



ST. CHARLES PARISH


OFFICE OF THE COUNCIL SECRETARY

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COUNCIL OFFICE MEMORANDUM

DATE: SEPTEMBER 29, 2025

TO: MR. MILES BINGHAM
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: PROFESSIONAL SERVICES AGREEMENT
TURTLE POND PUMP STATION AND UPSTREAM DRAINAGE
IMPROVEMENTS
(PROJECT NO. P250901)

On September 22, 2025, the St. Charles Parish Council adopted Ordinance No. 25-9-8 approving and authorizing the execution of a Professional Services Agreement with GIS Engineering, LLC, to perform engineering services for the Turtle Pond Pump Station and Upstream Drainage Improvements (Project No. P250901), in the not to exceed amount of \$609,085.50

A copy of the ordinance is enclosed for your records. The agreement has been routed to you via DocuSign on September 26, 2025 to handle execution. Please forward to us a fully executed copy once available.

MI/mr

Enclosure

cc: Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Corey Oubre w/enclosure

2025-0271

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(DEPARTMENT OF PUBLIC WORKS)**

ORDINANCE NO. 25-9-8

An ordinance approving and authorizing the execution of a Professional Services Agreement with GIS Engineering, LLC, to perform engineering services for the Turtle Pond Pump Station and Upstream Drainage Improvements (Project No. P250901), in the not to exceed amount of \$609,085.50.

WHEREAS, St. Charles Parish desires to construct a new Turtle Pond Drainage Pump Station with a minimum capacity of 150 cfs to replace the existing station that has a capacity of approximately 86 cfs; and,

WHEREAS, the existing pump station is located just north of the Canadian Pacific Kansas City (CPKC) Railroad in St. Rose, approximately 1500 linear feet southwest of the intersection of Airline Highway and Almedia Road; and,

WHEREAS, the location of the existing pump station does not allow for a proper retention pond to feed the pump station and the Parish desires to relocate the station approximately 500 linear feet north to exist just north of I-310 Service Road; and,

WHEREAS, upstream drainage improvements are required to properly convey stormwater to the new pump station; and,

WHEREAS, St. Charles Parish has been awarded funding from the Louisiana Watershed Initiative Round 2 for construction of the pump station portion of this project, and design if additional funds become available, and the upstream improvements will be funded with St. Charles Parish funds; and,

WHEREAS, St. Charles Parish and GIS Engineering, LLC, have mutually agreed on a not to exceed price of \$609,085.50 to complete the work consisting of a study and report phase for the pump station itself, full design of the drainage improvements, and supplemental services of survey, geotechnical engineering, utility coordination and permitting with DOTD and the Railroad; and,

WHEREAS, details on scope, schedule and compensation are described in the attached Professional Services Agreement.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Professional Services Agreement between St. Charles Parish and GIS Engineering, LLC, to perform engineering services as required by the Department of Public Works, for the Turtle Pond Pump Station and Upstream Drainage Improvements (Project No. P250901), in the not to exceed amount of \$609,085.50, is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Agreement on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE,
O'DANIELS, FISHER, DEBRULER
NAYS: NONE
ABSENT: NONE

And the ordinance was declared adopted this 22nd day of September, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Yolande Fonseca

SECRETARY: B. Michelle Dupont

DLVD/PARISH PRESIDENT: September 23, 2025

APPROVED: ✓ DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: September 26, 2025

AT: 10:12 am RECD BY: [Signature]