

## REGULAR MEETING UNION PARISH POLICE JURY

Farmerville, Louisiana  
September 5<sup>th</sup>, 2017

**The Union Parish Police Jury met this date in regular session in the Police Jury meeting room, Courthouse Annex, Farmerville, Louisiana with the following present: Charles Sawyer, Jerry W. Taylor, Mike Jones, Derek S. Kennedy, Lanny Parker, Stan Smith, Nathan Futch, Glenn Hutto and John Watley. Absent: None. Also present was Bruce Hampton, Assistant District Attorney. The President called the session to order and welcomed all guests. Mr. Parker offered the invocation and Mr. Smith led the group in the Pledge of Allegiance to the Flag.**

President Sawyer asked if anyone in the audience would like to register for public comment. The public was given the opportunity to comment on any item shown on the agenda. No comment was made. At this time, Mr. Watley expressed his condolences to the family of Jessie Boyett. Ms. Boyett was the owner/operator of the Bernice Banner. Ms. Boyett was a tremendous asset to the community and will be greatly missed. Her family will be in our prayers.

**After the opportunity for public comment was given, a Motion was made by Mr. Hutto, seconded by Mr. Watley and declared adopted by unanimous roll call vote of the Jury to approve the agenda as written.**

**Motion Mr. Taylor, seconded by Mr. Hutto and declared adopted by unanimous roll call vote to adopt the minutes of the August 1<sup>st</sup>, 2017 regular meeting.**

**Motion Mr. Kennedy, seconded by Mr. Hutto to adopt the Revenues and Expenditures Report for the month of August 2017. Motion carried unanimously.**

**Motion Mr. Hutto, seconded by Mr. Watley to Terminate for Convenience the Engineering Contract and the Project Management Contract with Dumas & Associates as of October 1<sup>st</sup>, 2017 with no more billing from Mr. Dumas as of September 5<sup>th</sup>, 2017 and authorize the President to execute all necessary documents. Motion carried unanimously.**

**The following resolution was offered by Mr. Jones and seconded by Mr. Hutto:**

UNION PARISH POLICE JURY  
FEMA PA -DR 4263  
SELECTION CRITERIA  
PROJECT MANAGEMENT AND ENGINEERING SERVICES

### RESOLUTION NO. 2017-08

Purpose: This Request for Qualification Statements (RFQ) for Engineering services and

Request for Proposals (RFP) for Project Management Services will be issued by the Union Parish Police Jury, Louisiana for the purpose of procuring engineering services and project management services to provide professional assistance to Union Parish pertaining to disaster recovery grant assistance funding, which is available through the FEMA Public Assistance (PA) grant program. The Union Parish Police Jury also intends to apply and participate in the Louisiana Non-Federal Share Match Program administered through the State of Louisiana Office of Community Development Disaster Recovery Unit.

Background: Forty (40) parishes in the State of Louisiana, including Union Parish, have been qualified under the federal disaster declaration for disaster recovery assistance related to the severe storm and flooding events which occurred in the state of Louisiana in 2016. The Union Parish Police Jury will be seeking grant funds through the FEMA Public Assistance program.

Projects: The types of projects which are anticipated to be addressed under this program include:

FEMA PA-06-LA-4263-PW-00774(0): Wallace Road Pipe Replacement: UPJ007C Road and Bridge Systems including repair, replacement and restoration of various drainage structures and streets.

FEMA PA-06-LA-4263-PW-00867(0): Loch Lomond Pipe Replacement UPJ008C Road and Bridge Systems including repair, replacement and restoration of various drainage structures and streets.

## SECTION I

WHEREAS, the projects to be applied for under the FEMA PA-DR 4263 Program will require project management consultants and engineering services; and,

WHEREAS, the Program requires that a procurement process be established by the Parish; and,

WHEREAS, the procurement process requires a selection committee to be designated to review and recommend to the Parish the professional firms most qualified to perform the duties as required.

NOW, THEREFORE BE IT RESOLVED, that the Union Parish Police Jury, as legal recipient of the FEMA PA-DR 4263 Program funds, does hereby appoint the following persons as the Program Professional Services Selection Committee to review and rank Project Management firms and Engineering firms in conformance with the selection criteria identified below:

Charles Sawyer  
Glenn Hutto  
Mike Jones

SECTION 2  
PROJECT MANAGEMENT SERVICES

All responses to the Request for Proposals will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to ensure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

**SECTION A: Proposal Cost**

**Proposal cost** **(Possible: 15 Pts.)**

Required Price Consideration

The lowest priced proposal will receive the maximum points for price. Other, more expensive proposals will receive reduced points awarded for the price based on the following formula with rounding to the nearest tenth.

$$\frac{\text{Lowest Proposal}}{\text{More expensive proposal}} \times \text{Total Possible Pts.} = \text{Pts. Allocated}$$

**SECTION B: Non-Cost Evaluation**

**Personnel qualifications** **(Possible: 20 pts)**

Education attainment and years of experience of staff (Combination of education attainment and years of experience of proposer's staff):

- Bachelor's degree in a business or technical discipline with 10 years' experience leading major programs and projects 20 pts.
- Associate's degree w/5 years' experience in administering grant funding and implementation at the federal, state or local level 10 pts.
- High school diploma w/less than 5 years' experience in administering grant funding and implementation at the federal, state or local level 5 pts.

**Management capability** **(Possible: 15 pts)**

Length of time proposer has been in business:

- More than 10 years 15 pts.
- 5 to 10 years 10 pts.
- Less than 5 years 5 pts.

**Prior experience**

**(Possible: 20 pts)**

Past Performance on State or Federally funded projects over the past five years:

- Greater than 10 State or Federal funded projects 20 pts.
- 5-9 State or Federal funded projects 15 pts.
- 0-4 State or Federal funded projects 10 pts.

**Compliance with solicitation requirements**

**(Possible: 10 pts)**

- Proposer's understanding of the scope of the work to be performed 5 pts.
- Proposer's completeness in its submission to the RFP 5 pts.

Proposal evaluations will be conducted using the selection criteria included in Section B above. The proposer with the highest total points will be awarded the contract.

BE IT RESOLVED, by the Union Parish Police Jury that the selection criteria is hereby designated as the criteria whereby all Project Management proposals will be evaluated.

BE IT ALSO RESOLVED THAT THE SELECTION of those services be advertised one time in the official journal and metropolitan newspaper, and that the selection be scheduled for October 3, 2017.

SECTION 3  
ENGINEERING SERVICES

All responses to the Request for Qualification Statements will be evaluated according to the following criteria and corresponding rating system. The respondents will be evaluated on the basis of written materials. Sufficient information must be included in the submittal to ensure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

For the FEMA PA-06-LA-4263-PW-00774(0) Wallace Road Pipe Replacement: Under a previous contract the design plans and specifications have been prepared. The successful firm shall perform Bidding and Contract Phase, Construction Administrative Phase and Construction Closeout Phase under this contract.

For the FEMA PA-06-LA-4263-PW-00867(0) Loch Lomond Pipe Replacement: Under a previous contract a Hydrologic and Hydraulic (H&H) Study was performed. The successful firm shall perform all other engineering phases as described in Request for Qualification package under this contract.

Administrative Screening: All Qualification Statements will be reviewed by the evaluation team to determine compliance with administrative and mandatory requirements as specified in the RFQ. Qualification Statements found not to be compliant will be rejected from further consideration. The evaluation team will

determine the respondent most advantageous to the Union Parish Police Jury applying the evaluation factors set forth in the RFQ.

Clarification of Qualification Statements: The Union Parish Police Jury reserves the right to seek clarification of any Qualification Statement for the purpose of identifying and eliminating minor irregularities or informalities.

Oral Presentations/Discussions May Be Required: The Union Parish Police Jury, at its sole discretion, may require respondents to provide an oral presentation following submission of Qualification Statements.

Evaluation and Review: Responsive respondents will be evaluated based on the following criteria:

CRITERIA	MAXIMUM
<b>Technical Evaluation</b>	<b>(Worth 75 points)</b>
1. Corporate background and experience	15
2. Approach and methodology	30
3. Resumes, proposed staff qualifications	30
<b>Total Score</b>	<b>75</b>
Oral presentation (if required)	10

The evaluation team will compile the scores and make a recommendation to the Union Parish Police Jury on the basis of the Qualification Statement with the highest score.

**The Union Parish Police Jury reserves the right to award these services in whole or in part based on submittals received and the recommendation of the evaluation team.**

Technical Evaluation Criteria:

1. Corporate background and experience: 15 points

- The respondent will be evaluated on past experience with similar projects and pertinent corporate resources. The evaluation team will review the respondent's experience rendering similar services to those stated in the RFQ.
- The evaluation team will assess the respondent's corporate resources to determine respondent's ability to support the project. Such resources may include facilities, equipment and available staff with unique qualifications and experience.

2. Approach and methodology: 30 points

Each Qualification Statement will be evaluated on the respondent's project approach and methodology. The evaluators will be reviewing for the following items:

- Project Reporting

- Monthly Progress/Status Reporting
- Quality Assurance
- Subcontractor Management
- Ability to coordinate effectively
- Flexibility and capacity to provide a full range of services, i.e., short suspense, around the clock, etc.

3. Resumes, proposed staff qualifications: 30 points

The evaluation team will assess the resumes of the staff supplied by the respondent to determine the qualifications of the staff relevant to the RFQ.

4. Oral presentation: 10 points

In the event oral presentations are requested, they will be evaluated on the clarity of the approach and methodology.

BE IT RESOLVED, by the Union Parish Police Jury that the selection criteria is hereby designated as the criteria whereby all engineering qualification statements will be evaluated.

BE IT ALSO RESOLVED THAT THE SELECTION of those services be advertised one time in the official journal and metropolitan newspaper and that the selection be scheduled for October 3, 2017.

Passed and adopted by the Union Parish Police Jury, State of Louisiana, on this 5<sup>th</sup> day of September, 2017 by the following votes:

YEAS: Sawyer, Parker, Taylor, Hutto, Kennedy, Futch, Smith, Jones and Watley  
NAYS: None  
ABSTAINED: None  
ABSENT: None

CERTIFICATE

I, **Paula Strickland**, do hereby certify that the above is a true and correct copy of the RESOLUTION duly passed and adopted by the Union Parish Police Jury, State of Louisiana, on the 5<sup>th</sup> day of September, 2017.

ATTEST:

s/ Charles Sawyer  
President

s/ Paula Strickland  
Secretary / Treasurer

**Motion Mr. Jones, seconded by Mr. Parker to advertise for Engineering services for the Wallace Road Pipe Replacement and Loch Lomond Pipe Replacement Projects. Motion carried unanimously.**

**Motion Mr. Jones, seconded by Mr. Watley to advertise for Project Management services for the Wallace Road Pipe Replacement and Loch Lomond Pipe Replacement Projects. Motion carried unanimously.**

**Motion Mr. Hutto, seconded by Mr. Jones to authorize President Sawyer to select a three-member selection committee to evaluate and score the engineer and project manager. Motion carried unanimously.** At this time President Sawyer named the three-member selection committee: Charles Sawyer, Glenn Hutto and Mike Jones.

**Motion Mr. Hutto, seconded by Mr. Watley to enter into an Intergovernmental Agreement between the Union Parish Police Jury and Holmesville Water System and authorize the president to sign all necessary documents. Motion carried unanimously.**

**The following resolution was offered by Mr. Hutto and seconded by Mr. Watley:**

#### **RESOLUTION 2017-09**

Whereas, the Union Parish Police Jury has received funding through the Office of Community Development, FY 2016 Louisiana Community Development Block Grant Program for the purpose of installing water improvements at the Pittman Facility of the Holmesville Water System, Union Parish, Louisiana.

Whereas, the Union Parish Police Jury does hereby intend to transfer these improvements to the Holmesville Water System following final acceptance of the construction project only on the condition that the Water System shall agree to properly operate and maintain said improvements in accordance with the terms and conditions of its agreement with the State of Louisiana, Division of Administration, Office of Community Development.

Therefore, Be It Resolved by the Union Parish Police Jury, that President Charles Sawyer is hereby authorized to execute a Cooperative Endeavor Agreement between the Union Parish Police Jury and the Holmesville Water System to transfer the new water improvements to the Holmesville Water System.

Said resolution having been read and considered by a quorum of the Union Parish Police Jury, on motion by Mr. Hutto, seconded by Mr. Watley, to adopt the resolution, a record vote was taken and the following result was had:

Yeas: Sawyer, Parker, Taylor, Hutto, Kennedy, Futch, Smith, Jones and Watley  
Nays: None  
Absent: None

Whereupon, the presiding officer declared the above resolution duly adopted in full on the 5<sup>th</sup> day of September, 2017.

s/ Paula Strickland  
Paula Strickland  
Secretary Treasurer

**The following resolution was offered by Mr. Jones and seconded by Mr. Parker:**

**RESOLUTION 2017-10**

A resolution approving the holding of an election in Rocky Branch/Crossroads Fire District of the Parish of Union, State of Louisiana, on Saturday, March 24, 2018, to authorize the levy of a special tax therein.

WHEREAS, the Board of Commissioners of Rocky Branch/Crossroads Fire District of the Parish of Union, State of Louisiana (the "Governing Authority"), acting as the governing authority of Rocky Branch/Crossroads Fire District of the Parish of Union, State of Louisiana (the "District"), adopted a resolution on August 8, 2017, calling a special election in the District on Saturday, March 24, 2018, to authorize the levy of a special tax therein; and

WHEREAS, the governing authority of the District has requested that this Police Jury, acting as the governing authority of the Parish of Union, State of Louisiana, give its consent and authority for the District to hold the aforesaid election, and in the event that the election carries to continue to levy and collect the special tax provided for therein; and

WHEREAS, as required by Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, it is now the desire of this Police Jury to approve the holding of said election and in the event that the election carries, to continue to levy and collect the special tax provided for therein;

NOW, THEREFORE, BE IT RESOLVED by the Police Jury of the Parish of Union, State of Louisiana, acting as the governing authority of said Parish, that:

SECTION 1. In compliance with the provisions of Article VI, Section 15 of the constitution of the State of Louisiana of 1974, and in accordance with the request of the Board of Commissioners of Rocky Branch/Crossroads Fire District of the Parish of Union, State of Louisiana, this Police Jury hereby approves the holding of an election in the District, on Saturday, March 24, 2018, at which election there will be submitted the following proposition, to-wit:



MILLAGE RENEWAL PROPOSITION

Shall Rocky Branch/Crossroads Fire District of the Parish of Union, State of Louisiana (the "District"), levy and collect a special tax of eight (8) mills, on all the property subject to taxation within the District (an estimated \$159,600 reasonably expected at this time to be collected from the levy of the tax for an entire year), for a period of ten (10) years, beginning with the year 2020 and ending with the year 2029, for the purpose of acquiring, constructing, improving, maintaining or operating fire protection facilities, vehicles and equipment in the District?

SECTION 2. In the event the election carries, this Police Jury does hereby further consent to and authorize the District to continue to levy and collect the special tax provided for therein.

This resolution having been submitted to a vote, the vote thereon was as follows:

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Charles Sawyer	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Lanny Parker	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Jerry W. Taylor	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Glenn Hutto	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Derek S. Kennedy	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Nathan Futch	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Stan Smith	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Michael Jones	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
John W. Watley	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>

And the resolution was declared adopted on this, the 5<sup>th</sup> day of September, 2017.

          /s/ Paula Strickland            
Secretary-Treasurer

          /s/ Charles Sawyer            
President

STATE OF LOUISIANA

PARISH OF UNION

I, the undersigned Secretary-Treasurer of the Police Jury of the Parish of Union, State of Louisiana, do hereby certify that the foregoing pages constitute a true and correct copy of a resolution adopted by said Police Jury on September 5, 2017, approving the holding of an election in Rocky Branch/Crossroads Fire District of the Parish of Union, State of Louisiana, to authorize the levy of a special tax therein.

IN FAITH WHEREOF, witness my official signature at Farmerville, Louisiana, on this, the 5<sup>th</sup> day of September, 2017.

/s/ Paula Strickland  
Secretary-Treasurer

**The following resolution was offered by Mr. Smith and seconded by Mr. Jones:**

#### **RESOLUTION 2017-11**

A resolution approving the issuance, sale and delivery of not exceeding \$1,040,000 of Taxable Water Revenue Bonds, in one or more series, of Waterworks District No. 1, Union Parish, Louisiana.

WHEREAS, the Board of Waterworks Commissioners of Waterworks District No. 1, Union Parish, Louisiana (the "District"), proposes to authorize the issuance, sale and delivery of not exceeding \$1,040,000 of its Taxable Water Revenue Bonds, in one or more series (the "Bonds"), for the purpose of paying costs of constructing and acquiring improvements, renovations and replacements to the drinking water system of the District, including equipment and fixtures therefor, a work of public improvement (the "Project") and to pay the costs thereof through the issuance of taxable water revenue bonds of the District, pursuant to a resolution adopted by said Board of Waterworks Commissioners on August 14, 2017 (the "Resolution");

WHEREAS, it is now the desire of this Police Jury of the Parish of Union, State of Louisiana, to approve the issuance, sale and delivery of the Bonds as required by Article IV, Section 15 of the Constitution of the State of Louisiana of 1974 and the authority supplemented thereto;

NOW, THEREFORE, BE IT RESOLVED by the Police Jury of the Parish of Union, State of Louisiana, acting as the governing authority of said Parish, that:

SECTION 1. In compliance with the provisions of Article VI, Section 15 of the Constitution of the State of Louisiana of 1974 and other authority supplemental thereto, and in accordance with the request of the Board of Waterworks Commissioners of Waterworks District No. 1, Union Parish, Louisiana, this Police Jury hereby approves the issuance, sale and delivery of not exceeding \$1,040,000 of Taxable Water Revenue Bonds of the District, payable over a period not exceeding 22 years and bearing interest at a rate or rates not exceeding two and forty-five hundredths per centum (2.45%) (which includes any administrative fees) per annum, all in accordance with the parameters and provisions of the Resolution. The Bonds shall be secured by and payable solely from the revenues of the Issuer's drinking water system (the "System"), after first paying the costs of operating and maintaining the System, and neither the Parish of Union nor this Police Jury shall in any way be liable for the payment of the principal of and/or interest on the Bonds.

This resolution having been submitted to a vote, the vote thereon was as follows:

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Charles Sawyer	<u>  x  </u>	_____	_____	_____
Lanny Parker	<u>  x  </u>	_____	_____	_____
Jerry W. Taylor	<u>  x  </u>	_____	_____	_____
Glenn Hutto	<u>  x  </u>	_____	_____	_____
Derek S. Kennedy	<u>  x  </u>	_____	_____	_____
Nathan Futch	<u>  x  </u>	_____	_____	_____
Stan Smith	<u>  x  </u>	_____	_____	_____
Michael Jones	<u>  x  </u>	_____	_____	_____
John W. Watley	<u>  x  </u>	_____	_____	_____

And the resolution was declared adopted on this, the 5<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
/s/ Paula Strickland  
Secretary-Treasurer

\_\_\_\_\_  
/s/ Charles Sawyer  
President

STATE OF LOUISIANA

PARISH OF UNION

I, the undersigned Secretary-Treasurer of the Police Jury of the Parish of Union, State of Louisiana (the "Police Jury"), do hereby certify that the foregoing pages constitute a true and correct copy of a resolution adopted by said Police Jury on September 5, 2017, approving the issuance, sale and delivery of not exceeding \$1,040,000 of Taxable Water Revenue Bonds, in one or more series of Waterworks District No. 1, Union Parish, Louisiana.

IN FAITH WHEREOF, witness my official signature at Farmerville, Louisiana, on this, the 5<sup>th</sup> day of September, 2017.

/s/ Paula Strickland  
Secretary-Treasurer

**Motion Mr. Jones, seconded by Mr. Hutto, to hire Wayne Oser as a full-time employee effective September 11, 2017. Motion carried unanimously.**

**Recommendations from the Executive Committee:  
No action taken.**

**Recommendations from the Landfill Committee:  
Motion Mr. Hutto, seconded by Mr. Futch to grant Richard Phelps, Landfill Superintendent, permission to purchase new dumpsters at a cost less than \$30,000 and set up a meeting with DEQ to discuss the non-compliance issues. Motion carried unanimously.**

**Recommendations from the Courthouse Committee:  
Motion Mr. Parker, seconded by Mr. Hutto to allow Jennifer Yelton (Relay for Life of Union Parish) the use of the Farmerville Square (Courthouse Parking Lot) on Saturday, September 9, 2017 from 8:00 A.M. until 10:00 P.M.; The Relay for Life will furnish the liability insurance to cover the day/evening of the event. Motion carried unanimously.**

**Motion Mr. Parker, seconded by Mr. Watley to allow the Town of Farmerville the use of the Farmerville Square (closure of the streets) on Friday, October 27th at noon until Saturday, October 28<sup>th</sup> at 11:00 P.M. to host the 175 years celebration festivities. Motion carried unanimously.**

**Motion Mr. Parker, seconded by Mr. Jones to donate the red brick building located at 80 S Washington Street to the Town of Farmerville; authorize the parish attorney**

to prepare the necessary documents and authorize the President to execute any necessary documents. Motion carried unanimously.

Motion Mr. Parker, seconded by Mr. Taylor, to approve the request from Jackie Hill, DART, to place silhouettes of domestic victims on the Courthouse lawn (October 2 – October 6) to honor the memories of those people who lost their lives in domestic violence episodes. Motion carried unanimously.

**Recommendations from the Road Committee:**

Motion Mr. Watley, seconded by Mr. Taylor to widen approximately 400 feet at the end of Bill Nyegaard Road and build a cul de sac; accept the donation of the ROW's from the land owners. Motion carried unanimously.

Motion Mr. Watley, seconded by Mr. Futch to extend the black top on Hudson road approximately 3/10's of a mile with Trey Towns paying half the costs associated with the blacktopping. Motion carried unanimously.

Motion Mr. Watley, seconded by Mr. Hutto to advertise for a public hearing abandoning two streets from the parish road system in Kings Lake Subdivision. The public hearing will take place on November 7<sup>th</sup>, 2017. Motion carried unanimously.

In accordance with Ordinance 549, time for public comment was given. **Ronnie Cole**, 108 Adam Circle, Ruston, LA, inquired when the dumpsters will be placed at the Spillway. Mr. Hutto responded that the fence should be finished tomorrow and hopefully the dumpsters will be in place next week.

There being no further business to come before the Jury, the President declared the meeting adjourned upon motion by Mr. Hutto, seconded by Mr. Taylor on this the 5<sup>th</sup> day of September, 2017.



**PAULA STRICKLAND**  
Secretary-Treasurer



**CHARLES SAWYER**  
President