

October 17, 2018

On Wednesday, October 17, 2018 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. Accept the Minutes of the Previous Regular Meeting, September 19, 2018
8. Deborah Dees, CPA- Deliver the Annual Audit Report for the Year Ended December 31, 2017
9. Mr. William M. Blair, Ph.D.- Discuss Redistricting
10. Mr. Randy Walsworth- Quotes for Workers Compensation, General Liability, Public Entity Management Liability, Employee Practices, & Automobile Insurance
11. Mr. Buddy Maxwell- Quotes for Workers Compensation, General Liability, Public Entity Management Liability, Employee Practices, & Automobile Insurance
12. Planning Commission
13. Approve Resolution for the Purchase of Liddy Turnpike and Authorize President Bison to Execute the Necessary Documents
14. Approve Purchase of Land from Hancock Timber for a Maintenance Yard for Ward 3 and Authorize President Bison to Execute the Necessary Documents
15. Adopt Resolution Authorizing the Payment of Administrative and Engineering Fees for the 2019 Louisiana Community Development Block Grant and Authorize President Bison to Execute the Necessary Documents
16. Consider the Abandonment of Addison Road Located in Ward 1, Road District 18
17. Discuss Types of Trash to Be Accepted at Compactor Stations
18. Ratify Hiring of Brett Mitchell
19. Consider Pay Raise for Parish Personnel
20. Consider Fiscal Year 2019 CDC Membership Dues
21. Federal Off System Bridge Replacement Program – Annual Certification of Compliance
22. Capital Improvement Program Priority List (3 Years – 2019,2020, 2021)- Reminder Only
23. Authorize Payment of Approved Bills
24. Appropriate Sales Tax for October Operations (\$215,000)
25. Committee Reports
26. Operations
27. Adjournment

1. Call to Order

Vice- President Mike McCormic 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, “Charlie” Brown, William E. Ruffin, Eric Garcie, Ricky ”K-Wall” Sepulvado, Kenneth M. Ebarb, and “Randy” Byrd.

The following juror was absent: “Ronny” Bison.

3. Prayer

Prayer was led by Mr. William E. Ruffin.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Ricky “K-Wall” Sepulvado.

5. Amend the Agenda

There was no amendment made to the agenda.

Police Jury Vice-President, Mike McCormic, allowed a period of public comment on any item on the agenda. Mr. McCormic advised everyone that they would be allowed to comment later during the meeting on particular agenda items, if they desire. There were no public comments at this time.

6. Adopt the Agenda

Resolution No. 8156

Motion by Ruffin and seconded by Brown to adopt the agenda.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1- Bison

7. Accept the Minutes of the Previous Regular Meeting, September 19, 2018

All Police Jurors have previously been provided a written copy of the minutes of the regular meeting held September 19, 2018.

Resolution No. 8157

Motion by Sepulvado and seconded by Ruffin to accept the minutes of the September 19, 2018 Police Jury meeting.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1- Bison

8. Deborah Dees, CPA- Deliver the Annual Audit Report for the Year Ended December 31, 2017

Deborah Dees, CPA was in attendance and provided bound copies of the audit report to the Police Jurors. She reviewed the results of the audit and the audit findings with the Jury.

The Annual Financial Audit of the Sabine Parish Police Jury for the fiscal year ended December 31, 2017 was completed and filed with the Louisiana Legislative Auditor on September 26, 2018. The audit is normally due to be filed no later than June 30 of each year. However, the serious illness of a member of the auditor's family delayed completion of the audit. The Police Jury requested and was granted an extension in time to file the audit report.

The primary government financial statements of the Police Jury received an unmodified opinion (the best possible opinion) from the independent auditor. The 2017 Audited Financial Statements of the Sabine Parish Police Jury are available for public viewing at the Louisiana Legislative Auditor's website or at the Sabine Parish Police Jury's website.

Resolution No. 8158

Motion by Sepulvado and seconded by Byrd to accept the audit of the 2017 Financial Statements of the Sabine Parish Police Jury as presented by Deborah Dees, CPA who is a principal in the firm of Dees Gardner, Certified Public Accountants, LLC.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1- Bison

9. Mr. William M. Blair, Ph.D.- Discuss Redistricting

Mr. William M. Blair, Ph.D. with Strategic Demographics/Redistricting L. L. C. was in attendance at the meeting and discussed the upcoming redistricting needs of the parish.

The 2020 decennial census and the resulting redistricting in 2021 are approaching. Redistricting L. L. C. provides comprehensive redistricting services to parish and local governments to draft single member districts that will comply with the “one person-one vote” requirements of the U. S. Constitution, Sections 2 and 5 of the Voting Rights Act of 1965, applicable state law, any redistricting guidelines adopted by the jurisdiction and, where possible, include the requests of the individual members of that jurisdiction.

Mr. Blair stressed that Strategic Demographics/Redistricting L. L. C. has a long history of successful redistricting projects around the state of Louisiana and it has provided redistricting services to over 50 parish governing authorities, school boards, and municipalities. The firm has a staff that includes both attorneys and PhDs with extensive knowledge and experience with redistricting and all other redistricting related activities. These activities include data collection and analysis, public hearings and presentations, redistricting plan development and evaluation, the U.S. Department of Justice Section 5 submission, and other legal services.

The 2020 Census will officially begin April 1, 2020. Census data will be provided to the Parish early in 2021. The data must be immediately analyzed Jurisdictional and individual member meetings must be held and the redistricting plan must be developed. The Parish will have a six (6) month period to examine apportionment and report by ordinance. Legislative redistricting must be completed by December 31, 2021.

Mr. Blair stated that his firm would limit their representation to no more than thirty (30) jurisdictions in the upcoming 2021 redistricting. He encouraged the Police Jury to engage professional assistance as soon as possible.

Mr. McCormic thanked Mr. Blair for his presentation.

10. Mr. Randy Walsworth- Quotes for Workers Compensation, General Liability, Public Entity Management Liability, Employee Practices, & Automobile Insurance

Mr. Randy Walsworth of Phares, Lites & Walsworth Agency, Inc. presented a proposal for general liability, employee benefits liability, law enforcement liability, public entity management liability, public entity employment related practices liability, cyber liability, auto liability, auto physical damage, and workers compensation insurance.

11. Mr. Buddy Maxwell- Quotes for Workers Compensation, General Liability, Public Entity Management Liability, Employee Practices, & Automobile Insurance

Mr. Buddy Maxwell with Moreman, Moore – Shreveport presented a proposal for general liability, public officials’ errors and omissions, public officials employment practices, public officials employee benefits, law enforcement liability, auto liability, auto physical damage, and workers compensation insurance.

Resolution No. 8159

Motion by Ebarb and seconded by Sepulvado to refer the insurance proposals from Phares, Lites & Walsworth Agency, Inc. and Moreman, Moore – Shreveport to the Finance Committee and to authorize the Finance Committee to accept the proposal that they determine is in the best interest of the Police Jury and further, to authorize President Bison, Vice-President McCormic, or Secretary Treasurer Weatherford to execute any documents necessary to bind the selected coverage.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1- Bison

12. Planning Commission

No Member of the Sabine Parish Planning Commission was present.

13. Approve Resolution for the Purchase of Liddy Turnpike and Authorize President Bison to Execute the Necessary Documents

On September 18, 2018, Mr. Charles Soileau prepared a draft Quitclaim Deed for the Police Jury to purchase the surface rights of the road known as “Lyddy Turnpike” from

the Packaging Corporation of America for consideration in the sum of one thousand dollars (\$1,000). The draft was forwarded to Packaging Corporation of America for their review and approval.

A copy of the draft quitclaim deed was provided to each juror.

Resolution No. 8160

Motion by Ruffin seconded by Funderburk:

WHEREAS, the Sabine Parish Police Jury desires to purchase all seller's right, title and interest in and to the surface rights of that certain immovable property being the road right-of-way and road known as "Lyddy Turnpike" which is approximately 4,513 feet in length and 70 feet in width, from its intersection with "Desha Road" as its western boundary and U. S. Highway 171 as its eastern boundary, and

WHEREAS, the money for this purchase will be drawn from the funds of Ward 4, Road District 17,

NOW THEREFORE, BE IT RESOLVED by the Police Jury of the Parish of Sabine, State of Louisiana, acting as the governing authority of said Parish, that the purchase of the above described immovable property known as "Lyddy Turnpike" for consideration in the sum of one thousand dollars (\$1,000) from the Packaging Corporation of America is hereby approved, and

BE IT FURTHER RESOLVED that President Ronald L. Bison be authorized to complete, sign, and otherwise execute any documents necessary to complete the purchase.

This resolution having been submitted to a vote, the vote thereon was as follows:

Yeas: Funderburk, McCormic, Brown, Ruffin, Garcie, Sepulvado, Ebarb, Byrd

Nays: 0

Abstain: 0

Absent: Bison

And the resolution was declared adopted on the 17th day of October 2018.

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

s/Mike McCormic
Mike McCormic
Vice-President

14. Approve Purchase of Land from Hancock Timber for a Maintenance Yard for Ward 3 and Authorize President Bison to Execute the Necessary Documents

On October 9, 2018, HT XI TRS, Inc. (Hancock Timber) forwarded the Police Jury a draft Southern Real Estate Sales Contract for the purchase of five (5) acres of land by the Sabine Parish Police Jury. This property is adjacent to a parcel of land owned by the Police Jury and is desired to provide a location for a parish trash compaction site and a road maintenance yard for Ward 3, Road District 9. The agreed price of the property is \$17,500. A copy of the proposed contract was provided to each juror.

The Police Jury requested District Attorney Don Burkett to review the contract. At his request, Mr. Charles Soileau has closely examined the contract and has negotiated needed changes and clarifications to the document with Hancock Timber. He has informed Secretary Treasurer Weatherford that Hancock Timber has agreed to his suggested modifications and that the corrected document will be ready for execution upon the approval of the Jury.

Resolution No. 8161

Motion by Ruffin seconded by Funderburk:

WHEREAS, the Sabine Parish Police Jury desires to purchase five (5) acres of land located in Section 19, T6N R12W, adjacent to a parcel of land owned by the Police Jury, from HT XI TRS, Inc., and

WHEREAS, the land is intended to provide a location for a solid waste compaction station and a road maintenance yard for Ward 3, Road District 9,

NOW THEREFORE, BE IT RESOLVED by the Police Jury of the Parish of Sabine, State of Louisiana, acting as the governing authority of said Parish, that the purchase of the immovable property from HT XI TRS, Inc. described in "Exhibit A" attached to the Southern Real Estate Sales Contract consisting of five (5) acres for consideration in the sum of seventeen thousand five hundred dollars (\$17,500) is hereby approved, and

BE IT FURTHER RESOLVED that money for the purchase of this parcel of land will be drawn from the funds of Ward 3, Road District 9 and the Sales Tax Fund based upon an allocation of acreage utilized for the solid waste compactor station and the road maintenance yard, and

BE IT FURTHER RESOLVED that President Ronald L. Bison or Vice-President Mike McCormic be authorized to complete, sign, and otherwise execute any documents necessary to complete the purchase.

This resolution having been submitted to a vote, the vote thereon was as follows:

Yeas: Funderburk, McCormic, Brown, Ruffin, Garcie, Sepulvado, Ebarb, Byrd

Nays: 0

Abstain: 0

Absent: Bison

And the resolution was declared adopted on the 17th day of October 2018.

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

s/Mike McCormic
Mike McCormic
Vice-President

15. Adopt Resolution Authorizing the Payment of Administrative and Engineering Fees for the 2019 Louisiana Community Development Block Grant and Authorize President Bison to Execute the Necessary Documents

The Coordinating & Development Corporation is administering the application of the Sabine Parish Police Jury for a Louisiana Community Development Block Grant, Public Facilities Improvements, for the 2019 year. Engineering services for the project will be provided by BALAR Associates, Inc.

The project will improve approximately 13,304 square yards of existing deficient substandard roads in two identified target areas consisting of nine roads in Ward 4, Road District 17. Extra points are credited to applicants that agree to pay the engineering and administrative expenses incurred by the project. Total engineering and administrative costs associated with this project are expected to be \$100,600. Total project cost is estimated to be \$428,904 with \$328,304 expected to be funded by the grant.

Resolution No. 8162

Motion by Ruffin seconded by Brown:

WHEREAS, the Parish of Sabine is submitting an application for a FY 2019 Louisiana Community Development Block Grant for street improvements; and

WHEREAS, the Parish of Sabine has entered into a contract with The Coordinating & Development Corporation for administrative services in the amount of \$37,200, and entered into a contract with BALAR Engineers for engineering services in the amount of \$63,400; and

WHEREAS, the Parish of Sabine will receive 2 bonus points for their monetary contributions: 1 point for paying pre-agreement and administrative consultant costs, and 1 point for paying engineering costs.

NOW THEREFORE BE IT RESOLVED, that the Police Jury of the Parish of Sabine, Louisiana does hereby agree to use local funds to pay for all engineering and administration fees associated with the implementation of the LCDBG program on the contingency the FY 2019 LCDBG Street Improvements project is funded by the State of Louisiana.

This resolution having been submitted to a vote, the vote thereon was as follows:

Yeas: Funderburk, McCormic, Brown, Ruffin, Garcie, Sepulvado, Ebarb, Byrd

Nays: 0

Abstain: 0

Absent: Bison

And the resolution was declared adopted on the 17th day of October 2018.

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

s/Mike McCormic
Mike McCormic
Vice-President

Resolution No. 8163

Motion by Ruffin seconded by Byrd:

WHEREAS, the Parish of Sabine is submitting an application for a FY 2019 Louisiana Community Development Block Grant for street improvements,

NOW THEREFORE BE IT RESOLVED, that President Ronald L. Bison or Vice-President Mike McCormic is hereby authorized to complete, sign, and otherwise execute any documents necessary to complete the 2019 LCDBG application.

This resolution having been submitted to a vote, the vote thereon was as follows:

Yeas: Funderburk, McCormic, Brown, Ruffin, Garcie, Sepulvado, Ebarb, Byrd

Nays: 0

Abstain: 0

Absent: Bison

And the resolution was declared adopted on the 17th day of October 2018.

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

s/Mike McCormic
Mike McCormic
Vice-President

16. Consider the Abandonment of Addison Road Located in Ward 1, Road District 18
The Road and Shop Committee has considered the possible abandonment of Addison Road which is located in Ward 1, Road District 18. The road has been inspected and it has been determined that the portion of the road past .35 miles from Highway 171 does not meet the criteria established by the Jury to determine that a road serves a public purpose. The Road and Shop Committee recommended abandonment of that portion of the road past the school bus turn around.

Resolution No. 8164

Motion by Funderburk and seconded by Brown to abandon that portion of Addison Road in Ward 1, Road District 18 that is past the school bus turn around retaining that portion of the road from Highway 171 to the school bus turn around, approximately .35 miles, in the Parish-wide Road System.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1- Bison

17. Discuss Types of Trash to Be Accepted at Compactor Stations

Mr. Charlie Brown addressed the police jury concerning the types of trash that will be accepted at the parish solid waste compaction stations. There was a general discussion about the collection and disposal of appliances and other metal objects at the stations.

18. Ratify Hiring of Brett Mitchell

On October 10, 2018, Mr. Brett Mitchell was hired as an equipment operator working primarily for Ward 1, Road District 18. Mr. Mitchell has passed the required physical and drug test.

Resolution No. 8165

Motion by Funderburk and seconded by Garcie to ratify the October 10, 2018, hiring of Mr. Brett Mitchell as an equipment operator. Mr. Mitchell will be hired at the beginning rate of \$11.27 per hour and will be subject to the normal Payroll Step Plan increases.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1- Bison

19. Consider Pay Raise for Parish Personnel

Mr. Charlie Brown addressed the Police Jury concerning a possible increase in the parish employees' pay. Mr. Ebarb noted that the last across-the-board pay increase was in 2014.

Mr. Brown requested that the Parish Finance Committee be requested to investigate the possibility of increasing pay and to make a recommendation to the full Jury.

Resolution No. 8166

Motion by Sepulvado and seconded by Byrd to refer consideration of an increase in pay for parish employees to the Finance Committee and to request the Committee to report their recommendation to the full Jury.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1- Bison

20. Consider Fiscal Year 2019 CDC Membership Dues

The Sabine Parish Police Jury has received a membership dues request for the fiscal year 2019 from The Coordinating & Development Corporation in the amount of \$9,220. The requested membership fee is the same amount as was paid for fiscal year 2018.

Resolution No. 8167

Motion by Byrd and seconded by Sepulvado to authorize the continued membership of the Sabine Parish Police Jury in The Coordinating & Development Corporation and to pay \$9,220 in dues for the fiscal year 2019.

The voting was as follows:

Yeas: 6 Nays: 0 Absent: 1-Bison Abstain: 2- Ruffin, Ebarb

21. Federal Off System Bridge Replacement Program – Annual Certification of Compliance

Resolution No. 8168
ANNUAL CERTIFICATION
OF COMPLIANCE WITH
STATE OF LOUISIANA
OFF SYSTEM BRIDGE REPLACEMENT PROGRAM

WHEREAS the Code of Federal Regulations as enacted by the United States Congress mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each State; and

WHEREAS the responsibility to inspect, rate and load post those bridges under the authority of Sabine Parish in accordance with those Standards is delegated by the Louisiana Department of Transportation and Development to Sabine Parish.

THEREFORE, BE IT RESOLVED by the governing authority of Sabine Parish (herein referred to as the Parish) that the Parish in regular meeting assembled does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as DOTD) that for the period 1 October 2017 through 30 September 2018:

1. The Parish has performed all interim inspections on all Parish owned or maintained bridges in accordance with the National Bridge Inspection Standards.
2. All bridges owned or maintained by the Parish have been structurally analyzed and rated by the Parish as to the safe load capacity in accordance with AASHTO Manual for Maintenance Inspection of Bridges. The load posting information that has been determined by the LA DOTD for all bridges where the maximum legal load under Louisiana State law exceeds the load permitted under the operating rating as determined above has been critically reviewed by the Parish. Load posting information has been updated by the Parish to reflect all structural changes, and obsolete structural ratings or any missing structural ratings.
3. All Parish owned or maintained bridges which require load posting or closing are load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1.1.1.S. All DOTD supplied load posting information concerning a bridge has been critically reviewed by the Parish Engineer prior to load posting.
4. All bridges owned or maintained by the Parish are shown on the attached list in the format specified by the DOTD. Corrections to data supplied to the Parish by LA DOTD are noted.

These stipulations are prerequisites to participation by the Parish in the Off-System Bridge Replacement Program.

This resolution was considered section by section and as a whole and upon motion of Funderburk, being seconded by Sepulvado was adopted by the following vote on this the 17th day of October, 2018.

Yeas: 8 Nays: 0 Absent: 1-Bison

22. Capital Improvement Program Priority List (3 Years – 2019, 2020, 2021)- Reminder Only

Jurors were reminded the Jury needs to adopt a three (3) year Capital Improvement Program Priority List for roads for the years 2019, 2020, and 2021. This must be done prior to January 1, 2019 in order to comply with the Parish Transportation Act.

23. Authorize Payment of Approved Bills

Resolution No. 8169

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

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1-Bison

24. Appropriate Sales Tax for October Operations (\$215,000)

Resolution No. 8170

Motion by Ruffin and seconded by Sepulvado to appropriate and transfer \$215,000.00 from the Sales Tax Fund to the Parishwide Transportation Fund for October 2018 operations.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1-Bison

25. Committee Reports

Personnel Committee:

Mr. Ebarb reported that the Personnel Committee has selected three of the applicants for the road superintendent position and four of the applicants for the position of secretary at the road office to be interviewed on Friday, October 19th. The Committee will then present its recommendations to the full Jury.

Road and Shop Committee:

Mr. Byrd reported that the Road and Shop Committee had obtained three quotes for the replacement of the defective overhead doors on the shop building. The project has been awarded to the lowest quote of \$24,550 offered by Ark-La-Tex Garage Door Company.

The Committee recommended that the dump truck D-08, a 2008 model Mack GU713 dump truck with vehicle identification number 1M2AXO3C98M001105, be declared surplus and sold.

Resolution No. 8171

Motion by Byrd and seconded by Funderburk to declare the dump truck D-08, a 2008 model Mack GU713 dump truck with vehicle identification number 1M2AXO3C98M001105, surplus equipment and sale it in accordance with state law.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1-Bison

Courthouse and Jail Committee:

Mr. Sepulvado reported that the electrical improvements in the Office of the Clerk of Court to facilitate updated computer hardware has been completed.

26. Operations

There was a general discussion of the policies and procedures currently in place for the transfer of an employee assigned to report for work in one road district to assignment in another road district.

Mr. Byrd noted that the maintenance crew for Road District 4 and Road District 20 needs another employee.

Resolution No. 8172

Motion by Ruffin and seconded by Garcie to hire a temporary equipment operator at the hourly rate of \$11.27 for a period not to exceed six months to be assigned to work in the maintenance crew for Road District 4 and Road District 20.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1-Bison

Mr. Bobby Gibson addressed the Police Jury concerning the condition of Zachery Taylor Road.

27. Adjournment

Resolution No 8173

Motion by Brown and seconded by Sepulvado to adjourn.

The voting was as follows:

Yeas: 8 Nays: 0 Absent: 1-Bison

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

s/ Mike McCormic
Mike McCormic
Vice-President