

**FINANCE COMMITTEE
MINUTES OF MEETING
February 21st, 2024
4:00 P.M.**

Present: Russell Wade, Ben Bridges, Curtis Moses and Mike Holley. Absent: None.
Also present: Nathan Pilgreen, Glenn Hutto, Jeremy Hobbs, Brenda Abercrombie, Andrew Ford, Jr., Lynde Scarborough, Chris Strickland, Danielle Harkins and Johnny Creed.

Mr. Wade called the meeting to order. Mr. Holley led the group in prayer.

Public Comments were held on agenda items. There were no public comments.

Motion Mr. Bridges, seconded by Mr. Holley and declared adopted by unanimous Roll Call vote to approve the agenda with the following addition:

Discuss and make recommendations, if necessary, regarding Landfill Compactor.

Motion Mr. Bridges, seconded by Mr. Holley to approve the minutes of the February 13th, 2024 meeting. Motion carried unanimously.

A lengthy discussion was held regarding the wage structure of the Public Works Department. Mr. Wade has formulated a pay scale for CDL drivers, operators, laborers, foremen and superintendents. Mr. Wade stated that employees should be paid based on a scale. Mr. Wade further stated that the goal is to get good people and keep them. Mr. Wade also presented a proposed 2024 pay increase and asked that the jurors review it. **No action taken.**

A brief discussion was held regarding policy changes for purchase orders, equipment bidding and routine goods and services.

Mr. Wade also presented an addendum to the Purchasing and Disbursements Policy which states the following:

“Purchase order requests should go to the Secretary/Treasurer for any purchase over \$2,500. Upon approval, the purchase order request will be issued by the Assistant Secretary/Treasurer. Purchase orders will be signed by the President or Finance Chairman.”

Mr. Wade gave an example of where two (2) winches were ordered and picked up. When they were picked up the employee also picked up a set of WeatherTech mats. The mats were not approved ahead of time. Mr. Wade stated that there must be some sort of accountability.

“Equipment purchase requests by heads of departments such as landfill, roads, airport, courthouse, etc. should be forwarded to the secretary/treasurer with specs. The committee in which the purchase pertains, such landfill, airport, roads, courthouse, etc. will determine if the purchase is warranted. The equipment committee will then request bids be advertised by the secretary/treasurer. Purchases for such equipment should also be in the budget. If a purchase is to be made outside of the budget, the purchase must be approved by the finance committee prior to purchase. Bids are to be delivered to the secretary/treasurer by hand or mail and be sealed

until a bid opening is called by the equipment committee chair. Purchases of equipment must be approved by a majority vote of the committee and by majority vote of the entire jury.”

Mr. Bridges requested that the head of the appropriate committee be notified. After that committee chair is notified then the Chairman will go to the Equipment Committee to ask for what equipment is needed.

“Goods and services bids such as contract trucking, road maintenance, bush hogging, spraying of roadways, culverts, gravel, rock, asphalt, hot mix, cold mix, emulsions, or any other goods and services used on roads, bridges, drainage, buildings, or any other property under the jurisdiction of the Jury or any of the like requested by the heads of departments such as landfill or roads should be forwarded to the secretary/treasurer with specs. The committee in which the purchase pertains will determine if the purchase is warranted and request that bids advertised by the secretary/treasurer. Purchases for such good or services should also be in the budget. If a purchase is to be made outside of the budget, the purchase must be approved by the finance committee prior to purchase. Bids are to be delivered to the secretary/treasurer by hand or mail and be sealed until a bid opening is called by the road committee chair. Purchases of goods and services must be approved by a majority vote of the committee and by majority vote of the entire jury.”

“Bids for yearly materials above are normally bid out in November and will be adopted at the December meeting.”

“All bids will comply with the Louisiana Public Bid Law.”

Mr. Wade further stated that the power of the purse is in the hands of the people and not just one employee of the jury. **No action taken.**

Mr. Bridges addressed the Committee regarding the compactor quotes. The compactor has a bad transmission. Two quotes were obtained. One from Louisiana Machinery in the amount of \$64,000 and another from Riggs Cat in the amount of \$120,461. **Motion Mr. Bridges, seconded by Mr. Moses to recommend to the full jury to accept the lowest quote from Louisiana Machinery. Motion carried unanimously.**

There being no more business to come before the committee, Mr. Wade declared the meeting adjourned upon motion by Mr. Moses and duly seconded by Mr. Bridges on this the 21st day of February, 2024.

Russell Wade, Chairman
Paula Strickland, Secretary/Treasurer