

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
Genesis
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
 - c. Revisions to Purchasing / Procurement Policy
- 5) Projects: Brushy Bayou, FEMA 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:
 - a. Pafford EMS – Ambulance Transportation – 6647 Hwy 84 W, Ferriday
 - b. Concordia Cajuns, LLC – Snowball and Concessions – 4524 Hwy 84W, Vidalia
- 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

Mr. Yearby to approve the appointment. (Note: Agenda corrected to reflect Recreation District #2, not #3). Motion carried unanimously.

8) Committee Reports / Action:

a) Finance – A motion was made by Mr. Probst seconded by Mr. Adams to ratify the purchase orders and bank statements as reviewed. Motion carried unanimously.

9) Ms. Burley gave an update on open projects of the parish. Key updates were:

Brushy Bayou – Is in the hands of FEMA and GOHSEP for Phase I completion steps and Phase II funding steps.

PA 4462 – The gravel portion has been approved and materials and timeline will need to be coordinated once the Mississippi River is low enough to conduct the work needed. Bid documents for reconstructing the asphalt roads are in progress. A uniform scope of work to standardize the work needed has been challenging.

HM 4590 – Working with public entities for mitigation needs from the winter storm. So far, generators are the biggest key component needed to keep operations running. An extension for the application has been given statewide.

Broadband – No updates on awards have been received.

ARPA – A Cooperative Endeavor Agreement is needed with Concordia Sewer District #1 to use their \$400,000 allocation for matching funds towards a \$1.2 million grant from LCDBG and additional funding applications with DRA. A motion was made by Mr. Probst seconded by Mr. Yearby to authorize the President to execute the CEA. Motion carried unanimously.

10) Jurors brought forward the following Ordinance Violations:

Yearby – 122 Leroy Williams (basket ball goal in road, trash); property of Dylan Moore on Lyons Road - grass; 257 Concordia Park Drive, property of Violet Jones Estate - grass; 310 Freeman Road, property of Edward Marshall – grass; 261 Freeman Road, property of Morse Williams – grass

Whittington – brought forward properties on Burl Roberts; Guido Road has trash in ditches – would like to request help from inmates.

Allen – property of Wesley Duncan at 8615 Hwy 84 – grass; Levee Heights parking on shoulder

Neal – 341 Mimosa, Williamson Property – collapsed culvert needs replacing; Maple Bend Road, properties belonging to Ritchie Montgomery needs cleaning and mowing

A motion was made by Mr. Probst seconded by Mr. Yearby to cite the above violations. Motion carried unanimously.

11) Under the Secretary / Treasurer's Report, Ms. Burley brought forward:

a) Upcoming Holiday Schedule – the offices and barn will be closed June 20th.

b) Ms. Burley will be out of the office the remainder of the week, but available by phone and email.

12) A motion was made by Mr. Yearby seconded by Ms. Allen and carried unanimously to approve the following liquor and occupational licenses:

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.

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.

Cost Overruns

From: Eran Robinson <eran@jcpmgt.com>

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

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

Attachments:

Cost Overruns.pdf (472 KB) att_1c0645dad6d0406e931f45f2c92a8ef9.eml (17 KB)

att_da6f1fdb3114bb0a5da215d7522ccad.eml (16 KB)

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	Resitech 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 stop Paperless statement/invoices call 800-259-4426 or email accounting@younculligan.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: 1658162
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	136072	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@youweulligan.com

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 funds and entities of the Concordia Parish Police Jury will be referred to as "Parish" as it pertains to this policy. The Concordia Parish Police Jurors will be referred to as "Jurors" or "Police Jury" or "Jury" as it pertains to this policy.

DEFINITIONS:

Materials & Supplies: understood to be moveable property necessary to conduct public business (Ex: pens, paper, computers, printers)

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

Procurement Methods: Per RS 39:1593 - Unless otherwise authorized by law, all state contracts shall be awarded by one of the following methods:

- | | |
|--|--|
| (1) R.S. 39:1594, competitive sealed bids. | (6) R.S. 39:1600, other procurement methods: |
| (2) R.S. 39:1595, competitive sealed proposals | (a) Unstable market conditions. |
| (3) R.S. 39:1596, small purchases. | (b) Group purchasing. |
| (4) R.S. 39:1597, sole source. | (c) Used equipment. |
| (5) R.S. 39:1598, emergency procurements. | (d) Reverse auctions. |
| | (e) Negotiation of noncompetitive contracts. |

Purchase: The steps taken to obtain a good or service in which funds have been appropriated and proper authorization has been obtained.

Public Works: Typically understood as work needed for building and restoration of a current or potential asset.

Request for Bids: Used to obtain pricing for goods or services when pricing is the inherent factor for selection.

Request for Proposals: Used to obtain pricing and other information from proposers when pricing is a factor, but the most qualified proposer, regardless of price is to be obtained.

Request for Qualification: Used to obtain information about a company and/or professional providing a specific service or function for the Parish.

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. Other designees may be authorized upon a resolution of the Police Jurors.
- 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 per statute (See RS 15:571.11).
- c) There are no purchase orders for the Concordia Parish Public Health Fund, from which bills are paid. However, all purchases above \$2000.00 for the Concordia Parish Health Unit must be preapproved by the Parish President 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 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. Any other designee shall be done by Resolution passed by the Police Jurors.
- e) Once checks are signed, the Bookkeeper will mail payment and file the transaction with all supporting documentation in the appropriate funds' file.
- f) The person initiating the purchase order and/or the Bookkeeper are responsible for correcting any issues with the purchase order including payments or credits owed.

6. *Retention Period:*

- a) A copy of the purchase order and any supporting documentation shall be retained for a minimum of five years; unless specified elsewhere to retain longer.

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

- a) The Parish Purchasing Manager/Barn Assistant 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) The Parish Superintendent is allowed to make purchases up to \$2000 without prior approval. If the expenditure has been budgeted and funds allocated.
- c) Items under \$5,000 require the approval of the President. Items over \$5,001 require the approval of the Jurors unless funds have been appropriated. Documented quotes and or bids should be obtained prior to approval by the Jurors (i.e. fuel, road materials, etc.).
- d) Items over \$5,000 and under \$30,000 shall be secured with a minimum of three documented quotes for materials and supplies and public works projects other than maintenance which falls under professional services.

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. If the expenditure has been budgeted and funds allocated.

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 under \$5,000 require the approval of the President. Items over \$5,001 require the approval of the Jurors unless funds have been appropriated. Documented quotes and or bids should be obtained prior to approval by the Jurors (i.e. fuel, materials, etc.).
- c) Items over \$5,000 and under \$30,000 shall be secured with a minimum of three documented quotes for materials and supplies and public works projects other than maintenance which falls under professional services.

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

- a) Purchasing or Procurement of any items 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 *Sourcwell* as a cooperative purchasing resource which obtains bids and follows procurement requirements
- 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 MATERIALS / SUPPLIES / PUBLIC WORKS SERVICES (over 250,000)

Procurement of any items costing \$250,000.00 or more comes under the Louisiana State Bid Law (RS 38:2211, et seq), unless state procurement contracts are used. In the absence of a Louisiana state contract, the Police Jury recognizes *Sourcwell* as a cooperative purchasing resource which obtains bids and follows procurement requirements.

- a) Whenever purchases or projects exceed the sum of \$250,000, there must be a public bid process which will give notice to potential vendors and contractors;
- b) All documents required under Public Bid Law are to be used. This includes the Uniform Public Work Bid Form and Unit Price Form.
- c) The use of a professional Administrator and/or Engineer is only required if the parameters of the public works projects require. Obtaining equipment, materials, etc. do not require the use of a professional Administrator or Engineer.

d) The requirements for procurement of items or services over \$250,000 under Public Bid Law are:

1. Advertise three times at least 25 days before bid opening
2. No changes can be made to procurement documents within 72 hours of bid opening
3. Bid opening can be extended by one week, with proper notice to proposers.

VI. 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) Any professional services totaling over \$30,000 the Parish should initiate "Request for Qualifications". The advertisements shall be published in the official journal of the Parish at least two times with the first advertisement at least 15 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.

VII. 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.

VIII. 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 State of Emergency event.

Example: If the first State of Emergency is called in February 2018 the documentation should be assigned 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 compensatory and/or over time) must be recorded as well. Hours will be documented on time sheets accordingly. The same coding procedure shall be used 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.

{To be added: Cooperative Purchasing, further details for Emergency Purchasing}

Pursuant to your conversation with Ms. Schaye, please find included the steps that a public entity must perform in order to declare and certify the existence of a public emergency, pursuant to R.S. 38:2212(P).

1. The public entity at a regular or special meeting (held according to the Open Meetings Law) formally declares that a public emergency exists. This is often done through the adoption of a resolution setting forth the circumstances of the emergency and the action to be taken to address the emergency.
2. Notice of the declaration of the public emergency is published in the public entity's official journal (newspaper) within 10 days from the declaration (meeting).
3. The public entity documents the procurement actions taken to resolve the public emergency (including any telephone or written quotes received/obtained), including information supporting the actions taken. This documentation must be kept in the public entity's contract files at least six years from the purchase /contract execution.

This information and a link to the statute can be found in Questions 71 and 72 of the LLA's Public Bid Law FAQ. [Link](#)

Adopted/Revised: 04/23/2018; 04/26/2021; 10/25/2021; 06/27/2022

See also:

1. Quote Documentation Form
2. Procurement Requirement Chart, updated for 2022

CONCORDIA PARISH POLICE JURY: QUOTE DOCUMENTATION FORM

DATE:			
FUND: (General, Hwy, Drainage, Etc.)			
ITEM:			
SPECIFICATIONS:			
ESTIMATED COST:			

Use of Grant Funding?	<input type="checkbox"/> NO	<input type="checkbox"/> STATE	<input type="checkbox"/> FEDERAL	<input type="checkbox"/> OTHER:
-----------------------	-----------------------------	--------------------------------	----------------------------------	---------------------------------

PJ Approval:	Meeting Date:
--------------	---------------

******ATTACH ALL QUOTES AND INFORMATION TO THIS FORM******

QUOTE 1

COMPANY:			
CONTACT INFO:			
SPECS:			
COMPANY RESPONDED? IF NOT, WHY			
COMMENTS:			

QUOTE 2

COMPANY:			
CONTACT INFO:			
SPECS:			
COMPANY RESPONDED? IF NOT, WHY			
COMMENTS:			

QUOTE 3

COMPANY:			
CONTACT INFO:			
SPECS:			
COMPANY RESPONDED? IF NOT, WHY			
COMMENTS:			

Category of Purchase	Size of Contract	Parish Procedures	Federal Regulations (44 CFR 13.36 + 2 CFR 200.318-323)	LA State Law Requirements (LA RS 38:221-2296)
Materials & Supplies	Under \$1,000	Two (2) documented quotes if feasible; prior approval from Supervisor	Quotes Required	No competitive procedure or cost analysis for commercial items. However, Louisiana Legislative Auditor (LLA) recommends the Best Practice of three (3) written quotes.
	Over \$1,000 and Under \$2,000	Two (2) documented quotes preferred; prior approval from Police Jury President		
	Over \$2,001 and less than \$5,000	Two (2) documented quotes preferred; prior approval from Police Jury President		
	\$5,001 - \$9,999	Three documented quotes for purchases \$5,001 to \$9,999; AND approval by Police Jury prior to purchase unless budgeted (i.e. fuel, road materials)		
	\$10,000-\$30,000	Three documented quotes for purchases over \$10,000; AND approval by Police Jury prior to purchase		Three (3) written / documented quotes
	Greater than \$30,000	Follow Public Bid Law		Follow Public Bid Law
Greater than \$250,000	Follow Public Bid Law	Follow Public Bid Law	Bid required following Public Bid Law	
Public Works	Less than OR equal to \$250,000 (threshold)	Under \$10,000 - Best Practices / No Bidding	Quotes Required	No competitive procedure or cost analysis for commercial items. However, Louisiana Legislative Auditor (LLA) recommends the Best Practice of three (3) documented quotes.
		\$10,000-\$30,000 - Three Documented Quotes		
	Over \$30,000 to Threshold - Three documented quotes and/or RFP process			
Greater than \$250,000 (threshold)	Bid required following Public Bid Law	Bid required	Bid required following Public Bid Law	
Services (Except for A/E)	Less than OR equal to \$250,000	Up to \$30,000 - Parish decision	Quotes Required	No competitive procedure or cost analysis for commercial items. However, Louisiana Legislative Auditor (LLA) recommends the Best Practice of three (3) documented quotes.
		Over \$30,000 - Request for Qualification, Advertising, Parish decision	Bid required	
	Greater than \$250,000	Over \$250,000 recommend to follow RFP or Public Bid Law Process		
A/E Services	ANY size	Request for Qualifications / Proposals Based Procedure	Bid required	Request for Qualifications / Proposals Based Procedure
State Cooperative Purchases (SCP)	ANY size	Follow Public Bid Law or LA Procurement Code; CPPJ recognizes Sourcewell as alternate to State Contracts	Authorized under 44 CFR 13.36(b)(5) and 2 CFR 200.318(e)	* Authorized under Louisiana Revised Statute (LA RS) Title 38:2212.1(F) (Louisiana bid law)
				* Limited to public entities as defined by LA RS 38:2211
				* ONLY Office of State Procurement (OSP) SCP contracts
				* Can be used for materials, supplies, and equipment

Professional Services	Up to \$30,000	Parish Decision	N/A	Professional Services are not not subject to Public Bid Law
	Over \$30,000 to \$150,000	Request for Qualification, Advertising, Parish Decision		
	Over \$150,000	Recommend to follow RFP or Public Bid Law Process		
Adopted/Revised: 04/23/2018; 02/2019; 10/25/2021				

OCCUPATIONAL LICENSE TAX APPLICATION

(The tax is due January 1 for existing businesses, and is delinquent after the last day of February.)

1. Date of Return ___/___/___ (MONTH, DAY, YEAR)
2. New Business Renewal--PROVIDE PRIOR YEAR'S LICENSE NUMBER: _____
3. FEDERAL EMPLOYER ID NUMBER: ~~87-0009128~~
4. LA SALES TAX NUMBER: N/A
5. LOCAL SALES TAX NUMBER: _____
- 6A. TAXPAYER NAME PAFFORD EMS OF MISSISSIPPI, INC. B. TELEPHONE NUMBER _____
- C. TRADE NAME PAFFORD EMS
- D. MAILING ADDRESS, CITY, STATE, ZIP CODE 1300 Commerce St. Ruston, LA 71270
- E. PHYSICAL LOCATION, STREET ADDRESS, CITY, STATE, ZIP CODE 6647 Hwy 84 West Ferriday, LA 71334
7. Location of Accounting Records: d e
8. Type of Business: Individual Partnership Corporation
 Governmental Non-profit Other (specify) _____
9. Provide information on owner(s) below. If corporation or partnership, provide information for officers or partners. For corporation, provide state of incorporation:

NAME <u>Gregory W. PAFFORD</u>	TITLE <u>PRESIDENT</u>	SOCIAL SECURITY NUMBER ██████████
RESIDENT ADDRESS <u>260 Wise Rd Accadia, LA 71001</u>		TELEPHONE NUMBER
NAME <u>John C. PAFFORD</u>	TITLE <u>SECRETARY</u>	SOCIAL SECURITY NUMBER ██████████
RESIDENT ADDRESS <u>2509 Hillside Dr. Ruston, LA 71270</u>		TELEPHONE NUMBER
NAME	TITLE	SOCIAL SECURITY NUMBER
RESIDENT ADDRESS		TELEPHONE NUMBER

10. Name and address of agent for service of process

11. Nature of Business--description of sales or activity.
EMERGENCY AND NON-EMERGENCY Ambulance Transportation

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

12. SIGNATURE OF APPLICANT Aug Pafford TITLE CEO

SIGNATURE OF PREPARER IF DIFFERENT FROM ABOVE SHANE DAVIDSON
Chief Operations Officer

ATTN: John Betts

OCCUPATIONAL LICENSE TAX APPLICATION

(The tax is due January 1 for existing businesses, and is delinquent after the last day of February.)

- 1. Date of Return 08 / 16 / 2022 (MONTH, DAY, YEAR)
- 2. New Business Renewal -- PROVIDE PRIOR YEAR'S LICENSE NUMBER: _____
- 3. FEDERAL EMPLOYER ID NUMBER:
- 4. LA SALES TAX NUMBER: Applied for
- 5. LOCAL SALES TAX NUMBER: Applied for
- 6A. TAXPAYER NAME Concordia Cajuns, LLC B. TELEPHONE NUMBER 225-718-8108 or 225-772-2993
- C. TRADE NAME Granny's Snack Shop LLC
- D. MAILING ADDRESS, CITY, STATE, ZIP CODE 807 Spanish Oaks Dr Brusly, LA 70719
- E. PHYSICAL LOCATION, STREET ADDRESS, CITY, STATE, ZIP CODE 4524 Hwy 84 West Vidalia, LA 71373
- 7. Location of Accounting Records: d e
- 8. Type of Business: Individual Partnership Corporation
 Governmental Non-profit Other (specify) LLC
- 9. Provide information on owner(s) below. If corporation or partnership, provide information for officers or partners. For corporation, provide state of incorporation:

NAME Regina Donald	TITLE Manager/Member	SOCIAL SECURITY NUMBER
RESIDENT ADDRESS 807 Spanish Oaks Dr Brusly La 70719		TELEPHONE NUMBER 225-718-8108
NAME Gerard Donald II	TITLE Manager/Member	SOCIAL SECURITY NUMBER
RESIDENT ADDRESS 346 Shady Lake Parkway Baton Rouge, LA 70810		TELEPHONE NUMBER 225-772-2993
NAME Lauren Donald	TITLE Member	SOCIAL SECURITY NUMBER
RESIDENT ADDRESS 346 Shady Lake Parkway Baton Rouge, LA 70810		TELEPHONE NUMBER 225-936-5139

- 10. Name and address of agent for service of process
Regina Donald 807 Spanish Oaks Dr Brusly La 70719 Phone 225-718-8108
- 11. Nature of Business--description of sales or activity.
Snowball and Concessions, Snacks NAIC 722615

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

12. SIGNATURE OF APPLICANT Regina Donald  TITLE Manager Member

SIGNATURE OF PREPARER IF DIFFERENT FROM ABOVE _____

Regina Donald 225 718-8108

EQUIP 1 HOUR

P001/0003

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	COUNTNUED CULVERT INSTALL	D1	10	

RECEIVED 06-22-'22 11:29

FROM-

TO- CONC PARISH PJ

QUIP 110UE

P0002/0003

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	BELL GROVE 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 - GENER ELECTRIC COMPANY PER BRAD		D69	2 D24

RECEIVED 06-22-'22 11:29 FROM-

TO- CONC PARISH PJ

QUIP 1100H

62122.05 6/21/2022 BOB RIFE ROAD DITCHES - CLEAN OUT CLEANED OUT FOR DRAINAGE D71 10

62122.06 6/21/2022 LUKE MARTIN ROAD ROADS - GRADING GRADED FOR MAINT H11 3

62122.07 6/21/2022 ARCHER ROAD ROADS - GRADING GRADED FOR MAINT H11 4

62122.08 6/21/2022 MINORCA ROAD ROADS - REPAIR HAULED & SPREAD PT RUN FOR RD REPAIR H19 2 H12

RECEIVED 06-22-'22 11:29

FROM-

TO-

CONC PARISH PJ

P0003/0003



PUBLIC NOTICE

BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING AGENDA

Tuesday, June 28, 2022

5:00 PM

Location: Board Room at Trinity Medical

- I. Call to Order
- II. Prayer
- III. Roll Call

THIS IS A PUBLIC HEARING – anyone wishing to address the Board or comment on any agenda item for today's meeting please come forward.

- IV. Approval of Minutes of Previous Meeting held May 24, 2022
- V. Financial Report – Spencer Holder, CFO
 1. Financial Report
- VI. Administration Report – Nekeisha Smith, CEO
 1. Hospital Update
- VII. Management Report – Neely Greene, COO
 1. Approval of the following Policies and Procedures
 - a. Infection Control/Employee Health Policy and Procedure
 - b. Rehab Services Policy and Procedure
 - c. Respiratory Therapy Policy and Procedure
 2. Approval of the following Medical Staff appointments
 - a. Doug Casey, MD
 - b. Stephen Johnston, MD
 - c. Scott Atkins, MD
 - d. Brett Travis, MD
- VIII. Appointments and Resignations
- IX. Strategic Planning (Reserve the right to enter Executive Session)
- X. New Business
- XI. Adjourn

The Board of Commissioners reserves the right to enter into
Executive Session Pursuant to L.A.R.S.42:61.1 (A)(2)