

August 16, 2017

On Wednesday, August 16, 2017 at 9:00 a.m., the Police Jury of Sabine Parish, State of Louisiana met in open and regular session.

The Agenda was as follows:

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Amend the Agenda
6. Adopt the Agenda
7. Adopt the Minutes of the Previous Meeting, July 19, 2017
8. Planning Commission
9. Announce Public Meeting to Adopt Renewed Ad Valorem Tax Millage Rates
10. Reschedule September 20, 2017 Regular Meeting of the Police Jury.
11. Adopt a Language Access Plan for Limited English Proficiency Persons
12. Authorize President Ebarb to Execute the 2017 Application for the Local Road Safety Program
13. Consider Adopting Monk Road in Ward 4 into the Parish Road System
14. Consider Adopting Tedder Lane in Ward 4 into the Parish Road System
15. Authorize Payment of Approved Bills
16. Appropriate Sales Tax for August Operations (\$195,000)
17. Committee Reports
18. Operations
19. Adjournment

1. Call to Order

President Kenneth M. Ebarb called the meeting to order.

2. Roll Call

The roll was called by the Secretary Treasurer. The following jurors were present: Willes Funderburk, "Mike" McCormic, William E. Ruffin, "Ronny" Bison, Eric Garcie, Ricky "K-Wall" Sepulvado, Kenneth Ebarb, and "Randy" Byrd.

The following juror was absent:

"Charlie" Brown

3. Prayer

Prayer was led by Mr. William E. Ruffin.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Eric Garcie.

5. Amend the Agenda

There was no amendment made to the agenda.

6. Adopt the Agenda

Resolution No. 7915

Motion by Sepulvado and seconded by Byrd to adopt the agenda.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

7. Adopt the Minutes of the Previous Meeting, July 19, 2017

All Police Jurors have previously been provided a written copy of the minutes of the regular meeting held July 19, 2017.

Resolution No. 7916

Motion by McCormic and seconded by Bison to adopt the minutes of the July 19, 2017 Police Jury meeting.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

8. Planning Commission

Mr. Peter Nugent, Chairman of the Sabine Parish Planning Commission, was in attendance and addressed the Police Jury concerning the Bayou Lannan Subdivision, Phase I. He informed the Jury that he had examined the roads in Phase I that are requested by the developer to be adopted as parish roads. He found that they had been properly maintained for the required two-year period and that they currently met the Parish road standards. Mr. Nugent recommended that Dallas Lane, in Ward 3, and Bayou Lane, in Ward 3, be adopted into the Parish-Wide Road System.

Resolution No. 7917

Motion by McCormic and seconded by Bison to adopt Dallas Lane in Ward 3 and Bayou Lane in Ward 3 into the Parish-Wide Road System.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

9. Announce Public Meeting to Adopt Renewed Ad Valorem Tax Millage Rates

Secretary Treasurer William E. Weatherford read aloud the following public notice:

Notice is hereby given pursuant to Louisiana R. S. 42:19.1 that a public meeting of the Sabine Parish Police Jury will be held at its regular meeting place; the Police Jury Meeting Room of the Courthouse, 400 S. Capitol Street, Room 101, Many Louisiana, 71449 on Wednesday, September 27, 2017, at Nine O'clock (9:00) a.m. with the intention to levy the following 2017 renewed ad valorem tax millages during the meeting.

	<u>2017 Intended Millage Levy</u>
Road District No.1, Ward 6 of Sabine Parish	16.65 mills
Road District No.15, Ward 5 of Sabine Parish	13.02 mills
Road District No.19, Ward 8 of Sabine Parish	15.51 mills

Millages that are not required to be advertised will also be levied at this time.

	<u>2017 Millage Levy</u>
General Alimony	4.78 mills
Parish Wide Library	5.25 mills
Health Unit	1.04 mills
Humane Society Animal Shelter	1.67 mills
Road District No.4, Ward 7 of Sabine Parish	13.87 mills
Road District No.9, Ward 3 of Sabine Parish	10.25 mills
Road District No.11, Ward 10 of Sabine Parish	25.64 mills
Road District No.16, Ward 2 of Sabine Parish	10.02 mills
Road District No.17, Ward 4 of Sabine Parish	9.97 mills
Road District No.18, Ward 1 of Sabine Parish	10.90 mills
Road District No.20, Ward 9 of Sabine Parish	22.16 mills
Fire Protection District #1 (Wards 1 & 2)	8.50 mills
Fire Protection District #1 (Wards 1 & 2)	10.53 mills
Fire Protection District #1 (Wards 3 & 4)	4.81 mills
North Sabine Fire District #1	5.39 mills
North Sabine Fire District #2	7.00 mills

The meeting will be held in accordance with the Open Meetings Law, R.S. 42:11, et seq., including allowing a period of public comment before taking a vote to adopt the millage rates for the 2017 tax year. Matters not included on the agenda will not be discussed without unanimous approval of the police jurors present and without allowing for public comment on the matters.

The meeting will be conducted in accordance with an agenda posted on the door of the regular meeting place no less than twenty-four (24) hours prior to the meeting.

10. Reschedule September 20,2017 Regular Meeting of the Police Jury

For there to be a period of more than thirty (30) days between the announcement of a public meeting to adopt renewed ad valorem tax millage rates and the meeting, the Sabine Parish Police Jury needs to move its regular meeting for September from September 20,2017 to September 27,2017.

Resolution No. 7918

Motion by Ruffin and seconded by Funderburk to reschedule the regular September meeting of the Sabine Parish Police Jury from September 20, 2017 to September 27, 2017.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

11. Adopt a Language Access Plan for Limited English Proficiency Persons

The Sabine Parish Police Jury is required to adopt a Language Access Plan. The purpose of this plan is to reduce language barriers for those residents of the Parish who have limited English Language skills.

**2016 State of Louisiana
Parish of Sabine**

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

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

II. Description of Covered Program(s)

The Parish of Sabine administers the following federal and state grant program(s):

A. Louisiana Community Development Block Grant Program (LCDBG)

The LCDBG Program is a federally funded (HUD) program which provides grants to units of local government 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 Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. 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 government 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 other 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.

III. Four-factor Analysis

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures the Parish of Sabine will undertake to provide access to the covered programs for LEP persons.

- A. Number or proportion of LEP persons eligible to be served or likely to be encountered by the Parish of Sabine or its federally funded programs. Per the 2011-2015 American Community Survey 5-Year estimates, Sabine Parish’s population is 22,647. Approximately 97.5% of the Parish of Sabine’s population speaks English, and 2.5% speak a language other than English. No other ethnicity has a sizeable limited English proficiency.

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

Language 1 (name)	Population That Speaks a Language Other Than English	LEP Number	LEP % of Total Sabine Parish Population
Spanish/Spanish Creole	318	119	.5%
Other Indo-European	189	40	.1%
Asian and Pacific Island	57	39	.1%

1. LCDBG – Eligible applicants to the LCDBG program are non-entitlement communities in Louisiana, which includes the Parish of Sabine.
2. DRU – Eligible applications to the DRU program are non-entitlement communities in Louisiana, which includes the Parish of Sabine. The DRU translates actions plans into Vietnamese and Spanish based on census data for impacted areas.
3. LGAP – All Louisiana municipalities and parishes are eligible to apply for funds excluding the HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans and Shreveport.

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

1. LCDBG – Throughout the history of the LCDBG Program, Sabine Parish has not encountered a LEP person.
2. DRU – Sabine Parish does not have any record of encounters with LEP persons.
3. LGAP – There are no direct beneficiaries of the LGAP; all funds are granted to local governments.

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

1. LCDBG – The LCDBG programs deal mostly with public infrastructure, such as water and sewer systems, and street improvements. Gathering of income data in order to determine income level can result in contacting a LEP person(s). Also, CDBG has a Citizen Participation requirement in order for the Parish of Sabine to identify the community development needs and priorities. It will be necessary to ensure proper communication in order to complete these tasks.
2. DRU – DRU has various types of programs and participates in direct benefit activities. Also, CDBG has a Citizen Participation requirement in order for the Parish to identify the community development needs and priorities. It will be necessary to ensure proper communication in order to complete these tasks.
3. LGAP – There is no direct benefit in this program.

D. Resources available and costs to the recipient:

1. LCDBG/DRU – Documents determined to be vital will be translated when contact is made with an LEP person and a language is identified. If necessary the document will be faxed or emailed to a telephone interpreter for immediate translation by phone. Language assistance measures will be determined as needed upon initial contact and language identification. Also, written translation is available through computer software.
2. LGAP – No resources are needed, as there are not documents produced which are necessary for public viewing.

IV. Actions to be taken by the Parish of Sabine

After careful consideration of the four-factors identified above, the Parish of Sabine will take the following actions:

- A. The Parish of Sabine has appointed the following Language Access Coordinator to serve for all programs:
 1. William E. Weatherford, Secretary-Treasurer, 400 S. Capitol Street, Many, LA 71449.
- B. The Parish of Sabine LAP will be distributed to all Parish office employees.
- C. All Parish office employees and the Language Access Coordinator will maintain and 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 Parish Receptionist will contact the Language Access Coordinator for further instructions. If the need to access services is identified either by phone or email, Parish staff

shall immediately contact their Language Access Coordinator who will take appropriate action to ensure meaningful communication.

Resolution No. 7919

Motion by Ruffin and seconded by Sepulvado to adopt the Language Access Plan for Limited English Proficiency Persons

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

12. Authorize President Ebarb to Execute the 2017 Application for the Local Road Safety Program

President Ebarb briefly discussed the 2017 Local Road Safety Program.

Resolution No. 7920

Motion by Ruffin and seconded by Sepulvado to authorize President Kenneth Ebarb to complete and execute the application for the 2017 Local Road Safety Program.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

13. Consider Adopting Monk Road in Ward 4 into the Parish Road System

Mr. Doug Olivier, Parish Road Superintendent, discussed adding Monk Road in Ward 4 to the Parish Road System. Mr. Olivier has reviewed the road and determined that it does not currently meet the minimum standards necessary to be brought into the Parish-Wide Road System.

Resolution No. 7921

Motion by Bison and seconded by Ruffin to table consideration of adoption of Monk Road in Ward 4 into the Parish Wide Road System.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

14. Consider Adopting Tedder Lane in Ward 4 into the Parish Road System

Mr. Doug Olivier discussed adding Tedder Lane in Ward 4 to the Parish Road System. Mr. Olivier has reviewed the road and has determined that it does not currently meet the minimum standards necessary to be brought into the Parish-Wide Road System.

Resolution No. 7922

Motion by Bison and seconded by Ruffin to table consideration of adoption of Tedder Lane in Ward 4 into the Parish Wide Road System.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

15. Authorize Payment of Approved Bills

Resolution No. 7923

Motion by Ruffin and seconded by Bison to pay the approved bills.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

16. Appropriate Sales Tax for August Operations (\$195,000)

Resolution No. 7924

Motion by Ruffin and seconded by Garcie to appropriate and transfer \$195,000.00 from the Sales Tax Fund to the Parishwide Transportation Fund for August 2017 operations.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

17. Committee Reports

Courthouse and Jail Committee

Mr. Ricky “K-Wall” Sepulvado, chairman of the Courthouse and Jail Committee briefly discussed recent improvements made to the Parish Courthouse including painting the administrative offices of the Police Jury, the offices of the Registrar of Voters, and the office of the Clerk of Court. The stairwells of the Parish Courthouse were also painted. In addition, new light fixtures and new window blinds were placed in the office of the Registrar of Voters and in the administrative offices of the Police Jury. Funding for these improvements was largely derived through a state grant.

Mr. Sepulvado noted that the Courthouse and Jail Committee intends to purchase new LED lighting fixtures for the drive-through located in the back of the Parish Courthouse.

There was a general discussion concerning the establishment of a dollar limit that the Courthouse and Jail Committee can expend at its sole discretion without the approval of the entire Police Jury.

Resolution No. 7925

Motion by McCormic and seconded by Ruffin to rescind any pre-existing resolution(s) establishing a dollar limit that the Courthouse and Jail Committee can expend at its sole discretion and to authorize the Courthouse and Jail Committee to expend amounts not exceeding \$3,000 per project, at its sole discretion, without the approval of the entire Police Jury.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

18. Operations

Mrs. Ann Gasaway addressed the Police Jury concerning the condition of Yellow Pine Road and several surrounding roads located in Ward 3. She stated that the roads were in very bad condition. Mr. Mike McCormic noted that the Police Jury has received a Louisiana Community Development Block Grant that will provide substantial funding (75% of total cost) for the asphaltting of Stallworth Lane, Gibson Lane, Gasaway Road, and a portion of Yellow Pine Road.

Road Superintendent Olivier reported that oil sand was currently being laid on several parish roads.

Mr. Ruffin discussed several problems that the Police Jury is encountering in maintaining the solid waste compactor stations. The Jury referred these issues to the Solid Waste Committee.

19. Adjournment

Resolution No. 7926

Motion by Ruffin and seconded by Funderburk to adjourn.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1

s/ William E. Weatherford
William E. Weatherford
Secretary Treasurer

s/ Kenneth M. Ebarb
Kenneth M. Ebarb
President