

June 20, 2018

On Wednesday, June 20, 2018 at 9:00 a.m., the Police Jury of Sabine Parish, State of Louisiana met in open and regular session.

The Agenda was as follows:

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Amend the Agenda
6. Adopt the Agenda
7. Accept the Minutes of the Previous Meeting, May 16, 2018
8. Give Notice of Intent to Call Election
9. Shawn Bozzell – Discuss Cooperative Endeavor Agreement with the Soccer League in Sabine Parish
10. Planning Commission
11. Authorize President Ronald L. Bison to Sign and Execute an Agreement Implementing Grant Under the Community Development Block Grant Disaster Recovery Program Through the Restore Louisiana Infrastructure: FEMA Public Assistance Nonfederal Share Match Program and Any Subsequent Amendments to the Agreement
12. Adopt a Resolution Approving Holding an Election in the North Sabine Fire Protection District on December 8, 2018, to Authorize the Levy of a Special Tax
13. Reappoint Sally Maxie as a Member of the Sabine Parish Library Board
14. Reappoint Harry Babers as a Commissioner on the Board of the Housing Authority of Sabine Parish
15. Reappoint Bonnie Fox-Miles as a Commissioner on the Sabine Parish Tourist Commission
16. Consider Adoption of Saints Lane in Road District 9, Ward 3, into the Parish Wide Road System
17. Consider Adoption of Fellowship Circle in Road District 11, Ward 10, into the Parish Wide Road System
18. Discuss Liddy Turnpike
19. Adopt Revised Job Description for Enforcement Officer
20. Authorize Payment of Approved Bills
21. Appropriate Sales Tax for June Operations (\$215,000)
22. Committee Reports
23. Operations
24. Adjournment

1. Call to Order

President Ronald L. Bison 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, “Ronny” Bison, Eric Garcie, Ricky ”K-Wall” Sepulvado, and “Randy” Byrd.

The following member was absent: Kenneth M. Ebarb

3. Prayer

Prayer was led by Mr. William E. Ruffin.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Charlie Brown.

5. Amend the Agenda

There were no amendments to the agenda.

Police Jury President, Ronald L. Bison, allowed a period of public comment on any item on the agenda. Mr. Bison 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. 8090

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

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

7. Accept the Minutes of the Previous Meeting, May 16, 2018

All Police Jurors have previously been provided a written copy of the minutes of the regularly scheduled meeting held May 16, 2018.

Resolution No. 8091

Motion by Sepulvado and seconded by Byrd to accept the minutes of the May 16, 2018 regularly scheduled Police Jury meeting.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

8. Give Notice of Intent to Call Election

Road District 16, Ward 2, and Road District 9, Ward 3, plan to hold an election on December 8, 2018 on the levy of additional ad valorem taxes to be used for road improvements and repairs. An Announcement of a Public Meeting to be held on August 15, 2018 to authorize the levy of ad valorem taxes must be publicly announced (read).

## Announcement of Public Meeting

Notice is hereby given that at its meeting to be held on Wednesday, August 15, 2018 at 9:00 a.m. at the Police Jury Room of the Courthouse, 400 Capitol Street, Many, Louisiana, the Police Jury of the Parish of Sabine, State of Louisiana, plans to consider adopting a resolution ordering and calling elections to be held within (i) Road District No 16, Ward 2 of Sabine Parish, Louisiana and (ii) Road District No. 9, Ward 3 of Sabine Parish, Louisiana to authorize the levy of ad valorem taxes.

9. Shawn Bozzell – Discuss Cooperative Endeavor Agreement with the Soccer League in Sabine Parish

Mr. Shawn Bozzell with the American Youth Soccer Organization (AYSO) was in attendance and addressed the Jury concerning the progress made in establishing a soccer league for the youth of Sabine Parish and the future needs of that league.

He noted that the Sabine Parish Fair Board has provided an area located at the parish fairgrounds to be used as soccer fields. This land is owned by the Sabine Parish Police Jury and leased to the Sabine Parish Fair Board. Mr. Bozzell specifically requested the Police Jury to perform some dirt work at the fairgrounds location to clean and level the area to be used as soccer fields. These soccer fields will be utilized for at least five months each year.

Mr. Bozzell informed the Jury that sixty (60) children had already signed up for the soccer league.

Resolution No. 8092

Motion by Brown and seconded by Byrd to enter into a cooperative endeavor agreement with the American Youth Soccer Organization (AYSO) Region 1459 to provide

equipment, materials and labor to clear and level those areas located at the parish fairgrounds that have been designated by the Sabine Parish Fair Board for soccer fields.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

10. Planning Commission

No member of the Sabine Parish Planning Commission was in attendance.

11. Authorize President Ronald L. Bison to Sign and Execute an Agreement Implementing Grant Under the Community Development Block Grant Disaster Recovery Program Through the Restore Louisiana Infrastructure: FEMA Public Assistance Nonfederal Share Match Program and Any Subsequent Amendments to the Agreement

The State of Louisiana Division of Administration – Office of Community Development – Disaster Recovery Unit desires to execute an Agreement Implementing Grant Under the Community Development Block Grant Disaster Recovery Program Through the Restore Louisiana Infrastructure: FEMA Public Assistance Nonfederal Share Match Program. All jurors have been provided a copy of the proposed agreement.

Under the terms of this agreement, the Sabine Parish Police Jury will be eligible to receive disaster recovery funds not to exceed the non-federal cost share of eligible activities identified in Project Worksheets obligated under the Public Assistance Program up to a maximum amount of \$499,182.32.

The agreement must be signed by an authorized representative of the Sabine Parish Police Jury.

Resolution No. 8093

Motion by Ruffin and seconded by Garcie:

**WHEREAS**, in the aftermath of the 2016 Severe Storms and Flooding Events, the United States Congress, through Public Law 114-223 and 114-254 appropriated funds to the U. S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) Program for use through the State of Louisiana for disaster recovery; and

**WHEREAS**, the State of Louisiana Division of Administration – Office of Community Development – Disaster Recovery Unit desires to execute an Agreement Implementing Grant Under the Community Development Block Grant Disaster Recovery Program Through the Restore Louisiana Infrastructure: FEMA Public Assistance Nonfederal Share Match Program; and

**WHEREAS**, the Sabine Parish Police Jury is a governmental entity or political subdivision eligible for reimbursement for repair of damages under the Stafford Act Public Assistance Grant Program (PA Program); and

**WHEREAS**, subject to the terms and conditions of the agreement, the Office of Community Development, as administrator of the CDBG Disaster Recovery Program, shall make available to the Sabine Parish Police Jury disaster recovery funds not to exceed the non-federal cost share of eligible activities identified in Project Worksheets obligated under the PA Program with the maximum amount of the grant being \$499,182.32; and

**WHEREAS**, the agreement must be executed and signed by an authorized representative of the Sabine Parish Police Jury.

**NOW, THEREFORE BE IT RESOLVED**, that the Agreement Implementing Grant Under the Community Development Block Grant Disaster Recovery Program Through the Restore Louisiana Infrastructure: FEMA Public Assistance Nonfederal Share Match Program for Grant # B-16-DL-22-0001 for the year 2016 is hereby approved; and

**BE IT FURTHER RESOLVED**, that Mr. Ronald L. Bison, President of the Sabine Parish Police Jury, is authorized to execute and sign said agreement and any subsequent amendments to the agreement.

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>Abstaining</u>
Willes Funderburk	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Mike McCormic	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Charlie Brown	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
William E. Ruffin	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Ronny L. Bison	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Eric Garcie	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Ricky Sepulvado	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Kenneth M. Ebarb	<u>          </u>	<u>          </u>	<u>X</u>	<u>          </u>
Randy Byrd	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>

This resolution was declared adopted on this, the 20th day of June 2018.

/s/ William E. Weatherford  
Secretary-Treasurer

/s/ Ronald L. Bison  
President

**12. Adopt a Resolution Approving Holding an Election in the North Sabine Fire Protection District on December 8, 2018, to Authorize the Levy of a Special Tax**

The North Sabine Fire Protection District has passed a resolution calling for the renewal of one of its millages on the December 8, 2018 election. The Sabine Parish Police Jury must approve calling this election.

Resolution No. 8094

**A resolution approving the holding of an election in North Sabine Fire Protection District of the Parish of Sabine, State of Louisiana, on December 8, 2018, to authorize the levy of a special tax therein.**

Motion by McCormic and seconded by Sepulvado:

**WHEREAS**, the Board of Commissioners of North Sabine Fire Protection District of the Parish of Sabine, State of Louisiana (the “Board”), acting as the governing authority of North Sabine Fire Protection District of the Parish of Sabine, State of Louisiana (the “District”), adopted a resolution on May 21, 2018, calling a special election in the District on December 8, 2018, to authorize the continuation of a special tax therein; and

**WHEREAS**, the Board has requested that this Police Jury, acting as the governing authority of the Parish of Sabine, State of Louisiana, give its consent and authority for the District to hold the aforesaid election and, in the event that the election carries, to continue to levy and collect the special tax provided for therein; and

**WHEREAS**, pursuant to Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, it is now the desire of this Police Jury to approve the holding of said election and in the event that the election carries, to continue to levy and collect the special tax provided for therein;

**NOW THEREFORE, BE IT RESOLVED** by the Police Jury of the Parish of Sabine, State of Louisiana, acting as the governing authority of said Parish, that:

**SECTION 1.** Pursuant to Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, and in accordance with the request of the Board of Commissioners of North Sabine Fire Protection District of the Parish of Sabine, State of Louisiana, this Police Jury hereby approves the holding of an election in the District on December 8, 2018, at which election there will be submitted the following proposition, to-wit:

**PROPOSITION**

Shall the North Sabine Fire Protection District, Parish of Sabine, State of Louisiana (“the District”), under the provisions of Article VI, Section 19 of the 1974 Constitution of Louisiana, Part I of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority supplemental thereto, be re-authorized to levy and collect an *ad valorem* tax of 7.00 mills (“the Tax”) in each calendar year on all property subject to taxation in the North Sabine Fire Protection District, Parish of Sabine, for a period of twenty (20) years, commencing in the year 2019 to and including the year 2038 (an estimated \$700,000 is reasonably expected to be collected from the levy of the Tax for the entire first year, and this amount will increase if the value of property subject to taxation increases), and shall the avails or proceeds of said Tax be used for the purpose of acquiring, constructing, improving, maintaining and operating fire protection facilities and equipment in and for the District and paying the cost of obtaining water for fire protection purposes?

**SECTION 2.** In the event the election carries, this Police Jury does hereby further consent to and authorize the District to continue to levy and collect the special tax provided for therein.

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

Yeas: 8

Nays: 0

Abstain: 0

Absent: 1

And the resolution was declared adopted on the 20<sup>th</sup> day of June 2018.

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

s/Ronald L. Bison  
Ronald L. Bison  
President

**13. Reappoint Sally Maxie as a Member of the Sabine Parish Library Board**

The current appointment of Mrs. Sally Maxie as a member of the Sabine Parish Library Board expired June 17<sup>th</sup>, 2018. The Police Jury has received a letter dated May 23, 2018 from the Library Board of Trustees requesting that Mrs. Maxie be reappointed to the Library Board for another five-year term.

Resolution No. 8095

Motion by Ruffin and seconded by Sepulvado to reappoint Mrs. Sally Maxie as a member of the Sabine Parish Library Board for a five-year term beginning June 18, 2018 and ending June 17, 2023.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

14. Reappoint Harry Babers as a Commissioner on the Board of the Housing Authority of Sabine Parish

The current appointment of Mr. Harry Babers as a Commissioner on the Board of the Housing Authority of Sabine Parish expires June 21<sup>st</sup>, 2018. On June 1, 2018 the Police Jury received a request to reappoint Mr. Babers for another five-year term.

Resolution No. 8096

Motion by Ruffin and seconded by Brown to reappoint Mr. Harry Babers as a Commissioner on the Board of the Housing Authority of Sabine Parish for a five-year term beginning June 22, 2018 and ending June 21, 2023.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

15. Reappoint Bonnie Fox-Miles as a Commissioner on the Sabine Parish Tourist Commission

The current appointment of Mrs. Bonnie Fox-Miles as a Commissioner on the Sabine Parish Tourist Commission expires June 30<sup>th</sup>, 2018. The Sabine Parish Police Jury received a letter from the Sabine Parish Tourist Commission dated May 21, 2018 requesting that the Jury consider reappointing Mrs. Fox-Miles for another three-year term.

Resolution No. 8097

Motion by Ruffin and seconded by McCormic to reappoint Mrs. Bonnie Fox-Miles as a Commissioner on the Sabine Parish Tourist Commission for a three-year term beginning July 1, 2018 and ending June 30, 2021.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

16. Consider Adoption of Saints Lane in Road District 9, Ward 3, into the Parish Wide Road System

The Parish Road Superintendent has reviewed Saints Lane located in Road District 9 and has determined that it meets the criteria to be adopted into the Parish-wide Road System. He recommended that the road be adopted into the Parish-wide Road System.

Resolution No. 8098

Motion by McCormic and seconded by Garcie to adopt Saints Lane in Road District 9, into the Parish-wide Road System.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

17. Consider Adoption of Fellowship Circle in Road District 11, Ward 10, into the Parish Wide Road System

The Parish Road Superintendent has reviewed Fellowship Circle located in Road District 11 and has determined that it meets the criteria to be adopted into the Parish-wide Road System. He recommended that the road be adopted into the Parish-wide Road System.

Resolution No. 8099

Motion by Byrd and seconded by McCormic to adopt Fellowship Circle in Road District 11, into the Parish-wide Road System.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

18. Discuss Liddy Turnpike

The Sabine Parish Police Jury has been requested to consider the adoption of Liddy Turnpike into the Parish-wide Road System. Liddy Turnpike is located south of Fisher and was originally built by Boise. It is an asphalted road that is largely used by heavy trucks to avoid passing through the Village of Fisher.

Mr. Bison noted that there is a railroad crossing on Liddy Turnpike that KCS Railroad Company wants replaced with new crossing gates or the Company wants to completely remove the road crossing. He further noted that significant road repairs are needed including the replacement of a culvert.

Mr. Bison expressed his opinion that the Liddy Turnpike must be kept open since large trucks cannot use the streets of the Village of Fisher without quickly causing serious damage to them. He encouraged all interested parties to contact their state senator and state representative and ask them to contact the KCS Railroad Company to request the Company to leave the road crossing as it is.

Resolution No. 8100

Motion by McCormic and seconded by Brown to table consideration of the adoption of Liddy Turnpike into the Parish-wide Road System.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

19. Adopt Revised Job Description for Enforcement Officer

The Sabine Parish Police Jury is currently in the process of hiring an Enforcement Officer. A review of the existing job description for the position of Enforcement Officer resulted in some suggested changes. The revised job description has been reviewed by the Personnel Committee and is recommended for adoption.

Resolution No. 8101

Motion by McCormic and seconded by Funderburk to adopt the following job description for the position of Enforcement Officer:

## **POSITION DESCRIPTION**

**Title:** Enforcement Officer

**Department:** Road

**Reports To:** Road Superintendent

**Job Summary:** The Enforcement Officer works under the direction of the Road Superintendent. Under the general direction of the Parish Road Superintendent, the Enforcement Officer enforces the ordinances, parish rules and regulations, and other matters relating to road, solid waste, and other Police Jury matters. This position, on a day to day basis, could include such matters as directing traffic, making arrests, and performing such duties as are commonly performed as a deputy who reports directly to the Sheriff; however, the Enforcement Officer must be capable of handling any situation which could arise for a deputy.

**Essential Job Functions:** These essential duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. The omission of specific statements or

duties does not exclude them from the position if the work is similar, related to, or a logical assignment to the position.

- The Enforcement Officer shall coordinate with the Parish Road Superintendent.
- The Enforcement Officer must investigate problems relating to road damage caused by individuals or companies.
- The Enforcement Officer shall be responsible for filming permitted roads for hauling prior to use.
- He shall coordinate with timber companies, the Louisiana Forestry Association, oil and gas companies, and others relating to road problems.
- The Enforcement Officer shall issue citations related to permitting, road damages, solid waste violations, and other matters as needed.
- The Enforcement Officer is responsible for supervising inmates and community service workers to obtain maximum efficiency.
- Any other duties as assigned.

**Competencies:** The Enforcement Officer must be capable of handling any situation which could arise for a deputy.

**Work Environment:** The Enforcement Officer typically performs his duties in an outdoor environment. This includes construction sites, open and empty land, wooded areas, both urban and rural roads and drainage, muddy areas, swampy areas, hot, humid, cold and wet conditions that are consistent with outdoor projects. The Enforcement Officer may also be exposed to wildlife and bugs in the environment. This position may include work performed in an office environment for training, plan reviews, meetings, and project preparation and progress reviews.

**Physical Demands:** *Light work.* Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time.

**Required Education/Qualifications:** The Enforcement Officer must be deputized, wear an appropriate uniform and badge, be POST certified, and carry a firearm.

**Work Schedule:** The Enforcement Officer will be required to work a varied schedule of days and nights as required to enforce the Parish's ordinances. The normal work week will consist of forty (40) hours.

**Compensation and Benefits:** The beginning rate of pay for this position will be \$11.27 per hour. The Enforcement Officer will receive scheduled pay increases as provided by the Police Jury's "STEP Plan". The Enforcement Officer will receive the normal holidays, vacation days, and personal days as provided by the Personnel Policy of the Police Jury.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

## 20. Authorize Payment of Approved Bills

Resolution No. 8102

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



The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

21. Appropriate Sales Tax for June Operations (\$215,000)

Resolution No. 8103

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

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

22. Committee Reports

Courthouse & Jail Committee:

Mr. Sepulvado presented the Jurors quotes that the Jury had received for the installation of a new counter top for the dispatcher's office.

23. Operations

Parish Road Superintendent Olivier reported the progress of the scheduled road overlaying projects.

He noted that repairs to the bridge on Lakeside Loop would soon begin and he expects the grinding of Harrison Road to begin within the week.

24. Adjournment

Resolution No 8104

Motion by Byrd and seconded by Brown to adjourn.

The voting was as follows:

Yeas: 8      Nays: 0      Absent: 1 - Ebarb

s/William E. Weatherford

William E. Weatherford  
Secretary Treasurer

s/Ronald L. Bison

Ronald L. Bison  
President