

Operations Committee
March 11, 2020

The Operations Committee met Wednesday, March 11, 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. Paul Riley, Parish Engineer

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 proposed Capital Improvements Policy for the 2021 – 2023 and gave the Parish Engineer feedback on the separation of major vs. minor contract work. They discussed the importance of prep work and continued maintenance to keep the roads in good condition as long as possible. Ms. Magee asked that an addition of traffic counts be added to divide tied ratings. They discussed adding language to give flexibility when applying funds from the state transportation act. Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury adopt the 2021 – 2023 Road Capital Improvements Policy with the requested changes. Motion carried.

The Committee discussed the procedure for rating parish roads and offering the position to a senior-level Operator II in the Road Department to perform. The Parish Engineer requested that the ratings be completed prior to September. Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury offer the job of road rating to Mr. Jared Horton of the Road Department who had performed the task in the past. Motion carried.

The Committee discussed the proposed 2020 Road Program. They discussed requesting grant funds for the remaining portion of Gansville Road from Industrial Drive to the airport. The Parish Engineer recommended that they extend the planned work on Chatham Lake Road to the highway. The Committee discussed asphalt vs. oil and chip seal treatments and trying to accomplish as much as possible throughout the parish. Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury approve the 2020 Road Program with the recommended change on Chatham Lake Road. Motion carried.

The Parish Engineer presented the 3-year Road Program for 2020 – 2022 and stated that it would change next year once the priority lists are updated. Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury approve the 2020-2023 3-Year Road Plan. Motion carried.

The Committee reviewed the Road Removal Policy as prepared by Mr. Darrell Avery, Assistant D.A. They discussed needing the Jury to define “public use road” and removing sections 5 and 8 from the policy. The Parish Engineer stated that he would need to review the list of roads that are one-house or one property owner and present the updated report to the Jury for their review. Mr. Treadway left the meeting. Motion Mr. Chatham, seconded Ms. Magee to recommend the Jury adopt the Road Removal Policy with the changes of excluding sections 5 and 8. Motion carried.

The Committee discussed department reporting with each of the Department Heads and gave feedback and requests for information.

The Committee discussed callout procedures and how they varied for each department. The Department Heads discussed how they handle different types of callouts.

The Committee discussed the need for Superintendents to drive parish vehicles. The Superintendents stated it was a benefit given upon hiring. They discussed the history of comp time.

The Committee discussed the procedures for promotions and the scope of duties for employees. Mr. Stuckey discussed the recent staff re-classifications in the Road Department. Mr. Anderson stated that there are no available promotions in the Maintenance Department. They discussed procedures for senior employees training new trainees and that the Superintendent is ultimately responsible for signing off.

The Committee discussed complaint logs for each department. Ms. Magee requested that Mr. Sessions review the contract for bin rentals to verify that the property owner is responsible for the maintenance and upkeep of the location of the bin.

The Committee discussed the procedures for maintaining roads in the Parish Road System. Ms. Magee stated that if a road is in the system, it must be maintained by the department. They discussed the request to remove a portion of Sugar Creek Road and the access for the water well. The Parish Engineer discussed "prescriptive rights" that the water system would have to access their well. Ms. Magee stated that they would need Mr. Avery to research it.

The Committee discussed purchasing traffic counters to be used by the Road Department.

The committee discussed the drainage issues on Hatten Road.

Motion Ms. Magee, seconded Mr. Chatham to recommend the Jury authorize the Parish Engineer review the issues. Motion carried.

Motion Ms. Magee, seconded Mr. Chatham to recommend the Jury authorize adding a 4-person drainage crew to the Road Department. Motion carried.

The Committee discussed the issues on Bert Road where it connects to Harris Loop.

Motion Ms. Magee, seconded Mr. Chatham to recommend the Jury authorize the Parish Engineer review the issues. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to adjourn. Motion carried.