

The Jackson Parish Police Jury met in regular session Monday, February 12, 2018, at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members present: Todd Culpepper, Eddie Langston, Amy Magee, John McCarty, Maxie Monroe, Regina Rowe, and Lynn Treadway. Absent: none. Also present: Darrell Avery, Assistant District Attorney.

The meeting was called to order by the President, Ms. Rowe. The invocation was given by Ms. Monroe and Mr. McCarty led the recitation of the Pledge of Allegiance.

The President opened the floor for public comments.

Mr. Ralph Laffitte from the Hodge Fire Protection District spoke to the Jury about needing a grant or funding for their truck payment due April 1st. Mr. Treadway stated they should bring this item to the Finance Committee.

Motion Ms. Magee, seconded Ms. Monroe to amend the agenda to include approving the request from the Town of Jonesboro to use the Community Center Tuesday, February 13th for the annual State of the City Address. Motion carried unanimously.

Motion Ms. Monroe, seconded Ms. Magee to amend the agenda to include approving the request from the Clerk of Court to use the Community Center Thursday, March 8th and Tuesday, March 13th for pre-election schools. Motion carried unanimously.

Motion Mr. Culpepper, seconded Mr. Langston to amend the agenda to include removing Betty Jeffress from the Jackson Parish Communication District Board (E-911). Motion carried unanimously.

Motion Mr. Culpepper, seconded Mr. Langston to amend the agenda to include appointing David Earl Brown to fill the vacated position of Betty Jeffress from the Jackson Parish Communication District Board (E-911). Motion carried unanimously.

Motion Mr. Langston, seconded Ms. Magee to approve the minutes of the January 8th Jury meeting and the payment of all bills. Motion carried.

The President called for Committee Reports.

Motion Mr. Langston, seconded Ms. Magee to approve the minutes of the January 24th Road Committee meeting. Motion carried.

*Road Committee
January 24, 2018*

The Road Committee met Wednesday, January 24, 2018 at 1:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Ms. Amy Magee and Mr. Todd Culpepper. Absent: Mr. Eddie Langston. Also present: Ms. Regina Rowe

The meeting was called to order by the chair, Ms. Magee. Mr. Culpepper led the recitation of the pledge and Ms. Magee gave the invocation.

There were no public comments.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Jury hire the Riley Company for the 2018 Road Program. Motion carried.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Jury accept the Year 1 proposed Road Program. Motion carried.

The committee discussed available products for preventative road maintenance and pothole filling. The Road Superintendent will set up demonstrations to review products.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Jury authorize the Parish Engineer to calculate and draft a cost of damages letter to Range Resources for the damage to Fox Camp Road. Motion carried.

Motion Mr. Culpepper, seconded Ms. Magee to adjourn. Motion carried.

Motion Mr. Treadway, seconded Ms. Magee to approve the recommendation to hire the Riley Company for the 2018 Road Program. Motion carried.

Motion Mr. Treadway, seconded Mr. Langston to approve the recommendation to accept the Year 1 proposed Road Program. Motion carried.

Motion Mr. Langston, seconded Mr. Treadway to approve the recommendation to authorize the Parish Engineer to calculate and draft a cost of damages letter to Range Resources for the damage to Fox Camp Road. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to approve the minutes of the January 30th Industrial Development Committee meeting. Motion carried.

*Industrial Development Committee
January 30, 2018*

The Industrial Development Committee met Tuesday, January 30, 2018 at 12:30 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Ms. Maxie Monroe, Ms. Regina Rowe, and Mr. Lynn Treadway.

The meeting was called to order by the chair, Mr. Treadway. Ms. Monroe gave the invocation and Ms. Rowe led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Committee discussed the progress and outstanding items for the certified NLEP site as well as the importance of attracting industries to Jackson Parish.

Motion Ms. Rowe, seconded Ms. Monroe to recommend the Jury authorize the Riley Company to review the status of the sewer outfall and quote the extension of the sewer line from the Jonesboro Oxidation Pond to the requested outfall. Motion carried.

The committee discussed Entergy's offer to advertise for the site once it is certified.

The committee discussed the upcoming 2018 NLEP Annual Meeting and the honor of Mr. Lynn Treadway being named the 2017 Top Advocate.

Motion Ms. Monroe, seconded Ms. Rowe to adjourn. Motion carried.

Motion Ms. Magee, seconded Mr. Treadway to approve the recommendation to authorize the Riley Company to review the status of the sewer outfall and quote the extension of the sewer line from the Jonesboro Oxidation Pond to the requested outfall. Motion carried with Mr. Culpeper and Mr. McCarty voting Nay.

Motion Mr. Langston, seconded Mr. Treadway to approve the minutes of the February 8th Road Committee meeting. Motion carried.

*Road Committee
February 8, 2018*

The Road Committee met Thursday, February 8, 2018 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Todd Culpepper, Mr. Eddie Langston, and Ms. Amy Magee. Also present: Ms. Regina Rowe and Mr. Lynn Treadway

The meeting was called to order by the chair, Ms. Magee. Mr. Culpepper gave the invocation and Mr. Langston led the recitation of the pledge.

There were no public comments.

Motion Mr. Langston, seconded Mr. Culpepper to recommend the Jury send a letter to DOTD to review the safety concerns at the Quitman intersection on Hwy 167. Motion carried.

Motion Mr. Culpepper, seconded Mr. Langston to recommend the Jury accept the Goss Road Extension, Smith Road, and George Road into the Parish Road System contingent upon the completion of the final recommendations from the Parish Engineer. Motion carried.

Motion Mr. Culpepper, seconded Mr. Langston to recommend the Jury authorize the Parish Engineer to communication with AT&T on the damage claim on Lindy Lane. Motion carried.

Motion Mr. Langston, seconded Mr. Culpepper to adjourn. Motion carried.

Motion Mr. Langston, seconded Mr. Culpepper to approve the recommendation to send a letter to DOTD about safety concerns at the Quitman intersection on Hwy 167. Motion carried.

Motion Ms. Magee, seconded Mr. Langston to approve the recommendation to accept the Goss Road Extension, Smith Road, and George Road into the Parish Road System contingent upon the completion of the final recommendations from the Parish Engineer. Motion carried.

Motion Mr. Treadway, seconded Ms. Magee to approve the recommendation to authorize the Parish Engineer to respond to the AT&T Claim on Lindy Lane. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to approve the minutes of the February 9th Solid Waste Committee meeting. Motion carried.

*Solid Waste Committee
February 9, 2018*

The Solid Waste Committee met Friday, February 9, 2018 at 11:30 AM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Eddie Langston, and Ms. Maxie Monroe. Absent: Mr. Lynn Treadway. Also present: Ms. Regina Rowe.

The meeting was called to order by the chair, Ms. Monroe. Mr. Langston gave the invocation and Ms. Monroe led the recitation of the pledge.

Motion Ms. Monroe, seconded Mr. Langston to recommend the Jury authorize the Secretary-Treasurer prepare and submit a non-solicitation form to Weyerhaeuser to acquire the land adjacent to the Solid Waste Landfill. Motion carried.

Motion Mr. Langston, seconded Ms. Monroe to recommend the Jury authorize the Solid Waste Superintendent to send warning letters to people caught on the cameras at bin sites for dumpster diving. Motion carried.

The Solid Waste Superintendent Robin Sessions updated the Committee on bin site reviews

Motion Mr. Langston, seconded Ms. Monroe to adjourn. Motion carried.

Motion Ms. Monroe, seconded Mr. Langston to authorize the Secretary-Treasurer to prepare and submit the non-solicitation from Weyerhaeuser to request acquiring land adjacent to the Solid Waste Landfill. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to authorize the President to send warning letters to people caught on the cameras at bin sites for dumpster diving. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to approve the minutes of the February 9th Personnel Committee meeting. Motion carried.

*Personnel Committee
February 9, 2018*

The Personnel Committee met Friday, February 9, 2018 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Ms. Amy Magee, Ms. Maxie Monroe, and Ms. Regina Rowe.

The meeting was called to order by the chair, Ms. Rowe, there were no public comments.

Motion Ms. Monroe, seconded Ms. Magee to recommend the Jury adopt the Inter-Departmental Transfer Policy. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to recommend the Jury accept the resignation of Charles Archie from the Road Department. Motion carried.

Motion Ms. Magee, seconded Ms. Monroe to recommend the Jury authorize the posting of two Operators and two Utility Workers for the Road Department. Motion carried.

Motion Ms. Magee, seconded Ms. Monroe to recommend the Jury approve the request for Preston Tullos to job shadow with the Road Department pending completion of Hold Harmless Agreement. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to recommend the Jury approve the Professional Leave Travel Request for Robin Sessions to attend the LA Solid Waste Association Conference in Lafayette, LA. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to recommend the Jury approve the Professional Leave Travel Request for Bubba Anderson to attend the Management & Leadership Seminar in Baton Rouge, LA March 7-9. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to recommend the Jury accept the verbal resignation of Rayo Baker from the Watershed Board. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to recommend the Jury approve the Ward 2 Fire District nominees Charles Hopkins and Bill Wheelis for additional 2 year terms. Motion carried.

Motion Ms. Magee, seconded Ms. Monroe to recommend the Jury approve the Hodge Fire District nominee Robbie Howard to a two year term starting in 2018. Motion carried.

Motion Ms. Monroe, seconded Ms. Magee to amend the agenda to include recommending the Jury approve the Watershed Board nominee Vickie Pace to fill the vacancy for Rayo Baker. Motion carried unanimously.

Motion Ms. Monroe, seconded Ms. Magee to recommend the Jury approve the Watershed Board nominee Vivian Pace to fill the vacancy for Rayo Baker. Motion carried.

Motion Ms. Magee, seconded Ms. Monroe to adjourn. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to adopt the recommended Inter-Departmental Transfer Policy.

Inter-Departmental Transfer Policy

Adopted by the Jackson Parish Police Jury effective February 12, 2018

PURPOSE: Policy to set the guidelines and expectations for transferring employment from one department to another within the Jackson Parish Police Jury.

SCOPE: This policy applies to all regular Jackson Parish Police Jury employees. Temporary and probationary employees are not eligible.

POLICY STATEMENT: An interdepartmental transfer occurs when an employee is transferred from a position in one department to a position in another department under a different Superintendent.

PROCEDURES

- A. When there is an open/vacant position available in any Police Jury department, the open position will be posted for transfer opportunities for seven (7) calendar days (one week). This posting will be in a common area accessible to all employees. After the seven (7) calendar days have expired, the open position will be posted twice in the Police Jury's designated publication source.

- B. If an employee wishes to be considered for a transfer to another department, he/she must request in writing to the office of the Secretary-Treasurer to be placed on the appropriate transfer list.
- C. Transfer requests will be reviewed and shall require the approval of both Superintendents involved.

POLICY

The following policies shall apply unless otherwise specified in a collective bargaining agreement.

- A. Vacation, Sick Time, Insurance Benefits
A transferred employee retains all such benefits and privileges earned as of the date of transfer. A transferred employee will retain his/her accrued sick leave and vacation time as well as their insurance benefits. Please be aware of the potential budget impact.
- B. Pay Range
When an employee is transferred, their rate of pay will be based on the base pay of the open position.
- C. Probation
The employee will have a fifteen (15) business day probationary period in the transferred position to train and work. If during that time the employee determines that they want to return to their original position/department, they will be allowed to return. After the fifteen day period, the position will no longer be available and that Superintendent will begin the process of hiring for that vacancy.
- D. Transfer Rights
Each employee will only be granted transfer rights one time during their employment with the Jackson Parish Police Jury. Once an employee has been transferred to another department, they will no longer be eligible to transfer to another, or back to their original department.

Motion carried.

Motion Mr. Langston, seconded Ms. Monroe to accept the resignation of Charles Archie from the Road Department. Motion carried.

Motion Ms. Magee, seconded Mr. Treadway to approve the posting of two Operators and two Utility Workers for the Road Department. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to approve the request for Preston Tullos to job shadow with the Road Department pending completion of Hold Harmless Agreement. Motion carried.

Motion Mr. Langston, seconded Ms. Monroe to approve the Professional Leave Travel Request for Robin Sessions to attend the LA Solid Waste Association Conference in Lafayette, LA March 14-16 for annual certification. Motion carried.

Motion Ms. Monroe, seconded Mr. Treadway to approve the Professional Leave Travel Request for Bubba Anderson to attend the Management & Leadership Seminar in Baton Rouge, LA March 7-9. Motion carried.

Motion Mr. Culpepper, seconded Mr. McCarty to accept the verbal resignation of Rayo Baker from the Watershed Board. Motion carried with Ms. Monroe stating that she did receive the letter from Mr. Baker resigning from the board.

Motion Ms. Magee, seconded Ms. Monroe to approve the Ward 2 Fire District nominees Charles Hopkins and Bill Wheelis for additional 2 year terms. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to approve the Hodge Fire District nominee Robbie Howard to a two year term starting in 2018. Motion carried.

Motion Mr. Langston, seconded Mr. Treadway to approve the Watershed Board nominee Vickie Pace to fill the vacancy from Rayo Baker. Motion carried.

Mr. Paul Riley presented the Engineer's Report and spoke about delays on Lamkin Road. Motion Ms. Magee, seconded Mr. Culpepper to accept the January report. Motion carried.

Mr. Jody Stuckey presented the Road Superintendent's Report . Motion Ms. Monroe, seconded Mr. Langston to accept the January Emergency/Off-Schedule Report. Motion Carried.

Motion Mr. Langston, seconded Mr. Culpepper to accept the low bid from Jay Mallard in the amount of \$99,757 for the purchase of a mechanics service truck and service bed combo with the payload plus upgrade package. Motion carried.

Mr. Robin Sessions presented the Solid Waste Superintendent's Report. Motion Mr. Culpepper, seconded Mr. Langston to accept the January report. Motion carried.

The January O.E.P. report was presented to the Jurors in the Jury Packet. Motion Ms. Monroe, seconded Mr. Treadway to accept the January report. Motion carried.

Ms. Gina Thomas presented the Secretary-Treasurer Financial Report. Motion Ms. Magee, seconded Mr. Culpepper to accept the January report. Motion carried.

Mr. Robert "Bubba" Anderson presented the Maintenance Report. Motion Ms. Magee, seconded Mr. Culpepper to accept the January report. Motion carried.

Motion Mr. Culpepper, seconded Ms. Magee to approve the request from JP Sheriff's Department to use the Community Center Tuesday, May 1 for the annual senior citizen luncheon. Motion carried.

Motion Ms. Monroe, seconded Mr. McCarty to approve the request from LSU Ag Center (JP 4-H) to use the Community Center March 14th for Kids in the Kitchen Cooking workshop. Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to approve the request from LSU Ag Center (JP 4-H) to use the Veteran's Memorial Park March 20th for the 4-H Spring Pet Show. Motion carried.

Motion Mr. Culpepper, seconded Mr. Langston to authorize the payment of \$16,200 to LSU Ag Center. Motion carried.

Motion Mr. Treadway, seconded Ms. Magee to authorize the payment of \$7,200 for 2018 dues to Police Jury Association of Louisiana. Motion carried.

Motion Mr. McCarty, seconded Mr. Culpepper to table the payment of \$1,250 to the Sparta Groundwater Commission until a Corporate Endeavor Agreement is completed. Motion carried.

Motion Mr. Langston, seconded Mr. Culpepper to approve the Riley Company recommended Change Order of \$23,112.70 additional work on the Library Parking Lot (engineering, staking, and lab testing). Motion carried.

Motion Ms. Monroe, seconded Mr. McCarty to authorize the president to sign the 2018 Letter of Assurances for the Uniform Relocation Assistance & Real Property Act to the Louisiana Department of Transportation & Development. Motion carried.

Motion Ms. Monroe, seconded Mr. McCarty to adopt a resolution authorizing the 2018 president's signature be added to the signature cards for bank accounts at the Jonesboro State Bank, and the authority to co-sign documents with the Payroll & Accounts Payable Clerks in the absence of the Secretary-Treasurer. Motion carried.

Motion Mr. Langston, seconded Mr. Culpepper to authorize the Secretary-Treasurer to complete and submit the Louisiana Compliance Questionnaire to Allen, Green, Williamson for the 2017 audit. Motion carried.

Motion Mr. Treadway, seconded Ms. Monroe to authorize Darrel Avery to investigate the procedures involved in amending fire district lines. Motion failed 2 Yeas, 4 Nays.

Motion Mr. Langston, seconded Ms. Magee to approve the following purchase orders:

<u>Vendor:</u>	<u>Amount:</u>	<u>Dept/Fund:</u>	<u>Item:</u>
Winn Rock	\$17,500.00	Road	1,000 Tons Winn Rock
Coastal Culverts & Sup.	\$2,485.20	Road	48 x 40 polymer coated
Wilson Culverts	\$1,301.76	Road	36 x 32 polymer coated
Paradise Funeral Home	\$1,375.00	Coroner	pauper service
Construction Safety	\$605.25	Solid Waste	safety supplies
Mabry Company, LLC	\$15,000.00	Road	600 Tons RAP
Scott Equipment Co.	\$10,464.12	Solid Waste	repairs to tractor, harness, injector, etc.
Lott Oil Co., Inc.	\$2,200.00	Road	200 gal.
Charlie Edwards Co.	\$4,175.44	Road	radios & installs
Ruston Rock It, LLC	\$71,600.00	Road	2,000 Tons SB2
Dreher Contr.	\$26,625.00	Road	300 Tons cold mix
Northern Tool (Blue Tarp)	\$2,564.93	Road	safety items

Motion carried.

Motion Ms. Magee, seconded Ms. Monroe to approve the request from the Town of Jonesboro to use the Community Center Tuesday, February 13th for the annual State of the City Address. Motion carried.

Motion Ms. Monroe, seconded Mr. Langston to approve the request from the Clerk of Court to use the Community Center Thursday, March 8th and Tuesday, March 13th for pre-election schools. Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to remove Betty Jeffress from the Jackson Parish Communication District Board (E-911). Motion carried with Ms. Monroe and Ms. Rowe voting Nay.

Motion Mr. Culpepper, seconded Mr. Treadway appoint David Earl Brown to fill the vacated position of Betty Jeffress from the Jackson Parish Communication District Board (E-911). Motion carried.

Ms. Rowe recognized Mr. Lynn Treadway for receiving the NLEP Top Advocate Award.

Motion Mr. Treadway, seconded Mr. Culpepper to adjourn. Motion carried.