Thomas  
**Subject:** New Co-Sponsorship Application - Terrebonne Parish Consolidated Government



### Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

**Requesting Use of the Parish Seal?** Yes

**Event Name:** Girls on the Run Bayou Region Reindeer Run 5K  
**Location:** Bayou Country Sports Park  
**Date(s) of Event:** 12/12/2021 ( 8:00 AM - 5:00 PM )  
**Reason for Co-Sponsorship:** 501(c)3 Non Profit Event Fundraiser.  
**Services / Resources Needed:** Barricades  
Security

**Additional Details** Non-profit organization? YES  
Selling Tickets? NO

**Organization:** Girls on the Run Bayou Region  
**Authorized Representative:** Aimee Johnson (*Council Director*)  
**Contact Person:** Aimee Johnson (*Council Director*)  
**Mailing Address:** 418 Corporate Dr.  
Houma, LA 70360  
**Daytime Phone Number:** (985) 855-4319  
**E-mail:** aimee.johnson@girlsontherun.org

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This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at [development@tpcg.org](mailto:development@tpcg.org). Thank you!

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Terrebonne Parish Consolidated Government  
[www.tpcg.org](http://www.tpcg.org)



Monday, November 15, 2021

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**Item Title:**

2022 Council Meeting Dates

**Item Summary:**

**RESOLUTION:** Establishing the Terrebonne Parish Council 2022 Meeting Dates.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	11/11/2021	Executive Summary
Resolution	11/12/2021	Resolution
2022 Calendar of Council Meeting Dates	11/11/2021	Backup Material



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
<b>RESOLUTION:</b> Establishing the Terrebonne Parish Council 2022 Meeting Dates.

PROJECT SUMMARY (200 WORDS OR LESS)
To establish a calendar of meeting dates for Terrebonne Parish Regular Council Session and Committee Meetings for calendar year 2022.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

TOTAL EXPENDITURE	
N/A	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
ACTUAL	ESTIMATED
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)	
<b>N/A</b>	<b>IF YES AMOUNT BUDGETED:</b>

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

<i>Suzette Thomas</i>	<i>11/11/2021</i>
_____	_____
Signature	Date



OFFERED BY:  
SECONDED BY:

**RESOLUTION NO. 21-**

**SETTING 2022 COUNCIL  
MEETING DATES**

<b>COMMITTEE MEETING DATES</b>	<b>REGULAR COUNCIL SESSION MEETING DATES</b>
JANUARY 10 <sup>TH</sup>	JANUARY 12 <sup>TH</sup>
JANUARY 24 <sup>TH</sup>	JANUARY 26 <sup>TH</sup>
FEBRUARY 7 <sup>TH</sup>	FEBRUARY 9 <sup>TH</sup>
FEBRUARY 21 <sup>ST</sup>	FEBRUARY 23 <sup>RD</sup>
MARCH 7 <sup>TH</sup>	MARCH 9 <sup>TH</sup>
MARCH 21 <sup>ST</sup>	MARCH 23 <sup>RD</sup>
APRIL 11 <sup>TH</sup>	APRIL 13 <sup>TH</sup>
APRIL 25 <sup>TH</sup>	APRIL 27 <sup>TH</sup>
MAY 9 <sup>TH</sup>	MAY 11 <sup>TH</sup>
MAY 23 <sup>RD</sup>	MAY 25 <sup>TH</sup>
JUNE 6 <sup>TH</sup>	JUNE 8 <sup>TH</sup>
JUNE 20 <sup>TH</sup>	JUNE 22 <sup>ND</sup>
JULY 11 <sup>TH</sup>	JULY 13 <sup>TH</sup>
JULY 25 <sup>TH</sup>	JULY 27 <sup>TH</sup>
AUGUST 8 <sup>TH</sup>	AUGUST 10 <sup>TH</sup>
AUGUST 22 <sup>ND</sup>	AUGUST 24 <sup>TH</sup>
SEPTEMBER 12 <sup>TH</sup>	SEPTEMBER 14 <sup>TH</sup>
SEPTEMBER 26 <sup>TH</sup>	SEPTEMBER 28 <sup>TH</sup>
OCTOBER 10 <sup>TH</sup>	OCTOBER 12 <sup>TH</sup>
OCTOBER 24 <sup>TH</sup>	OCTOBER 26 <sup>TH</sup>
NOVEMBER 14 <sup>TH</sup>	NOVEMBER 16 <sup>TH</sup>
NOVEMBER 28 <sup>TH</sup>	NOVEMBER 30 <sup>TH</sup>
DECEMBER 12 <sup>TH</sup>	DECEMBER 14 <sup>TH</sup>
DECEMBER 19 <sup>TH</sup>	DECEMBER 21 <sup>ST</sup>

**BE IT FURTHER RESOLVED** that all Council Regular Session Meetings shall begin at 6:00 p.m. in the Robert J. Bergeron Government Tower Building located at 8026 Main Street, 2<sup>nd</sup> Floor Council Meeting Room, Houma, LA; and

**BE IT FURTHER RESOLVED** that the Council will schedule committee meetings on the Monday preceding the Council Regular Session Meetings; however,\*\*Committee meetings may be scheduled on a different day and/or at a different time, as decided upon by the Council; and

**BE IT FURTHER RESOLVED** that the Council may call additional Committee meetings and/or Special Sessions of the Council as deemed necessary.

# 2022

## January

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## February

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## March

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## June

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## July

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 01: New Year's Day	Apr 15: Good Friday	Jun 19: Father's Day	Oct 31: Halloween
Jan 17: M L King Day	Apr 17: Easter Sunday	Jul 04: Independence Day	Nov 11: Veterans Day
Feb 14: Valentine's Day	May 08: Mother's Day	Sep 05: Labor Day	Nov 24: Thanksgiving Day
Feb 21: Presidents' Day	May 30: Memorial Day	Oct 10: Columbus Day	Dec 25: Christmas



Monday, November 15, 2021

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**Item Title:**

RESOLUTION: 2022 Off System Bridge Program Compliance

**Item Summary:**

**RESOLUTION:** Ensuring full compliance with the Off-System Bridge Program as required by National Bridge Inspection Standards.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	11/10/2021	Executive Summary
Resolution	11/10/2021	Resolution
2022 Bridge Inventory List	11/10/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
2022 Annual Off-System Bridge Program Compliance Agreement

PROJECT SUMMARY (200 WORDS OR LESS)
Resolution agreeing to all terms of compliance of the Off-System Bridge Program

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
This resolution must be passed each year prior to the next fiscal year ensuring full compliance with the Off-System Bridge Program as required by National Bridge Inspection Standards.

TOTAL EXPENDITURE	
N/A	
Ratification of the appointment by AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
ACTUAL	<u>ESTIMATED</u>
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)	
<u>N/A</u>	NO      YES      IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	<u>3</u>	4	5	6	7	8	9

David V. Rome, Jr., Director of Public Works  
Signature

Date

## **RESOLUTION NO.**

**WHEREAS**, the Code of Federal Regulations, as enacted by the United States Congress, mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity, and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each state, and

**WHEREAS**, the responsibility to inspect, rate and load post those bridges under the authority of Terrebonne Parish, in accordance with those standards, is delegated by the Louisiana Department of Transportation and Development.

**NOW, THEREFORE BE IT RESOLVED** by the Terrebonne Parish Council (Public Services Committee), on behalf of the Terrebonne Parish Consolidated Government, that for the period January 1, 2022 through December 31, 2022:

1. The Terrebonne Parish Consolidated Government will perform all interim inspections on all Parish-owned or maintained bridges in accordance with the National Bridge Inspection Standards.
2. All bridges owned or maintained by the Terrebonne Parish Consolidated Government will be structurally analyzed and rated by the Parish as to the safe load capacity in accordance with the AASHTO manual for maintenance inspection of bridges. The load posting information that has been determined by the Louisiana Department of Transportation and Development for all bridges where the maximum legal load under Louisiana State Law exceeds the load permitted under the operating rating as determined above will be critically reviewed by the Parish. Load posting information will be updated by the Parish to reflect all structural changes, any obsolete structural ratings or any missing instructional ratings.
3. All Terrebonne Parish Government-owned or maintained bridges which require load posting or closing shall be load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1.1.1.8. All bridges shall be critically reviewed by the Terrebonne Parish Consolidated Government prior to load posting.
4. All bridges owned or maintained by the Terrebonne Parish Consolidated Government are shown on the attached list in the format specified by the Department of Transportation and Development.

**BE IT FURTHER RESOLVED**, that the Terrebonne Parish Consolidated Government is cognizant that these stipulations are prerequisites for participation by the Terrebonne Parish Consolidated Government in the Off-System Bridge Replacement Program.

Bridge	Recall	Type	Feature Crossed	Year Built	Required Posting	Posted Load
South Hollywood Rd. Ext. Bridge	000000	COPCSS	Drainage Canal	2018	—	—
Funderburk Bridge	020120	CNTIBM	Bayou Terrebonne	1965	15-25	10
Church St. Bridge	020121	COPCSS	Bayou Terrebonne	1979	—	20-35
Civic Center Dr. Bridge	020123	COPCSS	Little Bayou Black	1989	—	20-35
Polk St. Bridge @ Hwy. 311	020124	COPCSS	Little Bayou Black	1982	—	—
Morgan St. Bridge	020125	COPCSS	Bayou Terrebonne	2003	—	20-35
Combon Bridge	020127	STVERT	Bayou Grand Caillou	1990	—	25-40
Roussell St. Bridge	020158	COPCSS	Bayou Terrebonne	1979	20-35	20-35
Jarvis Bridge	020161	CORIBM	Bayou Black	1968	20-35	20-35
Greenwood Bridge	020162	COPCSS	Bayou Black	1972	—	—
Blanchard Bridge	020163	COPCSS	Bayou Black	1976	—	—
Savanne Rd. Bridge @ Bayou Black	020164	CORECH	Bayou Black	2001	—	—
Savanne Rd. Bridge @ Hanson Canal	020165	COPCSS	Hanson Canal	1967	15-25	15-25
Kenny St. Bridge	020166	COPCSS	St Louis Canal	1976	—	10
Polk St. Bridge @ Tunnel Blvd.	020169	COPCSS	Bayou LaCarpe	1965	—	25-40
Bayou Gardens Blvd. Culvert	020260	STLPIP	Drainage Canal	1995	—	—
Prospect Ave. Crossing Bridge	020265	COSLAB	Bayou Chauvin	1995	—	—
Gibson East Bridge	020317	COPCSS	Bayou Black	1996	—	—
Hollywood Rd. Drainage Canal Culvert	020336	STLPIP	Drainage Canal	1965	—	—
Aragon Rd. Culvert	020338	CONPIP	Drainage Canal	1972	—	—
Bayou side Dr. Bridge	020447	PGBASC	Bayou Petit Caillou	2010	—	—
Carroll Matheme Bridge #1	020486	CORECH	Little Bayou Black	2012	—	—
Carroll Matheme Bridge #2	020487	CORECH	Little Bayou Black	2012	—	—
North Eagle Dr. Culvert	020515	STLPIP	Drainage Canal	1980	—	—
Bayou Gardens Blvd. Ext. Bridge	020543	COSLAB	Bayou St Louis	2016	—	—
Thompson Rd. Ext. Bridge	020544	COSLAB	Bayou Chauvin	2016	—	—
King's Bayou Bridge	020546	COPCSS	King's Bayou	2017	—	—
Mayfield Bridge #1	020548	COSLAB	Bayou Platt	2018	—	—
Donner Canal Bridge	020554	BAILEY	Donner Canal	2015	—	—
Buquet St. Bridge	020555	BAILEY	Bayou Terrebonne	2015	—	—
Waterplant Rd. Bridge	030001	COSLAB	Bayou St Louis	1986	—	—
South St. Bridge	200764	TTTRES	Bayou Chacahoula	1960	10-15	10
Gibson Garden St. Culvert (North St.)	200765	STLPIP	Bayou Chacahoula	1992	—	—
Deadwood Rd. Bridge	200766	COPCSS	Drainage Canal	1966	—	—
Terr/Laf Drainage Canal Bridge @ N. Bayou Black Dr.	200767	CORIBM	Terr/Laf Drainage Canal	1966	25-40	20-35
Hanson Canal Bridge	200768	COPCSS	Hanson Canal	1965	20-35	20-35
Hollywood Drainage Canal Bridge	200769	COSLAB	Hollywood Drainage Canal	2007	—	20-35
Ringo Cocke Canal @ Bull Run Rd.	200770	COPCSS	Ringo Cocke Canal	1980	—	—
Bayou Gardens Dr. Bridge	200771	COPCSS	Drainage Canal	1969	15-25	10
Reservation Bridge	200773	COPCSS	Bayou Terrebonne	1963	—	25-40
Ringo Cocke Canal @ N. Bayou Black Dr.	200776	COPCSS	Ringo Cocke Canal	1974	—	20-35
South Hollywood Rd. Bridge	200777	COSLAB	Little Bayou Black	1996	—	25-40
St Louis Canal Rd. Bridge #3	200778	COPCSS	St Louis Canal	1976	—	—

St Louis Canal Rd. Bridge #2	200779	COPCSS	St Louis Canal	1976	—	—	—
St Louis Canal Rd. Bridge #1	200780	COPCSS	St Louis Canal	1976	—	—	—
St Charles St. Culvert	200781	CONBOX	Little Bayou Black	2003	—	—	—
Terr/Laf Drainage Canal Bridge @ Bull Run Rd.	200788	COPCSS	Terr/Laf Drainage Canal	1988	—	—	—
North Hollywood Rd. Bridge	200789	COSLAB	St Louis Canal	1986	—	—	20-35
Mandalay Bridge	200791	COPCSS	Bayou Black	1969	15-25	—	15
Woodlawn Ranch Rd. Bridge #1	200792	COPCSS	Bayou Chauvin	1981	—	—	25-40
Woodlawn Ranch Rd. Bridge #2	200793	COPCSS	Bayou Grand Caillou	1980	—	—	—
Security Blvd. Bridge	200795	COPCSS	Little Bayou Black	1979	—	—	—
Country Estates Bridge	200796	COPCSS	Bayou St Louis	1967	25-40	—	20-35
Prevost Canal Bridge	200800	COPCSS	Prevost Canal	1963	—	—	—
Cedar Grove Bridge	200802	CIBTTF	Bayou Grand Caillou	1960	10-15	—	10-15
Drainage Canal Bridge @ Shrimer's Row	200803	COSLAB	Drainage Canal	1991	—	—	—
Texas Gulf Rd. Bridge	200805	CORECH	Drainage Canal	2009	—	—	—
Smithridge Bridge #2	200806	COPCSS	Drainage Canal	1974	—	—	—
Dream Come True Bridge	200808	COPCSS	Drainage Canal	1967	—	—	20-35
Marmande Canal Bridge	200809	CIBTTF	Bayou Lacache	1960	10-15	—	10-15
St. Elol Bridge	200810	COPCSS	Bayou Dularge	2013	—	—	—
Paul Vice Bridge	200811	COPCSS	Bayou Dularge	1966	—	—	—
Mayfield Bridge #2	200815	COPCSS	Bayou Platt	1978	15	—	15
Moffet Rd. Bridge	200840	COPCSS	Bayou Chauvin	1979	25-40	—	25-40
Savanne Rd. Bridge @ Bayou Cane	200846	COPCSS	Bayou Cane	1972	20-35	—	20-35
Savanne Rd. Bridge @ Quiski Bayou	200847	COPCSS	Quiski Bayou	1972	—	—	—
Industrial Blvd. Bridge	200848	COPCSS	Drainage Canal	1967	25-40	—	25-40
Williams Ave. Bridge	200849	COSLAB	Drainage Canal	2004	—	—	—
Ninth St. Bridge	200851	CNTBIM	St Louis Canal	1965	15-25	—	10
Smithridge Bridge	200852	IBSWNG	Bayou Petit Caillou	1968	—	—	05
Klondyke Bridge	200853	STVERT	Bayou Terrebonne	1982	—	—	—
Waterproof Bridge	200854	COPCSS	Bayou Black	2009	—	—	—
Buquet Bridge	200855	STVERT	Bayou Grand Caillou	1976	—	—	25-40
St. Ann Bridge	200856	IBSWNG	Bayou Terrebonne	2013	25-40	—	25-40
Dulac Pontoon Bridge	200857	PONTON	Houma Navigational Canal	1958	20-35	—	20-35
Carroll St. Bridge	200858	IBSWNG	Bayou Black	1945	CL	—	CL
Theriot Voisin Bridge	200864	PGBASC	Bayou Dularge	1964	05	—	05
Brady Bridge	200865	IBSWNG	Bayou Dularge	1960	20-35	—	10
Bobtown Bridge	200868	IBSWNG	Bayou Grand Caillou	1960	10	—	10
Chauvin Bridge	200869	IBSWNG	Bayou Petit Caillou	1958	05	—	05
Duplantis Bridge	200870	STVERT	Bayou Petit Caillou	1973	—	—	25-40
Toussaint Foret Bridge	200871	IBSWNG	Bayou Petit Caillou	1965	10-15	—	10-15
Bushnell Rd. Bridge	200889	COSLAB	Bayou Chauvin	1986	—	—	—
West Side Blvd. Bridge	203920	COPCSS	Bayou Terrebonne	1974	—	—	—
Total Bridges:	84						





Monday, November 15, 2021

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**Item Title:**

Recommendation to Continue contract for POR with Laris Insurance Agency, LLC for Property Ins

**Item Summary:**

**RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance Agency, LLC for Producer of Record to commence on April 1, 2022, through March 31, 2023.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Requesting renewal of contract with Laris Insurance Agency for Casualty Ins	10/26/2021	Executive Summary
Recommendation to renew Contract with Laris Insurance Agency, LLC	10/26/2021	Resolution
Copy of Ordinance No. 9215	10/26/2021	Backup Material





## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Renewal of 2022 to 2023 Producer of Record Contract with Insurance Agency for Casualty Insurance coverage

### PROJECT SUMMARY (200 WORDS OR LESS)

Resolution to recommend the continuation and renewal for services for Producer of Record Contract with Laris Insurance Agency, LLC for Casualty Insurance coverage, per Ordinance Number 9215, with such services to commence on April 1, 2022, thru March 31, 2023.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

It is the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance agency for Producer of Record to commence on April 1, 2022, thru March 31, 2023.

### TOTAL EXPENDITURE

(Includes all fees & taxes)

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

(YES)

IF YES AMOUNT  
BUDGETED:

#### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

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Signature

10/25/2021

Date

For Agenda Item: Renewal of 2022-2023 Producer of Record Contract in place with Laris Insurance Agency, LLC

WHEREAS Terrebonne Parish Consolidated Government (TPCG) is authorized to provide Casualty Insurance Coverage through its Department of Risk Management; and

WHEREAS Administration and the Risk Management Department would like to recommend the continuance and renewal of services for Producer of Record Contract in place with Laris Insurance Agency, LLC for Casualty Insurance coverage, per Ordinance Number 9215; and

WHEREAS, such services would begin April 1, 2022, through March 31, 2023.

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council (Policy, Procedure and legal Committee) on behalf of the Terrebonne Parish Consolidated Government is hereby authorized to accept the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance Agency, LLC for Producer of Record to commence on April 1, 2022, through March 31, 2023.

OFFERED BY: MR. J. NAVY  
SECONDED BY: MR. D. W. GUIDRY, SR.

**ORDINANCE NO. 9215**

IN ACCORDANCE WITH CHAPTER 2, ARTICLE X, SECTION 2-229 OF THE TERREBONNE PARISH CODE OF ORDINANCES, AN ORDINANCE TO AUTHORIZE THE APPOINTMENT OF LARIS INSURANCE AGENCY, LLC TO SERVE AS AGENT/PRODUCER OF TERREBONNE PARISH CONSOLIDATED GOVERNMENT'S CASUALTY INSURANCE COVERAGE COMMENCING ON APRIL 1, 2021 THROUGH MARCH 31, 2022, WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE YEAR TERMS AS MORE FULLY DESCRIBED HEREIN.

**WHEREAS**, Terrebonne Parish Consolidated Government (TPCG) does maintain Casualty Insurance coverage through its Risk Management Department; and

**WHEREAS**, TPCG's current casualty insurance coverage is scheduled to renew on March 31, 2021; and

**WHEREAS**, The Terrebonne Parish Council, pursuant to Section 2-229 of the Terrebonne Parish Code of Ordinances, has selected a casualty Agent/Producer of record for the year 2021, commencing on April 1, 2021 and effective through March 31, 2022, the anniversary of the first renewal of TPCG's casualty insurance coverage under this Agent/Producer of record; and

**WHEREAS**, Agent/Producer of record named herein has given the TPCG the option for two (2) one-year renewals, from April 1, 2022 through March 31, 2023, and from April 1, 2023 through March 31, 2024, subject to this Council's selection and approval by ordinance; and

**WHEREAS**, TPCG is authorized to exercise right to renew the option for two (2) one-year renewals subject to this Council's selection and approval by ordinance, subject to the same terms and conditions as the original contract; and

**SECTION I**

**NOW THEREFORE BE IT ORDAINED** by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that LARIS INSURANCE AGENCY, LLC is hereby appointed to serve as Agent/Producer of Record for TPCG's Casualty Insurance coverage contract, excluding any Houma Fire Department coverages and Boiler and Machinery coverage for utilities, submitted to Terrebonne Parish Council on the 9<sup>TH</sup> of December, 2020, for the period commencing April 1, 2021 and effective through March 31, 2022.

**SECTION II**

**NOW THEREFORE BE IT FURTHER ORDAINED** that the Terrebonne Parish Consolidated Government reserves right to exercise the option to renew the appointment for up to two additional, subsequent one-year terms by signing a new contract for the new option term, containing the same terms and conditions of the original contract, unless additional or other terms and conditions are specified by TPCG, subject to approval by TPCG.

**SECTION III**

**NOW THEREFORE BE IT FURTHER ORDAINED**, by the Terrebonne Parish Council that the Risk Management Department and the Legal Department shall review the

Agent of Record contract for final approval, and that the Parish President Gordon E. Dove is authorized to execute the Agent of Record contract and any related documents on behalf of the Terrebonne Parish Consolidated Government.

#### SECTION IV

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

#### SECTION V

This ordinance shall become effective upon approval by the Parish Council and signature of the Parish President.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS: J. Domangue, D. W. Guidry, Sr., D. Babin, D. J. Guidry, S. Trosclair, J. Navy, C. Harding, G. Michel, and J. Amedée.

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the ordinance adopted on this, the 9th day of December 2020.

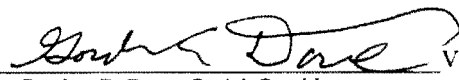
  
STEVE TROSCLAIR, CHAIRMAN  
TERREBONNE PARISH COUNCIL

  
SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\*\*\*\*\*

Date and Time Delivered to Parish President:

12-10-2020 10:45AM

  
☒ Approved ☐ Vetoed  
Gordon E. Dove, Parish President  
Terrebonne Parish Consolidated Government

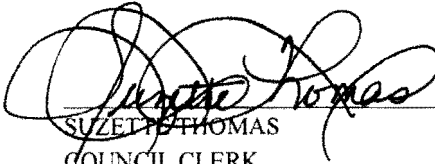
Date and Time Returned to Council Clerk:

12-10-2020 3:59 p.m.

\*\*\*\*\*

I, **SUZETTE THOMAS**, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on December 9, 2020, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 10th DAY OF DECEMBER 2020.

  
\_\_\_\_\_  
SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL



Monday, November 15, 2021

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**Item Title:**

Recommendation to Renew contract with Sigma Consulting

**Item Summary:**

**RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Sigma Consulting Corporation for Consulting Services to commence on January 1, 2022, through December 31, 2022.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Continue Contract with Sigma Consulting corporatoin	10/26/2021	Executive Summary
Requesting continuation of Sigma Consulting Contract	10/26/2021	Resolution
Copy of Contract with Sigma Consulting	10/26/2021	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Recommendation to Renew Contract with Sigma Consulting Corporation from January 1, 2022, thru December 31, 2022, for Consulting Services for Property & Casualty Insurance and Actuarial Study.

### PROJECT SUMMARY (200 WORDS OR LESS)

Resolution to recommend the continuation and renewal of Contract for Consulting Services for Property & Casualty Insurance and Actuarial Study with Sigma Consulting Corporation, per Contract with such services to commence on January 1, 2022, thru December 31, 2022.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

It is the recommendation of Administration and the Risk Management Department to continue the contract in place with Sigma Consulting Corporation to commence on January 1, 2022, thru December 31, 2022.

### TOTAL EXPENDITURE

#### TOTAL COST

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

(YES)

IF YES AMOUNT  
BUDGETED:

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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Signature

11/9/2020

Date

RESOLUTION NO:

WHEREAS, Terrebonne Parish Consolidated Government (TPCG) is authorized to provide Property and Casualty Insurance coverage through its Department of Risk Management; and

WHEREAS, Administration and the Risk Management Department would like to recommend the continuation and renewal of Contract for services of professional consultants with Sigma Consulting Corporation for a period of one year at the approximate cost of \$11,000.00 for the year for Property/Casualty lines of coverage as well as actuarial services for a period of one year in the amount of \$17,500.00 for a total of \$28,500.00 for 2022; the above actuarial fee schedule is contingent upon receipt of loss data in acceptable Excel usage format; if loss data is provided in paper format, an additional hourly rate of TBD will be charged for loss data conversion/analysis; and

WHEREAS, such services commencing on January 1, 2022, and end on December 31, 2022; and

WHEREAS, Terrebonne Parish Consolidated Government (TPCG) has determined that the terms of this service will serve a public purpose and have a public benefit commensurate with the cost.

NOW THEREFORE BE IT RESOLVED by the Terrebonne Parish Council on behalf of Terrebonne Parish Consolidated Government is hereby authorized to accept the recommendation of Administration and the Risk Management Department to continue the contract in place with Sigma Consulting Corporation for Consulting Services to commence on January 1, 2022, through December 31, 2022.



## PARISH OF TERREBONNE

## STATE OF LOUISIANA

### ENGAGEMENT FOR PROFESSIONAL SERVICES

**BE IT KNOWN** that this agreement is entered into by and between **Terrebonne Parish Consolidated Government**, a political subdivision of the state of Louisiana, with a mailing address of P.O. Box 2768, Houma, Louisiana 70361, represented herein by its duly authorized Parish President, by virtue of his authority under the Terrebonne Parish Charter (hereinafter referred to as "**CLIENT**"); and **Sigma Consulting Corp.** a Louisiana corporation with a mailing address of 3945 N. I-10 Service Road West, Suite 200, Metairie, Louisiana 70002, represented herein by C. Todd Thomas, its duly authorized Director by virtue of attached Corporate Resolution (hereinafter known as "**CONSULTANT**").

#### I. SCOPE OF SERVICES

Section 1. Scope of Services to be provided by **CONSULTANT**. Services as set forth in this Article (collectively, the "Services"):

##### A. Annual **GASB Statement No. 10** Study, to include:

- Evaluation of estimated required reserves for automobile liability, general liability, utility general liability, workers' compensation, employment practices liability and public officials liability;
- Preparation of a cash-flow schedule and net present value analysis of the expected payments;
- Completion of a confidence level analysis for claims expected to occur; and,
- Project net (retained) losses expected to occur for the projected fiscal year.

Upon request from the **CLIENT**, other Risk Management and Employee Benefit Consulting Services include but are not limited to:

##### B. **Risk Management** consulting services:

- Review **CLIENT**'s current property, casualty, and flood insurance and make recommendations regarding necessary changes including:
  - Review current policies, insurance coverage terms, and **CLIENT**'s exposures;
  - Conduct a review and analysis of **CLIENT**'s historical loss data inclusive of optimal deductible / retention program calculations;
- With **CLIENT**, formulate timeline and deadlines for insurance renewal proposal process including develop a calendar of events for managing competitive quotes;
- Analysis of the quotations received with recommendations on selection including presentation to Administration and the Parish Council;
- Review property and casualty binders to verify conformity to quotations;
- Review property and casualty program policies when received to verify conformity to quotations;
- Provide assistance with insurance problems that might arise during the Agreement period including:
  - Representation at **CLIENT** meetings;
  - **CONSULTANT** availability for frequent conversations via telephone or in person with **CLIENT**;

- Assist in the preparation of insurance applications;
- Review of contracts and leases for risk management and insurance purposes;

**C. FEMA Public Assistance and Obtain and Maintain Obligation Projects:** upon request, these services may include:

- Stafford Act Insurance Commissioner's Certification (ICC) Application: prepare and review submissions for qualified disaster; this does not include any ongoing review for compliance with possible obtain and maintain obligations.
- FEMA Obtain and Maintain Insurance Obligation Compliance Review: upon request, review **CLIENT**'s FEMA public assistance project worksheets for stated obtain and maintain insurance requirements and confirm if the **CLIENT** is currently in compliance with said obligations.
- Assist **CLIENT** in drafting appeals to FEMA, as warranted, for denials of public assistance funding related to the **CLIENT**'s ICC, obtain and maintain obligations, or other **CLIENT** concern;

**D. Request for Proposal (RFP) and Statement of Qualifications (SOQ) Administration:** **CONSULTANT** will work with the **CLIENT** to develop timelines and specifications related to the **CLIENT**'s desired RFP & SOQ process. Services to include:

- RFP & SOQ Document Development;
- RFP & SOQ Process Administration;
- RFP & SOQ Response Evaluation and Selection Assistance;
- Vendor Contract Negotiation and Draft;

**E. Building Replacement Cost Valuations** for insurance purposes;

**F. Employee Benefits Consulting Services;**

- Audit employee benefits program;
- Rate Making/Pricing
- Reinsurance analysis and marketing
- Employee benefits analysis;
- Managed care evaluation;
- Employee benefits compliance services;
- Retirement plans consulting;
- Deferred compensation consulting;
- Cafeteria plan consulting;
- Consumer driven health plan consulting;
- Voluntary product evaluations; and
- Benefits bid specifications preparation.

**G. GASB 75 Reporting for Postemployment Benefits Other Than Pension Plans**

**CLIENT** agrees that **CONSULTANT**'s services are not intended to be legal advice and are not a substitute for the assistance of a licensed attorney. **CONSULTANT** provides business management advice and recommendations in the areas of Insurance, Risk Management, Benefits and Human Resources. Individuals and entities should consult with competent, independent, legal counsel in the relevant jurisdiction on legal issues. **CONSULTANT** does not provide any insurance product placement.

Section 2. Services to be Performed by **CLIENT**. **CLIENT** shall perform each of the requested services as set forth in this Article:

- Provide administration of the Agreement in a timely manner;
- Provide access to all personnel and records deemed necessary for the performance of the Services by **CONSULTANT** in a timely manner; and,
- Provide all information in the **CLIENT**'s possession and/or control requested by **CONSULTANT** in the performance of the Services in a timely manner.

## II. TERM

This contract for professional services shall be effective commencing January 1, 2020 and ending December 31, 2020, regardless of the date(s) of execution. The parties may, upon their joint agreement, renew this contract for two (2) successive one (1) year terms.

## III. PROFESSIONAL FEES

- A. **CONSULTANT** will invoice **CLIENT** annually for **GASB Statement No. 10** actuarial services upon completion of the actuarial analysis project using the following report schedule:

- 1<sup>st</sup> Year: \$16,000.00
- 2<sup>nd</sup> Year: \$17,000.00
- 3<sup>rd</sup> Year: \$17,500.00

The above actuarial fee schedule is contingent upon receipt of loss data in acceptable Excel usage format. If loss data is provided in paper format, an additional hourly rate of \$125.00 will be charged for loss data conversion/analysis.

- B. **CONSULTANT** will invoice **CLIENT** hourly for services other than the GASB Statement No. 10 Report. **CONSULTANT**'s hourly rates for studies, tasks, or reports as requested and as fall within Services outlined above in the Scope of Services above are as follows and will be billed monthly to **CLIENT**.

Consultant Position	Hourly Rate
Engagement Manager	\$250
Actuary	\$TBD*
Senior Consultant	\$175
Consultant/Specialist	\$135
Assoc. Consultant/Analyst	\$110
Technical Admin.	\$75

\*This Rate does not include actuarial services. Actuarial service quotes and/or special project fees are available upon request. Any Rate change for a Consulting Actuary will be approved in writing by the **CLIENT** to the **CONSULTANT** prior to the commencement of the requested Service.

Some Projects or Actuarial Reporting may be negotiated and billed at a flat project rate depending upon the final project scope and resources needed, subject to additional written mutual agreement between the **CLIENT** and the **CONSULTANT**.

- C. **CONSULTANT** reserves the right to petition **CLIENT** for change orders to this contract, including, but not limited to, changes in compensation, based upon any change in the scope of this contract as outlined in the Scope of Services, Section I, above.
- D. Expenses for mileage, airfare, travel, parking fees are extra and will be billed as incurred each month. Monthly billings may also include all expenses related to production, graphic design, printing or shipping costs associated with special project reporting tasks or public adjusting services relative to this Agreement.
- E. **CONSULTANT** will invoice at the end of each month after services have been provided. Hours will be tracked chronologically by the date of service. **CONSULTANT**'s invoice will list the time expended for all actual work performed by date and hours, down to the quarter of an hour, with specific reference to the nature of the work performed. **CLIENT** agrees to remit to **CONSULTANT** on net 30-day terms payment of all invoices or any non-contested portion thereof.

- F. Billing Disputes: **CLIENT** shall have 180 days upon receipt of any billing by **CONSULTANT** to dispute any bill or portion of a bill submitted. Should **CLIENT** fail to dispute a billing within this prescribed period of time, the billing shall be presumed correct.
- G. Method of Notification of Disputed Billings: **CLIENT** shall immediately notify **CONSULTANT** by electronic mail (e-mail) addressed to Todd Thomas, [tthomas@sigmacorp.net](mailto:tthomas@sigmacorp.net). The communication shall reference **CONSULTANT** project number, if any, and invoice number and invoice date. **CLIENT** shall also state the amount of the bill that is being disputed and the amount that is not in dispute. **CLIENT** shall immediately pay to **CONSULTANT** the amount not in dispute.

#### IV. TERMINATION

- A. Either party shall have the right to cancel this contract, at any time, with or without cause, by giving the other party sixty (60) days written notice forwarded to their respective address first listed herein by certified U.S. mail.
- B. In the event that this contract is canceled or terminated, **CONSULTANT** will be compensated for all work in progress and/or all work which has been completed but not yet invoiced to **CLIENT**, subject to **CLIENT**'s review and approval of same.
- C. In the event this Agreement is terminated for any reason, whatsoever, the parties' obligations of indemnification, confidentiality, audit, and insurance as necessary to preserve coverage for occurrences, shall survive termination.

#### V. INDEMNIFICATION

- A. To the fullest extent permitted by law, **CONSULTANT** shall defend, indemnify, save, and hold harmless the Terrebonne Parish Consolidated Government, including all parish departments, agencies, councils, boards and commissions, their officers, agents, servants and employees, including volunteers, from and against any and all claims, lawsuits and demands for damages under any theory of liability as allowed by law, whether contractual, tortuous, or implied, arising from this agreement, whether for breach of contract, injury or death to any person, or for the damage, loss or destruction of any property, including loss of use, which may occur or in any way grow out of any breach, act or omission, whether intentional or unintentional, and any negligence, or liability of **CONSULTANT**, its subcontractors, agents, servants, officers and/or employees, related to the performance or nonperformance of the Contract herein entered into. Additionally, and as a result of any such claims, lawsuits and demands, **CONSULTANT** agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits related thereto, at its sole expense, even if such claim, demand or suit is groundless, false or fraudulent. Damages are defined to include, but not be limited to, general, special, punitive, exemplary, delay, attorney fees, court costs, fines, penalties, interest, and/or expenses.
- B. To the fullest extent permitted by law, **CLIENT** shall hold harmless **CONSULTANT** from and against any and all claims, damages, liabilities, costs, losses, expenses, suits, and judgments, including but not limited to attorneys' fees, arising out of or resulting from **CLIENT**'s rights and obligations identified within this contract and to have been committed or alleged to have been committed during the contract term, provided that such claim, damage, liability, cost, loss, expense, suit or judgment is caused in whole by negligent acts or omissions of **CLIENT**.
- C. In the event of joint and concurrent negligence of both **CONSULTANT** and **CLIENT**, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Louisiana, without, however, waiving any governmental immunity available to the TPCG under Louisiana law and without waiving any defenses of the parties hereto.

## **VI. LIMITATION OF LIABILITY**

Except for breach of either party's intellectual property and confidentiality obligations hereunder, in no event shall either party's aggregate liability exceed the greater of either two-times the amounts actually paid to **CONSULTANT** in the twelve (12) month period immediately preceding the event giving rise to such claim or the maximum amount of insurance maintained by the party as required by this Agreement. To the extent that any claims arise from breach of either party's intellectual property or confidentiality obligations, in no event shall the liable party's aggregate liability hereunder exceed One Million Dollars (\$1,000,000.00).

## **VII. INSURANCE REQUIREMENTS**

At its costs, **CONSULTANT** shall procure and maintain for the duration of this Agreement insurance coverage against claims for damages to persons or damages to property which may arise from or in connection with the performance or nonperformance of the services provided hereunder by **CONSULTANT**, its subcontractors agents, representatives, employees or assigns in conformity with the terms, conditions, and requirements noted below.

A. Minimum Limits of Insurance. **CONSULTANT** shall maintain limits no less than:

- Professional Liability Coverage (E & O): The limits of this coverage shall be a minimum of \$1,000,000.00 per loss; \$1,000,000 Aggregate. This requirement shall extend to all professional subcontractors employed by **CONSULTANT**. **CONSULTANT** shall provide certification of such insurance and a copy of the policy upon request.
- Commercial General Liability, including contractual coverage, in the minimum amount of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage. Utilize the latest Insurance Services Office form covering Commercial General Liability. "Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".
- Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage. Utilize the latest Insurance Services Office form covering Automobile Liability. The policy shall provide coverage for any auto or owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this Agreement, and **CONSULTANT** does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
- Workers' Compensation limits as required by the Labor Code of the State in which **CONSULTANT** will conduct operations for services rendered in this Agreement and Employer's Liability coverage.

B. Deductibles and Self-Insured Retentions. **CONSULTANT** shall declare to **CLIENT** any deductibles or self-insured retention, and at the option of **CLIENT**, either.

C. Acceptability of Insurers. Insurance is to be placed with insurers with an A.M. BEST'S RATING OF NO LESS THAN A:VI and licensed to do business in Louisiana. This requirement will be waived for workers' compensation coverage only for those whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Assigned Risk Pool or Louisiana Workers' Compensation Corporation.

D. Verification of Coverage. **CONSULTANT** shall furnish **CLIENT** with certificates of insurance of its insurance policies affecting coverage required. **CLIENT** reserves the right to require complete, certified copies of all required insurance policies at any time.

E. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:

- TPCG, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of CONSULTANT; premises owned, occupied or used by CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to TPCG, its officers, officials, employees or volunteers.
  - Any failure to comply with reporting provisions of the policy shall not affect coverage provided to TPCG, its officers, officials, employees, Boards and Commissions or volunteers.
  - Workers' Compensation and Employer's Liability Coverage – CONSULTANT shall waive all rights of subrogation against TPCG, its officers, officials, employees and volunteers for losses arising from work performed by CONSULTANT for TPCG.
- F. Subcontractors. CONSULTANT shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for sub-contractors shall be subject to all of the requirements stated herein.

### **VIII. CONFIDENTIALITY OF RECORDS**

- A. All information provided in the course of the professional relationship between **CLIENT** and **CONSULTANT** will be confidential and used only in connection with **CONSULTANT**'s performance of the Services for **CLIENT**. Any information **CLIENT** provides to **CONSULTANT** will remain **CLIENT**'s property and will be returned to **CLIENT** upon request. Notwithstanding the foregoing, **CONSULTANT** has the right to retain copies of such records to the extent required in the ordinary course of business or by law. Any work product **CONSULTANT** produces for **CLIENT** shall become **CLIENT**'s property.
- B. To the extent required by the federal regulation promulgated pursuant to the Health Insurance Portability and Accountability Act, Public Law No. 104-191 (HIPAA), as such regulations may be amended and interpreted from time to time, **CONSULTANT** does hereby assure **CLIENT** that it will appropriately safeguard individually identifiable protected health information (PHI) made available to or obtained by **CONSULTANT** pursuant to this Contract for Professional Services. Without limiting the obligation of **CONSULTANT** otherwise set forth in this Contract or imposed by applicable law, **CONSULTANT** agrees to comply with applicable requirements of law relating to this Contract and with respect to any task or other activity **CONSULTANT** performs on behalf of **CLIENT**, specifically **CONSULTANT** shall:
- 1) Not use or further disclose information other than as permitted or required by this Contract or as required by law;
  - 2) Use appropriate safeguards to prevent the use or disclosure of information other than as provided for in the Contract;
  - 3) Report to **CLIENT** any use or disclosure of information not provided for by this Contract of which **CONSULTANT** becomes aware;
  - 4) Ensure that any subcontractors or agents to whom **CONSULTANT** provides information agree to the same restrictions and conditions that apply to **CONSULTANT** with respect to PHI or other confidential information;
  - 5) Make available information in accordance with applicable law; and
  - 6) Report to **CLIENT** any and all security incidents of which **CONSULTANT** becomes aware.

### **IX. MISCELLANEOUS**

- A. **CONSULTANT** shall perform all Services required to be performed under this Agreement by experienced and qualified personnel in good faith, with diligence and care, and in a professional manner.


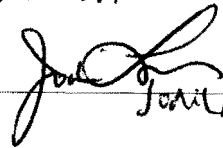
- B. **CONSULTANT** hereby agrees that the responsibility for payment of taxes for the funds received under this agreement shall be **CONSULTANT's** obligation.
- C. **CLIENT** may review and/or audit all records of **CONSULTANT**, which relate to this Agreement.
- D. Non Appropriation. Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement are not appropriated by **CLIENT** in any fiscal year covered by this agreement, this agreement may be terminated by the **CLIENT** giving notice to **CONSULTANT** of such facts and the **CLIENT's** intention to terminate its financial obligation.
- E. No assignment of this Agreement or any right occurring under this Agreement shall be made in whole or in part by either party, either voluntarily or involuntarily or by any process of law, and shall not be or come under the control of creditors or trustee(s) without the express prior written consent of the other party. In the event of any assignment, the assignee shall assume the liability with the assignor who shall continue to remain liable for the faithful performance of the Agreement.
- F. Financial Disclosure and Audit. **CONSULTANT** acknowledges that **CLIENT** is a political subdivision of the state of Louisiana, and is subject disclosure and audit as provided by law. Therefore, to the extent applicable by law, each recipient of this Agreement shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the project goals and objectives. The terms used in this paragraph shall assume the meaning assigned by the applicable statutes.
- G. It is also hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of inspecting and auditing all data, records and accounts of **CONSULTANT** which relate to this Agreement, upon request.
- H. **CONSULTANT** and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this Agreement for a period of three (3) years after the date of final payment or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.
- I. The failure of either party to enforce any or all of the terms or conditions of this Agreement in particular instances shall not constitute a waiver of or preclude the subsequent enforcement of any or all of the terms and conditions of this Agreement.
- J. This Agreement shall be governed by the laws of the state of Louisiana. The venue of any suit filed in connection with any claim or controversy shall be the Thirty-second Judicial District Court, Parish of Terrebonne, State of Louisiana.
- K. Parties shall comply with all federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (R.S. 42:1101, et seq.) in carrying out the provisions of this Agreement.
- L. If a word, sentence or paragraph herein shall be declared illegal, unenforceable, or unconstitutional, the said word, sentence or paragraph shall be severed from this Agreement, and this Agreement shall be read as if said word, sentence or paragraph did not exist.
- M. Modifications or changes in this Agreement must be in writing and executed by the parties bound to this Agreement.

X. ACCEPTANCE

A. SIGMA CONSULTING CORP

THUS done and signed on this 30 day of Sept 2019, before me, Notary Public, and in the presence of the undersigned competent witnesses in the city of Metairie, Parish/County of Jefferson, State of LA after a thorough reading of the whole.

WITNESSES:

  
John C. Fontenot  
  
John C. Fontenot

X:

BY: C. TODD THOMAS, CHIEF CONSULTANT  
AND DULY AUTHORIZED REPRESENTATIVE



  
NOTARY PUBLIC

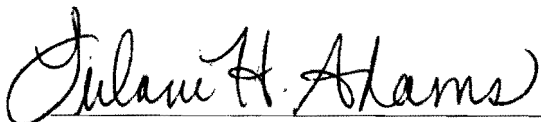
Kathleen R Oldendorf  
Notary Public #83772  
Commission Expires at Death  
Parish of Orleans, LA

B. TERREBONNE PARISH CONSOLIDATED GOVERNMENT:

THUS done and signed on this \_\_\_\_ day of \_\_\_\_\_ 2019 before me, Notary Public, and in the presence of the undersigned competent witnesses in the city of Houma, Terrebonne Parish, Louisiana after a thorough reading of the whole.

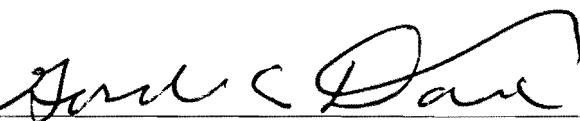
WITNESSES:

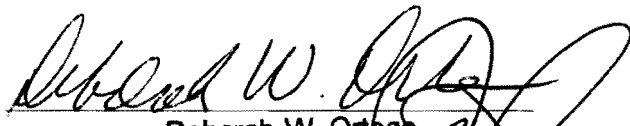
TPCG:

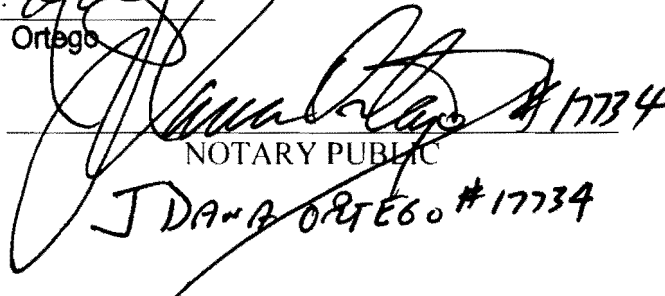
  
Leilani H. Adams

X:

BY: GORDON E. DOVE, PARISH PRESIDENT



  
Deborah W. Ortega

  
NOTARY PUBLIC  
J D A B ORTEGA #17734





Monday, November 15, 2021

---

**Item Title:**

Renewal of POR Contract with Ledet Insurance Agency

**Item Summary:**

**RESOLUTION:** Accepting the recommendation from Administration and the Risk Management Department for continuation of the contract with Ledet Corporation dba/ Ledet Insurance Agency for Producer of Record for Boiler and Machinery Policy to commence March 1, 2022, through February 28, 2023 and Comprehensive Fireman's Insurance coverage (Houma Fire Department) to commence on April 1, 2022, through March 31, 2023.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Recommend Continuation of POR Contract with Ledet Insurance Agency	10/26/2021	Executive Summary
Recommendation to Continue POR Contract with Ledet Insurance Agency	10/26/2021	Resolution
Copy of Ordinance No. 9216	10/26/2021	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Renewal of 2022 thru 2023 Producer of Record Contract with Ledet Corporation dba/ Ledet Insurance Agency

### PROJECT SUMMARY (200 WORDS OR LESS)

Resolution to recommend the continuation and renewal of services for Producer of Record Contract with The Ledet Corporation dba/ Ledet Insurance Agency to provide Comprehensive Fireman's Insurance (Houma, Fire Department) commencing April 1, 2022, thru March 31, 2023, and Boiler and Machinery coverage commencing March 1, 2022, thru February 28, 2023, per Ordinance #9216.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

It is the recommendation of Administration and the Risk Management Department to continue the contract in place with The Ledet Corporation dba/ Ledet Insurance Agency for Producer of Record for Boiler and Machinery coverage to commence on March 1, 2022, thru February 28, 2023, and Comprehensive Fireman's Insurance coverage (Houma Fire Department) to commence on April 1, 2022, thru March 31, 2023.

### TOTAL EXPENDITURE

(Includes all fees & taxes)

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

(YES)

IF YES AMOUNT  
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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Signature

10/25/2021

Date

For Agenda Item: Renewal of 2022-2023 Producer of Record Contract in place with the Ledet Corporation dba/ Ledet Insurance Agency

WHEREAS Terrebonne Parish Consolidated Government (TPCG) is authorized to provide Comprehensive Fireman's Insurance coverage (Houma, Fire Department) and Boiler and Machinery insurance Coverage through its Department of Risk Management; and

WHEREAS Administration and the Risk Management Department would like to recommend the continuance and renewal of services for Producer of Record Contract in place with the Ledet Corporation dba Ledet Insurance Agency for Comprehensive Fireman's Insurance coverage (Houma, Fire Department) for the year 2022 thru 2023, per Ordinance Number 9216; and

WHEREAS, such services commencing on April 1, 2022, and effective through March 31, 2023.

WHEREAS Administration and the Risk Management Department would like to recommend the continuance and renewal of services for Producer of Record Contract in place with the Ledet Corporation dba Ledet Insurance Agency for Boiler and Machinery coverage for the year 2022 thru 2023, per Ordinance Number 9216, and

WHEREAS, such services commencing on March 1, 2022, and effective through February 28, 2023.

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government is hereby authorized to accept the recommendation of Administration and the Risk Management Department to continue the contract in place with Ledet Corporation dba/Ledet Insurance Agency for Producer of Record to commence on April 1, 2022, through March 31, 2023, and March 1, 2022, thru February 28, 2023.

OFFERED BY: MR. D. BABIN  
SECONDED BY: MR. D. W. GUIDRY, SR.

**ORDINANCE NO. 9216**

IN ACCORDANCE WITH CHAPTER 2, ARTICLE X, SECTION 2-229 OF THE TERREBONNE PARISH CODE OF ORDINANCES, AN ORDINANCE TO AUTHORIZE THE APPOINTMENT OF THE LEDET CORPORATION D/B/A LEDET INSURANCE TO SERVE AS AGENT/PRODUCER OF RECORD FOR (HOUMA FIRE DEPARTMENT) COMPREHENSIVE FIREMEN'S POLICY COMMENCING APRIL 1, 2021 THROUGH MARCH 31, 2022, AND BOILER AND MACHINERY COVERAGE COMMENCING ON MARCH 1, 2021 THROUGH FEBRUARY 28, 2022, WITH THE OPTION TO RENEW FOR TWO SUBSEQUENT ONE YEAR TERMS AS MORE FULLY DESCRIBED HEREIN.

**WHEREAS**, Terrebonne Parish Consolidated Government (TPCG) does provide comprehensive Fireman's package policy with numerous coverages and Machinery coverage through its Risk Management Department; and

**WHEREAS**, TPCG's current comprehensive Fireman's policy is scheduled to renew on April 1, 2021; and

**WHEREAS**, The Terrebonne Parish Council, pursuant to Section 2-229 of the Terrebonne Parish Code of Ordinances, has selected an insurance Agent/Producer of record for Firemen's coverage for the year 2021, commencing April 1, 2021, and effective through March 31, 2022; and

**WHEREAS**, the Agent of Record has given the TPCG the option for two (2) one-year renewals for Firemen's coverage, from April 1, 2022 through March 31, 2024 subject to this Council's selection and approval by ordinance and TPCG's signing a new, but same contract for the option period;

**WHEREAS**, TPCG's current boiler and machinery coverage is scheduled to renew on March 1, 2021; and

**WHEREAS**, The Terrebonne Parish Council, pursuant to Section 2-229 of the Terrebonne Parish Code of Ordinances, has selected an insurance Agent/Producer of record for Boiler and Machinery coverage for the year 2021, commencing March 1, 2021, and effective through February 28, 2022.

**WHEREAS**, the Agent of Record has given the TPCG the option for two (2) one-year renewals for Boiler and Machinery coverage, from March 1, 2022 through March 31, 2024, subject to this Council's selection and approval by ordinance and TPCG's signing a new, but same contract for the option period; and

**SECTION I**

**NOW THEREFORE BE IT ORDAINED** by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that The Ledet Corporation d/b/a Ledet Insurance is hereby appointed to serve as Agent/Producer of Record for the TPCG's (Houma Fire Department's) Comprehensive Fireman's Policy and the Boiler and Machinery coverage contract, submitted to Council on the 9<sup>th</sup> of December, 2020, the period of the Firemen's Policy coverage commencing April 1, 2021, and effective through March 31, 2022; and the period of the Boiler and Machinery coverage March 1, 2021, and effective through February 28, 2022.

**SECTION II**

NOW THEREFORE BE IT FURTHER ORDAINED that, for both Firemen's coverage and Boiler/Machinery coverage, the Terrebonne Parish Consolidated Government reserves the right to exercise the option to renew the appointment for up to two additional, subsequent one-year terms by signing a new contract for the new option term containing the same terms and conditions of the original contract, unless additional or other terms and conditions are specified by TPCG, subject to approval by TPCG.

### SECTION III

NOW THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council that the Risk Management Department and the Legal Department shall review the Houma Fire Department coverages and Boiler and Machinery Insurance coverage Agent/Producer of Record contract for final approval, and that the Parish President Gordon E. Dove is authorized to execute the said Agent of Record contract and any related documents on behalf of the Terrebonne Parish Consolidated Government.

### SECTION IV

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

### SECTION V

This ordinance shall become effective upon approval by the Parish Council and signature of the Parish President.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS: J. Domangue, D. W. Guidry, Sr., D. Babin, D. J. Guidry, S. Trosclair, J. Navy, C. Harding, G. Michel, and J. Amedée.

NAYS: None.

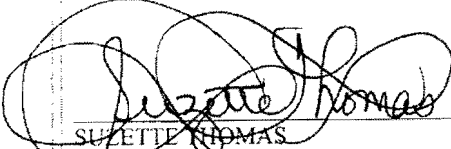
NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the ordinance adopted on this, the 9th day of December 2020.


  
STEVE TROSCLAIR, CHAIRMAN  
TERREBONNE PARISH COUNCIL

  
SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\*\*\*\*\*

Date and Time Delivered to Parish President:

12-10-2020 10:45 a.m.

Approved  Vetoed

Gordon E. Dove, Parish President  
Terrebonne Parish Consolidated Government

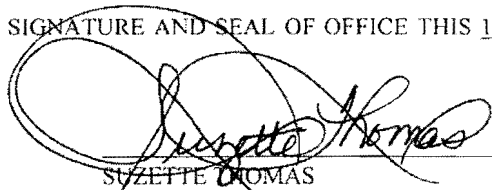
Date and Time Returned to Council Clerk:

12-10-2020 3:39p.m.

\*\*\*\*\*

I, **SUZETTE THOMAS**, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on December 9, 2020, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 10th DAY  
OF DECEMBER 2020.

  
\_\_\_\_\_  
SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

## Cheryl Lirette

---

**From:** Margeaux LeCompte  
**Sent:** Monday, December 14, 2020 1:10 PM  
**To:** Mike Toups; Kandace Mauldin; Kayla Dupre; Cheryl Lirette; Leilani Adams  
**Subject:** Ordinance No. 9216  
**Attachments:** Ordinance No. 9216 Authorizing The Ledet Corp. dba Ledet Insurance to service as the agent producer of record for the Houma Fire Department's Comp. Firemen's Policy.pdf

Attached you will find Ordinance No. 9216: Authorizing The Ledet Corp. dba Ledet Insurance to service as the agent/producer of record for the Houma Fire Department's Comprehensive Firemen's Policy.

If you have any questions, please feel free to contact us.

Thank you,

*Margeaux LeCompte*

Minute Clerk

Office of the Terrebonne Parish Council

Terrebonne Parish Consolidated Government

8026 Main Street, Suite 600

Houma, LA 70360

Telephone : (985) 873-6520

Fax : (985) 873-6521

E-mail : [mlecompte@tpcg.org](mailto:mlecompte@tpcg.org)



Monday, November 15, 2021

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**Item Title:**

Renwal of 2022 POR with Anthony J. Alford Ins for Employee Benefits, etc

**Item Summary:**

**RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Anthony J. Alford Insurance Company for Producer of Record to commence on January 1, 2022, through December 31, 2022.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Requesting Continuation of POR with Anthony J. Alford Ins Corp	10/26/2021	Executive Summary
Requesting continuation of POR with Anthony J. Alford Ins Co for Health benefits,etc	10/26/2021	Resolution
Copy of Ordinance No. 9212	10/26/2021	Backup Material





## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Renewal of 2022 Producer of Record Contract with Anthony J. Alford Insurance Corporation for the Employee Group Health Insurance/ Self-Funded Reinsurance Contract for Medical, Dental, and Pharmacy Benefits.

### PROJECT SUMMARY (200 WORDS OR LESS)

Resolution to recommend the continuation and renewal of services for Producer of Record Contract with Anthony J. Alford Insurance Corporation to provide Employee Group Health Insurance/ Self-Funded Reinsurance of Insurance benefits for Medical, Dental, and Pharmacy, per Ordinance #9212, commencing on January 1, 2022, and effective thru December 31, 2022.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

It is the recommendation of Administration and the Risk Management Department to continue the contract in place with Anthony J. Alford Insurance Corporation for Producer of Record to commence on January 1, 2022, thru December 31, 2022.

### TOTAL EXPENDITURE

(Includes all fees & taxes)

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

(YES)

IF YES AMOUNT  
BUDGETED:

\$2,006,465.00 Property

#### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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Signature

October 25, 2021

Date

For Agenda Item: Renewal of 2022 Producer of Record Contract in place with Anthony J. Alford Insurance Company

WHEREAS Terrebonne Parish Consolidated Government (TPCG) is authorized to provide Employee Group Health Insurance Coverage through its Department of Risk Management; and

WHEREAS Administration and the Risk Management Department would like to recommend the continuance and renewal of services for Producer of Record Contract in place with Anthony J. Alford Insurance Company for employee Group Health Insurance/Self-funded and Re-insurance Contract for Medical, Dental, and Pharmacy Benefits for 2022, per Ordinance Number 9212; and

WHEREAS, such services would begin January 1, 2022, through December 31, 2022.

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government is hereby authorized to accept the recommendation of Administration and the Risk Management Department to continue the contract in place with Anthony J. Alford Insurance Company for Producer of Record to commence on January 1, 2022, through December 31, 2022.

STEVE TROSCLAIR, CHAIRMAN

DARRIN W. GUIDRY, SR., VICE-CHAIRMAN



DISTRICT 1  
JOHN NAVY  
DISTRICT 3  
GERALD MICHEL  
DISTRICT 5  
JESSICA DOMANGUE  
DISTRICT 7  
DANIEL BABIN  
DISTRICT 9  
STEVE TROSCLAIR

DISTRICT 2  
CARL A. HARDING  
DISTRICT 4  
JOHN P. AMEDÉE  
DISTRICT 6  
DARRIN W. GUIDRY, SR.  
DISTRICT 8  
DIRK J. GUIDRY  
COUNCIL CLERK  
SUZETTE THOMAS

Post Office Box 2768 • Houma, LA 70361  
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360  
Telephone: (985) 873-6519 • FAX: (985) 873-6521  
suthomas@tpcg.org      www.tpcg.org

November 19, 2020

MEMO TO: J. Dana Ortego  
Human Resources & Risk Management Director

FROM: Suzette Thomas  
Council Clerk

RE: **Agent/Producer of Record Employee Group Health Insurance  
Self-funded Reinsurance Contract for Medical, Dental, and Pharmacy Benefits  
Anthony J. Alford Insurance Corporation**

Attached is a copy of Ordinance No. 9212 adopted by the Council at its Regular Session which appoints Anthony J. Alford Insurance Corporation as the Agent/Producer of Record for the aforementioned benefits.

By copy of this memo, the appropriate staff members are being advised of this action. Should you have any questions regarding this matter, feel free to contact me.

/st

Attachment

cc: Mr. Mike Toups, Parish Manager  
Ms. Kandace Mauldin, Chief Financial Officer  
Mrs. Kayla Dupre, Comptroller  
Mrs. Cheryl Lirette, Insurance Technician  
Ms. Tracy Harris, Insurance Technician  
Council Reading File

OFFERED BY: MR. D. BABIN  
SECONDED BY: MR. J. AMEDEE

## **ORDINANCE NO. 9212**

IN ACCORDANCE WITH CHAPTER 2, ARTICLE X, SECTION 2-229 OF THE TERREBONNE PARISH CODE OF ORDINANCES, AN ORDINANCE TO AUTHORIZE THE APPOINTMENT OF ANTHONY J. ALFORD INSURANCE CORPORATION TO SERVE AS AGENT OF RECORD FOR THE EMPLOYEE GROUP HEALTH INSURANCE/SELF-FUNDED AND REINSURANCE CONTRACT FOR MEDICAL, DENTAL, AND PHARMACY BENEFITS COMMENCING ON JANUARY 1, 2021, AND EFFECTIVE THROUGH DECEMBER 31, 2021, WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE YEAR TERMS AS MORE FULLY DESCRIBED HEREIN.

**WHEREAS**, Terrebonne Parish Consolidated Government (TPCG) does provide employee group health insurance/self-funded insurance coverages for medical, dental, and pharmacy benefits through its Risk Management Department; and

**WHEREAS**, The Terrebonne Parish Council, pursuant to Section 2-229 of the Terrebonne Parish Code of Ordinances, has selected an insurance agent of record for the year 2021, commencing January 1, 2021, and effective through December 31, 2021; and

**WHEREAS**, TPCG is authorized to exercise right to renew the option for two (2) one-year renewals subject to this Council's selection and approval by ordinance, subject to the same terms and conditions as the original contract; and

### **SECTION I**

**NOW THEREFORE BE IT ORDAINED** by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that Anthony J Alford Insurance Corporation is hereby appointed to serve as Agent of Record for the employee group health benefits for medical, dental, pharmacy, self-funded and reinsurance contract submitted to Terrebonne Parish Council on the 18<sup>th</sup> day of November, 2020, for the period commencing January 1, 2021, effective through December 31, 2021; and

### **SECTION II**

**NOW THEREFORE BE IT FURTHER ORDAINED** that the Terrebonne Parish Consolidated Government reserves right to exercise the option to renew the appointment for up to two additional one-year terms by signing a new contract for the new option term, containing the same terms and conditions of the original contract, subject to approval by TPCG; and

### **SECTION III**

**NOW THEREFORE BE IT FURTHER ORDAINED**, by the Terrebonne Parish Council that the Risk Management Department and the Legal Department shall review the Agent of Record contract for final approval, and that the Parish President Gordon E. Dove is authorized to execute the Agent of Record contract and any related documents on behalf of the Terrebonne Parish Consolidated Government.

### **SECTION IV**

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

### **SECTION V**

This ordinance shall become effective upon approval by the Parish Council and signature of the Parish President.

THERE WAS RECORDED:

YEAS: J. Amedée, J. Domangue, D. W. Guidry, Sr., D. Babin, D. J. Guidry, S. Trosclair, J. Navy, C. Harding, and G. Michel.

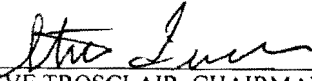
NAYS: None.


NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the ordinance adopted on this, the 18th day of November 2020.


  
STEVE TROSCLAIR, CHAIRMAN  
TERREBONNE PARISH COUNCIL

  
SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\*\*\*\*\*

Date and Time Delivered to Parish President:

11-19-2020 3:32pm

Approved  Vetoed  
Gordon E. Dove, Parish President  
Terrebonne Parish Consolidated Government

Date and Time Returned to Council Clerk:

11-20-2020 8:00 a.m.

\*\*\*\*\*

I, **SUZETTE THOMAS**, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on November 18, 2020, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 19th DAY OF NOVEMBER 2020.

  
SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

## **Cheryl Lirette**

---

**From:** Keith Hampton  
**Sent:** Friday, November 20, 2020 8:54 AM  
**To:** J. Dana Ortego  
**Cc:** Mike Toups; Kandace Mauldin; Kayla Dupre; Cheryl Lirette; Tracy Harris  
**Subject:** Recently Adopted Ordinance No. 9212 Appointing Anthony J. Alford Insurance Corporation as the Agent Producer of Record for Employee Group Health Insurance  
**Attachments:** Ordinance No. 9212 Appointing Anthony J. Alford Insurance Corporation as the Agent Producer of Record for Employee Group Health Insurance - Memo.pdf

Good morning Mr. Ortego,

Please see attached for a copy of a memo regarding the recently adopted Ordinance No. 9212 Appointing Anthony J. Alford Insurance Corporation as the Agent Producer of Record for Employee Group Health Insurance.

Please also note that you should be receiving an original copy of said memo shortly via inter-office mail.

If you have any other questions or concerns, please let us know.

Thank you, and take care.

*Keith Hampton*

Senior Minute Clerk  
Terrebonne Parish Council  
Telephone: (985) 873-6519  
Fax: (985) 873-6521  
[khampton@tpcg.org](mailto:khampton@tpcg.org)



Monday, November 15, 2021

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**Item Title:**

Requesting continuance of Producer of Record Contract with Laris Insurance Agency, LLC for Property Ins

**Item Summary:**

**RESOLUTION:** Accepting the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance Agency, LLC for Producer of Record to commence on March 1, 2022, through February 28, 2023.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Reneewal of 2022 to 2023 POR contract with Laris Insurance Agency, LLC for Property Ins	10/26/2021	Executive Summary
Requesting continuance of POR contract Laris Insurance Agency, LLC	10/26/2021	Resolution
Copy of Ordinance NO. 9225	10/26/2021	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Renewal of 2022 to 2023 Producer of Record Contract with Laris Insurance Agency, LLC for Property Insurance, Flood, Special Equipment Floater, and Inland Marine Coverage.

### PROJECT SUMMARY (200 WORDS OR LESS)

Resolution to recommend the continuation and renewal of services for Producer of Record Contract with Laris Insurance Agency, LLC for Property Insurance, Flood, Special Equipment Floater, and Inland Marine Coverage, per Ordinance 9225, with such services to commence on March 1, 2022, thru February 28, 2023.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

It is the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance Agency, LLC for Producer of Record to commence on March 1, 2022, thru February 28, 2023.

### TOTAL EXPENDITURE

(Includes all fees & taxes)

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

(YES)

IF YES AMOUNT  
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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Signature

10/25/2021

Date



For Agenda Item: Renewal of 2022-2023 Producer of Record Contract with Laris Insurance Agency, LLC

WHEREAS Terrebonne Parish Consolidated Government (TPCG) is authorized to provide Property Insurance, Flood Insurance, Special Equipment Floater, and Inland Marine Coverage through its Department of Risk Management; and

WHEREAS, the Laris Insurance Agency, LLC known as Producer of Record, will not be Agent of Record/Producer for Houma, Fire Department nor TPCG's Boiler and Machinery coverage, and

WHEREAS Administration and the Risk Management Department would like to recommend the continuance and renewal of services for Producer of Record Contract with Laris Insurance Agency, LLC for Property Insurance, Flood Insurance, Special Equipment Floater, and Inland Marine Insurance coverage, per Ordinance Number 9225; and

WHEREAS, such services commencing on March 1, 2022, through February 28, 2023.

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council (Policy, Procedure, and legal Committee) on behalf of the Terrebonne Parish Consolidated Government is hereby authorized to accept the recommendation of Administration and the Risk Management Department to continue the contract in place with Laris Insurance Agency, LLC for Producer of Record to commence on March 1, 2022, through February 28, 2023.

OFFERED BY: MR. D. J. GUIDRY  
SECONDED BY: MR. J. AMEDEE

**ORDINANCE NO. 9225**

IN ACCORDANCE WITH CHAPTER 2, ARTICLE X, SECTION 2-229 OF THE TERREBONNE PARISH CODE OF ORDINANCES, AN ORDINANCE TO AUTHORIZE THE APPOINTMENT OF LARIS INSURANCE AGENCY, LLC TO SERVE AS AGENT/PRODUCER OF RECORD FOR TERREBONNE PARISH CONSOLIDATED GOVERNMENT'S PROPERTY INSURANCE COVERAGE COMMENCING ON JANUARY 14, 2021, AND EFFECTIVE THROUGH FEBRUARY 28, 2022, WITH THE OPTION TO RENEW FOR TWO SUBSEQUENT ONE-YEAR TERMS AS MORE FULLY DESCRIBED HEREIN.

**WHEREAS**, Terrebonne Parish Consolidated Government (TPCG) does maintain Property Insurance coverage through its Risk Management Department; and

**WHEREAS**, TPCG's current property insurance coverage is scheduled to renew on March 1, 2021; and

**WHEREAS**, The Terrebonne Parish Council, pursuant to Section 2-229 of the Terrebonne Parish Code of Ordinances, has selected a property insurance Agent/Producer of record for the year 2021, commencing January 14, 2021, and effective through February 28, 2022; and

**WHEREAS**, the Agent/Producer of Record has given TPCG the option for two (2) one-year renewals, from March 1, 2022 through February 28, 2023, and from March 1, 2023 through February 28, 2024, subject to this Council's selection and approval by ordinance; and

**WHEREAS**, the Agent/Producer of Record, will not be Agent of Record/Producer for Houma Fire Department nor TPCG Boiler and Machinery coverages;

**SECTION I**

**NOW THEREFORE BE IT ORDAINED** by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that LARIS INSURANCE AGENCY, LLC is hereby appointed to serve as Agent/Producer of Record for Terrebonne Parish Consolidated Government's Property Insurance coverage contract, excluding any Houma Fire Department coverages and Boiler and Machinery coverage for utilities for the period commencing January 14, 2021, effective through February 28, 2022; and

**SECTION II**

**NOW THEREFORE BE IT FURTHER ORDAINED** that the Terrebonne Parish Consolidated Government reserves the option to renew the appointment for up to two subsequent, additional one-year terms, by signing a new contract for the new option term containing the same terms and conditions of the original contract, unless additional or other terms and conditions are specified by TPCG, subject to approval by TPCG.

**SECTION III**

**NOW THEREFORE BE IT ORDAINED**, by the Terrebonne Parish Council that the Risk Management Department and the Legal Department shall review the property insurance Agent/Producer of Record contract for final approval, and that the Parish President Gordon E. Dove is authorized to execute the property insurance Agent/Producer of Record contract and any related documents on behalf of the Terrebonne Parish Consolidated Government.

**SECTION IV**

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

#### SECTION V

This ordinance shall become effective upon approval by the Parish Council and signature of the Parish President.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS: D. J. Guidry, S. Trosclair, J. Navy, C. Harding, G. Michel, J. Amedée, J. Domangue, and D. W. Guidry, Sr.

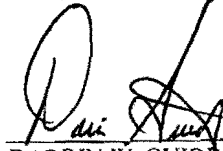
NAYS: D. BABIN.

NOT VOTING: None.

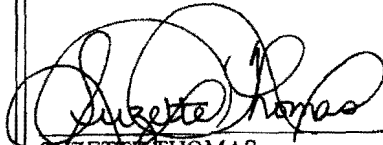
ABSTAINING: None.

ABSENT: None.

The Chairman declared the ordinance adopted on this the 13th day of January 2021.



DARRIN W. GUIDRY, SR., CHAIRMAN  
TERREBONNE PARISH COUNCIL

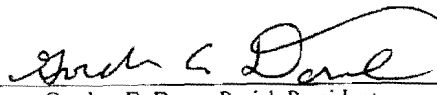


SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\*\*\*\*\*

Date and Time Delivered to Parish President:

01-14-21 11:21 a.m.

Approved  Vetoed

Gordon E. Dove, Parish President  
Terrebonne Parish Consolidated Government

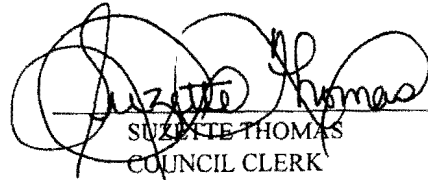
Date and Time Returned to Council Clerk:

01-14-21 1:51 p.m.

\*\*\*\*\*

I, **SUZETTE THOMAS**, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on January 13, 2021, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 14th DAY OF JANUARY 2021.

A handwritten signature in cursive script, appearing to read "Suzette Thomas", is written over a horizontal line.

SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

## **Cheryl Lirette**

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**From:** Keith Hampton  
**Sent:** Thursday, January 14, 2021 3:15 PM  
**To:** J. Dana Ortego  
**Cc:** Kandace Mauldin; Kayla Dupre; Leilani Adams; Cheryl Lirette  
**Subject:** Recently Adopted Ordinance No. 9225 Laris Insurance Agency, LLC  
**Attachments:** Ordinance No. 9225 Laris Insurance Agency, LLC - Memo.pdf

Good afternoon Mr. Ortego,

Please see attached for a copy of a memo regarding the recent adoption of Ordinance No. 9225 Laris Insurance Agency, LLC.

Please also note that you should be receiving an original copy of said memo shortly via inter-office mail.

If you have any other questions or concerns, please let us know.

Thank you, and take care.

*Keith Hampton*

Senior Minute Clerk  
Terrebonne Parish Council  
Telephone: (985) 873-6519  
Fax: (985) 873-6521  
[khampton@tpcg.org](mailto:khampton@tpcg.org)