

October 18, 2017

On Wednesday, October 18, 2017 at 9:00 a.m., the Police Jury of Sabine Parish, State of Louisiana met in open and regular session.

The Agenda was as follows:

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Amend the Agenda
6. Adopt the Agenda
7. Adopt the Minutes of the Previous Meeting, September 27, 2017
8. Deborah Dees. CPA- Deliver the 2016 Audit Report
9. Yvette Murphy - PGRMA Group Health Renewals for 2018, 9/22/17 Letter from CCMSI
10. Randy Walsworth - Renewal of General Liability, Public Entity Management Liability, Auto & Other Insurance
11. David Mains- Sabine Parish Waterworks District No. 1 Purchase of Ajax/Beulah Water System Through Loan Assumption
- 11a. South Toledo Bend Water District – Approve the Appointment of Michael Walker as a Commissioner
12. Claudette Palmer – Drainage for Courthouse Parking Lot
13. Planning Commission
14. Consider a Policy for Settlement of Disputes Between Jurors Concerning Road Work to be Performed in a Road District Containing Two or More Voting Districts
15. Consider a Policy Requiring Each Road Crew to Have a Separate Storage Yard
16. Consider Adopting Flora Lane in Ward 5 into the Parish Wide Road System.
17. Consider Adopting Mount Olive Road in Ward 4 into the Parish Wide Road System
18. Consider Revision of Ash Pond Road in the Parish Wide Road System
19. Consider Fiscal Year 2018 CDC Membership Dues
20. Federal Off System Bridge Replacement Program – Annual Certification of Compliance
21. Capital Improvement Program Priority List (3 Years – 2018,2019, 2020)- Reminder Only
22. Authorize Payment of Approved Bills
23. Appropriate Sales Tax for October Operations (\$195,000)
24. Committee Reports
25. Operations
26. Adjourn

1. Call to Order

President Kenneth M. Ebarb called the meeting to order.

2. Roll Call

The roll was called by the Secretary Treasurer. The following jurors were present: Willes Funderburk, Mike McCormic, “Charlie” Brown, William E. Ruffin, Ricky ”K-Wall” Sepulvado, Kenneth M. Ebarb, and “Randy” Byrd.

The following members were absent:

“Ronny” Bison and Eric Garcie;

3. Prayer

Prayer was led by Mr. William E. Ruffin.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Mike McCormic.

5. Amend the Agenda

Resolution No. 7943

Motion by McCormic and seconded by Byrd to amend the agenda to include the following item:

Item 11a - South Toledo Bend Water District – Approve the Appointment of Michael Walker as a Commissioner

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

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

6. Adopt the Agenda

Resolution No. 7944

Motion by Ruffin and seconded by Funderburk to adopt the agenda as amended.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

7. Adopt the Minutes of the Previous Meeting, September 27, 2017

All Police Jurors were previously provided a written copy of the minutes of the regular meeting held on September 27, 2017.

Resolution No.7945

Motion by Sepulvado and seconded by McCormic to adopt the minutes of the September 27, 2017 Police Jury meeting.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

8. Deborah Dees, CPA – Deliver the 2016 Audit Report

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

The Annual Financial Audit of the Sabine Parish Police Jury for the fiscal year ended December 31, 2016 was completed and filed with the Louisiana Legislative Auditor and other interested state and federal agencies on October 9, 2017. The audit is normally due to be filed no later than June 30 of each year. However, numerous significant misstatements in the prior year audited financial statements required substantial time to correct so that the amounts reported for the year ended December 31, 2016 would be accurate. The Jury requested and was granted extensions in time to file the audit report.

The primary government financial statements of the Police Jury received an unmodified opinion (the best possible opinion) from the independent auditor. The 2016 Audited Financial Statements of the Sabine Parish Police Jury are available for public viewing at the Louisiana Legislative Auditor's website or at the Sabine Parish Police Jury's website.

Resolution No. 7946

Motion by Sepulvado and seconded by Byrd to accept the audit of the 2016 Financial Statements of the Sabine Parish Police Jury as presented by Deborah Dees, CPA who is a principal in the firm of Dees Gardner, Certified Public Accountants, LLC.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

9. Yvette Murphy - PGRMA Group Health Renewals for 2018, 9/22/17 Letter from CCMSI

Yvette Murphy, with Cannon Cochran Management Services, Inc., (CCMSI), was in attendance and provided information concerning the upcoming renewal of the employee group health benefit plan to the Police Jury.

Ms. Murphy pointed out that the Parish Government Risk Management Agency (PGRMA) was created by an act of the Louisiana Legislature in 1979 and operates under the supervision of its Board of Trustees. The State Executive Board of the Police Jury Association sits as its Board of Trustees. All Police Jury Association Parish members and their sub-entities, regardless of their size, are eligible for membership in the PGRMA.

The PGRMA Group Health Plan is a self-funded plan that provides health, dental, and life coverage to the members of the Louisiana Police Jury Association.

The Sabine Parish Police Jury has received a renewal letter for group health insurance coverage from Cannon Cochran Management Services, Inc, (CCMSI) for the year 2018. A copy of the correspondence was previously provided to each juror.

The proposal offered a significant decrease in the Parish Government Risk Management Agency (PGRMA) rates, a projected 17.98% overall decrease in cost compared to 2017 rates.

The monthly renewal premiums, effective January 1, 2018, are as follows:

Employee Only	\$1,216.76
Employee + Spouse	\$2,108.35
Employee + Children	\$1,687.35
Employee + Family	\$2,759.19
Medicare Supplement	\$ 609.26

Life & AD&D remain at \$10,000 Employee (\$2,000 Spouse, \$1,000 Child) with a monthly premium of \$6.50 for employee and \$1.25 for dependents.

President Ebarb thanked Ms. Murphy for her presentation but noted that the Police Jury is investigating other options to obtain employee group health insurance coverage.

10. Randy Walsworth - Renewal of General Liability, Public Entity Management Liability, Auto & Other Insurance

Mr. Randy Walsworth of Phares, Lites & Walsworth Agency, Inc. was in attendance and addressed the Jury. The Police Jurors were provided with the renewal quote on General Liability, Employee Benefit Plans Liability, and Professional Liability included in Policy # ZLP-14T1582A, and on Commercial Automobile Liability and Physical Damage, Policy # 810-396M2784, all with Travelers Indemnity Company, effective November 1, 2017 to November 1, 2018. There is a reduction of \$8,275 in premium costs for 2018. Since the policy year begins November 1, 2017, the Police Jury needs a renewal of the policy before that date to bind the coverage.

Listed below are the annual premiums:

General Liability-\$1,000,000 each occurrence and \$1,000,000 aggregate, with a \$10,000 deductible.	\$195,586
Terrorism Coverage	Included
Public Entity Management Liability claims-made form, aggregate limit \$1,000,000, each wrongful act, \$1,000,000, each wrongful act deductible \$10,000, retroactive date 02/01/1986.	\$ 2,563

Employee Benefits Liability claims-made form, aggregate limit \$3,000,000, each employee limit \$1,000,000, each employee deductible \$1,000	\$ 192
Auto Physical Damage – number of vehicles – 2	\$ 1,592
Automobile Liability –Number of Vehicles 47, Number of Trailers 16, \$1,000,000 CSL	<u>\$ 34,342</u>
Total Premium	<u>\$234,275</u>

A 25% down payment is due at inception (prior to 11/1/2017) with 25% installments due February 1st, May 1st and August 1st. (beginning of each quarter of the policy 2/1/2018, 5/1/2018 and 8/1/2018). A \$6 installment fee will be added to each of the three installments. All payments should be paid to Travelers as follows:

	<u>Premium</u>	Fee	Total
11/1/2017	\$ 58,569.00	\$ -0-	\$ 58,569.00
2/1/2018	\$ 58,569.00	\$ 6.00	\$ 58,575.00
5/1/2018	\$ 58,569.00	\$ 6.00	\$ 58,575.00
8/1/2018	<u>\$ 58,568.00</u>	<u>\$ 6.00</u>	<u>\$ 58,574.00</u>
	<u>\$234,275.00</u>	<u>\$18.00</u>	<u>\$234,293.00</u>

Resolution No. 7947

Motion by Ruffin and seconded by McCormic to accept the renewal of Travelers Indemnity Company Policies on General Liability, Employee Benefit Liability, and Professional Liability included in Policy # ZLP-14T1582A, and Commercial Automobile Liability and Physical Damage, Policy # 810-396M2784, for the policy period November 1, 2017 to November 1, 2018, as provided/presented by Mr. Randy Walsworth of Phares, Lites & Walsworth Agency, Inc. in accordance with the following quote:

General Liability-\$1,000,000 each occurrence and \$1,000,000 aggregate, with a \$10,000 deductible.	\$195,586
Terrorism Coverage	Included
Public Entity Management Liability claims-made form, aggregate limit \$1,000,000, each wrongful act, \$1,000,000, each wrongful act deductible \$10,000, retroactive date 02/01/1986.	\$ 2,563
Employee Benefits Liability claims-made form, aggregate limit \$3,000,000, each employee limit \$1,000,000, each employee deductible \$1,000	\$ 192
Auto Physical Damage – number of vehicles – 2	\$ 1,592
Automobile Liability –Number of Vehicles 47, Number of Trailers 16, \$1,000,000 CSL	<u>\$ 34,342</u>
Total Premium	<u>\$234,275</u>

A 25% down payment is due at inception (prior to 11/1/2017) with 25% installments due February 1st, May 1st and August 1st. (beginning of each quarter of the policy 2/1/2018, 5/1/2018 and 8/1/2018). A \$6 installment fee will be added to each of the three installments. All payments should be paid to Travelers as follows:

	<u>Premium</u>	Fee	Total
11/1/2017	\$ 58,569.00	\$ -0-	\$ 58,569.00
2/1/2018	\$ 58,569.00	\$ 6.00	\$ 58,575.00
5/1/2018	\$ 58,569.00	\$ 6.00	\$ 58,575.00
8/1/2018	<u>\$ 58,568.00</u>	<u>\$ 6.00</u>	<u>\$ 58,574.00</u>

\$234,275.00

\$18.00

\$234,293.00

And, to approve the down payment and installments listed hereinabove, with all payments to be made to Travelers along with a \$6 installment fee added to the final three installments; with the Secretary Treasurer further authorized to sign the required policy forms.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

11. David Mains- Sabine Parish Waterworks District No. 1 Purchase of Ajax/Beulah Water System Through Loan Assumption

Mr. David Mains with the Sabine Parish Waterworks District No. 1 addressed the Sabine Parish Police Jury concerning the possible purchase of the Ajax/Beulah Water System by assumption of its outstanding debt obligations.

Mr. Mains explained that the purchase of the Ajax/Beulah Water System would allow it to be merged with the Robeline Marthaville Water System which was recently acquired by the Sabine Parish Waterworks District No. 1. This merger will make the system more viable. The Sabine Parish Waterworks District No. 1 is requesting the support of the Police Jury for the purchase of the Ajax/Beulah Water System.

Mr. Ebarb stated that it was his understanding that the purchase would improve the system because of a good quality water well that is owned by the Ajax/Beulah Water System which will be utilized to provide water for customers of the old Robeline Marthaville Water System.

The Secretary Treasurer inquired if the attorney handling the purchase had drafted a resolution for this purchase that should be adopted by the Police Jury. Mr. Mains stated that he would have the attorney forward a draft resolution for adoption by the Police Jury to the Secretary Treasurer.

Resolution No. 7948

Motion by Ruffin and seconded by Brown to approve the purchase of the Ajax/Beulah Water System by the Sabine Parish Waterworks District No. 1 through assumption of the debt owed by the Ajax/Beulah Water System.

The voting was as follows:

Yeas: 6 Nays: 0 Absent: 2 Bison, Garcie Abstain: 1 Byrd

11a. South Toledo Bend Water District – Approve the Appointment of Michael Walker as a Commissioner

The Sabine Parish Police Jury received notification on October 17, 2017 that Mr. Robert Marshall had tendered his resignation on October 1, 2017. The South Toledo Bend Water District has requested that Mr. Michael Walker be appointed to complete the remainder of Mr. Marshall's term.

President Ebarb inquired if the Police Jury had received a letter of resignation from Mr. Marshall. He noted that it is the policy of the Police Jury to obtain a signed letter from a resigning board member prior to appointing a replacement. No letter of resignation from Mr. Marshall has been provided to the Police Jury.

Resolution No. 7949

Motion by McCormic and seconded by Sepulvado to table consideration of the appointment of a replacement commissioner for Mr. Robert Marshall pending receipt of a signed letter of resignation.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

12. Claudette Palmer – Drainage for Courthouse Parking Lot

Claudette Palmer addressed the Police Jury concerning water drainage from the Courthouse parking lot which is running onto her property. Ms. Palmer explained that an existing grated drain was filled when the parking lot for the courthouse was paved. As a result, water has flowed onto her property causing damage. She requested that the Police Jury open the drainage so that the water can properly flow.

Road Superintendent Olivier reported that he and the Mayor of Many had examined the drainage problem. He noted that curbing installed by the Town had not solved the problem. President Ebarb pointed out that the Police Jury will have to work cooperatively with the Town of Many to address this problem. The existing drain will have to be cleaned or a new drain will have to be constructed.

This issue was referred to the Road and Shop Committee for further study and to develop a plan to solve this problem.

13. Planning Commission

No member of the Parish Planning Commission was in attendance.

14. Consider a Policy for Settlement of Disputes Between Jurors Concerning Road Work to be Performed in a Road District Containing Two or More Voting Districts

Mr. McCormic stated that if there is a dispute concerning the use of funds between jurors from two or more different voting districts who share a road district the voters in some areas do not get equal representation.

Mr. Byrd reminded the Jury that the Parish Transportation Act provides for the development of a priority list of roads within the parish and that this list should be followed when making road improvements. Mr. McCormic agreed and pointed out that the all Police Jurors should participate in the development of the priority list. Once the priority list is approved, it becomes the responsibility of the Road Superintendent to perform the work approved by the plan.

President Ebarb stated that under the “Unit System” operations of the parish government are based on the actions of the police jury as a whole acting as a unit. Decisions of what must be done in the parish and the order of priority are voted on by the police jury as part of its regular deliberations. Individual jurors are not permitted to make personal decisions as to what will or will not be done in their particular wards although each juror has the privilege and the responsibility to propose projects or improvements in his ward or any other district. Whether such projects are carried out is the decision of the whole police jury working through the budget process.

Since the Police Jury is mandated by law to operate under the provisions of the “Unit System”, President Ebarb stated that there was no need to adopt a policy for the settlement of disputes between jurors concerning road work performed in a road district containing two or more voting districts. Mr. McCormic said that Police Jury has to follow the law and the only thing needed is clarification of the legal requirements of the Parish.

Mr. Sepulvado stated that all jurors should work together, as a unit, to adopt a budget that includes input from the jurors who have voters in the specific road district. The overarching concern of all jurors should be doing what is best for the citizens of the Parish as a whole.

15. Consider a Policy Requiring Each Road Crew to Have a Separate Storage Yard

The Road and Shop Committee recommended that a separate yard be used by each Parish road crew. Mr. Sepulvado noted that the Noble Yard is currently used by Ward 5, Ward 6, and Ward 10. He stated that the yard is congested and there is not adequate room for the proper segregation of road materials for the various wards.

Resolution No. 7950

Motion by Byrd and seconded by Sepulvado to adopt a policy requiring each Parish road crew to use a separate storage yard.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

16. Consider Adopting Flora Lane in Ward 5 into the Parish Wide Road System.

Mr. Doug Olivier, Parish Road Superintendent, discussed adding Flora Lane in Ward 5 to the Parish Road System. Mr. Olivier has reviewed the road and has determined that it meets the criteria adopted by the Police Jury to determine whether a road serves a public purpose. The Road and Shop Committee recommended adopting Flora Lane into the Parish Wide Road System.

Resolution No. 7951

Motion by McCormic and seconded by Byrd to adopt Flora Lane in Ward 5 into the Parish Wide Road System.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

17. Consider Adopting Mount Olive Road in Ward 4 into the Parish Wide Road System

Mr. Doug Olivier, Parish Road Superintendent, discussed adding Mount Olive Road in Ward 4 to the Parish Road System. Mr. Olivier has reviewed the road and has determined that it meets the criteria adopted by the Police Jury to determine whether a road serves a public purpose. The Road and Shop Committee recommended adopting Mount Olive Road into the Parish Wide Road System.

Resolution No. 7952

Motion by Byrd and seconded by Sepulvado to adopt Mount Olive Road in Ward 4 into the Parish Wide Road System.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

18. Consider Revision of Ash Pond Road in the Parish Wide Road System

Mr. Olivier explained that Ash Pond Road originally connected Plainview Road with Park Road. A bridge over Toro Creek was removed from service and a portion of the road was abandoned. There is a portion of the road that turns north at the bridge that has not been adopted into the Parish Wide Road System. Mr. Olivier has reviewed the road and has determined that it meets the criteria adopted by the Police Jury to determine whether a road serves a public purpose.

Resolution No. 7953

Motion by Byrd and seconded by Funderburk to formally abandon that portion of Ash Pond Road past the Toro Creek Bridge and to adopt into the Parish Wide Road System that part of Ash Pond Road that turns north at the curve at the bridge.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

19. Consider FY 2018 CDC Membership Dues

The Sabine Parish Police Jury has received a membership dues request for the fiscal year 2018 from The Coordinating & Development Corporation in the amount of \$9,220. The requested membership fee is the same amount as was paid for fiscal year 2017.

Resolution No. 7954

Motion by McCormic and seconded by Byrd to authorize the continued membership of the Sabine Parish Police Jury in The Coordinating & Development Corporation and to pay \$9,220 in dues for the fiscal year 2018.

The voting was as follows:

Yeas: 5 Nays: 0 Absent: 2 Bison, Garcie Abstain 2 Ebarb, Ruffin

20. Federal Off System Bridge Replacement Program—Annual Certification of Compliance

Resolution No. 7955
ANNUAL CERTIFICATION
OF COMPLIANCE WITH
STATE OF LOUISIANA
OFF SYSTEM BRIDGE REPLACEMENT PROGRAM

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

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

THEREFORE, BE IT RESOLVED by the governing authority of Sabine Parish (herein referred to as the Parish) that the Parish in regular meeting assembled does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as DOTD) that for the period 1 October 2016 through 30 September 2017:

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

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

This resolution was considered section by section and as a whole and upon motion of Funderburk, being seconded by Brown was adopted by the following vote on this the 18th day of October, 2017.

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

21. Capital Improvement Program Priority List (3 Years – 2018, 2019, 2020)- Reminder Only

Jurors were reminded the Jury needs to adopt a three (3) year Capital Improvement Program Priority List for roads for the years 2018, 2019, and 2020. This must be done prior to January 1, 2018 in order to comply with the Parish Transportation Act. Road Superintendent Doug Olivier needs to be working with the Jurors on the list.

22. Authorize Payment of Approved Bills

Resolution No. 7956

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

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

23. Appropriate Sales Tax for October Operations (\$195,000)

Resolution No. 7957

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

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

24. Committee Reports

There were no committee reports

25. Operations

Mr. Doug Olivier, Parish Road Superintendent, reported that the road department is going forward with paving roads as planned for this year. However, he noted that there have been some problems with the equipment and breakdowns of the equipment used by the contractor laying down the paving materials.

26. Adjourn

Resolution No. 7958

Motion by Ruffin and seconded by Funderburk to adjourn.

The voting was as follows:

Yeas: 7 Nays: 0 Absent: 2 Bison, Garcie

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

s/ Kenneth M. Ebarb
Kenneth M. Ebarb
President