

Operations Committee  
February 7, 2020

The Operations Committee met Friday, February 7, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Lewis Chatham, Ms. Amy Magee, and Mr. Lynn Treadway. Absent: none. Also in attendance, Mr. Richard Aillet from Riley Company.

The meeting was called to order by the Chair, Ms. Magee. Mr. Treadway gave the invocation and Mr. Chatham led in the recitation of the Pledge of Allegiance.

There being no public comments, the Chair moved on to agenda items.

The Committee discussed the need for establishing a definition of “public use road”. They discussed the use of traffic counters and establishing guidelines including considerations for land-locking and property owners.

The Committee discussed the proposed policy from Mr. Darrell Avery for road removals from the Parish Road System. The process included defining “public road”, having the Road Supervisor and Parish Engineer review the roads in the system and present a list of roads that do not meet the qualifications to the Jury, notifying property owners and special interest parties and holding a public hearing for the listed roads, taking into account any special considerations, and then removing any non-public roads. The Committee discussed the need for a definition before they can implement a policy to remove roads.

The Committee invited the Road Superintendent, Mr. Jody Stuckey, to discuss the general operational duties of his position and the Road Department functions. Mr. Stuckey presented the weekly work schedule and described the work performed by the different crews.

The Committee reviewed the procedures for the road permitting process. Mr. Stuckey presented the issues with holding loggers accountable to the permit. Ms. Magee noted that they may need to have a meeting with the foresters.

The Committee reviewed the weekly road report and schedules. They requested that Mr. Stuckey provide schedules for equipment showing when a road was worked on and the next scheduled date including a schedule for the brush axe, culvert cleaner, and any other specialty equipment. The Committee requested that they receive a report for “completed” work by equipment with their monthly report. Ms. Magee stated that she would like to see the Road Department perform more pre-maintenance work for the annual road schedule.

The Committee discussed material and supply needs. Mr. Stuckey described the ordering process and the desired inventory levels.

The Committee discussed the procedures for equipment maintenance. Mr. Stuckey described the procedure for sending out one mechanic for on-location maintenance. Ms. Magee suggested that he send both mechanics out for safety and for cross-training. She asked him to try sending both mechanics and to bring them feedback at the next Operations Meeting. Mr. Stuckey presented the new daily equipment check forms and stated that they were to be completed by the operators on a daily basis and

stated the mechanics have an annual check form. Mr. Stuckey stated that all equipment was “up and running” other than the truck that had been requested for surplus.

The Committee reviewed the current road complaints and discussed the procedure for logging and scheduling work when it is called in.

The Committee discussed the proposed Crew Leader Setup policy. They determined that the position may not be needed if the proper pre-maintenance work was performed. Ms. Magee stated that the crew was looking to Mr. Stuckey to make the decisions and to schedule the prep work ahead of time.

The Committee reviewed the reports from the GPS fleet system with details for the equipment and vehicles that were primarily stationed at the Road Barn location. They discussed other options for a new pothole truck vs. the requested equipment purchase. Ms. Magee asked how often the Road Superintendent used his truck after hours for emergency callouts. Mr. Stuckey stated that when calls came in, operators were dispatched to clear the road.

The Chair thanked Mr. Stuckey for sharing the information about the Road Department operations. She stated that she would like to see more streamlined work schedules and would like to see Mr. Stuckey out in the field and on job sites more often. She requested that Mr. Stuckey work with the Parish Engineer to assess what our own crews can do for pre-maintenance work on the annual road program and asked him to re-assess the fleet to determine if they can make adjustments to existing equipment instead of purchasing a new truck.

Ms. Magee stated that they would have a follow-up meeting each month to see what changes have been implemented.

Motion Mr. Chatham, seconded Mr. Treadway to adjourn. Motion carried.