

Concordia Parish Police Jury

4001 Carter Street, Rm 1

Vidalia, LA 71373

Phone: 318-336-7151 Fax: 318-336-9915

conppj.org

Notice Posted: 04/23/2021 3:00 p.m.
(Date) (Time)

NOTICE OF PUBLIC MEETING REGULAR MEETING AGENDA** MONDAY, APRIL 26, 2021 – 6:00 PM 4001 CARTER STREET, ROOM 2 VIDALIA, LA 71373

OFFICERS:

Joseph Parker, Sr.
President

Adam Probst
Vice-President

Sandi T. Burley
*Secretary /
Treasurer*

JURORS:

District 1A
Maurice Bachus

District 1B
Joseph Parker, Sr.

District 2
Willie Bill Yearby

District 3A
Adam Probst

District 3B
Scottie Whittington

District 4A
Genesis Allen

District 4B
Gary Neal

District 5A
Collin Edwards

District 5B
Brad Adams

Call to Order, Invocation, Pledge and Roll Call of Members

- 1) Approve minutes of regular meeting held April 12, 2021
- 2) Approve minutes of the Finance Committee meeting held April 20, 2021
- 3) Adopt Resolution 21-006 – Sewer District Revenue Refunding Bond Series 2021
- 4) Adopt Resolution 21-007: 2021 Millage Rate
- 5) Adopt Resolution 21-008: Winn Parish, Joshua McCallister for PJAL Board Member
- 6) Review the Request from CPSB for materials needed for MHS road repairs.
- 7) Discuss Speed Limit on East Road (Probst)
- 8) Committee Reports / Action:
 - a) Personnel – Revision to Purchasing and Procurement Policies and Procedures
 - b) Finance – Review for Adoption 2020 Quarter 4 Revised Budget; 2021 Q1 Budget
- 9) Projects: Brushy Bayou; DR 4462; DR 4590(Winter Storm), LCDBG
 - a. Adopt Resolution 21-009: LCDBG 22-23 Application for Concordia Sewer District
- 10) Ordinances / Violations
- 11) Secretary / Treasurer's Report
 - a. Tier 3 Reports due May 15th
- 12) Approve the Following Occupational License:
 - a. Age Appropriate Enterprises – Ahren Williams – 2198 Hwy 65, Ferriday - Entertainment
- 13) Superintendent's Work Orders
- 14) Review Work Orders
- 15) Correspondence / Public Comments (on agenda items)
- 16) Adjourn

PARTICIPATION AVAILABLE THROUGH THEZOOM LINK BELOW:

Via Telephone:

Via App:

Via Website:

312-626-6799, 3183367151# Meeting ID: 318 336 7151 <https://us02web.zoom.us/j/3183367151>

**The Concordia Parish Police Jury affords the opportunity to any member of the public, present at its meetings, to address the Jury prior to final action on any matter under consideration before the full jury. In accordance with the American Disabilities Act, if you need special assistance contact Sandi T. Burley at 318-336-7151 describing the assistance required.

Concordia Parish Police Jury is an Equal Opportunity Provider and Employee

**PARISH POLICE JURY
REGULAR MEETING
APRIL 12, 2021
6:00 P.M.**

The Police Jury of Concordia Parish met this day in regular session convened. There were present the following members:

President: Joseph Parker, Sr.

Members: Maurice Bachus, Willie Yearby, Scottie Whittington, Gary Neal
Adam Probst, Genesis Allen, Collin Edwards, Brad Adams

Absent:

Secretary Treasurer: Sandi T. Burley

Invocation: Mr. Yearby

Pledge of Allegiance: Mr. Whittington

The Pledge, Invocation, and Roll Call were conducted. A quorum was present.

- 1) A motion was made by Mr. Probst seconded by Mr. Yearby to approve the March 22, 2021 regular meeting minutes as mailed. Motion carried unanimously.
- 2) Mr. Matt Johns, Executive Director of the Rapides Area Planning Commission and Vice Chair of the Louisiana Watershed Initiative for Region 2 presented to the Jurors. Mr. Johns completed an overview of the LWI and its proposed structure. The Regional Watershed Coalition created for the watershed management was reviewed. The planning and development, including technical assistance was explained. Under this assistance, the coalition would coordinate regional planning of river systems in the region. This includes updates to NFIP maps and building standards. The coalition would also help with floodplain management and other flood related technical assistance to communities. Most importantly, the coalition would be tasked with housing and operating a watershed model for Region 2. This would ready data to be used to review and create projects and apply for grant funding as it pertains to drainage and funding.

Mr. Johns further explained the coalition is being proposed to be its on political subdivision under state charter. Many recommendations for full implementation of the coalition are being reviewed. This includes how the coalition is built, funded, composed, and services it would provide. Mr. Johns asked for feedback on the propositions for the coalition. Upon completion of his overview, Mr. Parker thanked him for his presentation.
- 3) A request was received from the Concordia Parish School Board to repair the bus road at Monterey High school. A motion was made by Mr. Yearby seconded by Mr. Bachus to approve the request. Motion carried unanimously.
- 4) A request was received from the Health Unit, approved by the Department of Health to approve the purchase of a new truck for the Sanitarian. A motion was made by Mr. Probst

seconded by Mr. Yearby to approve the purchase of a new truck and amend the budget accordingly. Motion carried unanimously.

5) Committee Reports / Action:

- a) Public Works – Discussion with Waste Pro on garbage on the numerous and repetitive complaints through the course of the last year and a half. Ms. Jolene Johnson, Mr. Karl McCarthy, and Mr. Sedrick Robinson were present to represent Waste Pro. Mr. Parker allowed each Juror to discuss the issues in their district.

Mr. Neal stated that it seems that we are being sent the older trucks which are causing more breakdowns resulting in delays in garbage pickup. He also asked if a lighter truck could be used on some of the less populated dirt roads to prevent from damaging the roads. Mr. McCarthy responded that lead times for parts have been long, causing a shortage in extra equipment.

Mr. Edwards stated that not one week since he has been in office has there not been any problems. His district spans from Clayton to Wildsville which includes multiple days of routes, however the Thursday route seems to be the most problematic. One constituent went six weeks without pickup.

Mr. Adams agreed with Mr. Edwards on the repetition of problems. Specifically, the Friday route. Communication is the biggest part of the problem, as we do not get notified when there are issues to let our constituents know. Mr. Adams also expressed his frustration with the Monterey Compactor Site not being maintained correctly causing service issues. When the compactor is broken, an open top is not brought to service additional garbage needs. This leaves one open top to handle the demands, which typically fills up over the course of a single weekend. Mr. Sedrick stated that the open top containers are in short supply and they have brought in a welder just to fix some of the older containers to have additional inventory. Mr. McCarthy asked to consider having an empty open top scheduled for each Friday as a proactive measure.

In summary, Mr. Parker stated that the repetition of problems needs to get better. The key to working together when problems occur is communication. Mr. Parker then allowed Mr. McCarthy, Ms. Johnson, and Mr. Robinson to address the Jurors.

Mr. McCarthy and Mr. Robinson shared the issues of staffing problems. Many have been let go for failing to perform and finding new employees that can pass a drug test has become harder. Operationally, parts for equipment repairs have had longer lead times causing a shortage in available trucks. Mr. McCarthy shared his cell phone with the Jurors to call him any time there is a problem.

- b) Discussion of new GPS systems and contract was held. The initial GPS systems were implemented in 2018. Since this time, change in point of contacts with Verizon Fleet Management has prevented the Parish from having the GPSs serviced when outages or replacements are needed. Ms. Burley presented a proposal from Acadian Total Security. This company was runner up in the prior requests for proposals. A motion was made by Mr. Adams seconded by Mr. Yearby to proceed with option two of the service proposal for new GPS systems with Acadian. Motion carried unanimously.

- c) The purchase orders and bank statements had been reviewed by the Finance Committee prior to the meeting. A motion was made by Mr. Probst seconded by Mr. Bachus to ratify the purchase orders and bank statements as presented. Motion carried unanimously.
- d) A state contract quote was received from Brantech Solutions to replace the computers and recording system in the Parish Office. Discussions were held regarding the end result of a new system. The current office computers are ten years old and still operate on Windows 7. A motion was made by Mr. Probst seconded by Mr. Adams to approve the purchase and allocate funding from the Recovery Act. Motion carried unanimously.

6) The Projects of the Parish were next discussed. Ms. Burley provided updates and explanations of the open projects.

Brushy Bayou: Further meetings have been held with FEMA to approve the revised BCA; USACE expects to have the permitting complete by end of May. DOTD has no requests for information or changes to date.

DR-4462: Working on 406 mitigation details to complete the damage inventory;

LCDBG – Two CDBG projects are in progress. The first public hearing will be held April 20th at 10 am.

One of the projects to be reviewed is a renovation of the sewer lagoon ran by the Concordia Sewer District. A motion was made by Mr. Yearby seconded by Mr. Adams to appropriate up to \$400,000 of the American Recovery Act Funds toward the engineering and cost overrun propensity of the project. Motion carried unanimously.

DR4590 – Ten Requests for Public Assistance (RPA) have been submitted to FEMA. The parish and municipalities are waiting for FEMA to make Category A, E, F, and G available for funding reimbursement requests. All are waiting on the Category A – Debris Removal to proceed with vegetation pickup from the storm.

7) Ordinance Violations of the Parish were next discussed. A motion was made by Mr. Probst seconded by Mr. Yearby and carried unanimously to site the following properties.

Probst – 163, 175, 177, 184 Burl Roberts – grass ordinance

Neal – 251, 249, 247, 254, 241, 341, 343 North Grove – ordinance violations

8) Under the Secretary / Treasurer's report, Ms. Burley discussed the upcoming millage renewal process. She also updated the Jurors on the Sewer and Water Districts refinancing debt. The Sewer District will be refinancing revenue bonds previously issued under USDA, while the Water District is looking to refinance under a lower interest rate.

Ms. Burley also brough forward the request by the Fifth Levee District to build a temporary coffer dam at the beginning of Six Mile Bayou at the levee in order to make repairs to the stem valve and gate. If any heavy rains occur while the coffer dam is in place, it will be removed to allow for water flow. A motion was made by Mr. Adams seconded by Mr. Yearby to approve the request. Motion carried unanimously.

Lastly, Ms. Burley presented the Jurors with a new resolution requesting to be executed for designation of authority to execute documents with LRPIC, the Parish's self-funded liability policy. A motion was made by Mr. Adams seconded by Mr. Yearby to approve the resolution (assigned as 21-005).

9) A motion was made by Mr. Yearby seconded by Ms. Allen and approved unanimously to approve the following occupational license:

- a. Rose Luxury Boutique – Malika Williams – 2198 Hwy 65 – Clothing Boutique
- b. Mr. B's Seafood – Brian Keith Seals – 1046 Moose Lodge – Mobile Food Trailer
- c. D&M Professional Services – Derrick Turner – 207 Levee Heights – lawn care, floors, paint and sanitize buildings
- d. Triple C Bladeworks – Shelia Maxwell – 307 Stephens Road – knives, wallets, etc

Discussion was held to uphold the ordinance mandate requiring all commercial businesses to have a dumpster; to prevent further demands on residential pickup and hold the business responsible for properly disposing of waste conducted by their business activities.

10) Under the Superintendent's Materials and Work Requests, Mr. Guillory brought forward: Limestone – 14 yards on Roundtree; 30 yards on Poole Road, Ferriday; 30 yards on Bob Rife; 15 yards on Doty Road; 15 yards on Ron Road; 75 yards on Red River Landing; 8 yards on Dan Howard

Maintenance gravel – 15 yards on Lee Circle; 45 yards on Jackson Cranfield; 90 yards on Archer; 7 yards on Furr Road

Pitrun – 15 yards on Mack Moore; 45 yards on Ferguson; 45 yards on Lee Circle; 15 yards on Passman Road

Culverts – 4 culverts are needed for Wildcow (1 – 24x36; 3-36x36); Lee Circle – 18x30; LS Wade - 15x33; Oscar Finley – 18x24; Bodark – 18x32; Mack Moore – 24x30; Mr. Guillory approximated \$12-15 thousand dollars for the culvert request.

A motion was made by Mr. Probst seconded by Ms. Allen to approve the material request. Motion carried unanimously.

11) Superintendent's work order requests were next discussed. A motion was made by Mr. Probst seconded by Ms. Allen and carried unanimously to approve the following:

Yearby – Concordia Park – pipe under Road at 565 and 575 is clogged; Freeman Road needs maintenance; 221 Freeman Road, tree down over ditch.

Whittington – Forrest Road needs a major undertaking to build up part of the road; at the end of Airport Road there are culvert and drainage issues; overall drainage issues in the area were discussed

Allen – Drainage issues around Harper and Townsend Road

Probst – ditch on Little Acres needs cleaning

Neal – tree needs removing off of Lee and Bea, also blow out in culvert in this area; Crestview has tree needing to be removed

Edwards – potholes on Robert Webber Drive need attention

Parker – Lower Levee Road needs "Children at Play" and MPH signage

12) Correspondence / Public Comments –

- a) Water leak in women's bathroom in Courthouse

13) There being no further discussion, a motion was made by Ms. Allen and seconded by Mr. Probst to adjourn. Motion carried unanimously.

Sandi T. Burley, Secretary / Treasurer

Finance Committee Meeting

Date: April 20, 2021 at 8:00 am

Present: Adam Probst, Maurice Bachus

Agenda: Review 2020 Quarter 4 Final Budget; Review 2021 Amended Budget

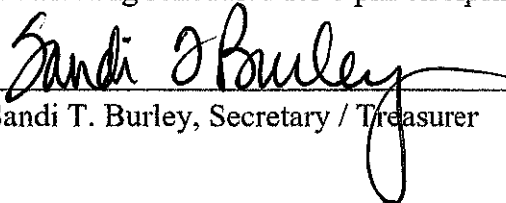
Mr. Probst called the meeting to order. Ms. Burley shared with the committee the recommended Quarter 4 revised budget needed for adoption to comply with the statutes where a 5% variance from the original adopted budget occurred. Recommendations were prepared and reviewed for each schedule. A

“Transfer from Cash Reserves” was implemented when needed on the individual schedules.

Discussions of revenue shortfalls and expenditure overruns were reviewed and discussed. The final adopted 2020 Quarter 4 Revised Budget will be attached to the minutes of the April 26, 2021 meeting.

Ms. Burley then distributed the Quarter 1 Budgets that exemplified the adopted 2021 budget versus actuals spent in the first quarter. A recap for each schedule was presented along with an individual review of each schedule. Recommended changes to the 2021 Adopted Budget were underlined for easier observation and discussion, especially those varying more than 25% for the first quarter. Some expenditures are made in the first quarter as a whole, while most are paid monthly or quarterly. The first distribution of Severance Taxes have not yet been received for 2021. This revenue is being watched carefully due to such a shortfall in 2020 to the General Fund. The final adopted Quarter 1 Review and amended 2021 Adopted Budget will be attached to the minutes of the April 26, 2021 meeting.

With no further matters to discuss, the Committee will bring forth their recommendations for formal approval by the Jurors at the regular meeting scheduled for 6 pm on April 26, 2021.


Sandi T. Burley, Secretary / Treasurer

Resolution 21-006

The following resolution was offered by _____ and seconded by _____:

RESOLUTION

A resolution approving the issuance, sale and delivery of not exceeding Two Million Four Hundred Thirty-Three Thousand Dollars (\$2,433,000) of Sewer Revenue Refunding Bonds of Sewerage District No. 1 of the Parish of Concordia, State of Louisiana.

WHEREAS, the Board of Supervisors of Sewerage District No. 1 of the Parish of Concordia, State of Louisiana (the "Board"), acting as the governing authority of Sewerage District No. 1 of the Parish of Concordia, State of Louisiana (the "District"), and pursuant to a resolution adopted by the Board on April 20, 2021, proposes to issue not exceeding Two Million Four Hundred Thirty-Three Thousand Dollars (\$2,433,000) of Sewer Revenue Refunding Bonds of the District (the "Bonds"), to provide debt service savings to the District, and providing for other matters in connection therewith (the "Resolution"); and

WHEREAS, the District has requested this Police Jury approve the issuance, sale and delivery of the Bonds; and

WHEREAS, as required by Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, it is now the wish of this Police Jury to approve the issuance of the Bonds;

BE IT RESOLVED by the Police Jury of the Parish of Concordia, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of Concordia, State of Louisiana (the "Parish"), that:

SECTION 1. In compliance with the provisions of Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, and in accordance with the request of the Board of Supervisors of Sewerage District No. 1 of the Parish of Concordia, State of Louisiana, this Governing Authority hereby approves the issuance, sale and delivery of not exceeding Two Million Four Hundred Thirty-Three Thousand Dollars (\$2,433,000) of Sewer Revenue Refunding Bonds of the District in accordance with the parameters and provisions of the Resolution. The Bonds will be secured by and payable from the income and revenues derived or to be derived from the operation of the sewerage system (the "System"), after provision has been made for payment therefrom of the reasonable and necessary expenses of administration, operation and maintenance

of the System, all in accordance with the provisions of La. R.S. 39:531 and the other applicable provisions of Part II of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and/or other applicable laws.

SECTION 2. Neither the Parish of Concordia nor this Governing Authority shall be liable in any manner for the payment of principal and/or interest on the Bonds.

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

<u>Member:</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Maurice Bachus	_____	_____	_____	_____
Joseph Parker	_____	_____	_____	_____
Willie Bill Yearby	_____	_____	_____	_____
Adam Probst	_____	_____	_____	_____
Scottie Whittington	_____	_____	_____	_____
Genesia Allen	_____	_____	_____	_____
Gary Neal	_____	_____	_____	_____
Collin Edwards	_____	_____	_____	_____
Brad Adams	_____	_____	_____	_____

This resolution was declared adopted on this, the 26th day of April, 2021.

/s/ Sandi Burley

Secretary-Treasurer

/s/ Joseph Parker, Sr.

President

STATE OF LOUISIANA

PARISH OF CONCORDIA

I, the undersigned Secretary-Treasurer of the Police Jury of the Parish of Concordia, State of Louisiana (the "Governing Authority"), the governing authority of the Parish of Concordia, State of Louisiana (the "Parish") do hereby certify that the foregoing pages constitute a true and correct copy of the resolution adopted by the Governing Authority on April 26, 2021, approving the issuance, sale and delivery of not exceeding Two Million Four Hundred Thirty-Three Thousand Dollars (\$2,433,000) of Sewer Revenue Refunding Bonds of Sewerage District No. 1 of the Parish of Concordia, State of Louisiana.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Parish at Vidalia, Louisiana, on this, the 26th day of April, 2021.

Secretary-Treasurer

(SEAL)

RESOLUTION 21-007

BE IT RESOLVED, on a motion made by ____ seconded by ____ the following millage(s) are hereby levied on the 2021 tax roll on all property subject to taxation by Concordia Parish Police Jury, Parish of Concordia:

MILLAGE

<u>Millage:</u>	<u>Rate:</u>
Tax for General Alimony	2.25 mills
Tax for Library	8.41 mills
Tax for Health Unit	1.79 mills
Tax for Drainage Works / Buildings	9.90 mills
Tax for Council on Aging	3.96 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Concordia, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2021, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection hereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full; the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: NAYS: ABSTAINED: ABSENT:

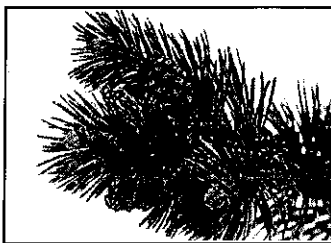
PASSED: FAILED:

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on April 26, 2021, at which meeting a quorum was present and voting.
Concordia Parish Police Jury, Vidalia, Louisiana, this 27th day of April, 2021.

Joseph Parker, Sr., President

Sandi T. Burley, Secretary/Treasurer



WINN PARISH POLICE JURY

P.O. Drawer 951, WINNFIELD, LOUISIANA 71483-0951

Phone (318) 628-5824 Fax (318) 628-7336

E-Mail: pj1admin@wppj.net

www.winnparishpolicejury.com

Joshua McAllister
President

March 22, 2021

MAR 24 2021

Karen Tyler
Secretary-Treasurer

Concordia Parish Police Jury
4001 Carter St, Room 1
Vidalia, La. 71373

Allen Michael McCartney
Vice-President

Dear Jurors:

Re: Candidacy for Region Eight Executive Board

District One
Phillip Evans

Please find enclosed a copy of subject resolution as adopted by the Winn Parish Police Jury in regular session convened on the 15th day of March, 2021.

District Two
Deionne Carpenter

Please support the election of Mr. Joshua McAllister for Executive Board Member of the VIII Police Jury Region of the Police Jury Association of Louisiana.

District Three
Joshua McAllister

Sincerely,

Karen Tyler
Secretary/Treasurer

District Four
Tammy Griffin

Enclosure

District Five
Kirk Miles

District Six
Author Robinson

District Seven
Allen Michael McCartney

MAR 24 2021

State of Louisiana



Parish of Winn In the Name and By the Authority of The Police Jury of Winn Parish

On motion by Mr. Kirk Miles and second by Mr. Author Robinson, the Winn Parish Police Jury adopted the following Resolution:

RESOLUTION #005 of 2021

A RESOLUTION ENDORSING JOSHUA MCALLISTER IN HIS CANDIDACY FOR ELECTION AS EXECUTIVE BOARD MEMBER, REGION VIII OF THE LOUISIANA POLICE JURY ASSOCIATION

WHEREAS, Mr. McAllister has been a member of the Winn Parish Police Jury representing District 3 for six (6) years; and

WHEREAS, Mr. McAllister served as Vice-President of the Winn Parish Police Jury for four (4) years; and

WHEREAS, Mr. McAllister is currently serving his second term as President of the Winn Parish Police Jury; and

WHEREAS, Mr. McAllister has held committee chairmanships for the Winn Parish Police Jury Bill Approval & Bids Committee, Personnel Committee, Wildlife & Tourism Committee of the Winn Parish Police Jury; and

WHEREAS, Mr. McAllister is a member of the Road Committee, Budget & Finance Committee, Building & Grounds Committee, Community Development Committee, Personnel & Drug Testing Committee, Poll & Precinct Committee, and Homeland Security Committee of the Winn Parish Police Jury; and

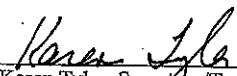
WHEREAS, Mr. McAllister is a member of the National Association of County Officials; and

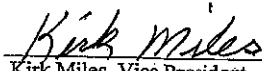
WHEREAS, Mr. McAllister serves on Louisiana Truck and Research Council, Vice-President of McManus Timber Company, Chairman of Louisiana Loggers Association, and serves on the Executive Board of the American Loggers Association; and

NOW, THEREFORE, BE IT RESOLVED that the members of the Winn Parish Police Jury, in Regular Session convened on this 15th day of March, 2021, does hereby urge all Parishes in Region VIII to endorse and support the election of Mr. Joshua McAllister for Executive Board Member Region VIII of the Police Jury Association of Louisiana.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to all Police Juries in Region VIII, the Police Jury Association of Louisiana and all Executive Board Members requesting support for Mr. Joshua McAllister in his candidacy for election as Executive Board Member Region VIII of the Police Jury Association of Louisiana.

THUS PASSED AND APPROVED on the 15th day of March, 2021.


Karen Tyler, Secretary/Treasurer
Winn Parish Police Jury


Kirk Miles, Vice-President
Winn Parish Police Jury

APR 16 2021

CONCORDIA PARISH SCHOOL BOARD
P.O. Box 950
Vidalia, Louisiana 71373

Whest Shirley
Superintendent

Phone: (318) 336-4226
FAX: (318) 336-5875

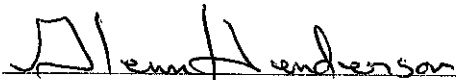
April 7, 2021

Honorable Joe Parker, President
Concordia Parish Police Jury
4001 Carter Street, Suite 1
Vidalia, Louisiana 71373

RE: Repair Road @ MHS

Dear Mr. Parker

We would like to have the Policy Jury Road Maintenance crew help us out with the repairing of the gravel road at MHS. We are certainly willing to reimburse the Police Jury for material cost as required.



Transportation/Maintenance Supervisor

Agreement

We, the Concordia Parish School System, do hereby hold the police jury harmless for any injury or damages. We, the Concordia Parish School System also agree to pay for all labor and material.

Approved: Whest Shirley Date: 4/13/21
Superintendent

PURCHASING & PROCUREMENT POLICY (Excluding Public Works)

****ALL PURCHASES FOR PUBLIC WORKS MAY FOLLOW PUBLIC BID LAW AND/OR THE LOUISIANA PROCUREMENT CODE (LPC) IN WHOLE OR IN PART AS ADOPTED; PURCHASING EXPLAINED THROUGH THIS POLICY APPLY TO PROCUREMENT OF MATERIALS, SUPPLIES, ITEMS, PROFESSIONAL SERVICES, ETC.****

The Concordia Parish Police Jury, its funds, entities, etc will be referred to as "Parish" as it pertains to this policy.

Procurement: the process of acquiring, buying, purchasing, renting, leasing, or otherwise obtaining goods and services.

I. GENERAL PURCHASING PROCEDURES FOR ALL DEPARTMENTS

1. *The basic records to be used in our purchasing procedures are as follows:*

- a) Purchase order
- b) Invoice
- c) Shipping ticket when available

*A shipping ticket *will not* be used as a substitute for an invoice. An itemized invoice showing all merchandise received and the amount charged per item must be received before the purchase order can be processed. The invoice must be received by the last day of the month in order to be included in processing purchase orders for that month.

2. *Initiating Purchase Orders:*

- a) All purchase orders must be initiated and approved by individuals authorized by the Parish. These individuals are the Maintenance Unit Purchasing Agent, Superintendent, Secretary/Treasurer, Custodian Supervisor, and the Parish President.
- b) Exceptions apply to the Criminal Court Fund, where one Judge and the District Attorney must jointly sign for expenditures from this fund; however no capital outlay purchases may be made from this fund
- c) There are no purchase orders for the Concordia Parish Public Health Fund, from which bills are paid. However, all purchases above \$500.00 for the Concordia Parish Health Unit must be preapproved by the Concordia Parish Police Jury before the purchase is made.

3. *Receiving Procedures:*

- a) The authorized purchaser will check the shipment to make sure that all items are received as listed on the invoice and shipping ticket.
- b) If all items listed on the invoice are accounted for, the authorized purchaser will sign the invoice or shipping ticket and attach to the purchase order.
- c) If all items are not received, the authorized purchaser will contact the vendor to find out why the items listed were not shipped. In no case, will any items be placed on back order. If the un-received items cannot be shipped, the items will be removed from the order and a written credit will be requested from the vendor. The items will be removed from the order and a written credit will be requested from the vendor. The credit must be received before payment is made.

4. *Processing Purchase Orders:*

- a) Purchase orders and all supporting documentation will be routed to the bookkeeper at the Parish office.
- b) The Bookkeeper shall code all of the purchase orders for the month and hold for review and ratifying by the Finance Committee

5. *Reviewing and Ratifying Purchase Orders:*

- a) The Bookkeeper will prepare a list of all purchase orders processed during the previous month. The list will be submitted to all members of the Police Jury prior to its first meeting of the month. This list will include the following:
 - 1 – Purchase order number
 - 2 – Name of Vendor
 - 3 – Items purchased
 - 4 – Date of purchase order
 - 5 – Amount of the purchase order
- b) Monthly –at the first public Police Jury meeting, purchase orders are reviewed by two members of the Finance Committee. Each member must initial the purchase order as reviewed. After reviewing, the purchase order requisition is ratified by the Jury and recorded in the minutes as doing so.
- c) Subsequent to ratification, the bookkeeper will then process payments for the invoices.
- d) All checks disbursing funds shall have two signatures. The authorized signers for checks shall include the Secretary/Treasurer, Police Jury President, and Police Jury Vice-President.
- e) Once checks are signed, the bookkeeper will mail payment and file the transaction with all supporting documentation in the appropriate funds' file.

6. *Retention Period:*

- a) The duplicate/triplicate copy of the purchase order and any supporting documentation shall be retained for five years.

II. PROCUREMENT BY THE PARISH MAINTENANCE UNIT (under \$30,000):

- a) The Parish Purchasing Manager will be responsible for ordering all parts, materials and supplies and issuing purchase orders. This merchandise will be shipped with prices and purchase order number affixed to the invoice and /or shipping tickets.
- b) Items under \$30,000.00 shall be secured with a minimum of two written quotes for materials and supplies, if feasible. When items are needed on short notice, quotes by phone may be used if properly documented.
- c) Items over \$2,000 require the approval of the President. Items over \$5,000 require the approval of the Jury unless funds have been appropriated or bids have been taken (i.e. fuel, road materials, etc.)
- d) Procurement of any items costing \$30,000.00 or more comes under the Louisiana State Bid Law (RS 38:2212.1), unless state procurement contracts are used.

III. PROCUREMENT BY PARISH OFFICE, COURTHOUSE MAINTENANCE AND PUBLIC HEALTH FACILITIES (under \$30,000):

- a) The Secretary Treasurer shall be responsible for approving items costing under \$2,000.00 for use within the Parish office, courthouse maintenance or public health facility.

This does not include purchases for any office within the courthouses other than the Parish office, with the exception of janitorial and maintenance supplies for the jail facility. This merchandise will be shipped with prices and purchase order number affixed to shipping tickets and/or invoices.

- b) Items over \$2,000 require the approval of the President. Items over \$5,000 require the approval of the Jury unless funds have been appropriated or bids have been taken (i.e. fuel, road materials, etc.).
- c) Items under \$30,000.00 shall be secured with a minimum of two written quotes for materials and supplies, if feasible. When items are needed on short notice, quotes phone may be used is properly documented.
- d) Procurement of any items costing \$30,000.00 or more comes under the Louisiana State Bid Law (RS 38:2212.1), unless state procurement contracts are used. In the absence of a Louisiana state contract, the Police Jury recognizes *Sourcewell* as a cooperative purchasing resource which obtains bids and follows procurement requirements recognized by the state – using their Louisiana vendors, contacts, suppliers, etc.

All purchases must be approved by the Police Jury before the purchase is made. If the lowest bidder is not awarded the purchase, written justification must accompany the approval as supporting documentation.

IV. PROCUREMENT OF MATERIALS & SUPPLIES (greater than \$30,000)

- a) Purchase of anything costing \$30,000.00 or more comes under the Louisiana State Bid Law (RS 38:2212.1) unless procured through existing state contracts which preclude the use of Public Bid Law.
- b) In the absence of a Louisiana state contract, the Police Jury recognizes *Sourcewell* as a cooperative purchasing resource which obtains bids and follows procurement requirements recognized by the state – using their Louisiana vendors, contacts, suppliers, etc.
- c) When applicable, all documents required under Public Bid Law are to be used. This includes the Uniform Public Work Bid Form and Unit Price Form.

V. PROCUREMENT OF PROFESSIONAL SERVICES

- a) Under Public Bid Law, the Parish is not required to advertise, receive bids, or engage in competitive negotiations for contracts for professional services. However sound practices to seek quotes, using the RFP process or using the Public Bid Law is recommended.
- b) The Parish may of its own accord, procure the services of professional planners, architects, engineers, etc. for services totaling less than \$30,000.
- c) On professional services totaling over \$30,000 the Parish will initiate “Request for Qualifications”. The advertisements shall be published in the official journal of the Parish at least three times with the first advertisement at least 25 days prior to the bid opening. The advertisements may also be published in any other publication in order to invite the greatest number of qualified applicants.
- d) Prior to the approval of any professional service contract, the Secretary/Treasurer will verify that the company or firm is not on the Excluded Parties List on the SAM’s website. Once the firm has been verified not to be on the list, the Secretary/Treasurer will inform the Police Jury.
- e) The Police Jury will then accept the submittals at a public meeting and take appropriate action to award the services contract to the applicant it believes is the most qualified for the contract.

VI. SOLICITATION OF MINORITY FIRMS, WOMEN’S BUSINESS ENTERPRISES AND LABOR SURPLUS AREA FIRMS

- a) Notwithstanding any provision of these procurement and purchasing policies, the Police Jury will initiate procedures to include minority firms, women’s business enterprises and labor surplus area firms by:
 - a. Placing qualified firms in these categories on solicitation lists
 - b. Assuring these firms are solicited whenever they are potential sources
 - c. Dividing total requirements into smaller tasks or quantities when feasible
 - d. Establishing delivery schedules which encourage participation by these firms
 - e. Using the services of the Concordia Economic & Development District, the Concordia Parish Chamber of Commerce, the Kisatchie Regional Planning

- and Development District, the State Department of Economic Development and any other available agencies to promote solicitation of these firms.
- f. In addition, all bid notices will be sent to each of these agencies.

VII. PROCUREMENT FOR OR DURING A STATE OF EMERGENCY

- a) All purchases of fuel, parts or supplies must be purchased by the Purchasing Agent or Superintendent.

The following information must be included on the invoice and purchase order:

The State of Emergency abbreviation/year/event number written on the invoice, followed by a numerical sequence of each purchase order for the event

Example: If the first State of Emergency is called in February 2018 will have SOE 18-01; purchase orders will be written sequentially SOE 18-01-01, SOE 18-01-02, etc.

- b) The Bookkeeper will job cost all items using the same coding procedure.
- c) For payroll purposes, any work hours designated to providing assistance during a State of Emergency (including over time) must be recorded as well. Hours will be separately recorded on time sheets and use the same coding procedure as purchase orders for materials. The Payroll Clerk will allocate these hours through job costing using the same State of Emergency record number. If overtime occurs, the employee must be paid the overtime rate of pay. Any time cards where overtime is paid must have the signature and pre-approval of the President of the Police Jury.
- d) In the absence of formal policy, the Parish will follow the policies and of GOHSEP and FEMA for requesting reimbursement for supplies, materials, equipment use, and payroll according to the guidelines established.
- e) *The Police Jury President will be in charge of approval for all emergency purchases and allocation of time.*

The provisions of the above sections shall not apply to any products or services secured by the Parish or its employees when secured under the Louisiana State Contract program.

Adopted/Revised: 04/23/2018; 04/26/2021

Concordia Fire Protection District #2

413 Airport Road
P. O. Box 1150
Vidalia, LA 71373
318 336-4658

APR 19 21
12:37P

April 16, 2021

Concordia Parish Police Jury
4001 Carter Street, RM 1
Vidalia, LA 71373

Virgil Barnes
Chairman

Doyle Bryan
Vice-Chairman

Margie
McClure
Board Member

Harvey Cowan
Board Member

Board Member

Vick Brown
Fire Chief

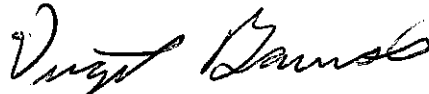
Jan Smith
Secretary/Treasurer

To Police Jury Board Members:

As Mr. Doyle Bryan has served the remaining term of Mrs. Dew, respectfully request that he be reappointed to his position as board member for the Concordia Fire Protection District #2.

Your consideration of this matter is greatly appreciated.

Sincerely,



Virgil Barnes
Chairman

As Mr. Doyle Bryan has served the remaining term of Mrs. Dew, we respectfully request that he be reappointed to his position as a board member for the Concordia Fire Protection District #2.

Your consideration of this matter is greatly appreciated.

Sincerely,

Virgil Barnes
Chairman

CONCORDIA PARISH SEWERAGE DIST. NO. 1
P.O. BOX 823
FERRIDAY, LA 71334

4-20-2021

Concordia Parish Police Jury
Vidalia, LA 71373

Mr. President:

The Concordia Sewer District #1 would like you to please appoint, reappoint
CHARLES TURNER to the Concordia Parish Sewer District # 1 Board.

He is an upstanding citizen in this community.

We the board members would greatly appreciate it if you would ^{reappoint}~~appoint~~ this person
to the board.

Thank You

Board Members:

Richard B. Crews
Melvin L. Loring
Donna L. Loring

CONCORDIA PARISH POLICE JURY

BOARD MEMBER APPLICATION

Name of Board Applying to: CONCORDIA PARISH AIRPORT AUTHORITY

Name: William J. Miller

Address: 251 Miller Rd

Mailing Address Ferriday, LA 71334

Telephone: Work: 318-452-1774

Home: _____

DOB: 1-13-1983

Social Security # ~~MADE UP~~

Occupation: Self-Employed Farmer

Employer: _____

Address: Same

Is there a conflict of interest with you becoming a member of this board? NO

Should there be a conflict of interest to arise after you become a board member, are you aware that you must notify the Police Jury and resign? YES

If appointed to this board, you will need to take an oath of office in the Clerk of Court's Office and leave a copy in the Police Jury Office.

Signed: [Signature]

Dated: 4-8-21

Appointment was made by the Police Jury on this _____ day
of _____, 20____.

President, Concordia Parish Police Jury

*PLEASE ATTACH A COPY OF YOUR CURRENT DRIVER'S LICENSE****

replace
Donna
Hanson





April 19, 2021

Concordia Parish Police Jury
Attn: Sandi Burley
4001 Carter Street, Room 1
Vidalia, LA 71373

Dear Ms. Burley:

Please accept this letter as a formal request to reappoint Mr. James King to the Concordia Parish Hospital Service District Number One dba Trinity Medical Board of Commissioners.

Thank you.

A handwritten signature in black ink, appearing to read "James Graves".

James Graves
Chairman, Board of Commissioners

RESOLUTION 21-009

RESOLUTION AUTHORIZING SUMMITAL OF FY 2022/2023 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION, AND ENTERING INTO AGREEMENTS ASSOCIATED WITH ADMINISTRATION AND ENGINEERING SERVICES

WHEREAS, the Concordia Parish Police Jury ("Parish") desires to submit a fiscal year 2022/2023 Louisiana Community Development Block Grant ("LCDBG") Public Facilities application (the "Application") for improvements to the Concordia Parish Sewer District No. 1 ("Sewer District"); and,

WHEREAS, the Parish has received a request from the Sewer District for submittal of the Application; and,

WHEREAS, the Sewer District commits local funds to pay for administrative and engineering costs associated with the Application; and,

WHEREAS, the Parish desires to enter into an agreement with Frye Magee, LLC, to perform all administrative consulting services associated with the Application, including but not limited to assistance with developing the Application, and thereafter performing all administrative consulting duties following a grant award; and,

WHEREAS, the Parish desires to enter into an agreement with Shuler Consulting Company to perform all engineering consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all engineering consulting services, including but not limited to basic engineering design, surveying, project representation, construction phase services, following a grant award.

NOW, THEREFORE, BE IT RESOLVED BY THE CONCORDIA PARISH POLICE JURY:

1. The Parish hereby approves the submittal of a sewer improvements application for LCDBG funding and accepts the Sewer District's commitment to use local funds to pay for engineering and administrative costs associated with the Application.
2. The Parish enters into an agreement with Frye Magee, LLC to develop and submit the Application, and thereafter to perform all administrative consulting duties following a grant award.
3. The Parish enters into an agreement with Shuler Consulting Company to assist with the development of the Application, and thereafter to perform all engineering consulting services, including basic engineering design, topographic surveying, project representation, construction phase services, following a grant award.

4. The Parish President is authorized to execute respective agreements with Frye Magee, LLC and Shuler Consulting Company, and to execute and submit the Application, as well as all related documents, to be on such other terms and conditions as he shall deem advisable, and to do any and all things necessary and proper to carry out this Resolution and to fulfill its objectives and purposes.
5. This Resolution shall become effective upon final adoption and signature of the President.

BE IT RESOLVED, on a motion made by ____ seconded by ____ the said Resolution having been read and considered by a quorum of the Concordia Parish Police Jury, a record vote was taken and the following result was had:

YEA:

NAY:

ABSENT:

Passed, approved and adopted this 26th day of April, 2021.

Secretary/Treasurer

President

- Concordia Parish
- Tensas Parish
- Catahoula Parish
- East Carroll Parish
- LaSalle Parish
- Caldwell Parish
- Madison Parish

Department of Revenue & Taxation
Sales and Use Tax Division
P.O. Box 160
Vidalia, LA 71373

1. Date of Application

04 / 08 / 2021
Month Day Year

APPLICATION FOR AND/OR REQUEST FOR

(Check one or more squares)

FOR OFFICE USE ONLY

2. A. ☐ Sales Tax Certificate

B. ☒ Occupational License Tax

☒ New Business

☐ Renewal

Previous Year License No.

FOR OFFICE USE ONLY

3. Class

(OLT)

4. SIC

(Sales)

C.R.N.

5. Federal Employer ID Number ☐ None

6. LA Sales Tax Number ☐ None

7. Local Sales Tax Number ☐ None

8. A. Taxpayer Name

Ahron Williams

B. Area Code-Phone Number

601-807-5381

C. Trade Name

Age Appropriate Enterprises

D. Mail Address

2198 Hwy 65

E. City, State, Zip Code

Ferriday LA 71334

F. Location-Street, City, State, Zip Code

G. Parish Location

Concordia

9. Type of Organization A. ☐ Individual B. ☒ Partnership C. ☐ Corporation D. ☐ Governmental E. ☐ Non-Profit F. ☐ Other (Specify)

10. If corporation or partnership Name, Title, Soc. Sec. No., Resident Address and Phone of Officers or Partners.

Name

Ahron Williams

Title

CEO

SSN

0000 601 40000

Resident Address

2198 Hwy 65 Ferriday LA 71334

Phone

601-807-5381

Name

Kenneth Hoyal

Title

CEO

SSN

0000 301 810000

Resident Address

206 John Dale Dr Vidalia LA 71373

Phone

601-334-5652

Name

Title

SSN

Resident Address

Phone

11. If Sole Owner (Individual) Name

Resident Address

SSN

Phone

12. Ending Month of Accounting (Fiscal Year)

13. Name and Address of Agent for Service of Process

14. Location of Accounting Records Are Maintained-Check One as Noted in Item 8 (If other, show other street, ☐ D ☐ F ☐ address, city & state)

15. If Corporation, State of Incorporation

16. Reason for Applying

A. ☒ Started New Business C. ☐ Other (specify)
B. ☐ Purchased Going Business—Name of previous Owner

17. Date Business Started/ Acquired at THIS LOCATION

18. Have you registered with the Secretary of State for Louisiana as a foreign corporation? ☒ Yes ☐ No

19. Excluding This One How Many Other Business Locations Do You Have in This Parish or Municipality? ☐

20. Nature of Business

Description of Sales or Activity Entertainment Application

If applying for Occupational License complete Schedule A (reverse side). If transferring License complete only Line 32 on reverse side.

I affirm that the information given on this application and attached schedules is true and correct

Signature of Applicant

Signature of Preparer

If different from above

Ahron Williams

Title

CEO

RECEIVED 04-09-'21 11:59 FROM- 3183361549

TO- CONC PARISH PJ

P0002/0002

Work Order	DATE	ROAD/AREA	Task	Description
40521.00	4/5/2021	KEMPS LANDING ROAD	ROADS - REPAIR	HO17 BW CARRY PERSONEL TO GRADER HO3 BW GRADED AND REPAIRED ROAD D62 RD HAULED MATERIAL HO17 BW CARRY PERSONEL TO SHOP 45 YDS OF PITRUN AND 15 YDS WASH
40521.01	4/5/2021	RED RIVER LANDING ROAD	ROADS - GRADING	GRADE ROAD MOVES TO RED RIVER LANDING AND GRADE RD MOVED GRADER TO SLOCUM LEVEE AND GRADE ROAD
40521.01	4/5/2021	SLOCUM LEVEE ROAD	ROADS - GRADING	LEVEE AND GRADE ROAD
40621.01	4/6/2021	PEALE CROSS ROAD	ROADS - GRADING	GRADING ROAD
40621.01	4/6/2021	FORMAN ROAD	ROADS - GRADING	GRADING ROAD
40621.01	4/6/2021	HERBERT CROUCH ROAD	ROADS - GRADING	GRADING ROAD
40621.01	4/6/2021	WILLIE LUSS ROAD	ROADS - GRADING	GRADING ROAD
40621.01	4/6/2021	CALKINS ROAD	ROADS - GRADING	GRADING ROAD
40621.01	4/6/2021	FINLEY ROAD	ROADS - GRADING	GRADING ROAD
40521.01	4/5/2021	LAKE SAINT JOHN	CULVERTS - REPAIR	INTSALLED CULVERT ON LAKE SAINT JOHN
40621.02	4/6/2021	LAKE SAINT JOHN	DITCHES - CLEAN OUT	WORKED ON LAKE SAINT JOHN WITH D58 TRACK HO CLEANING OUT DITCH
40721.01	4/7/2021	JACKSON CRANFIELD RD.	HAULING MATERIAL	HAULED 30 YDS OF WASH GRAVEL IN D62
40721.02	4/7/2021	LAKE SAINT JOHN	HAULING EQUIPMENT	MOVED D1 TRACK HO THIS MORNING
40721.02	4/7/2021	Shop	SHOP WORK	PILED UP GRAVEL AND CUT GRASS AT THE SHOP
40721.03	4/7/2021	FERGUSON ROAD	ROADS - GRADING	45 YDS OF PIT RUN AND BLADE ROAD
40721.03	4/7/2021	HALEY ROAD	ROADS - GRADING	BLADE ROAD
40721.03	4/7/2021	EDMOND JAMES ROAD	ROADS - GRADING	BLADE ROAD
40721.03	4/7/2021	JACKSON CRANFIELD RD.	ROADS - GRADING	BLADE ROAD
40721.03	4/7/2021	WILLIAMS ROAD	ROADS - GRADING	BLADE ROAD

Work Order	DATE	ROAD/AREA	Task	Description
40621.01	4/6/2021	RED RIVER LANDING ROAD	ROADS - REPAIR	HO17 BW CARRY PERSONEL HO18 AW SPREAD 60 YDS OF 610 ON ROAD AND MAKE REPAIRS
40721.01	4/7/2021	MCCALL ROAD	ROADS - GRADING	HO18 AW MOVE GRADER AND BLADE RD AND MAKE REPAIRS
40721.02	4/7/2021	RED RIVER LANDING ROAD	ROADS - REPAIR	HO18 MAKE REPAIR TO ROAD AND SPREAD 15 YDS OF 610
40721.03	4/7/2021	BLACK RIVER LEVEE	CULVERTS - MISC	HO3 BW GRADE LEVEE RD HO17 BW DRIVE AND CHECK CULVERT
40721.04	4/7/2021	FRAZIER ROAD	ROADS - GRADING	AW HO18 MOVE AND GRADE RD HO17 BW DRIVE TO THE SHOP
40721.05	4/7/2021	FLAHERTY ROAD	ROADS - GRADING	AW HO18 MOVE TO AND GRADE ROAD
40821.01	4/8/2021	PARISH	ROADS - MISC	BW HO17 CARRY PERSONEL CHECK ROADS AND DRAINAGE
40821.02	4/8/2021	Shop	SHOP WORK	WORKED AT THE SHOP PUSH UP LIMESTONE AND WORKED ON TRACTORS
41221.01	4/12/2021	MONTEREY AREA	ROADS - MISC	CHECK ROADS AND DRAINAGE BW DROVE HO17
41221.02	4/12/2021	Shop	SHOP WORK	DL WORKED ON HO46 AT THE SHOP DL PUSHED LIMESTONE WITH HO24 AT THE SHOP
41221.03	4/12/2021	POOLE ROAD - FERRIDAY	ROADS - GRADING	GRADE ROAD
41321.01	4/13/2021	CRESTVIEW DRIVE	ROADS - MISC	PUT COLD MIX IN BAD SPOTS OF ROAD UNTIL RAINED OUT
41321.02	4/13/2021	LEE STREET	ROADS - MISC	PUT COLD MIX IN BAD SPOTS OF ROAD UNTIL RAIN
41321.03	4/13/2021	PARISH	ROADS - MISC	CHECK ROADS WHEN RAIN CAME IN
41421.01	4/14/2021	Shop	SHOP WORK	CLEANED UP SHOP AND WORKED ON TRACTORS AND CLEANED UP SHOP

Work Order	DATE	ROAD/AREA	Task	Description
41521.01	4/15/2021	PARISH	DITCHES - MISC	CHECK DRAINAGE THROUGH OUT PARISH BW DROVE HO17 CHECKING CULVERTS AND DRAINAGE
41521.02	4/15/2021	CONCORDIA PARK	CULVERTS - CLEAN OUT	CLEAN OUT CULVERT IN CONCORDIA PARK
41521.02	4/15/2021	PARISH	SIGNS	PUTTING SIGNS OUT AND CHECKING SIGNS
41921.01	4/19/2021	MONTEREY AREA	ROADS - MISC	CHECKING ROAD AW DROVE HO17 AND ALSO CHECKED DRAINAGE
41921.02	4/19/2021	MILLER ROAD	HAULING MATERIAL	RD HAULED 30 YDS OF WASH GRAVEL
41921.03	4/19/2021	WILLIAMS ROAD	HAULING MATERIAL	RD HAULED 22 YDS OF WASH GRAVEL
42021.01	4/20/2021	ELIZABETH ROAD	HAULING MATERIAL	RD HAULED 14 YDS OF WASH GRAVEL
42021.01	4/20/2021	AMES ROAD	HAULING MATERIAL	RD HAULED 45 YDS OF PITRUN BW DROVE HO17 WITH BW TO M,OVE GRADER TO AMES AW AND BW GRADED AND REPAIR AMES ROAD
42021.02	4/20/2021	AMES ROAD	ROADS - REPAIR	
42021.03	4/20/2021	DEACON WAILES ROAD		

CORRESPONDANCE
FROM
BOARDS &
COMMITTEES

CONCORDIA PARISH AIRPORT AUTHORITY
Minutes for REGULAR Meeting
January 21, 2021

The meeting was called to order at 3:00 PM by President, Carl Sayers. Present were Mr. Carl Sayers, Mr. Ray Skates, Mrs. Donna Maroon and Mr. John Blunschi. Mr. Jerry Stallings was absent. It was determined a quorum was present.

Mr. Sayers read the minutes of the last SPECIAL meeting held on December 22, 2020. Mr. Skates made a motion to accept the minutes as recorded; Mr. Blunschi seconded it. The motion passed.

Mr. Blunschi presented a motion that Mr. Sayers remain President and Chairman of the Airport Authority Board until somebody else may want the position. Donna Maroon seconded it. The motion passed.

Mr. Sayers reviewed the current financial statements with the members.

Mr. Sayers discussed the desire to continue the board meetings the first Thursday of each Quarter (April 01, July 01, October 07, and Special Meeting December 09) or as needed. All agreed.

Mr. Sayers recommended continued membership in the Louisiana Airport Managers Association (LAMA) for 2021 and presented their invoice in the amount of \$200.00. The motion passed.

Mr. Sayers presented a proposed agreement for Aviation and Maintenance Services Support by DBT Transportation Services for maintenance and data services in association with the AWOS in the amount of \$5,500 annually. An additional one-time invoice was received and discussed to allow equipment up-grade from 3G to 4G in the amount of \$655.00. After discussion, a motion was presented by Mr. Sayers to execute both agreements and return. The motion was seconded by Mr. Blunschi. The motion passed.

They're being no further business; Mr. Blunschi made a motion, seconded by Mr. Sayers that the meeting be adjourned at 5:00 PM. The motion passed.

CONCORDIA PARISH AIRPORT AUTHORITY

Minutes for SPECIAL Meeting

December 22, 2020

The meeting was called to order at 12:00 PM by President, Carl Sayers. Present were Carl Sayers, Donna Maroon, Ray Skates and John Blunschi. Jerry Stallings was absent. It was determined a quorum was present.

Carl Sayers read the minutes of the last SPECIAL meeting held on November 19, 2020. Mr. Skates made a motion to accept the minutes as recorded; Mrs. Maroon seconded it. The motion passed.

Mr. Sayers reviewed the current financial statements with the members.

Mr. Sayers stated the Police Jury Financial Committee did not approve a \$1,000 per quarter increase in operating grant amount for the Airport Authority 2021 Budget. An increase will be requested again and reflected in the 2022 Budget.

Mr. Sayers presented a reimbursement request for his annual mileage and expenses totaling \$766.84. A motion was made by Mr. Skates seconded by Mr. Blunschi to pay request as presented before end of the year. The motion passed.

Mr. Sayers presented a revised 2020 Budget in the amount of \$453,000 including grant income and expenses and, after reviewing it with the board members, Mrs. Maroon, made a motion to amend the 2020 Budget as recommended, this was seconded by Mr. Blunschi. The motion passed.

Mr. Sayers presented the proposed 2021 Budget in the amount of \$205,000 including anticipated grant income and expenses and, after review by the board members, Mrs. Maroon made a motion to accept the 2021 Budget as recommended, seconded by Mr. Blunschi. The motion passed.

Mr. Sayers made a motion that Silas Simmons be retained for 2020 financial review at the cost of no more than \$5,000.00 and that an engagement letter be sent to the State Legislative Offices stating same. The motion was seconded by Mrs. Maroon. The motion passed.

They're being no further business; Mrs. Maroon made a motion, seconded by Mr. Sayers that the meeting be adjourned at 3:30 PM. The motion passed.

Concordia Parish Airport Authority
PO Box 638
Vidalia, LA 71373

2020 Operating Budget

	2020 Original Budget	2020 Revised Budget
Revenue		
Hanger Leases/Land Use Agreements/Fees	\$ 25,000	\$ 23,000
Fuel / Oil Sales	\$ 50,000	\$ 25,000
Police Jury Operating Grant	\$ 40,000	\$ 36,000
DOT R&M Reimbursement	\$ 8,000	\$ 7,000
Proceeds from Sale of Surplus Equipment	\$ 3,000	\$ -
FAA/DOT Grant to Build T-Hanger Taxiway	\$ 381,000	\$ 334,000
DOT Grant to UpGrade PAPI to LED (Continued from 2019 -Flight Check)	\$ 12,000	\$ -
Add FAA CARES Grant		\$ 28,000
Total Revenue	\$ 519,000	\$ 453,000
Expenditures		
Office Expenses	\$ 2,000	\$ 2,000
Utilities	\$ 25,000	\$ 25,000
Promotion & Advertising	\$ 1,000	\$ 1,000
Repairs and Maintenance	\$ 20,000	\$ 20,000
R&M DOT 50% Reimbursable	\$ 20,000	\$ 20,000
Professional Fees	\$ 5,000	\$ 5,000
Insurance	\$ 10,000	\$ 24,000
Salary	\$ -	\$ -
Fuel / Oil / GOGS / Taxes	\$ 45,000	\$ 20,000
Add Equipment Assets	\$ 5,000	\$ -
FAA/DOT Grant to Build T-Hanger Taxiway	\$ 381,000	\$ 336,000
DOT Grant to UpGrade PAPI to LED (Continued from 2019)	\$ 5,000	\$ -
Total Expenses	\$ 519,000	\$ 453,000

Concordia Parish Airport Authority
PO Box 638
Vidalia, LA 71373

2021 Operating Budget

**2021
Original
Budget**

Revenue

Hanger Leases/Land Use Agreements/Fees	\$ 25,000
Fuel / Oil Sales	\$ 51,000
Police Jury Operating Grant	\$ 40,000
DOT R&M Reimbursement	\$ 8,000
Proceeds from Anticipated Sale of Surplus Equipment	\$ 15,000
DOT Reimbursment to UpGrade PAPI to LED (FAA Flight Check)	\$ 3,400
FAA Refund for Pre-Paid Flight Check	\$ 8,600
DOT Grant T-Hanger Engineering Only	\$ 47,000
Bank Loan for Matching Funds Engineering Only	\$ 5,000
FAA CARES Grant Balance	\$ 2,000

Total Revenue	\$ 205,000
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Expenditures

Office Expenses	\$ 2,000
Utilities	\$ 25,500
Promotion & Advertising	\$ 2,500
Repairs and Maintenance	\$ 25,000
R&M DOT 50% Reimbursable	\$ 20,000
Professional Fees	\$ 5,500
AWOS Contract	\$ 6,000
Property Damage and Liability Insurance	\$ 16,500
Salary	\$ -
Fuel / Oil / GOGS / Taxes	\$ 50,000
DOT Grant - T-Hangers Engineering Only	\$ 52,000

Total Expenses	\$ 205,000
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CONCORDIA PARISH AIRPORT AUTHORITY
Minutes for REGULAR Meeting
April 01, 2021

The meeting was called to order at 10:00 AM by President, Carl Sayers. Present were Mr. Carl Sayers, Mr. Ray Skates, Mr. John Blunschi and Mr. Jerry Stallings via telephone. It was determined a quorum was present. Visiting was Mr. Wil Miller.

Mr. Sayers read the minutes of the last REGULAR meeting held on January 21, 2021. Mr. Skates made a motion to accept the minutes as recorded; Mr. Blunschi seconded it. The motion passed.

Mr. Sayers expressed his sorrow at the recent loss of Airport Board Member, Mrs. Donna Maroon. Mr. Sayers asked board members for their recommendations on possible replacements for Mr. Maroon. All members agreed Mr. Wil Miller would make an excellent Board Member and he agreed to accept the position if so appointed.

Mr. Sayers reviewed the current financial statements with the members. Mr. Sayers stated the YE2020 audit materials will be delivered to Silas Simmons following review by Gary Holloway, CPA.

Mr. Sayers stated the T-Hanger Taxiway Project is complete and all parties have been paid.

Mr. Sayers stated the FAA Flight check of LED PAPI system is complete and all refunds and reimbursements have been made.

Mr. Sayers has received information on a FAA CRRSA Grant in the amount of \$13,000 for reimbursement of Covid related sanitation costs at the airport this includes replacing broken and outdated air handling equipment that services the terminal building bathrooms and Janitorial Labor and Supplies.

Mr. Sayers offered Resolution #2021-001, seconded by Mr. Skates to authorize the Chairman or in his absence Mr. Stallings, Secretary to execute any and all applications, forms to seek financial assistance by applying for Federal CRRSA Grant funding estimated to be in the amount of \$13,000 and accept and execute any federal, state and local grants issued. The resolution was put to a vote. The vote was 4 Yeas, 0 Nays, 1 Absent.

Minutes
Concordia Parish Airport Authority
Regular Meeting 04-01-2021

Mr. Sayers offered Resolution #2021-002, seconded by Mr. Skates to authorize the Chairman or in his absence Mr. Stallings, Secretary to execute any and all contracts, forms, plans, pay for advertising costs, seek financial assistance by applying for Federal and State funding for Design Only to Rehabilitate Main Apron and accept and execute any federal, state and local grants issued. The Engineering Estimate Amount is \$50,000. The resolution was put to a vote and Approved Unanimously.

Mr. Sayers offered Resolution #2021-003, seconded by Mr. Johnnie Blunschi to make a request to the Concordia Parish Police Jury to appoint Mr. William J. Miller to serve a three year term on the Concordia Parish Airport Authority Board. The resolution was put to a vote and Approved Unanimously.

Mr. Sayers presented invoice received from DBT Transportation for replacement voice and power boards for the AWOS in the amount of \$4,057.00. After discussion, a motion was presented by Mr. Sayers to pay the invoice. The motion was seconded by Mr. Blunschi. The motion passed.

Mr. Sayers discussed the desire to continue the board meetings the first Thursday of each Quarter (July 01, October 07, and Special Meeting December 09) or as needed. All agreed.

They're being no further business; Mr. Blunschi made a motion, seconded by Mr. Sayers that the meeting be adjourned at 11:30 AM. The motion passed.

CONCORDIA PARISH FIRE PROTECTION DISTRICT #2
REGULAR MEETING
February 9, 2021
5:00 P.M.

The Concordia Parish Fire Protection District #2 Board met this day in regular session convened. There were present the following officers and members to wit:

Chairperson: Virgil Barnes
Vice-Chairman: Doyle Bryan

Members: Harvey Cowan, Dempsey Hillen, Margie McClure
Fire Chief: Vick Brown
Secretary/Treasurer: Jan Smith

The meeting was called to order by Vice-Chairman Harvey Cowan following the roll call.

Mrs. McClure was introduced and welcomed to the fire board as the newest member.

Motion was made by Mr. Hillen and duly seconded by Mr. Bryan nominating Mr. Barnes as chairman and Mr. Bryan as vice-chairman. Motion unanimously passed. Mr. Barnes presided the rest of the meeting.

Motion was made by Mr. Cowan and duly seconded by Mr. Hillen to approve the minutes of the regular meeting held January 12, 2021. Motion unanimously passed.

Motion was made by Mr. Hillen and duly seconded by Mr. Cowan to pay the bills as per list presented. Motion unanimously passed.

Chief Brown reported:

- 1) The department had responded to 4 false alarms, 1 trash fire, 2 wrecks, 2 grass fires, 2 service calls, and 1 structure fire.
- 2) The new work schedule had gone into effect and someone is at the central station until 2:00 a.m. every night. This has helped cut response time from 10-15 minutes to an average of 5 minutes.
- 3) The department would not need to buy a portable building at this time as space had been made within the building for the assistant chief to utilize as his office.
- 4) The new vehicle to be utilized by the fire chief as Unit 1 had been placed. Due to the age and needed repairs for Units 2 and 3, motion was made by Mr. Cowan and duly seconded by Mr. Hillen to order another new vehicle as the price on state contracts would be going up \$10,000 in 2022. Motion unanimously passed.
- 5) The paperwork for PIAL for Ridgecrest was ready to be mailed.

Mrs. Smith presented the January, 2021 budget report. No action was needed.

There was no correspondence.

There being no further business, motion was made by Mr. Cowan and duly seconded by Mr. Bryan to adjourn. Motion unanimously passed and the meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Jan Smith".

Jan Smith
Secretary/Treasurer

CONCORDIA PARISH FIRE PROTECTION DISTRICT #2
REGULAR MEETING
March 9, 2021
5:00 P.M.

The Concordia Parish Fire Protection District #2 Board met this day in regular session convened. There were present the following officers and members to wit:

Chairperson: Virgil Barnes
Vice-Chairman: Doyle Bryan

Members: Harvey Cowan, Margie McClure
Fire Chief: Vick Brown
Assist. Chief: Robert Walker
Secretary/Treasurer: Jan Smith

The meeting was called to order by Chairman Virgil Barnes following the roll call.

Motion was made by Mr. Cowan and duly seconded by Mr. Bryan to approve the minutes of the regular meeting held February 9, 2021. Motion unanimously passed.

Motion was made by Mr. Cowan and duly seconded by Mr. Bryan to pay the bills as per list presented. Motion unanimously passed.

Chief Brown reported:

- 1) The department had responded to 7 structure fires, 3 downed power lines, 1 ruptured gas leak, 2 signal 20s, 2 electrical arcs, and 2 smoke scares.
- 2) Most of the salvaged vehicles had been removed from the premises. The old ambulance and firetruck had not been purchased. It was decided that they would be taken to Pac Man if a buyer could not found.
- 3) They were working on a grant which had to be submitted by Friday. If it couldn't be submitted this time, another grant would be available in the fall. If awarded, this grant would allow the department to man the station 24 hours a day.
- 4) The repeater was damaged during the ice storm. Upon examination, it was determined that it could not be repaired and would have to be replaced. Motion was made by Mr. Cowan, duly seconded by Ms. Hodge, to replace the repeater pending the insurance claim. Motion unanimously passed.
- 5) LSU class would be held on Wednesday night.
- 6) PIAL would be here on Thursday.

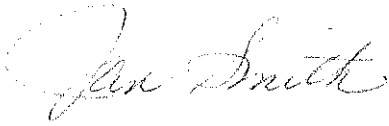
Mrs. Smith presented the February 2021 budget report. After a brief discussion, motion was made by Mr. Cowan, duly seconded by Mr. Bryan, to accept the financial report. Motion unanimously passed.

Chief Brown stated the department had one new volunteer.

Mrs. Smith informed the board there was a letter from LWCC in regards to a claim.

There was no public comment.

There being no further business, motion was made by Mr. Cowan and duly seconded by Mr. Bryan to adjourn. Motion unanimously passed and the meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Jan Smith". The signature is written in dark ink and is positioned above the printed name and title.

Jan Smith
Secretary/Treasurer

Concordia Parish Fire District # 2
Regular Meeting
April 13, 2021
5:00 p.m.

Agenda

Invocation

Pledge of Allegiance

Roll Call

Approve Minutes of Regular Meeting March 9, 2021

Pay Bills As Per List

Chief's Report

1st Quarter Financial Report

Volunteer's Report

Correspondence

Public Comment

Adjourn

Virgil Barnes ___ Doyle Bryan ___ Harvey Cowan ___ ___ Margie Hodge ___

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Chief Vick Brown at 318-336-4658 describing the assistance that is necessary.