

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
November 8, 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 4 of October, 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, and Gil Dowies.

Rev. Willie Young was absent (due to hip replacement surgery).

There were 16 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Claiborne Parish Sheriff Ken Bailey, Claiborne Parish Director of Libraries Mrs. Pam Suggs, Claiborne Parish District Attorney Danny Newell, Claiborne Parish E-911 Director Mr. Walter Johnson, Claiborne Parish Coroner Dr. Mark Haynes, Claiborne Parish Clerk of Court Brian Flynn, Mr. Joey White of CEC and CEDB, CPWSD Commissioners Mr. Jerry Whitton and Mr. Sam Dowies, Claiborne Parish 4-H Agent Mr. Lee Faulk, Mr. David Green of Republic Waste, Mr. Randall Smoak of Cothren, Graff, and Smoak Engineering Firm, Ms. Jackie Roberts of the Haynesville News, Mrs. Rosaland Sturges Penegar, and Mr. Doyle Huckabay of Homer.

The meeting was opened with a word of Prayer led by Joe Sturges, followed by the Pledge of Allegiance led by Paul Cook.

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

Upon motion by Gill Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the consent agenda with the following change to item No. 10 Lunch Wednesday December 20, not the 22nd as incorrectly stated.

Consent Agenda:

1. Approval of the October 4, 2017 regular meeting minutes.
2. Payment of the October 2017 bills as approved by the Claims Committee.
3. Request from Doyle Huckabay, in a letter received October 20, 2017, requesting use of the Court House lawn on January 15, 2018, for the purpose of an “MLK Day of Service” event
4. Sitting of the Thanksgiving 2017 Holiday – lunch Tuesday 11/21 at New Road Barn on Hwy 2, off Wednesday 22 to Friday 11/24 – return to work Monday 11/27
5. Sitting of the Christmas 2017 Holiday – lunch Wednesday December 20, off Thursday 12/21 to Monday 1/1 – return to work on Tuesday January 2, 2018.
6. Sitting of the 2017 buy-back payroll date – December 8, 2017 – request forms will go out with the 12/1/2017 payroll checks and due back on Wednesday 12/6/2017.
7. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of MC-30 Prime Oil, CRS-2, SS-1, AEP and AC-10 Asphalt Cement necessary for the maintenance of Claiborne Parish roads for the year 2018.

8. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of Hot Mix and Colay (Cold Mix) necessary for the maintenance of Claiborne Parish roads for the year 2018.
9. Request to advertise for bid - Sealed Bids are hereby invited by the Claiborne Parish Police Jury for the purchase of pit run sand clay gravel and maintenance rock gravel for the 2018 year.
10. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of sizes LA C-1 "modified", LA C-2 and LA C-3 granite crushed stone for 2018 year.
11. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (off-road & highway use) for use by Parish Owned Vehicles for the 2018 year.

Regular Agenda:

President Scott Davidson reminded everyone of the 1-hour mandatory Ethics training is required to be completed by December 31, 2017 for all jurors and parish employees.

Upon motion by Tommy Sanders, duly seconded by Joe Sturges, the Jury unanimously voted to enter into an engagement letter with Bosch & Statham CPA's LLC for the 2017 audit of the Parish's financial statements for \$26,000 (\$29,000 if single audit is required).

Upon motion by Joe Sturges, duly seconded by Gil Dowies, the Jury unanimously approved the request from Secretary-Treasurer Dwayne R. Woodard to enter into an engagement agreement with Bosch & Statham CPA's LLC for the 2017 audit of the Parish's Statewide Agreed Upon Procedures on the Parish's internal controls and compliance procedures for \$8,000. (new for 2017)

Upon motion by Gil Dowies, duly seconded by James Laird, the Jury unanimously approved the Parish's AUP's for Disbursements, Credit Cards, Ethics, and Travel.

Upon motion by Joe Sturges, duly seconded by Kevin Gray, the Jury unanimously approved the request from the Claiborne Parish Hospital Service District #1, in a letter received October 16, 2017, requesting the Board the reappoint Mrs. Gayle Taylor to the board, effective January 1.

Upon motion by Gil Dowies, duly seconded by Joe Sturges, the Jury unanimously approved Resolution 2017 – 016 – Authorizing Resolution for OOCS Rural Public Transit Program.

AUTHORIZING RESOLUTION

Resolution No. 2017-016

Resolution authorizing the filing of an application with the Louisiana Department of Transportation and Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development.

- 49 CFR 5311, Formula Grant for Rural Areas
- 49 CFR 5339, Grants for Bus and Bus Facility Program

WHEREAS, the Secretary of Transportation and Development is authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs;

WHEREAS, it is required by the Louisiana Department of Transportation and Development in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED by Claiborne Parish Police Jury

1. That the Parish President is authorized to execute and file an application on behalf of Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development, to aid in the financing of operating and/or capital assistance projects pursuant to FTA transit programs.
2. That the Parish President is authorized to execute and file with such applications an assurance or any other document required by the Louisiana Department of Transportation and Development effectuating the purposes of Title VI of the Civil Rights Act of 1964, as amended.
3. That the Parish President is authorized to furnish such additional information as the Louisiana Department of Transportation and Development may require in connection with the application or the project.
4. That the Parish President is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.
5. That the Parish President is authorized to execute grant contract agreements on behalf of Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.
6. This resolution is applicable for a period of one year unless revoked by the governing body and copy of such revocation shall be furnished to the DOTD.

CERTIFICATE

The undersigned duly qualified and acting Secretary/Treasurer of the Claiborne Parish Police Jury, Dwayne R. Woodard certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Claiborne Parish Police Jury held on November 8, 2017.

If applicant has an official seal, impress here.

(Signature of Recording Officer)

/s/ Dwayne R. Woodard
Secretary/Treasurer

November 8, 2017
(Date)

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved Resolution 2017 -017 – Resolution Authorizing the President and Secretary-Treasurer to Sign Documents on Behalf of Claiborne Parish Concerning the Purchase of the Lots Associated with the Town of Haynesville’s Demolition of the Old Fred’s Building in Haynesville, LA.

RESOLUTION 2017-017

A RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY-TREASURER TO SIGN DOCUMENTS ON BEHALF OF CLAIBORNE PARISH CONCERNING THE PURCHASE OF THE OLD FRED’S BUILDING IN HAYNESVILLE, LA FOR USE BY THE CLAIBORNE PARISH LIBRARY BOARD OF CONTROL

WHEREAS, the Claiborne Parish Library Board of Control via the Claiborne Parish Police Jury has elected to enter into an agreement to purchase the town lots associated with the location of the “Old Fred’s Building” located at 1863 Main Street, Haynesville, LA from the Town of Haynesville, LA in the amount of \$1,500.00 per lot plus reimbursement of the associated demolition costs;

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury AUTHORIZES the President, Scott Davidson and/or Secretary-Treasurer, Dwayne R. Woodard, to sign and execute documents on behalf of the Claiborne Parish Police Jury relating to the purchase of the said property from the Town of Haynesville, LA.

Upon a motion by Kevon Gray 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, November 8, 2017.

Yeas - (9) Laird, Furlow, Gray, Sturges, Cook, Davidson, Merritt, Sanders and Dowies

Nays - none

Abstain - N/A

Absent - (1) Young

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously accepted and awarded the lowest qualified bid of the Emergency Standby Generator for the CPPJ Road Maintenance Barn to Arco Power Systems in the amount of \$27,909.

Parish Coroner, Dr. March Haynes gave an update of the Parish Coroner’s Office for the month. He stated there were 16 deaths, 2 Autopsies, and 4 Coroner’s Committals.

ITEM #26 – November 8, 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 – cancelled bid

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 and approved

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 complete

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 September 2017 – net of \$59,928 from gross collections of \$62,183 on taxable sales of \$5,574,456.
Net sales tax collections for August 2017 – \$75,941 – decrease \$-16,013 (-21.09%)
Net sales tax collections for September 2016 - \$44,830 – increase \$15,098 (33.67%)

4. Cash position at October 31, 2017 - \$7,509,865
Cash position at October 31, 2016 - \$7,659,441 (decrease of \$-149,576)
Cash position at September 30, 2017 - \$8,186,545 (decrease of \$-676,681)

See Deposit Balances by Institution for breakdown at October 31, 2017 –

5. Total Receipts for the month of October 2017 – \$701,489

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

11/09 – Economic Development Board Meeting, Haynesville Town Council
11/21 – Thanksgiving Lunch at Road Barn
11/23 – CPHSD#3 Finance Committee & Board Meeting
12/4 – Committee Meetings
12/6 – Regular Meeting

Additional Public Comments:

Mr. Lee Faulk of the Claiborne Parish 4-H Livestock Club thanked the Jury and Claiborne Parish for their support of the Parish Fair. This year, there was \$33,824 raised during the Annual Livestock Sale of the 4-H Club.

Upon motion by Joe Merritt, duly seconded by Paul Cook, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President