

REGULAR MEETING UNION PARISH POLICE JURY

Farmerville, Louisiana

November 5th, 2019

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, Lanny Parker, Jerry W. Taylor, Ben Bridges, Nathan Futch, Stan Smith, Mike Jones and John Watley. Absent: Glenn Hutto. Also present was Tracy Houck, Assistant District Attorney. The President called the session to order and welcomed all guests. Mr. Parker offered the invocation and Mr. Bridges led the group in the Pledge of Allegiance to the Flag.

President Taylor welcomed the visitors in the audience and 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.

Mike Jones would like everyone to remember Sissy Martin. She had a heart attack and is currently not doing well.

Jerry Taylor would like to remember the family of Rob Shadoin. Mr. Shadoin's brother recently passed away.

Ben Bridges would like to remember the family of a contract worker (CW&W) whose 22-year-old son was recently killed in a car wreck.

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

Motion Mr. Parker, seconded by Mr. Jones to enter into Executive Session to discuss attorney/client communications with the following roll call vote YEAS 8, NAYS 0, ABSENT 1.

Motion Mr. Sawyer, seconded by Mr. Bridges to come out of Executive Session with no action taken with the following vote YEAS 8, NAYS 0, ABSENT 1.

Motion Mr. Sawyer, seconded by Mr. Watley to adopt the minutes of the October 1st, 2019 regular meeting. Motion carried unanimously.

The Secretary/Treasurer presented the Budget to Actual Revenue and Expense report for the month of October and explained to the jurors that the report reflects what has been budgeted for the year compared to what has been spent. The Secretary/Treasurer then presented a brief financial report.

The remaining payment for the general liability insurance was paid in October and expensed over the various funds. The Green Oaks invoice was only \$6,000 for the month of October.

In the Detention Center Fund the Transitional Work Release Program (TWP) generated approximately \$127,000 for the month of October. Income for the DOC inmates totaled approximately \$207,000. There are 107 active inmates participating in the work release program and the facility is at max capacity.

The 2020 proposed budget and the 2019 amended proposed budget was presented to the Finance Committee on Monday night. There will be a public hearing on December 19 @ 4:00 PM to discuss the budget and after the public hearing a meeting will be held to adopt the budget. The budget will be available for public inspection beginning November 18, 2019. **Motion Mr. Futch, seconded by Mr. Bridges to adopt the Revenues and Expenditures Report for the month of October 2019. Motion carried unanimously.**

Motion Mr. Parker, seconded by Mr. Watley to authorize travel expenses for the jurors and secretary/treasurer to attend the annual Police Jury Convention to be held February 12, 2020 through February 14, 2020 in Shreveport. Motion carried unanimously.

Motion Mr. Watley, seconded by Mr. Jones to authorize travel expenses for the jurors and secretary/treasurer to attend the Police Jury Association seminar presentation for newly elected officials in Baton Rouge. Motion carried unanimously.

Motion Mr. Sawyer, seconded by Mr. Parker to authorize travel expenses for Pat Bankston, Assistant Registrar of Voters, to attend the 2020 Louisiana Registrars of Voters' seminar to be held in New Iberia on January 23, 2020 and January 24, 2020. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Sawyer to approve the Louisiana Compliance Questionnaire for the 2019 audit and authorize the President and Secretary/Treasurer to execute all necessary documents. Motion carried unanimously.

Motion Mr. Sawyer, seconded by Mr. Jones to authorize the President to sign the 2019 audit engagement agreements (Union Parish Police Jury, Union Parish Detention Center and Union Parish Landfill) with the CPA firm of Bosch & Statham, LLC. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Parker to authorize the President to sign the 2019 audit engagement agreement with the firm of Kenneth D. Folden and Co. CPA's to oversee the preparation of the Jury's financial statement and notes for the year ending December 31, 2019. Motion carried unanimously.

Motion Mr. Jones, seconded by Mr. Watley to re-appoint Phillip Smith to the Rocky Branch Waterworks District Board for a five-year term beginning 1/1/2020 and ending 12/31/2024. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Jones to authorize the President to execute the grant agreement for the Scott's Hideaway Drainage Project (4263-0031-LA). The total amount for Phase 1 is \$51,799. The parish will be responsible for the 25% match in the amount of \$12,949.75. Phase 1 includes engineering and design services, topographic survey, ROW survey and a hydrologic/hydraulic study. Motion carried unanimously.

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

UNION PARISH POLICE JURY
FEMA-4263-DR-LA
Projects 0031 and 0032
SELECTION CRITERIA
PROJECT MANAGEMENT

RESOLUTION NO. 2019-15

Purpose: This 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-4263-DR-LA, Project 0031: Scott's Hideaway Drainage Improvement

FEMA-4263-DR-LA, Project 0032: Dean Road Drainage Improvement.

SECTION I

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

Jerry W. Taylor
Glenn Hutto
Lanny Parker

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.

Lowest Proposal X Total Possible Pts. = Pts. Allocated
More expensive proposal

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 are 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 December 3, 2019.

Passed and adopted by the Union Parish Police Jury, State of Louisiana, on this 5th day of November, 2019 by the following votes:

YEAS: Eight (Sawyer, Parker, Taylor, Bridges, Futch, Smith, Jones and Watley)
NAYS: None
ABSTAINED: None
ABSENT: One (Hutto)

WHEREUPON, the motion was declared duly adopted by unanimous vote of the Jury this the 5th day of November, 2019.

s/ Paula Strickland
PAULA STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY

s/ Jerry W. Taylor
JERRY W. TAYLOR
PRESIDENT
UNION PARISH POLICE JURY

STATE OF LOUISIANA
PARISH OF UNION

I, **Paula Strickland**, Secretary/Treasurer of the Police Jury of Union Parish, Louisiana, do hereby certify that the foregoing is a true and correct copy of one (1) motion adopted by the Union Parish Police Jury in regular session on November 5, 2019 at which meeting a quorum was present. Given under my Official Signature and Seal of Office on this the _____ day of November, 2019.

s/ Paula Strickland
Paula Strickland
Secretary/Treasurer
Police Jury of Union Parish, Louisiana

Motion Mr. Futch, seconded by Mr. Parker to table authorizing Contract Amendment #2, Task Order #3 (Scott's Hideaway Drainage) and Task Order #4 (Dean Road Drainage) with Dumas and Associates, Inc. for Consulting Engineering Services for FEMA Hazard Mitigation Grant Program projects related to Federal Disaster 4263. Motion carried unanimously.

Motion Mr. Parker, seconded by Mr. Bridges to approve the request from the Union Parish Chamber of Commerce to use the Courthouse parking lot on Saturday December 7, 2019 for the sixth annual Christmas on the square. Motion carried unanimously.

Recommendations from the Personnel Committee

Motion Mr. Jones, seconded by Mr. Parker to hire Milas Joe Davidson as the Assistant Landfill Superintendent with a yearly salary of \$37,440 (\$18 hourly) effective November 11, 2019. Motion carried unanimously.

Motion Mr. Jones, seconded by Mr. Smith to give Shayne Parks a .75 raise for passing his Class B operator test. His hourly rate will now be \$16.50 effective November 11, 2019. Motion carried unanimously.

Motion Mr. Jones, seconded by Mr. Parker to authorize overtime pay for the three District Road Supervisors (Nyegaard, Williams and Thurston) and the Assistant Landfill Superintendent (Davidson) at the rate of time and a half if the overtime is deemed necessary and approved by their respective superintendents. The overtime policy change will go into effect November 6, 2019. Motion carried unanimously.

Recommendations from the Insurance Committee

The Insurance Committee met earlier regarding the Workers Comp Insurance. Lincoln Agency submitted a bid on behalf of Stone Trust Insurance Company in the amount of \$122,605. Arthur J. Gallagher submitted a bid on behalf of Travelers Insurance Company in the amount of \$92,279. **Motion Mr. Watley, seconded by Mr. Bridges to accept the lowest bid from Travelers Insurance Company in the amount of \$92,279 and authorize the President to execute any necessary documents. Motion carried unanimously.**

Recommendations from the Landfill Committee

Motion Mr. Sawyer, seconded by Mr. Bridges to reject the only bid received from Gulf Coast Underground, LLC in the amount of \$743,683.05 due to the fact that it exceeded the expected budgeted funds and authorize the President to execute any necessary documents. Motion carried unanimously.

Motion Mr. Sawyer, seconded by Mr. Jones to re-advertise for bids for the Leachate Collection System Cleaning and Inspection Project for the Union Parish Landfill and authorize the President to execute any necessary documents. Motion carried unanimously.

Recommendations from the Finance Committee

Motion Mr. Smith, seconded by Mr. Jones to authorize the transfer of \$150,000 from the General Fund to the Road Maintenance Fund. Mr. Bridges asked the Secretary/Treasurer to explain why the transfer was necessary. The Secretary/Treasurer reported that extra projects were performed out of Road Maintenance in conjunction with the 2019 Road Program. **Motion carried unanimously.**

Recommendations from the Road Committee

Motion Mr. Jones, seconded by Mr. Smith to have Lane Rugg begin working on a set of road policies and procedures as requested by the Auditors. Motion carried unanimously.

Motion Mr. Jones, seconded by Mr. Parker to authorize Paul Riley to contact the state regarding the Cypress Creek Off System Bridge and request that the state

consider making the bridge a five (5) span instead of a three (3) span. Motion carried unanimously.

In accordance with Ordinance 549, time for public comment was given.


Lynn Ramsey, 167 Jerry Ramsey Road, Farmerville. Mrs. Ramsey addressed the jury on employee accountability and the new juror's accountability to the public.

Charlene Gatson Carter, 793 Gatson Road, Marion, addressed the jury concerning County Line Road, Gatson Road, Daniel Road and Green Bridge Road. Ms. Carter inquired as to why the zipper has not been in her area.

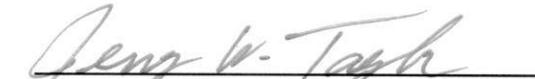
Cynthia Gatson, 591 Gatson Road, Spearsville, addressed the jury concerning road improvement.

President Taylor thanked the jurors and public for attending.

There being no further business to come before the Jury, the President declared the meeting adjourned upon motion by Mr. Jones, seconded by Mr. Parker on this the 5th day of November, 2019.



PAULA STRICKLAND
SECRETARY-TREASURER
UNION PARISH POLICE JURY



JERRY W. TAYLOR
PRESIDENT
UNION PARISH POLICE JURY