

Notice Posted: 06/24/2022 3:00 p.m.  
(Date) (Time)

## Concordia Parish Police Jury

4001 Carter Street, Rm 1

Vidalia, LA 71373

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

conppj.org

### NOTICE OF PUBLIC MEETING REGULAR MEETING AGENDA\*\*

June 27, 2022 --6:00 PM

4001 Carter Street, Room 2, Vidalia, LA 71373

Collin Edwards  
**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**  
Genesisia  
Allen

**District 4B**  
Gary  
Neal

**District 5A**  
Collin  
Edwards

**District 5B**  
Brad  
Adams

- 1) Call to Order, Invocation, Pledge and Roll Call of Members
- 2) Approve June 13, 2022 Regular Meeting Minutes
- 3) Review request for Concordia Economic Development change in Board Member
- 4) Committee Reports / Action:
  - a) Policies – LRPIC Mandated Policy Additions
    - a. Cyber Crime & Deception
    - b. Sexual Misconduct Policy
- 5) Projects: Brushy Bayou, FMEA PA and HM Projects, ARPA, Misc. Grants
  - a) Review Request from Monterey Water System for ARPA Allocations
- 6) Ordinance Violations
- 7) Secretary / Treasurer's Report
- 8) Occupational Licenses / Liquor License:
- 9) Discuss Work Orders / Approve Superintendent's Material & Work Request
- 10) Review Work Orders
- 11) Correspondence / Public Comments (on agenda items)
- 12) Reserve the Right to enter into Executive Session
- 13) Adjourn

\*\*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. Per Open Meetings Law, "Public Comment Period" will be held under each agenda item once a motion is made and prior to final vote. 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  
JUNE 13, 2022  
6:00 P.M.**

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

President:	Collin Edwards
Members:	Maurice Bachus, Joseph Parker, Sr., Willie Yearby, Gary Neal, Scottie Whittington, Adam Probst, Genesis Allen, Brad Adams
Absent:	
Secretary Treasurer:	Sandi T. Burley
Invocation:	Mr. Yearby
Pledge of Allegiance:	Mr. Probst

- 1) The meeting was called to order by Mr. Edwards. Ms. Burley conducted the roll call and a quorum was declared present.
- 2) A motion was made by Mr. Probst seconded by Mr. Yearby to approve the minutes of the May 23, 2022 meeting as distributed. Motion carried unanimously.
- 3) A motion was made by Mr. Probst seconded by Mr. Bachus to approve the minutes of the May 9, 2022 Finance Committee meeting as distributed. Motion carried unanimously.
- 4) A motion was made by Mr. Bachus seconded by Mr. Yearby to approve the minutes of the April 5, 2022 Grants Committee meeting as distributed. Motion carried unanimously.
- 5) Guest Speaker, Resident Ms. Jacinta Walker was addressed to speak. Ms. Walker discussed issues with blighted property on Freeman Road. Discussion was held. Ms. Walker also discussed the disrepair of Freeman Road. Ms. Walker and audience were informed of the damages that had occurred from the Mississippi River seepage waters destroying the foundation. This road is earmarked for renovations under the DR-4462 asphalt road project. Ms. Walker also brought forth concerns of drainage and right of ways and servitudes.
- 6) Guest Speaker, Resident Ms. Catherine Cartwright was addressed to speak. Ms. Cartwright brought forward issues with a basketball goal being placed in the middle of Lyons Road obstructing traffic. There is debris in the ditches that needs to be addressed and asked for a lot on Concordia Park to be cited for an ordinance violation.
- 7) A request for board member appointment was received from Recreation District #2 to appoint Mr. Thomas Tiffie, Jr. to the board. A motion was made by Mr. Neal seconded by

Alligator Alley – Thomas Faulkner, 6179 Hwy 568 – new business, sno cones  
Criton Equipment – Kristopher Forman, 606 Nichols Drive – new business, sales and rentals

Liquor License Renewals – Paul’s Grocery of Evan, Sonny’s Food Mart, Bottom’s Up, The Landing, Fuel Trac Monterey, Fuel Trac Marina, PJ’s Corner Stop, and Karl’s Lounge

- 13) Mr. Guillory gave the following updates on Superintendent’s Work Orders.  
610 (yards) – 45 Boggy Bayou; 8 Guido; 8 BJ Road; 8 Stevens Road; 8 Eagle Road  
Pitrun (yards) – 15 Emfinger; 45 Terry Circle; 30 Magoun; 15 Shirley Circle  
Maintenance Gravel (yards) – 15 Emfinger Road

The new tractor warranty is expiring. Quotes were received on renewing the warranty and previously given to the Finance Committee for review. Discussion of the different warranty options ensued. A motion was made by Mr. Adams, seconded by Mr. Yearby and carried unanimously to approve the 5,000 hours / 72 months at \$5,103.00

- 14) Work Orders from the Jurors were next brought forward. No additional work orders were needed at this time.

15) Under Correspondence:

- a) Ms. Burley brought forward the reviewing of the Secretary / Treasurer’s job duties and opening. A motion was made by Mr. Parker seconded by Mr. Probst to have the Personnel Committee review the job description, but proceed to advertise for the position. Motion carried unanimously.
- b) Mr. Willie Dunbar requested a copy of the May 23, 2022 minutes and Superintendent’s work orders. Ms. Burley gave this information to him upon his request. Discussion of procedures for Public Records Requests were reviewed.  
Mr. Dunbar also discussed the condition of Freeman Road and other roads in the area. Discussion of the outstanding road bonds were asked and answered.  
Mr. Dunbar also told the Jurors what can be done by the Parish pertaining to blighted property, particularly that of Jacob Jerome Davis on Freeman Road.  
Other discussion and comments ensued and Mr. Dunbar was asked to refrain from commenting further. The public comment time period for Mr. Dunbar expired.

- 16) An executive session was not needed.

- 17) A motion was made by Ms. Allen seconded by Mr. Yearby to adjourn. Motion carried unanimously.

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Sandi T. Burley, Secretary / Treasurer

Parish Name

Cyber Crime & Deception/Social Engineering

Risk Control Policy & Procedures

1. Two parish employees, processes or devices should be used to verify any changes in transfer details and to obtain authorization when transferring funds in excess of \$10,000 to external parties.
2. When making changes to or setting up new payment instructions to a third party, a parish employee will call the third party and verify account information is legitimate and accurate.
3. All parish employees involved with any type of banking or handling of money will review privacy and security training materials provided by LRPIC Loss Control on a quarterly basis.

## **SEXUAL MISCONDUCT POLICY**

### **Sexual Misconduct Policy Statement**

(Insert Parish Name) will not tolerate and will seek to eradicate any behavior by its employees, volunteers, and temporary workers that constitutes Sexual Misconduct. "Sexual Misconduct" means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation or public indecency, involving another person, including adults and children. "Sexual Misconduct" does not include "sexual harassment."

### **Procedures for Reporting and Responding to Reports of Sexual Misconduct**

#### **1. Employees, Temporary Workers, and Volunteers**

All (Insert Parish Name) employees, temporary workers, and volunteers are required to report any known or suspected incidents of Sexual Misconduct according to this policy and state law. The report(s) of Sexual Misconduct must be reported to the Department Director and/or the Personnel Officer immediately. If the person to whom an employee, temporary worker, or volunteer must report Sexual Misconduct is the offending person, the report should be made to the next higher level of administration or supervisor.

#### **2. Recreation Department (Summer Camp, Recreational Sports Play and Special Olympics)**

Parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incidents of known or suspected Sexual Misconduct to (Insert Parish Name) (The Department Head and/or the Personnel Officer).

- Reports of Sexual Misconduct shall be brought as soon as possible to the Personnel Officer and Parish Administration for prompt investigation of the facts, determination of the issues, and notification to the (Insert Parish Name) Sheriff's office.
- (Insert Parish Name) will then turn over any and all information to the authorities and applicable governing state agencies and fully cooperate with the investigation.

### **Investigation and Confidentiality**

All formal complaints of Sexual Misconduct will be given full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

**Discipline**

Any employee, temporary worker, or volunteer who is determined, after an investigation, to have engaged in Sexual Misconduct in violation of this policy and/or the Louisiana law will be terminated and subject to possible criminal charges.

Intentional or malicious false accusations regarding Sexual Misconduct will not be tolerated, and any employee, temporary worker, or volunteer knowingly making a false accusation will be subject to disciplinary action up to and including termination, or discharge for volunteers.

(Insert Parish Name) will discipline any employee, temporary employee, or volunteer who retaliates against any person who reports alleged Sexual Misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or hearing relating to a Sexual Misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Maintenance of Records**

The Personnel Office shall maintain all applicable records and documentation required by law for Sexual Misconduct involving employees, temporary workers, and volunteers.

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## Cost Overruns

From: Eran Robinson <eran@jcpmgt.com>

To: Sandi Burley <sandiburley318@gmail.com>, burley@conppj.org <burley@conppj.org>

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Sandi,

Monterey Rural Water System just received a freight charge from Delta American/dba Culligan Water on the RO membranes which was not in the original quote. I have attached it on the first Attachment. Also, there is a freight charge for the Resins, which were not include in the original quote from Delta American/dba Culligan Water. Included also in attachment 1 from Delta American/dba Culligan Water.

I did include this on the final bill(s) from Monterey Rural Water System.

The total Cost overruns for all on freight with the RO Membranes and Resins is \$9687.12. I am requesting \$9687.12 cost overruns/additional funding for the freight charges that were just now submitted by the vendor on both items.

I am not sure why and the representative I spoke to with Culligan was not sure why they were so late with the freight bill on the Membranes, and were not included in the quote in either quote which did not get billed as Monterey Rural Water thought this was the final bill for the RO membranes.

If this seems unclear, please call me.

Final Bills are attached if approved.

Thank you for everything.

Eran

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### Attachments:

Cost Overruns.pdf (472 KB) att\_1c0645dad6d0406e931f45f2c92a8ef9.eml (17 KB)

att\_da6f1fdb3114bb0a5da215d7522ccad.eml (16 KB)

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DELTA AMERICAN/dba CULLIGAN WATER  
7102 GREENWELL SPRINGS RD.  
BATON ROUGE, LA. 70805  
225-925-2260  
800-259-4426

0261211

Invoice Date: 06/21/2022  
Shipped: 06/21/2022  
PO No: 1815  
Customer No: 1058162  
Due Date: 07/21/2022

## INVOICE

Balance: \$91438.95

### Billing Address:

Monterey Rural Water  
235 Brookwater  
Jonesville LA 71343

### Location Address:

Monterey Rural Water  
235 Brookwater  
Jonesville LA 71343

### Comments:

Service Date	Description	Comments	Reference	Qty.	Price	Amount
06/21/2022	Resintech Resin		136969	633	133.65	84600.45
06/21/2022	FREIGHT		-36969	1	6838.50	6838.50

Please include Customer No. and Invoice No. with your payment.

Page 1 of 1

Amount Due: \$91438.95

To setup Paperless statement/invoices call 800-259-4426 or email [accounting@yourculligan.com](mailto:accounting@yourculligan.com)



DELTA AMERICAN/dba CULLIGAN WATER  
7102 GREENWELL SPRINGS RD.  
BATON ROUGE, LA. 70805  
225-925-2260  
800-259-4426

0261231

Invoice Date: 06/21/2022  
Shipped: 06/21/2022  
PO No: 1679  
Customer No: 1058162  
Due Date: 07/01/2022

## INVOICE

Balance: \$2848.62

### Billing Address:

Monterey Rural Water  
235 Brookwater  
Jonesville LA 71343

### Location Address:

Monterey Rural Water  
235 Brookwater  
Jonesville LA 71343

### Comments:

Service Date	Description	Comments	Reference	Qty.	Price	Amount
06/21/2022	Freight for invoice 2848.62	Freight for invoice 2848.62	136972	1	2848.62	2848.62

Please include Customer No. and Invoice No. with your payment.

Page 1 of 1

Amount Due: \$2848.62

To setup Paperless statement/invoices call 800-259-4426 or email [accounting@yourculligan.com](mailto:accounting@yourculligan.com)

## EQUIP 1 HOUR

61322.01	6/13/2022	LUKE MARTIN ROAD	MOWING	MOWED FOR MAINT	D47	10 H17
61322.02	6/13/2022	BODARK ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	3
61322.03	6/13/2022	RONALD DRIVE	ROADS - GRADING	GRADED FOR MAINT	H03	0.5
61322.04	6/13/2022	TEMPLE ROAD	ROADS - REPAIR	SPREAD PITRUN FOR RD REPAIR CLEANED OUT DITCH FOR NEW	H03	3
61322.05	6/13/2022	BOB RIFE ROAD	DITCHES - CLEAN OUT	INSTALL	D1	7
61322.06	6/13/2022	MAGOUN ROAD	CULVERTS - MISC	PUT IN NEW CULVERT	D62	6 D24
61322.07	6/13/2022	SHIRLEY CIRCLE	CULVERTS - MISC	PUT IN NEW CULVERT	H19	10
61422.01	6/14/2022	BOB RIFE ROAD	DITCHES - CLEAN OUT	DRESSED NEW CULVERT INSTALL	D1	9 RED
61422.02	6/14/2022	BOB RIFE ROAD	HAULING MATERIAL	HAULED CULVERT TO LOCATION	D47	10 D35
61422.03	6/14/2022	PETE DAVIS ROAD	MOWING	MOWED FOR MAINT	D47	10 H17
61422.04	6/14/2022	BODARK ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	8
61522.01	6/15/2022	NICHOLS ROAD	MOWING	MOWED FOR MAINT	D47	10 H17
61522.02	6/15/2022	BOB RIFE ROAD	CULVERTS - MISC	COUNTINUED CULVERT INSTALL	D1	10

P001/0003

TO- CONC PARISH PJ

FROM-

RECEIVED 06-22-22 11:29

61622.01	6/16/2022	BOGGY BAYOU ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	1
61622.02	6/16/2022	PASSMAN ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	1
61622.03	6/16/2022	GORE ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	1
61622.04	6/16/2022	BOGGY BAYOU ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	1
61622.05	6/16/2022	BOB RIFE ROAD	CULVERTS - MISC	DRESSED NEW CULVERT INSTALL	D1	9
61622.06	6/16/2022	AMES ROAD	MOWING	MOWED FOR MAINT	D47	5 H17
61622.07	6/16/2022	PARISH	MOWING	MOWED FOR MAINT	D67	9.5 D70
61622.08	6/16/2022	AMES ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	5
61622.09	6/16/2022	PHILLIPS FIELD ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	1.5
61622.10	6/16/2022	NEWMAN ROAD	ROADS - GRADING	GRADED FOR MAINT	H03	1.5
62122.01	6/21/2022	PHILLIPS FIELD ROAD	MOWING	MOWED FOR MAINT	D47	10
62122.02	6/21/2022	BOB RIFE ROAD	CULVERTS - MISC	COMPLETED COVERT INSTALL	D01	9
62122.03	6/21/2022	BELLGROVE CIRCLE	CULVERTS - MISC	INSTALLED NEW CULVERT REMOVED DEBRIS FROM RD FOR	H19	6.5 H12
62122.04	6/21/2022	DEER PARK ROAD	DEBRIS REMOVAL - GENERELECTRIC COMPANY PER BRAD		D69	2 D24

QUIP 110UHE

P002/0003

RECEIVED 06-22-22 11:29 FROM-

TO- CONC PARISH PJ

