

MINUTES  
Of the Regular Meeting, of  
The Claiborne Parish Police Jury  
10:00 a.m.  
May 10 2017  
Police Jury Chambers  
507 West Main Street  
Homer, LA 71040

The Claiborne Parish Police Jury met in regular session in the Jury Chambers of the Claiborne Parish Police Jury Complex, located at 507 West Main Street in Homer, LA at 10:00 a.m. on the 10th of May 2017. On being called to order by President Scott Davidson, the following Jurors were present:

James Laird, Mark Furlow, Kevin Gray, Joe Sturges, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gill Dowies, and Rev. Willie Young.

There were 11 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Mrs. Pam Suggs of the Claiborne Parish Library, Claiborne Parish Coroner Dr. Mark Haynes, Mr. Tim Cain of OPCS, Haynesville Mayor Beverlee Kilgore, Mr. Jerry Whitton of the CPWD, CMMC Director of Nursing Mrs. Krisi Copeland, CMMC CEO Mrs. Toni Goodwin, and CMMC CFO Mrs. Michelle Stillwell, and Ms. Jackie Roberts of the Haynesville News.

The meeting was opened with a word of Prayer led by Rev. Willie Young, followed by the Pledge of Allegiance led by Paul Cook.

Upon motion by Joe Sturges, duly seconded by Mark Furlow, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Gil Dowies, duly seconded by Joe Sturges, the Jury unanimously approved the following changes to the agenda:

1. Request from the Claiborne Parish Library Board to enter into a contract with Mr. Wayne Coco, AIA for the design of the new Haynesville Branch of the Claiborne Parish Library.
2. Notice – as of July 1, 2017 – The Guardian Journal will be the Official Journal of the Claiborne Parish Police Jury for the period of July 1, 2017 to June 30, 2018 as per the rotation schedule adopted by the Claiborne Parish Police Jury on June 4, 2014.
3. Request from the Town of Homer, in a letter received May 9, 2017, requesting assistance from the CPPJ Highway Department for certain road materials. The materials are to be delivered under the Town's ad valorem tax credit.
4. Repair of dump truck up to \$20,000

Upon motion by Paul Cook, duly seconded by Gil Dowies, the Jury unanimously approved the consent agenda as follows:

**Consent Agenda:**

1. Approval of the April 5, 2017 regular meeting minutes.
2. Payment of the April 2017 bills as approved by the Claims Committee.
3. Request from the Claiborne Parish Chapter of DAR, in a letter received April 7, 2017, requesting permission to place a wreath on the Court House lawn in observance of Memorial Day in honor all Claiborne Parish's fallen veterans.
4. Request from Claiborne Parish Fire Protection District #6, in a letter received April 18m 2017, requesting to have the side-cutter trim a portion of Sherman Ball Park Road to

improve access to a dry hydrant located on Sherman Pond. The work is to be performed on a reimbursement basis.

5. Request from Fireworks for Lake Claiborne, in a letter received April 25, 2017, requesting their budgeted amount of \$500 for the sponsorship of the annual Boat Parade and Fireworks Show to be held on Monday July 3, 2017 and to be considered for the same amount in the Parish's 2018 budget. This is the same amount as the previous years.
6. Request from the Claiborne Parish School Board, in a letter received May 2, 2017, requesting help in repairing a driveway that is used for a bus turnaround located at 155 Marvin Lane in Summerfield. The work is to be done on a reimbursement basis.

President Scott Davidson moved to handle the amendments at this time.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the request from the Claiborne Parish Library Board to enter into a contract with Mr. Wayne Coco, AIA for the design of the new Haynesville Branch of the Claiborne Parish Library.

President Scott Davidson read a notice aloud concerning the yearly changing of the Official Journal. As of July 1, 2017, The Guardia Journal will be the Official Journal of the Claiborne Parish Police Jury for the period of July 1, 2017 to June 30, 2018 as per the rotation schedule adopted by the Claiborne Parish Police Jury on June 4, 2014.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously approved the request from the Town of Homer, in a letter received May 9, 2017, requesting assistance from the CPPJ Highway Department for certain road materials. The materials are to be delivered un the Town's ad valorem tax credit.

Upon motion by Paul Cook, duly seconded by Gil Dowies, the Jury unanimously approved, upon recommendation of the Garage Committee, the repairs to Hwy Dept. dump trucks up to \$20,000 to replace the motor.

**Regular Agenda:**

President Scott Davidson reminded everyone that the Tier 3 Personal Financial Disclosure Statements are due on May 15, 2016. (FY2016)

President Scott Davidson read a letter of thanks from Summerfield Water System received April 25, 2017, thanking the Police Jury Highway Dept. for the assistance in replacing the culvert on the road to their standpipe water tower off of Hwy 9.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously approved the request from CPPJ Road Superintendent Tommy Durrett to hire Mr. Chauncey Williams from Manpower as a Class A Truck Driver for \$11.00 per hour, effective May 18, 2017.

Upon motion by James Laird, duly seconded by Paul Cook, the Jury unanimously approved the request from CPPJ Road Superintendent Tommy Durrett for the Highway Department to state "4/10's" work days effective May 15, 2017 until further notice during the summer work period.

President Scott Davidson requested the Police Jury or the CPSO to compile a list of individuals with storm shelters located throughout the Parish due to a past incident, located in another state, dealing with someone being trapped in their storm cellar and it flooded. The Jury decided this list should go thru Claiborne Parish OEP, in conjunction with the Police Jury and CPSO.

Tabled from the April 15, 2017 meeting, upon motion by Mark Furlow, duly seconded by Gil Dowies, the Jury unanimously approved the recommendation from the CMMC to appoint Ms. Jamie Lennard the IOP Director at CMMS as the new Claiborne Parish representative to the Northwest Louisiana Services District Board to replace Mrs. Christon Cupp who resigned on February 3, 2017.

Upon motion by James Laird, duly seconded by Joe Merritt, the Jury unanimously approved, upon recommendation from the Roads Committee, to raise the Operator Class C to \$15.50 per

hour with the top end being \$17.50 per hour. Rev. Willie Young wanted it noted that this was with the condition that the Parish would not hire another Operator I.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved Resolution 2017-005 – A Resolution of Support for the Claiborne Parish Hill Farm and Research Station and Requesting Legislative Support for Continued Beef/Cattle Operations at the Hill Farm

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RESOLUTION 2017-005

A RESOLUTION REQUESTING LEGISLATIVE SUPPORT IN HELPING TO KEEP BEEF PRODUCTION AT THE LSU AGCENTER’S CLAIBRONE PARISH HILL FARM RESEARCH STATION

WHEREAS, the Claiborne Parish Police Jury has learned that the LSU Dean of the College of Agriculture plans to eliminate its beef cattle herd over the next six months at the Hill Farm Research Station; and

WHEREAS, the LSU Ag Center plans to relocate its cattle research to Red River Research Station in Bossier Parish; and

WHEREAS, in Claiborne Parish alone there are approximately 120 beef producers producing approximately \$9,100,335 annually in cattle (based on 2015 figures); and

WHEREAS, in Claiborne Parish and its bordering parishes – Union, Bienville, Webster and Lincoln – there are over 810 beef cattle producers who currently have over 44,000 head of mother cows in production; and

WHEREAS, the Claiborne Parish Hill Farm Research Station is the ONLY remaining upland research station remaining in the state which currently serves over 2,100 beef cattle producers who currently have over 111,500 head of mother cows in production; and

WHEREAS, this represents over 27% of all cattle producers in the state and over 25% of all cattle in the state; and

WHEREAS, these producers have invested hundreds of millions of dollars in the cattle business and have debt in the hundreds of millions of dollars associated with this investment; and

WHEREAS, the position that Hill Farm Research Station serves is vital to the upland cattle producers to continue to improve their herds and to remain viable as an economic force in the North Central LA region;

NOW, THEREFORE BE IT RESOLVED, that the Claiborne Parish Police Jury requests Legislative support from our local and state elected representatives levels and surrounding parishes in helping to keep the beef cattle production research at the Claiborne Parish Hill Farm Research Station.

Upon a motion by Paul Cook and duly seconded by Kevin Gray this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, May 10, 2017.

Yeas – (10) Laird, Furlow, Gray, Sturges, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – 0

Abstain – N/A

Absent - None

/s/ Dwayne R. Woodard  
Secretary-Treasurer

/s/ Scott Davidson  
President

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Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved Resolution 2017 – 006 – A Resolution Adopting Citizen Participation Plan Citizen Complaint Procedure and Appointing Dwayne R. Woodard as the Citizen Complaint Officer for the FY 2018-2019 LCDBG Grant Program.

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RESOLUTION 2017-006

FY 2016-2017 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PROGRAM CITIZEN PARTICIPATION PLAN/CITIZEN COMPLAINT OFFICER

WHEREAS, the Claiborne Parish Police Jury is applying to the Louisiana Community Development Block Grant (LCDBG) program FY 2018-FY 2019.

WHEREAS, the LCDBG Grant applications requires the Claiborne Parish Police Jury to adopt a Citizen Participation Plan/Citizen Complaint Officer for compliance with the LCDBG Program.

WHEREAS, the Claiborne Parish Police Jury is willing to compile a Citizen Participation Plan and recommends Dwayne R. Woodard as Citizen Complaint Officer for compliance with the LCDBG program.

BE IT RESOLVED, that the Claiborne Parish Police Jury does hereby adopt a Citizen Participation Plan and appoints Dwayne R. Woodard as Citizen Complaint Officer for compliance with the LCDBG program FY 2018 – FY 2019.

Upon motion by Gil Dowies, seconded by Kevin Gray, this motion was carried and officially adopted by the Claiborne Parish Police Jury in our regular scheduled session on Wednesday, May 10, 2017.

Yeas – (10) Laird, Furlow, Gray, Sturges, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0)

Abstain – N/A

Absent – None

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Joe Sturges, duly seconded by Mark Furlow, the Jury unanimously approved Resolution 2017 – 007 – Resolution Authorizing the Chief Elected Official to Proceed with the Development of the FY 2018-2019 LCDBG Grant Application.

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RESOLUTION 2017-007

FY 2018 – FY 2019 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PROGRAM APPLICATION PROCEDURES

WHEREAS, the Claiborne Parish Police Jury is submitting an application for the FY 2018-FY 2019 LCDBG Program; and

BE IT RESOLVED, that the President of the Claiborne Parish Police Jury is authorized to proceed with the development of the LCDBG application taking into consideration views and proposals submitted by citizens that attended the public hearing as well as those that were unable to attend and views of the governing body (possible discussion to choose from).

BE IT FURTHER RESOLVED, the application will be submitted for one of the following activities (deadline November 2017):

Sewer Treatment	\$1,200,000
New Sewer Collection	\$1,000,000
Existing Sewer Collection Rehab	\$1,000,000
Potable Water	\$1,000,000
Streets	\$800,000

Upon motion by Joe Sturges, duly seconded by Mark Furlow this motion was carried and officially adopted by the Claiborne Parish Police Jury in our regular scheduled session on Wednesday, May 10, 2017.

Yeas – (10) Laird, Furlow, Gray, Sturges, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0)

Absent – None

Abstain – N/A

/s/ Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Paul Cook, duly seconded by Joe Stuges, the Jury unanimously approved Resolution 2017 – 008 – Resolution Adopting Procurement Policy in Compliance with the LCDBG Gran Program.

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RESOLUTION 2017-008

A RESOLUTION ADOPTING THE PROCUREMENT POLICY FOR THE FY 2018-2019 LCDBG PROGRAM APPLICATION

The following motion is submitted for consideration in regards to the FY 2018 - FY 2019 Louisiana Community Development Block Grant (LCDBG) program.

Therefore, Be It Resolved, that the Claiborne Parish Police Jury does hereby adopt a Procurement Policy for compliance with the LCDBG Program.

Upon a motion by Paul Cook and duly seconded by Joe Sturges this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, May 10, 2017.

Yeas – (10) Laird, Furlow, Gray, Sturges, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0)

Abstain – N/A

Absent – None

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Gil Dowies, duly seconded by Joe Sturges, the Jury unanimously approved Resolution 2017 – 009 – Resolution Authorizing the Chief Elected Official to Proceed with the Procurement and Selection of Professional Services for FY 2018-2019 LCDBG Grant Application

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**RESOLUTION 2017–009**

**AUTHORIZING THE CHIEF ELECTED OFFICIAL TO PROCEED WITH THE PROCUREMENT AND SELECTION OF PROFESSIONAL SERVICES FOR THE PURPOSE OF ASSISTING IN THE DEVELOPMENT OF THE LCDBG APPLICATION AND IMPLEMENTATION OF THE PROJECT**

WHEREAS, the Claiborne Parish Police Jury is submitting an application for the FY 2018 – FY 2019 Louisiana Community Development Block Grant (LCDBG) program; and

WHEREAS, Claiborne Parish Police Jury understands the need to authorize the Chief Elected Official to proceed with the Procurement and selection of professional services for the purpose of assisting the development of the LCDBG application and implementation of the project.

WHEREAS, Mr. Scott Davidson is the Chief Elected Official to act and sign documents regarding the FY 2018 – FY 2019 LCDBG application on behalf of the Claiborne Parish Police Jury.

BE IT RESOLVED, the Claiborne Parish Police Jury does hereby appoint Scott Davidson who is our Chief Elected Official to act on behalf of the Claiborne Parish Police Jury in regards the procurement and selection of professional services for the purpose of assisting in the development of the LCDBG application and implementation of the project.

Upon motion by Gil Dowies, duly seconded by Joe Sturges, this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in our regular scheduled session on Wednesday, May 10, 2017.

Yeas – (10) Laird, Furlow, Gray, Sturges, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0)

Abstain – N/A

Absent – None

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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At this time, Claiborne Parish Coroner Dr. Mark Haynes gave his monthly report of the Coroner’s Office: He stated there were 13 deaths - 8 were Hospice/ER, 1 required Autopsy, and no admissions.

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**ITEM #25 – May 10, 2017 – AGENDA**

**SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS**

1. LGAP Projects –

CPPJ – Gas Line Extension on Hwy 2 to Parish Owned Property  
Contract #1415-CLB-0001 Amount - \$25,000  
Project – extension of natural gas line to the Police Jury owned property on Hwy 2  
Status – Change of scope submitted to Office of Community Development

CPPJ – Emergency Generator for CPPJ Public Works Building on Hwy 2  
Contract #1415-CLB-0002 Amount - \$14,167  
Project – standby emergency generator for the CPPJ Public Works Building on Hwy 2  
Status – Bid awarded to Industrial Generators of Athens, LA for \$24,349

CPPJ – Pine Hill Water System  
Contract #1516-CLB-0001 Amount \$21,500  
Project – repaint exterior of elevated storage tank located on Hwy 70  
Status – contracts submitted to the State

CPPJ – South Claiborne Water System  
Contract #1516-CLB-0002 Amount \$21,500  
Project – install ATS on emergency generators at well sites  
Status – contracts submitted to the State and approved

2. CWEF Projects

Leatherman Creek Water System  
Contract #1415-CWEF-CLB-0001 Amount - \$25,000  
Project – Repair and rehab of ground storage tank  
Status – Construction on going should be complete within the next 30 days

South Claiborne Water System  
Contract #1415-CWEF-CLB-0003 Amount - \$25,000  
Project – Waterline extension between Barnes Road and Frazier Road  
Status – Construction complete and reimbursement received

Gilgal Water System  
Contract #1415-CWEF-CLB-0004 Amount - \$5,317  
Project – Installation of automated water leveling equipment  
Status – Construction is complete and reimbursement received

3. Sales Tax Collections for March 2017 – net of \$47,288 from gross collections of \$48,680 on taxable sales of \$4,640,455.

Net sales tax collections for February 2017 – \$37,965 – increase \$9,323 (24.56%)

Net sales tax collections for March 2016 - \$48,479 – decrease \$-1,191 (-2.46%)

4. Cash position at April 30, 2017 - \$9,512,300

Cash position at April 30, 2016 - \$8,905,779 (increase of \$606,521)

Cash position at March 31, 2017 - \$9,211,628 (increase of \$300,672)

See Deposit Balances by Institution for breakdown at April 30, 2017 –

5. Total Receipts for the month of April 2017 – \$724,695

6. Upcoming important dates and meetings I plan to attend –

5/11 – Economic Development Board Meeting

5/17 – Open enrollment for Health Insurance

5/23 – CPHSD#3 Finance Committee Meeting

5/25 – CPHSD#3 Board Meeting

5/25 – Public Records Meeting - Arcadia

5/30 – Committee Meetings

6/6 – Health Insurance Lunch Meeting  
6/7 – Regular Meeting

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At this time, Mrs. Toni Goodwin, CEO of CMMC annual update on CMMC.

**Public Comments:**

Claiborne Parish Watershed District President Jerry Whitton updated everyone on the activity of the Watershed District. The additional channel marker project is almost finished, including the installation of lighting on certain markers. Also, the Watershed has placed out for bid, supplemental spraying for Salvinia.

Upon motion by James Laird, duly seconded by Rev. Willie Young, the meeting was adjourned.

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Dwayne R. Woodard  
Secretary–Treasurer

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Scott Davidson  
President