

REGULAR MEETING UNION PARISH POLICE JURY

Farmerville, Louisiana

May 4th, 2021

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: Curtis Moses, Nathan Pilgreen, DeWayne Ramsey, Johnny Buckley, Ben Bridges, Ceis Nyegaard, L.W. Nolan, Brenda Abercrombie and John W. Watley. Absent: None. Also present was Tracy Houck, Assistant District Attorney. The President called the session to order and welcomed all guests. Mr. Ramsey offered the invocation. Mr. Watley led the group in the Pledge of Allegiance to the Flag.

President Buckley welcomed everyone to the meeting and asked if anyone in the audience would like to register for public comment. At this time the public was given the opportunity to comment on any item shown on the agenda.

Motion Mr. Nolan, seconded by Mr. Moses and declared adopted by unanimous vote of the Jury to approve the agenda as written.

Motion Mr. Ramsey, seconded by Mr. Watley to adopt the minutes of the April 6th, 2021 regular meeting and the April 19th, 2021 special meeting. Motion carried unanimously.

The Secretary/Treasurer presented the Budget to Actual Revenue and Expense report for the month of April 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 reported that at this point in the year approximately 33% of the budget should have been expended.

The Secretary/Treasurer reported that the John Deere tractor with side mower was delivered to the Road Department today. The tractor will be paid for with LGAP grant funds. The trucks for the Road Department are still on order.

The work release program at the Detention Center generated \$114,522.22 for the month. As of today, May 4th, there are currently one hundred inmates participating in the work release program. There are currently 232 DOC inmates and 130 parish inmates being housed at the Detention Center. There is no state income reported on the Revenue and Expense reports due to the state being late with the payment.

The one cent sales tax for the Landfill generated \$283,311.74 in income for the month of April which is a 37% increase over last year at this time. The tipping fees generated \$131,978.04 for the month of April.

Litter court generated \$1,844 in fines and that was paid out to the Constables/JP's who write the tickets. If a constable does not write any tickets then neither he nor his JP any revenue.

Motion Mr. Bridges, seconded by Mr. Ramsey to adopt the Revenue and Expenditures Report for the month of April. Motion carried unanimously.

Motion Mr. Ramsey, seconded by Mr. Nolan to authorize travel for Lane Rugg, Road Superintendent to attend the Police Jury Association conference to be held in Baton Rouge on May 12th, 2021 through May 14th, 2021. Motion carried unanimously.

Motion Mr. Ramsey, seconded by Mr. Watley to authorize travel for the Assistant Landfill Superintendent, Milas Joe Davidson, to attend the Louisiana Solid Waste Convention to be held in Lafayette on September 15th, 2021 through September 17th, 2021. Motion carried unanimously.

Motion Mr. Nolan, seconded by Mr. Nyegaard to authorize travel for the Registrar of Voters and the Assistant Registrar of Voters to attend the Elections Academy training in Baton Rouge on Thursday, May 20th, 2021. Motion carried unanimously.

The following Resolution was offered by Mr. Nyegaard and seconded by Mr. Ramsey:

RESOLUTION 2021-05

**RESOLUTION TO GRANT EXPRESS AUTHORITY
TO LEGAL REPRESENTATIVE TO SIGN
UNINSURED/UNDERINSURED MOTORIST BODILY INJURY COVERAGE FORM**

WHEREAS the **Union Parish Police Jury** (the “Police Jury”) desires to reject Uninsured/Underinsured Motorists Bodily Injury Coverage (“UMBI”) by completing the Uninsured/Underinsured Motorist Bodily Injury Coverage Form (the “UM Rejection Form”) issued by the Louisiana Department of Insurance;

WHEREAS, pursuant to La. R.S. 22:1295, a legal representative of the Police Jury is authorized to sign the UM Rejection Form;

NOW, THEREFORE, BE IT RESOLVED that the Police Jury hereby expressly authorizes **PAULA STRICKLAND** (the “Legal Representative”), who serves as the Secretary/Treasurer for the Police Jury, to act as the legal representative for the Police Jury in completing and signing the UM Rejection Form.

BE IT FURTHER RESOLVED that the Legal Representative is hereby expressly authorized to reject UMBI on behalf of the Police Jury.

Said Resolution having been introduced and considered on the 4th day of May, 2021 public hearing on said Resolution having been held; the title of said Resolution having been read; said Resolution having been considered, and; a record vote having been taken, the results of which were:

MEMBERS:	YEAS	NAYS	ABSENT	ABSTAINING
Curtis Moses	x			
Nathan Pilgreen	x			
DeWayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges	x			
Ceis Nyegaard	x			
L. W. Nolan	x			
Brenda Abercrombie	x			
John W. Watley	x			

THUS DONE AND ADOPTED at Farmerville, Union Parish, Louisiana, on this the 4th day of May, 2021.

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

s/ Johnny Buckley
 Johnny Buckley, President
 Union Parish Police Jury

CERTIFICATE

I, Paula Strickland, Secretary-Treasurer of the Union Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Union Parish Police Jury on the 4th day of May 2021.

s/ Paula Strickland
 Paula Strickland, Secretary-Treasurer

The following Resolution was offered by Mr. Bridges and seconded by Mr. Moses:

RESOLUTION 2021-06

**LCDBG MANAGEMENT RESOLUTION
 FY 2021 LCDBG**

WHEREAS, the Union Parish Police Jury has been afforded the opportunity to participate in the 2021 State of Louisiana Community Development Block Grant (LCDBG) Program administered by the Division of Administration for Potable Water; and,

WHEREAS, it is necessary under the program regulations to authorize certain actions and individuals to perform certain designated functions by the State.

NOW THEREFORE BE IT RESOLVED, that the Union Parish Police Jury as legal recipient of the LCDBG funds does hereby authorize the following actions:

SECTION I

FINANCIAL MANAGEMENT

WHEREAS, it is necessary under the Financial Management regulations of the LCDBG program to authorize certain individuals to sign for drawdowns for request for payments and to authorize one certain individual to certify the correctness of each signature; and,

WHEREAS, it is further necessary under the Financial Management regulations of the LCDBG program to designate an official depository to hold LCDBG funds;

NOW THEREFORE BE IT RESOLVED, by the Union Parish Police Jury as legal authorized recipient of the LCDBG funds, in regular session convened, that **Johnny Buckley and Paula Strickland** are hereby authorized to sign "Authorized Signature Card for Request for Payment;" and,

BE IT FURTHER RESOLVED, that **Johnny Buckley** shall certify to the correctness of the signatures; and,

BE IT FURTHER RESOLVED, Origin Bank is hereby designated as the official depository for direct deposit of grant funds for the LCDBG project.

SECTION II

REQUISITION OF FUNDS

WHEREAS, the State requires adequate financial management control over LCDBG funds. The establishment of a Requisition of Funds policy is a vital tool to such control.

NOW THEREFORE BE IT RESOLVED, By the Union Parish Police Jury that all invoices for work performed or materials used in relation to the LCDBG Program, prior to payment, must have attached a signed pre-printed project requisition form. The form and invoice shall be approved in the following order:

1. Approval by Project Administrator for budget control
2. Approval by the Secretary/Treasurer
3. Approval by the President

BE IT FURTHER RESOLVED, that **Johnny Buckley, Paula Strickland and Brenda Abercrombie** are hereby authorized to sign checks written on the LCDBG account.

SECTION III

EQUAL OPPORTUNITY

WHEREAS, equal opportunity regulations of the LCDBG program require the appointment by the recipient of an Equal Opportunity Officer (EEO Officer) to have the responsibility for maintaining all pertinent EEO files, submitting on a timely basis all reports, answer all related correspondence and monitor all EEO areas;

NOW THEREFORE BE IT RESOLVED, by the Union Parish Police Jury that **Paula Strickland** is hereby appointed as EEO Officer for the life of the LCDBG program and as such is charged to faithfully execute all duties and responsibilities herein described.

SECTION IV

504 COORDINATOR

WHEREAS, the State requires Grantees to designate a responsible person to coordinate the Union Parish Police Jury efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended;

NOW THEREFORE BE IT RESOLVED, that **Paula Strickland** is appointed as Section 504 Compliance Officer.

SECTION V

SECTION 3 COMPLIANCE

WHEREAS, the LCDBG program requires that all grant recipients establish and adopt by resolution a Section 3 Plan and appoint a Section 3 Coordinator and certification procedures.

NOW THEREFORE BE IT RESOLVED, that the Union Parish Police Jury adopts a Section 3 Plan and appoints **Paula Strickland** as its Section 3 Coordinator.

SECTION VI

RESIDENTIAL ANTI DISPLACEMENT

WHEREAS, the LCDBG Program requires that all grant recipients adopt by resolution a Residential Anti - Displacement and Relocation Assistance Plan,

THEREFORE, BE IT RESOLVED, that the Union Parish Police Jury hereby adopts the attached Residential Anti-Displacement and Relocation Assistance Plan appoints **Paula Strickland** as its Coordinator.

Passed and adopted by the Union Parish Police Jury, Parish of Union, State of Louisiana, on this 4th day May, 2021, by the following votes:

MEMBERS:	YEAS	NAYS	ABSENT	ABSTAINING
Curtis Moses	x			
Nathan Pilgreen	x			
DeWayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges	x			
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
John W. Watley	x			

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

s/ Johnny Buckley
Johnny Buckley, President
Union Parish Police Jury

CERTIFICATE

I, Paula Strickland, Secretary-Treasurer of the Union Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Union Parish Police Jury on the 4th day of May 2021.

s/ Paula Strickland
Paula Strickland, Secretary-Treasurer

The following Resolution was offered by Mrs. Abercrombie and seconded by Mr. Bridges:

RESOLUTION 2021-07 GRIEVANCE PROCEDURE

WHEREAS, the Union Parish Police Jury has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant (CDBG) administered by the Division of Administration; and,

WHEREAS, the CDBG Program requires that all grant recipients adopt by resolution an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U. S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112); and

WHEREAS, Section 504 states, in part: “No otherwise qualified handicapped individual ... shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

NOW, THEREFORE BE IT RESOLVED that the attached “Grievance Procedure” dated May 4, 2021 is hereby adopted.

Passed, approved and adopted by the Union Parish Police Jury, Parish of Union, State of Louisiana, on this 4th day of May, 2021.

CERTIFICATE

I, Paula Strickland, Secretary Treasurer of the Union Parish Police Jury, certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the Union Parish Police Jury on the 4th day of May, 2021.

s/ Paula Strickland
Paula Strickland, Secretary-Treasurer

SECTION 504 GRIEVANCE PROCEDURE

The Union Parish Police Jury has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U.S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112). Section 504 states, in part: “No otherwise qualified handicapped individual ... shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” To further assist those who may have a grievance concerning Section 504 compliance **Paula Strickland** has been designated to coordinate the efforts of the Union Parish Police Jury to comply with requirements of Sec. 504 and its implementing regulation, 24 CFR Part 8.

1. A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the action alleged to be prohibited by the regulation.
2. A complaint should be filed in the office of the Section 504 Coordinator within a reasonable time after the person filing the complaint became aware of the action alleged to be prohibited by the regulation.
3. The Compliance Coordinator shall meet with the complainant within 15 days after receipt of the complaint to discuss the complaint and any possible resolution(s).
4. The Compliance Coordinator or his/her designee shall conduct such investigation of the complaint as may be appropriate to determine its validity. These rules contemplate

informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

5. The Compliance Coordinator shall issue a written decision determining the validity of the complaint no later than thirty (30) days after its filing. The response will offer options for resolution of the complaint. The Union Parish Police Jury shall be advised of any decision or resolution regarding the complaint.
6. If the decision of the Compliance Coordinator does not resolve the issue, the complainant may appeal the decision of the Coordinator within fifteen (15) days after receipt of the response to the President or his or her designee.
7. The President or his or her designee shall meet with the complainant within 15 days after receipt of the appeal to discuss the complaint and any possible resolution. Within fifteen (15) days after the meeting the President or his or her designee will respond in writing, with a final resolution of the complaint.
8. The Section 504 Coordinator shall maintain the files and records or the resolution by the President relating to complaints filed hereunder.
9. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development or other Federal or State Agencies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies. Complaints may be forwarded for disposition to the:

Office of Fair Housing and Equal Opportunity Department of Housing and Urban
Development Washington, DC 20410

Complaints may also be filed at any Regional or Field Office of the Department such
as:

Department of Housing and Urban Development
Regional Office
Fair Housing and Equal Opportunity Division
P.O. Box 2905
Fort Worth, TX 76113-2905

10. Determinations made under these procedures shall be liberally constructed to protect the substantial rights of interested persons, to meet appropriate due process standards and to assure the compliance of the Union Parish Police Jury with Section 504 and its implementing regulation.

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

s/ Johnny Buckley
Johnny Buckley, President
Union Parish Police Jury

CERTIFICATE

I, Paula Strickland, Secretary Treasurer of the Union Parish Police Jury, certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the Union Parish Police Jury on the 4th day of May, 2021.

s/ Paula Strickland
Paula Strickland, Secretary-Treasurer

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

RESOLUTION 2021-08

POLICY STATEMENT FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY IMPAIRMENTS

WHEREAS, the Union Parish Police Jury has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant (CDBG) administered by the Division of Administration; and,

WHEREAS, the CDBG Program requires that all grant recipients adopt by resolution a policy for communicating information to persons with hearing impairments;

NOW, THEREFORE BE IT RESOLVED, that the attached "Policy Statement for Communicating Information to Persons with Sensory Impairments" for the Union Parish Police Jury dated May 4, 2021 is hereby adopted.

BE IT FURTHER RESOLVED, the Union Parish Police Jury hereby adopts a policy to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1-800-846-5277 and Voice Users 1-800-947-5277.

Passed, approved and adopted by the Union Parish Police Jury, Parish of Union, State of Louisiana, on this 4th day of May, 2021.

CERTIFICATE

I, Paula Strickland, Secretary Treasurer of the Union Parish Police Jury, certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the Union Parish Police Jury on the 4th day of May, 2021.

s/ Paula Strickland

Paula Strickland, Secretary-Treasurer

POLICY STATEMENT FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY IMPAIRMENTS

POLICY ON PROCEDURES FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY IMPAIRMENTS

The Union Parish Police Jury will take such steps as are necessary to ensure that qualified handicapped persons, including those with impaired sensory skills, receive effective notice. All aids needed to provide this notice, e.g., sign-language interpreters, readers, etc., are provided without cost to the person being served.

FOR PERSONS WITH HEARING IMPAIRMENTS

1. Qualified sign-language interpreter

For persons who are hearing-impaired and who use sign-language as their primary means of communication, the following procedure has been developed and resources identified for obtaining the services of a qualified sign-language interpreter to communicate both verbal and written information:

The Union Parish Police Jury will provide qualified sign language interpreters **on an as needed basis**. Such an interpreter will be used at job interviews, large meeting, explanations of policies and procedures, etc. A minimum advance notice for such use is **seven days** unless circumstances or conditions dictate lesser time. In that case, the minimum time will be that required to notify the organization furnishing the interpreter as well as the time required for that organization to act. When time permits the request is to be in writing. If request is made orally, written documentation must be prepared and placed in the appropriate file. The following person(s) is authorized to obtain an interpreter: **Paula Strickland, Secretary/Treasurer**.

The following organization will be contacted when an interpreter is needed:

Louisiana Commission for the Deaf
Registry of State-Certified Interpreters
Mary Burns

OR

Brianne Cardenas

50 David Burns Road
Boyce, LA 71409
(318) 793-8184
(318) 308-2042 (cell)
terpmb@suddenlink.net

1701 N. Market Street
Shreveport, LA 71107
(318) 840-3501
brianne.cardenas@gmail.com

Information to be furnished when requesting an interpreter:

1. Reason for using interpreter services.
 2. Date and time services are needed.
 3. Place where interpreter is to report and directions if needed.
 4. Name and title of person requesting services.
 5. Name, address and telephone number of the Parish.
 6. How is cost for services to be billed? Understanding of cost (cost per hour, travel cost, etc.).
 7. How is interpreter to be notified in case of cancelation or change in time or place?
 8. How the Parish will be notified if services cannot be furnished as agreed to.
2. Written materials:
All program information will be provided to hearing impaired persons in writing. Printed materials and writing materials are available
3. The Union Parish Police Jury utilizes the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605; TDD Users 1-800-846-5277; and Voice Users 1-800-947-5277.
4. Any other auxiliary aids should be discussed.

FOR PERSONS WITH VISUAL IMPAIRMENTS

1. Reader:
Staff will communicate the content of written materials by reading them out loud to visually impaired persons.
2. Large print, taped, and brailled materials.
3. Any other available aids should be discussed.

FOR PERSONS WITH MANUAL IMPAIRMENTS

1. Personal assistance with completing forms and other writing.
2. Typewriters
3. Other adaptive self-help devices.

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

s/ Johnny Buckley
Johnny Buckley, President
Union Parish Police Jury

The following resolution was offered by Mr. Ramsey and seconded by Mr. Nolan:

RESOLUTION 2021-09

LANGUAGE ACCESS PLAN

WHEREAS, the State of Louisiana Office of Community Development has awarded the Union Parish Police Jury with a 2020 LCDBG Public Facilities Grant; and,

WHEREAS, the State of Louisiana requires certain actions to be taken by the Parish in order to be in compliance with HUD regulations; and,

WHEREAS, as part of its Citizen Participation Plan to reach out and inform its citizens, the Parish has developed a language access plan to inform its citizens who may not understand or speak English.

NOW, THEREFORE BE IT RESOLVED that the attached “Language Access Plan” dated May 4, 2021 is hereby adopted.

Passed, approved and adopted by the Union Parish Police Jury, Parish of Union, State of Louisiana, on this 4th day of May, 2021.

CERTIFICATE

I, Paula Strickland, Secretary Treasurer of the Union Parish Police Jury, certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the Union Parish Police Jury on the 4th day of May, 2021.

s/ Paula Strickland
Paula Strickland, Secretary-Treasurer

UNION PARISH POLICE JURY

**LANGUAGE ACCESS PLAN
FOR
LIMITED ENGLISH PROFICIENCY PERSONS**

I. Introduction

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP Persons). The Union Parish Police Jury is a recipient of federal funds for a portion of its programs and, thus obligated to reduce language barriers that can preclude meaningful access by LEP persons to the

Parish's programs. The Parish has prepared this Language Access Plan (LAP), which defines the actions to be taken to ensure meaningful access to Parish services, programs and activities on the part of persons who have limited English proficiency.

In preparing this LAP, the Parish conducted a four-factor analysis, considering (1) the number of proportion of LEP persons eligible to be served or likely to be encountered by the Parish or its federally funded programs, (2) frequency with which LEP persons come into contact with Parish's program, (3) nature and importance of the program, activity, or service to people's lives, and (4) resources available and costs. The Parish will review and update, on an annual basis, this LAP to ensure continued responsiveness to community needs.

II. Description of Covered Programs

The Union Parish Police Jury participates in the following federal and state programs:

- A. Louisiana Community Development Block Grant Program (LCDBG)
The LCDBG program is a federally funded (HUD) program which provides grants to units of local governments in non-entitlement areas for the development of viable communities by providing a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Grants are made to these communities for primary needs such as potable water, water for fire protection, sewer, streets, and economic development activities.
- B. Disaster Recovery Unit (DRU)
HUD CDBG Disaster allocations dedicated to recovery from Hurricane Katrina, Rita, Gustav, Ike and Issac. These funds have and continue to be allocated to housing, infrastructure, economic development and planning programs for recovery in the storm impacted areas.
- C. Local Government Assistance Program (LGAP)
LGAP funds are used to assist units of local governments for needed infrastructure and long-term capital improvements in rural areas. The LGAP Program is designed to fill the gaps where there are no federal or state funds available to assist a unit of local government with an identified high priority need. Priority is given to those projects which identify and resolve basic human health and safety needs.
- D. Community Water Enrichment Fund (CWEF)
The purpose of the CWEF program is to assist units of local governments with funding for needed infrastructure and long-term capital improvements for potable water projects in rural areas. The CWEF program is designed to fill the gaps where there are no federal or other state funds available to assist a unit of local government with an identified high priority need for potable water improvements. Priority is given to those projects which identify and resolve basic human health and safety needs.

III. Four- Factor Analysis

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures the Parish will undertake to provide access to the covered program for LEP process. Additionally, all future CDBG fund recipients will be required to use the same four-factor analysis prior to the release of funds.

- A. Number of proportions of LEP persons eligible to be served or likely to be encountered by the Parish or its federally funded programs. Per the 2017 5 Year American Community Survey Union's population 5 years and older (table S1601) is 90.06% of Union's population speaks only English and no other ethnicity has a sizable limited English proficiency.

The table below shows the LEP percentages for each of the above-mentioned languages.

Language	Population that Speaks a Language other Than English	LEP #	LEP % of total Population
Spanish/Spanish Creole	409	0	1.9
Other Language	98	0	.5
Asian and Pacific Island	33		.2%

1. LCDBG – eligible applicants to the LCDBG program are non-entitlement communities in Louisiana such as Union. Sub recipients must consider the service area of their project/activity to conduct the four-factor analysis.
2. DRU- The DRU translates actions plans into Vietnamese and Spanish based on census data for impacted areas.
3. LGAP- Union is eligible to apply for funding.
4. CWEF – Union is eligible to apply for funding.

- B. Frequency with which LEP persons come into contact with the programs:

1. LCDBG- Throughout the history of the LCDBG Programs, Union has not encountered a LEP person.
2. DRU- Union Parish is not a recipient of DRU funding, has no record of encounters with LEP persons.

3. LGAP – Union has not encountered a LEP person.

4. CWEF- Union has not encountered a LEP person.

C. Nature and importance of the program, activity, or service provided by the program:

1. LCDBG- The Parish gathers data within a target area to determine income of direct beneficiaries of a LCDBG eligible project. This activity can lead to encounters with LEP persons. Also, the Parish has an approved Citizen Participation Plan to assist in identify community development and housing needs and priorities. It will be necessary to ensure proper communication to complete these tasks.

2. DRU- The Parish has an approved Citizen Participation Plan to assist in identify community development and housing needs and priorities. It will be necessary to ensure proper communication to complete these tasks.

3. LGAP – There is no direct benefit in this program.

4. CWEF- There is no direct benefit in this program.

D. Resources available and costs to the recipient:

1. LCDBG – Translation services are not available at this time.

2. DRU- Translation services are not available at this time.

3. LGAP – No resources are needed. There are no documents produced which are necessary for public viewing.

4. CWEF- No resources are needed. There are no documents produced which are necessary for public viewing.

IV. Actions to be taken by Union

After careful consideration of the four-factor analysis identified above, Union will take the following actions:

A. Union has appointed the following Language Access Coordinator to serve for all program:

1. **Paula Strickland**, Secretary/Treasurer, Parish of Union, P. O. Box 723, Farmerville, LA, (318) 368-3296.

B. Union's LAP will be distributed to all Parish employees and councilmen. LAP will be available to the general public at Parish hall.

- C. The Coordinator will maintain and will be trained to use an “I Speak Language Identification Document” for use during encounters with LEP persons. After the appropriate language has been identified, the Coordinator will then take the necessary steps to ensure meaningful communication through translation services.
- D. The State of Louisiana Office Of Community Development has available on its website in Spanish its “LCDBG Consolidated Plans and Consolidated Annual Action Plans”. Its Citizen Participation Advertisements includes a statement in Spanish that materials are available in Spanish.

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

s/ Johnny Buckley
Johnny Buckley, President
Union Parish Police Jury

The following resolution was offered by Mr. Nolan and seconded by Mrs. Abercrombie:

UNION PARISH POLICE JURY
FEMA-4263-DR-LA
Projects 0031 and 0032
SELECTION CRITERIA
ENGINEERING SERVICES

RESOLUTION NO. 2021-10

Purpose: This Request for Qualification Statements (RFQ) for Engineering services will be issued by the Union Parish Police Jury, Louisiana for the purpose of procuring engineering 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 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:

Johnny Buckley
Ben Bridges
Paula Strickland

SECTION 2 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.

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
Technical Evaluation	(Worth 80 points)
1. Corporate background and experience	20
2. Approach and methodology	30
3. Resumes, proposed staff qualifications	30
Total Score	80
Oral presentation (if required)	20

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: 20 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: 20 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 **July 6th, 2021**.

Passed and adopted by the Union Parish Police Jury, State of Louisiana, on this 4th day of May, 2021 by the following votes:

MEMBERS:	YEAS	NAYS	ABSENT	ABSTAINING
Curtis Moses	x			
Nathan Pilgreen	x			
DeWayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges	x			
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
John W. Watley	x			

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of a resolution adopted by the Union Parish Police Jury in Regular Session convened on the 4th day of May, 2021.

Paula Strickland
Secretary Treasurer

A lengthy discussion was held concerning the appointment of Angela Townsend, Ward 4 to the East Union Hospital Service District Board. **Motion Mr. Nolan, seconded by Mr. Moses to table this matter. Motion carried unanimously.**

Motion Mr. Ramsey, seconded by Mr. Bridges to hire Andrew Simpson, Elton Sparks and Greg McDonald for full time employment effective May 31st, 2021 at the Road Department with their time being counted back to their original hire date of November 30, 2021. They are eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.

The following ordinance was introduced by Mrs. Abercrombie and seconded by Mr. Pilgreen:

ORDINANCE # 917

AN ORDINANCE SETTING THE SPEED LIMIT OF 15 MILES PER HOUR ON OUACHITA CITY ROAD FROM THE CEMETERY TO THE END OF THE RIVER AND SETTING PENALTIES FOR VIOLATIONS.

SECTION I: BE IT ORDAINED by the Police Jury of Union Parish that a maximum speed limit for any truck, car, motorcycle or any other equipment traveling on Ouachita City Road from the cemetery to the end of the river and setting penalties for violations, shall not exceed **15** miles per hour.

SECTION II: BE IT FURTHER ORDAINED by the Police Jury of Union Parish, State of Louisiana, that any person, firm or corporation violating any provisions of this ordinance, upon conviction, shall not exceed the maximum fine for speeding upon a state highway plus court cost.

SECTION III: BE IT FURTHER ORDAINED that if any section, sentence, clause or words of this ordinance shall be held invalid by any court of final jurisdiction, the same shall not affect the validity of any other section.

SECTION IV: BE IT FURTHER ORDAINED that ordinance or parts of ordinance in conflict herewith be and the same are hereby repealed.

The foregoing ordinance was introduced by **Mrs. Abercrombie**, who moved its adoption and duly seconded by **Mr. Pilgreen** and was then adopted by the following YEA and NAY vote:

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen	x			
Dewayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges	x			
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
John W. Watley	x			

WHEREUPON, the Ordinance was declared duly adopted this 4th day of May, 2021.

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

s/ Johnny Buckley
JOHNNY BUCKLEY
PRESIDENT
UNION PARISH POLICE JURY

The following proclamation was offered by Mr. Bridges and duly seconded by Mr. Moses:

PARISH OF UNION

PROCLAMATION #2021 - 02

WHEREAS, many individuals enjoy the freedom of traveling Louisiana's streets and highways on motorcycles; and

WHEREAS, motorcycles are less visible than cars and are often unseen by motorists causing thousands of motorcycle riders to be injured or killed in motorcycle accidents each year; and

WHEREAS, the number of vehicles, including motorcycles, is expected to increase on Louisiana roads in the coming years; and

WHEREAS, a concerted effort to bring motorcycle safety and rider awareness to the forefront is being made to keep riders safe; and

WHEREAS, all licensed vehicle operators have the same rights and privileges on our roads and highways, and all motorists should be aware of their surroundings while driving.

NOW, THEREFORE, I, Johnny Buckley, President of the Union Parish Police Jury do hereby proclaim the month of May, 2021, as **MOTORCYCLE SAFETY AND AWARENESS MONTH** in the Parish of Union.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Parish of Union, at the Parish Courthouse Annex in the Town of Farmerville, this 4th day of May, 2021.

s/ Johnny Buckley

Johnny Buckley, President
Union Parish Police Jury

Attest:

s/ Paula Strickland

Paula Strickland, Secretary/Treasurer
Union Parish Police Jury

Recommendations from the Insurance Committee:

Mrs. Abercrombie reported that the Insurance Committee met on Monday, May 3rd @ 10:00 AM and reviewed the quarterly insurance reports. A request from the Homeland Security Director was considered, but no action was taken.

Recommendations from the Road Committee:

Mr. Bridges reported that the Road Committee met earlier and has the following recommendations:

Motion Mr. Bridges, seconded by Mr. Pilgreen to authorize travel for Brian Nyegaard to attend the 2021 Louisiana Parish Engineers & Supervisors Association training in Baton Rouge on May 27, 2021. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Pilgreen to purchase a Durapatcher trailer mounted pothole patcher on state contract from Covington Sales & Services, Inc. in the amount of \$82,800. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Pilgreen to approve change order No. 2 for Loch Lomond Pipe Replacement Project FEMA PA-06-LA-4263-PW-00867 in the amount of \$6,731.08 and authorize the president to execute any necessary documents. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Pilgreen to approve the priority list table for the Federal Off System Highway Bridge Program FY 2021-2023. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Pilgreen to accept the lowest proposal from Durable Piling Restoration, LLC in the amount of \$38,785.00 to repair the Rocky Branch Road Bridge. Motion carried unanimously.

The following resolution was offered by Mr. Bridges and seconded by Mr. Pilgreen:

RESOLUTION 2021-11

**RESOLUTION TO AUTHORIZE THE ADDITION OF EDMONDS CREEK
BRIDGE INTO THE FEDERAL OFF-SYSTEM BRIDGE REHABILITATION
AND REPLACEMENT PROGRAM AND OTHERWISE
PROVING WITH RESPECT THEREOF**

WHEREAS, the Parish of Union has been notified by the State of Louisiana, Department of Transportation and Development that EDMONDS Creek Bridge (id# 055632473923161) in Union Parish has been chosen for inclusion into the 2021-2023 Federal Off-System Bridge Replacement and Rehabilitation Program; and

WHEREAS, the Off-System Bridge Replacement and Rehabilitation Program requires that the above selected bridge project be added into the program by resolution of the Union Parish Police Jury, and

WHEREAS, the Union Parish Police Jury has determined that the bridge replacement and rehabilitation program provide a public benefit to the citizens of Union Parish; and

NOW THEREFORE BE IT RESOLVED by the Union Parish Police Jury in due, regular and legal session convened that the Union Parish Police Jury does hereby add EDMONDS Creek Bridge into the 2021-2023 Federal Off System Bridge Replacement and Rehabilitation Program.

BE IT FURTHER RESOLVED, that the Union Parish Police Jury does hereby authorize the Secretary/Treasurer to do any and all things necessary to add the above referenced bridge into the 2021-2023 Federal Off System Bridge Replacement and Rehabilitation Program, and to execute any and all documents in a form acceptable to the Union Parish Police Jury Attorney necessary to effectuate the purposes set forth herein.

BE IT FURTHER RESOLVED, that if any provision or item of this resolution or application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items, or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED, that all resolutions or parts thereof in conflict herewith are hereby repealed.

Passed and adopted by the Union Parish Police Jury, Parish of Union, State of Louisiana, on this 4th day May, 2021, by the following votes:

MEMBERS:	YEAS	NAYS	ABSENT	ABSTAINING
Curtis Moses	x			
Nathan Pilgreen	x			
DeWayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges	x			
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
John W. Watley	x			

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

s/ Johnny Buckley
Johnny Buckley, President
Union Parish Police Jury

CERTIFICATE

I, Paula Strickland, Secretary-Treasurer of the Union Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Union Parish Police Jury on the 6th day of May 2021.

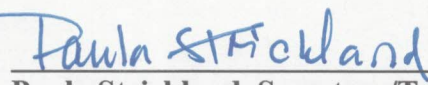
s/ Paula H. Strickland

Paula H. Strickland, Secretary/Treasurer

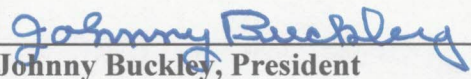
In accordance with Ordinance 549, time for public comment was given.

Eddie Albritton, Farmerville, addressed the jury concerning parish roads and what can be done to generate revenue for the roads. Mr. Albritton is proposing a maintenance rehab road fee. There are approximately 11,000 dwellings in Union Parish. If a fee of \$150 was established on each dwelling that would generate \$1,650,000.00 a year. Mr. Albritton stated that in order for this to pass the police jury would have to promote this fee.

There being no further business to come before the Jury, the President declared the meeting adjourned upon motion by Mr. Nolan, seconded by Mr. Moses on this the 4th day of May, 2021.



Paula Strickland, Secretary/Treasurer
Union Parish Police Jury



Johnny Buckley, President
Union Parish Police Jury