



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Notice Posted:

Thursday, February 27, 2020, 3:00 PM

March 2, 2020 Business Session

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 480-9095

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

MEETING DATE:

Monday, March 02, 2020

MEETING TIME:

5:15 PM

PLACE OF MEETING:

**Jackson Parish Courthouse
500 E. Court Street, Room 301
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation

Pledge of Allegiance

Public Comments

Board Reports

1. Jackson Parish Watershed District: *Mr. Lavelle Smith, President*
2. Jackson Parish Recreation District: *Mr. Tommy Smith, Director*

Committee Reports (discussion and review)

3. Operations Committee: *Ms. Amy Magee, Chairman*
 - a. Permission to bid Clay Hilltop (Hwy 148) and Walker Road model bin sites
 - b. Closure of road-side sites upon completion of bin site construction
 - c. Closure of Pine Thicket road-side bin site
4. Finance Committee: *Mr. Todd Culpepper, Chairman*
 - a. Authorizing 2020 appropriations to Trailblazer and Sparta Groundwater Commission
 - b. Recommended purchases from Finance Committee
 - c. Continued updating and submittal of state funding request for livestock pavilion
5. Projects Committee: *Ms. Regina Rowe, Chairman*
6. Policy & Personnel Committee: *Ms. Tarneshala Cowans, Chairman*
 - a. Operations Manager base salary, job description, and job duties list
7. Parish Cleanup Committee: *Mr. John McCarty, Chairman*

Continued Business (discussion and review)

8. Discuss status of Committee Assignments
9. Review parish board appointments
10. Discuss update on Sportsman-J Hunting Club lawsuit

New Business (discussion and review)

11. Discuss letters of request from the School Board, Town of Eros and Village of North Hodge
12. Discuss request for adopting a "No Wake Zone" ordinance in coordination with the Watershed District



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13. Discuss policy for Juror-issued MiFi devices
- [14.](#) Discuss requirements for Certified Building Official (CBO)
15. Discuss nuisance complaints
- [16.](#) Discuss grant opportunity through Delta Regional Authority

Discussion of Other Topics

Announcements and Notifications

- [17.](#) Energy efficiency grant opportunity through Louisiana Public Service Commission
18. BP financing opportunity through the State of Louisiana

Adjourn

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 203

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

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.

Operations Committee
February 21, 2020

The Operations Committee met Friday, February 21, 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 from Riley Company.

The meeting was called to order by the Chair, Ms. Magee. Ms. Magee 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.

Mr. Treadway arrived at the meeting.

The Committee invited the Solid Waste Superintendent, Mr. Robin Sessions, to discuss the general operational duties of his position and the Solid Waste Department functions. Mr. Sessions presented his process of work assignments using a daily crew sheet, reviewing route sheets and various inspection sheets that are completed daily by employees, and his procedures for inspecting business and bin site locations.

Mr. Sessions presented the route sheets for the commercial pickup routes and the bin site routes and explained that when operators are off, their fill-ins can take the route sheet and know what their schedule is for the day. He stated that the employees inspect the bin sites and transfer station on a daily basis and sign off the date and time throughout the day that it is completed. He stated that he performs the inspections as well. Mr. Sessions stated that the paperwork they performed was in compliance with the LDEQ landfill permit and that they went above and beyond the minimum requirements.

The Committee asked Mr. Sessions about the status of his current equipment. He stated that the most immediate need was for an additional compact truck in order to rotate one of the existing trucks into "back-up" status and surplus out the truck they use currently as backup.

Mr. Sessions stated that he responds to all complaints that are issued for his department.

The Committee reviewed the GPS fleet reports for the Solid Waste Department. Ms. Magee asked if Mr. Session used his truck after hours and he stated that he was the one that responds to any emergency callouts.

The Committee reviewed the proposed locations for new model bin site construction. Mr. Sessions requested that the Jury close the appropriate road-side sites upon completion of the new site. Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize permission to bid the Clay Hilltop and Walker Road bin site construction. Motion carried. Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury close the requested road-side sites upon completion of the construction of the Clay Hilltop and Walker Road bin sites. Motion carried. Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury close the Pine Thicket road-side site in East Hodge since it has two model bin sites in the surrounding area. Motion carried.

Ms. Magee stated that they would have a follow-up meeting each month to see what changes have been implemented. She stated that the Jury had received positive feedback on the parish solid waste program at the 2020 PJAL Convention from other parishes and asked Mr. Sessions if he had any recommendations on what they could do in the future. Mr. Sessions stated that the greatest need was to purchase the land adjacent to the landfill for the future.

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

Jackson Parish Police Jury
Jackson Parish Solid Waste Department
302 Landfill Rd. -- Quitman LA 71268
Phone: 318-259-5662 Fax: 318-395-2632

February 4, 2020

To: Gina Thomas and Amy Magee
From: Robin Sessions

I know we are close to the start of building Model Bin sites. Here is a list of sites we will need to close when each site is built:

New Walker Road Model Site and Zoar Road Model Site
Need to close--Tommy Johns site and old Walker Road Site

New Clay Hill Top Model Site
Need to close--old Clay Hill Top Site
New Prosperity Site
Van Miles Site
Causey Dairy Site

New Dorsey Shop Road Model Site
Need to close -- old Dorsey site
Dennis site
Conn's site
Kelly's site
Vernon Fire Station site

Need to talk about closing bin site in East Hodge (Pine thicket site)

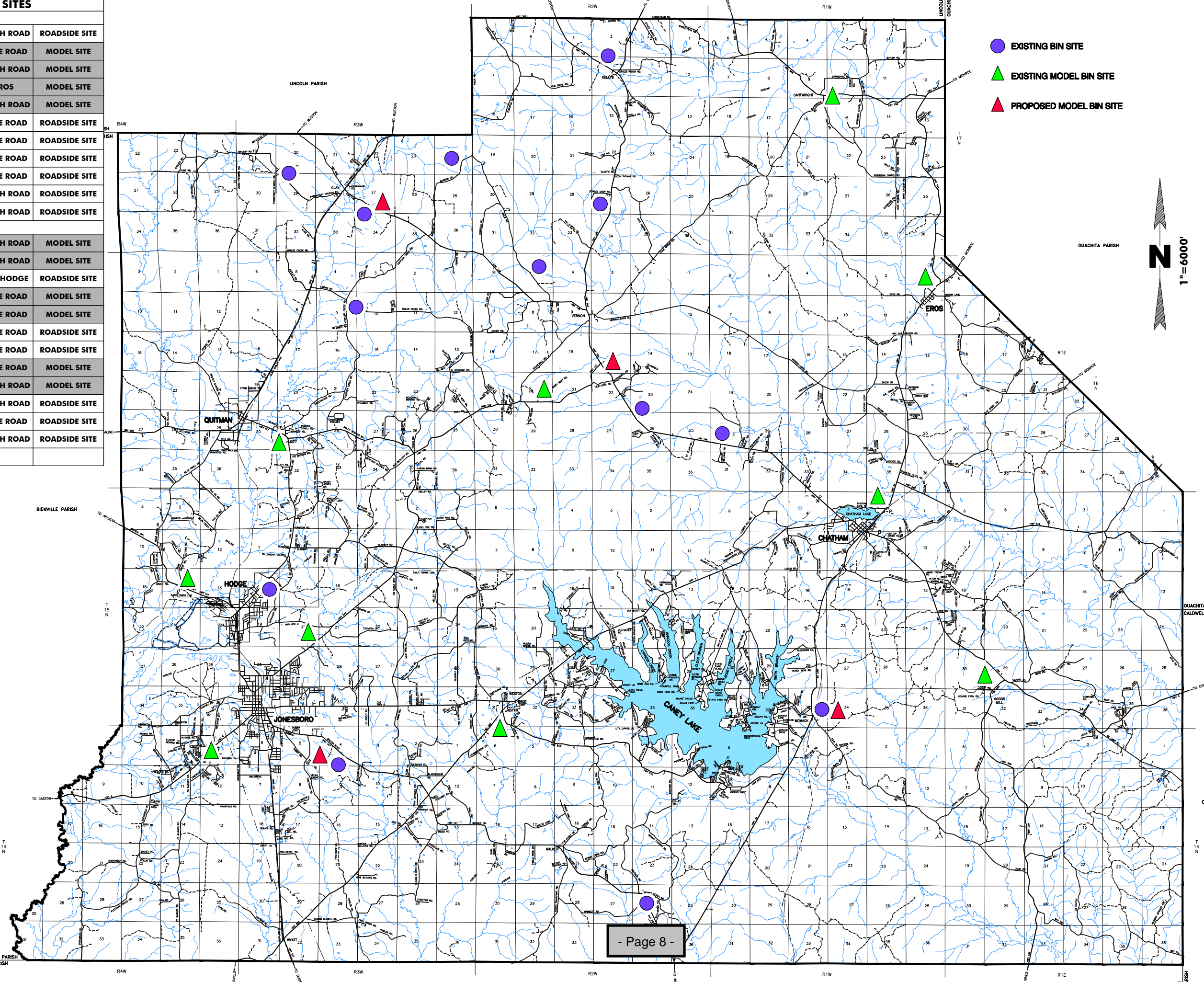
JACKSON PARISH POLICE JURY BIN SITES

SW-19

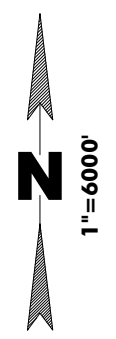
WOMACK SITE	111 ZOAR ROAD	PARISH ROAD	ROADSIDE SITE
HWY. 4 EAST SITE	14850 HWY. 4 EAST	STATE ROAD	MODEL SITE
CHATHAM SITE	855 CHATHAM LAKE ROAD	PARISH ROAD	MODEL SITE
EROS SITE	202 WALDROP ROAD	EROS	MODEL SITE
CARTWRIGHT SITE	4450 OLIVE GROVE ROAD	PARISH ROAD	MODEL SITE
DENNIS SITE	2130 HWY. 146	STATE ROAD	ROADSIDE SITE
CONN'S SITE	340 HWY. 146	STATE ROAD	ROADSIDE SITE
DORSEY'S SITE	655 HWY. 146	STATE ROAD	ROADSIDE SITE
KELLY'S SITE	8512 HWY. 146, RUSTON	STATE ROAD	ROADSIDE SITE
VERNON FIRE STATION SITE	4041 RISER ROAD, RUSTON	PARISH ROAD	ROADSIDE SITE
CAUSEY DAIRY SITE	1337 BOWDEN ROAD, RUSTON	PARISH ROAD	ROADSIDE SITE

SW-209

QUITMAN SITE	7575 QUITMAN HWY-OLD 167 HWY.	PARISH ROAD	MODEL SITE
BEAR CREEK SITE	134 BEAR CREEK, QUITMAN	PARISH ROAD	MODEL SITE
PINE THICKET SITE	164 CIRCLE DR., EAST HODGE	EAST HODGE	ROADSIDE SITE
542 SITE	1267 BEECH SPRINGS ROAD	STATE ROAD	MODEL SITE
HWY. 4 WEST SITE	2386 HWY. 4 WEST	STATE ROAD	MODEL SITE
WALKER ROAD SITE	1320 WALKER ROAD-HWY. 147	STATE ROAD	ROADSIDE SITE
TOMMY JOHNS SITE	6390 WALKER ROAD-HWY. 147	STATE ROAD	ROADSIDE SITE
WESTON SITE	281 HWY. 505	STATE ROAD	MODEL SITE
MARY WEST SITE	126 MARY WEST	PARISH ROAD	MODEL SITE
NEW PROSPERITY SITE	109 GRIGSBY ROAD, RUSTON	PARISH ROAD	ROADSIDE SITE
CLAY HILL SITE	484 HWY 148 CLAY, RUSTON	STATE ROAD	ROADSIDE SITE
VAN MILLS SITE	2971 SUGAR CREEK RD., QUITMAN	PARISH ROAD	ROADSIDE SITE



- EXISTING BIN SITE
- ▲ EXISTING MODEL BIN SITE
- ▲ PROPOSED MODEL BIN SITE



<p>SCALE: 1"=6000'</p> <p>PROJECT NUMBER: 190</p> <p>DATE: AUGUST, 2019</p> <p>DRAWN BY: KAW</p> <p>FILE NAME: PARISH BIN MAPPING</p>	<p>DATE: _____</p> <p>REVISION: _____</p> <p>RILEY COMPANY ENGINEERS & SURVEYORS</p> <p>P.O. DRAWER 3363 RUSTON, LA 71272-0363 TELEPHONE: (337) 251-0238 FAX: (337) 251-0239</p>
<p>JACKSON PARISH POLICE JURY BIN SITES</p>	
<p>LOUISIANA</p>	
<p>JACKSON PARISH LOCATION MAP</p>	
<p>DRAWING NO. 1</p>	

Finance Committee
February 26, 2020

The Finance Committee met Wednesday, February 26, 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. Todd Culpepper, Mr. John McCarty, and Ms. Tarneshala Cowans. Absent: none. Also in attendance, Ms. Amy Magee and Ms. Regina Rowe.

The meeting was called to order by the Chair, Mr. Culpepper. Mr. McCarty gave the invocation and Ms. Cowans led in the recitation of the Pledge of Allegiance.

The Chair opened the floor for public comments.

Ms. Amy Magee expressed concern for several of the agenda items that she felt did not belong in the Finance Committee.

Ms. Nia Evans-Johnson from the Sales Tax Collection Agency requested the Jury provide guidance on the requested replacement server for their office.

Ms. Regina Rowe questioned several of the agenda items.

Mr. Culpepper addressed the concerns with the agenda stating that there would be overlap with the items on the committees and that any committee would only be making recommendations for the Police Jury to consider.

With no other public comments, the Chair continued with agenda items.

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury authorize the President to sign and execute the 2020 Trailblazer appropriation of \$1,080. They discussed that this amount was a 10% reduction from the prior year. Motion carried.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury authorize the President to sign and execute the 2020 Sparta Groundwater appropriation of \$1,350. They noted that this amount was also a 10% reduction from the prior year. Motion carried.

The Committee reviewed the cost estimates from the Road Superintendent to perform the requested road construction work in North Hodge and Eros. They discussed that the towns should understand the amounts would be deducted from the annual appropriation of \$6,750. Mr. Culpepper stated that the Jury should review the cost estimates to determine which options they would consider. The Chair deferred both requests to be reviewed by the full Jury at the Business Session.

The Committee reviewed the items for budget amendments. The Secretary-Treasurer explained that the changes would not necessarily make any accounts over-budget, but they were for new items that had not been planned.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury authorize the purchase of the digital whiteboard for the meeting room. Motion carried.

Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury authorize the purchase of a new fire alarm system at the Health Unit. Motion carried.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury authorize the purchase of the scanner for the Registrar of Voters. Motion carried.

The Chair deferred agenda items #6 through #8 to the Project Committee with no discussion.

Motion Mr. Culpepper, seconded Ms. Cowans to recommend the Jury continue to update and submit information for state funding for the livestock pavilion project and to authorize the President to sign the requested amendment to the Cooperative Endeavor Agreement with the State of Louisiana. Motion carried.

The Chair deferred agenda item #10 to the Project Committee and stated that Senator Morris had informed him that there may be BP funding available for parishes in north Louisiana and that he had requested the Jury submit potential projects.

The Chair invited the Secretary-Treasurer to discuss the monthly financials. The Secretary-Treasurer presented the monthly purchase orders to-date and reviewed the budget to actual report for the month-to-date. She explained the items that were over or under budget and informed the Committee of potential amendments to the budget for the future.

Mr. Culpepper made closing remarks stating that he was not trying to control Jury actions through the Committee and reiterated that the Committee makes recommendations for the full Jury to consider.

Motion Ms. Cowans, seconded Mr. McCarty to adjourn. Motion carried.

TRAILBLAZER

Resource Conservation
& Development
302 E. Reynolds Drive Suite A.
Ruston, La. 71270-2817

Invoice

Invoice # 022120-04

Date: February 21, 2020

Phone: 318-255-3554

Fax: 318-251-9199

E-mail: CEO@trailblazer.org

ATT: Ms. Gina Thomas
Jackson Parish Police Jury

For: ANNUAL SUPPORT

DESCRIPTION	HOURS	RATE	AMOUNT
2020 BUDGETED PARTNERSHIP Support			\$1,200.00
		TOTAL	\$1,200.00

Make all checks payable to: Trailblazer RC&D

NOTE: ANNUAL SUPPORT

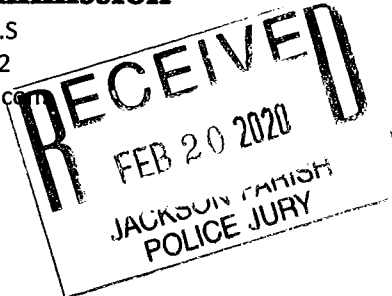


Thank you for your support !

**SPARTA GROUNDWATER
COMMISSIONERS**

**SPARTA
Ground Water Commission**

P.O. Box 10198 T.S
Ruston, LA 71272
www.spartaaquifer.com



Jackson Parish Police Jury Office
Attn: Ms. Amy Magee, President
500 East Court St.
Jonesboro, La 71251

Ms. Magee,

As the Sparta Groundwater Commission begins a new year so do we begin anew in our vision and goals for the future of north Louisiana's water resources. Through the months of 2019 our focus was once again on strengthening regional relationships with business leaders and elected officials in order that all stakeholders are ensured a voice where their water is concerned. This priority will continue into 2020 and beyond, as partnership is one of the key foundations for which our regional long-term goals will be achieved.

Over the coming year the Sparta Groundwater Commission will focus its efforts on improving our technical data collection network, use regional data to develop a database that allows us to view future impacts of water usage, and ensure that our regions representatives play an active role in future strategic planning. The ultimate long-term goal of the Sparta Groundwater Commission is to ensure that water will never be a deterrent for economic growth in north Louisiana.

In order to reach these goals on behalf of our region, it will require regional support. As your community plays an active role in ensuring the longevity of north Louisiana's waters and the Sparta Aquifer specifically, we ask that you consider a donation of \$1,500 for 2020. If everyone contributes and plays an active rôle, together we can ensure that our water is protected and preserved for generations to come.

Thank you again for your support to the Sparta Groundwater Commission!

Sincerely,

Nick Cox
Chairman
Sparta Groundwater Conservation District
P.O. Box 10198 T.S.
Ruston, LA 71272

Chairman

Nick COX, Webster Parish

Vice Chairman

Charles Hughes, Wood Products

Treasurer

Zack Spivey, City of Ruston

Secretary & Sparta Foundation

Executive Director

Rick Buckner, City of Minden

Executive Director

Lindsay Gouedy

- James Marsalis.....*Agriculture Industry*
- Brandon Rich.....*Town of Homer*
- Devin Flowers.....*Town of Jonesboro*
- Jack Clampit.....*Ouachita Parish*
-*Other Industries*
- Mike Carpenter.....*Winn Parish*
- Regina Rowe.....*Jackson Parish*
- Richard Durrett.....*Lincoln Parish*
- Sam Little.....*Morehouse Parish*
- Tammy Singleton.....*Bienville Parish*
- Ronnie Turner ...*City of West Monroe*
-*Union Parish*
- Jimmy Hand.....*Claiborne Parish*
- Dr. Curtis Willis.....*Town of Arcadia*

Ex-officio Members

- Ben McGee.....USGS
- Gary Hanson.....LSUS
- Gary Kennedy.....LaTech
- Jim York.....LDNR
- Susan Robbins.....LRWA

SPARTA

Ground Water Commission

P.O. Box 10198 T.S.
Ruston, La 71272
www.spartaaquifer.com

INVOICE

February 10, 2020

To: Jackson Parish Police Jury Office
Attn: Ms. Amy Magee
500 East Court St.
Jonesboro, La 71251

TOTAL Donation.....\$1,500.00

Thank you for your support!



Lindsay Gouedy
Executive Director
Sparta Groundwater Commission
P.O. Box 10198 T.S.
Ruston, LA 71272
LGouedy@latech.edu



Jackson Parish Police Jury

Appropriations

Non-mandated expenditures distributed to other organizations

Organization	Budget Amount	Notes	10% Reduction
Office of Veteran Affairs	\$5,000		\$4,500
Pinebelt MPAA	\$20,000	Summer worker program administrated by Pinebelt	\$18,000
LSU Ag Center	\$16,200	Office personnel support plus additional \$5,483 in budgeted expense for office phone, utilities, and supplies	\$14,580
Municipal Appropriations	\$33,763	Based on eligibility of \$7,500 award	** \$29,262.5
JP Heritage Museum	\$10,000	Support for operations	\$9,000
Sparta Groundwater Commission	\$1,250	Education	\$1,125
North Louisiana Economic Partnership	\$2,500		\$2,250
Trailblazers, Inc.	\$1,200	Education	\$1,080
Watershed District Board	\$240	Monitoring system for lake	** \$240 (set rate)

A&E Office Machines



02/14/2020

Jackson Police Jury
Attn: Regina Rowe
regina.rowe@westrock.com

Please see the following Louisiana State Contract Information:

Louisiana Contract # 4400016941 T-number 92852 - A&E OFFICE MACHINES BN COMPUTE

<u>MDM Catalog Ref. #</u>	<u>Supplier Part #</u>	<u>Description</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Price</u>
1088210	AEG100UHD	100" Digital White Board, 20 Point Touch-Screen operation with pen or finger, 4K Ultra High Definition *Includes on board computer, motorized stand, & wireless keyboard & mouse 3-Year On Site Warranty	\$12,000.00	1	\$12,000.00

**Price below includes Delivery, Installation, & Training*

Total Price: \$12,000.00

A&E Office Machines has been a Sharp dealer since 1977 and is a full service dealership. If you have any questions or need further information, please do not hesitate to call me at (985) 384-0336 or visit our web site at www.aetouch.com.

Sincerely,
Joseph Vinson



From Norred Fire Systems
 321 N. 2nd Street
 Monroe LA 71201
 3183871134
 www.norredfire.com

Quote No. 1102209
 Type Replacement
 Prepared By Trey Norred
 Created On 02/21/2020
 Valid Until 04/01/2020

Quote For JACKSON PARISH
 POLICE JURY
 HEALTH UNIT
 228 BOND STREET
 JONESBORO LA 71251
 318-259-6601

Description of Work

Replacement of the existing fire alarm panel that is no longer supported by manufacturer and is causing constant troubles. We will use a new Autocall 4007es panel and replace all existing devices.

Services to be completed

Alarm Systems

Replacement of fire alarm panel that is no longer supported by manufacturer and is causing constant troubles.

Parts, labor, and fees	Quantity	Unit Price	Total
FIRE ALARM:FA-INSTALL	1	\$3,562.00	\$3,562.00
GRAND TOTAL			\$3,562.00

By my signature below, I authorize work to begin and agree to pay the Grand Total.

Name: _____ Date: _____

Signature: _____

Gina Thomas

From: Angie Roberts <angie.roberts@sos.la.gov>
Sent: Thursday, February 06, 2020 2:00 PM
To: Gina Thomas
Subject: Scanner

Good afternoon,

We use scanners daily that were supplied by the Secretary of State several years ago. Unfortunately, mine has quit working correctly and I am going to need a new one. The SOS does not supply these anymore so I'm asking the Jury for a new one. The one that works with our ERIN system is the Fujitsu fi-7160. It is around \$900 but you may get a better deal than that. I don't know where they got that price, it just the price that the SOS IT division sent me.

If you have any questions please let me know and I will contact IT.

Thank you so much,

Angie

Angie Roberts, C.E.R.A.
Registrar of Voters
Jackson Parish
Office 318.259.2486
Fax 318.259.5671

Facility Planning and Control
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

February 7, 2020

Mr. John McCarty
President
Jackson Parish
500 E. Court Street, Room 301
Jonesboro, LA 71251
Email: administration@jacksonparishpolicejury.org

Re: Jackson Parish Multi-Use Pavilion
Planning and Construction
(Jackson)
FP&C Project No. 50-J25-14-01

Dear Mr. McCarty:

Please find enclosed two (2) originals of the proposed 3rd amended Cooperative Endeavor Agreement. Included is an update of certain specific provisions of the Cooperative Endeavor Agreement in the following Articles:

1. Article I;
2. Article II regarding Purpose;
3. Article III regarding Scope;
4. Article IV regarding Use Of Funds;
5. Article IX regarding Hold Harmless And Indemnity;
6. Article X regarding Disbursement of Funds;
7. Article XI regarding Ownership of Property;
8. Article XIII regarding Pledge of Lease Revenues;
9. Article XV regarding Termination;
10. Article XVI regarding Availability of Funds;
11. Article XVIII regarding Audit;
12. Article XXI regarding Revisions to the Funding Summary; and
13. Article XXII regarding Project Closeout.

Please return to me the two (2) originals subsequent to the appropriate signing and witnessing.

PLEASE PROVIDE THE DATE & LOCATION OF SIGNING IN THE BLANKS PROVIDED.

If you have any questions, please contact your Project Manager, Jim Lee at 225-219-4276 or james.lee@la.gov.

Thank you for your cooperation.

Sincerely,

Denise Brumfield
Administrative Director

DB:bj

Enclosures

c: Mr. Marc Parenti, via email
Mr. Jim Lee, via email

AMENDMENT OF AGREEMENT

The parties agree that any amendment hereto shall be in writing.

All of the terms, conditions and provisions of the prior Agreement(s), except as modified herein, shall remain the same and continue to be in full force and effect.

1.1 WHEREAS, the Supplemental Capital Outlay Appropriation Act (Act 203 of 2007), adopted in accordance with Article VII, Section 6 of the Constitution, is the comprehensive capital outlay budget required by said Article VII, Section 6, and contains an appropriation for the Entity for the Project Number and Project Description (Project) as set forth in a State Funding Summary (“Funding Summary”); and

1.2 WHEREAS, the Omnibus Bond Act of the Louisiana Legislature (OBA), adopted in accordance with Article VII, Section 6 of the Louisiana Constitution of 1974, provides for the issuance by the State Bond Commission of State General Obligation Bonds for certain of the projects contained in the Act, including the Project, which bonds are to be secured by a pledge of the full faith and credit of the State, as well as by monies dedicated to and paid into the Security and Redemption Fund as provided in Article VII, Section 9 of the Constitution, which authorization includes the issuance, **if applicable**, of State General Obligation Bonds for the Project (Project Bonds) as set forth in the Funding Summary; and

1.3 WHEREAS, if applicable, the Entity has supplied the State with evidence of the availability and commitment of Local, Federal or Non-State Matching Funds for the Project, as set forth in the Funding Summary; and

1.4 WHEREAS, the State appropriated State General Fund (Direct) or other sources of cash for the Project or the Bond Commission did grant a cash line of credit and/or a non-cash line of credit for the Project in the amount(s) as stated in the Funding Summary; and

**ARTICLE II
PURPOSE**

2.1 The purpose of this Agreement is to set forth the terms of administering the Project by FP&C. FP&C will administer this Project in accordance with the Non-State Entity Capital Outlay Administrative Guidelines, January, 2019 ed. (the “Guidelines”), which is incorporated herein and made a part of this Agreement. As required by Section 147(e) of the Internal Revenue Code of 1986, as amended. The Entity hereby understands and agrees that, in addition to requirements of the Guidelines, no proceeds of the Project Bonds can or will be used for airplanes, skyboxes or luxury private boxes, health club facilities, facilities primarily used for gambling, or any store the principal business of which is the sale of alcoholic beverages for consumption off premises.

**ARTICLE III
SCOPE**

3.1 As provided in the Act, the State funds for this Project are limited to capital improvements for the Project, in the Parish, and in the amounts set forth in the Funding Summary.

3.4 Allowable costs shall not include the operating expenses of the Entity. In no case shall the total of any of the allowable costs exceed the amount shown in the Funding Summary.

**ARTICLE IV
USE OF FUNDS**

4.3 If the Project is authorized to be funded through the issuance of Project Bonds, the Entity shall not take any action which would have the effect of impairing the tax exempt status of the Project Bonds. The Entity agrees that the proceeds will not be used directly or indirectly in any trade or business carried on by any person other than a governmental unit. The Entity further agrees that the proceeds will not be used directly or indirectly to provide a facility used by any person other than the Entity pursuant to a lease, management contract, requirements contract or other arrangement granting, directly or indirectly, an interest in or special legal entitlement to the Project to a person other than the Entity, unless the State receives an opinion from a nationally recognized bond counsel that such contract will not adversely affect the tax-exempt status of the Project Bonds. The Entity shall immediately notify the State prior to entering into any such contract.

4.4 The Entity shall make no changes in its local laws, bylaws, charter or other organizational documents which would allow use of the Project for any purpose other than a public purpose.

**ARTICLE IX
HOLD HARMLESS AND INDEMNITY**

9.3 The Entity further agrees and obligates itself, its successors and assigns, to indemnify and hold harmless the State for any monetary consequences resulting any Project Bonds issued by the State or interest therein being declared taxable as a result of the Entity’s actions or inactions hereunder.

ARTICLE X
DISBURSEMENT OF FUNDS

10.1 After execution of this Agreement in accordance with the terms hereof and the Act, the State, through FP&C, shall provide the Entity, identified under the Federal Tax Identification Number as set forth in the Funding Summary, with funds on an *as-needed* basis as approved by FP&C, but not to exceed the total Capital Outlay Cash, less FP&C Administration fee, as set forth in the Funding Summary. The Entity shall not be entitled to reimbursement of any expenditures made prior to the issuance of a cash line of credit or receipt of cash funding.

10.3 The Entity recognizes and agrees that the receipt of the State monies is contingent upon the receipt, pledge and expenditure of Local/Federal Matching Funds by the Entity in the amount stated in the Funding Summary. The Entity acknowledges and agrees that the requisite amount of matching funds has been received, pledged, and/or expended on the Project.

10.4 In the event funds subject to this Agreement represent a non-cash line of credit as set forth in the Funding Summary, the Entity understands that the funds so designated represent a non-cash line of credit and that no monies can be withdrawn from the Treasury for the non-cash line of credit unless and until the Bond Commission has either issued bonds or a cash line of credit therefor.

ARTICLE XI
OWNERSHIP OF PROPERTY

11.1 The Entity hereby covenants that it owns, will acquire title to, or obtain servitudes for the property upon which the Project is to be located and that it shall not, while any of the Project Bonds remain outstanding, or during the term of this Agreement, transfer, convey, sell, lease, mortgage, assign or otherwise alienate its ownership or servitude rights in the land or real property and appurtenances which constitute the Project except as provided in Section 4.3. Projects to be located by permits on existing property of the State or a political subdivision of the State are exempt from these ownership requirements.

11.2 The Entity shall not sell, transfer, or otherwise dispose of any of the facilities financed with the Project Bond proceeds prior to the end of the Term, except such minor parts or portions thereof as may be disposed of due to normal wear and tear and obsolescence.

ARTICLE XIII
PLEDGE OF LEASE REVENUES

13.1 If the Project is authorized to be funded through the issuance of Project Bonds, the Entity hereby covenants and agrees that it shall not, while any portion of the Project Bonds issued by the State to fund the Project remain outstanding, enter into any agreement or otherwise covenant to directly pledge to the State any lease revenues from any lessee, its successors or assigns, for the payment of principal, interest or other requirements with respect to the Project Bonds, nor shall the Entity deposit any such lease revenues into the Bond Security and Redemption Fund of the State unless the State receives an opinion from a nationally recognized bond counsel that such contract and/or deposit of funds will not adversely affect the tax-exempt status of the Project Bonds.

ARTICLE XV
TERMINATION

15.1 FP&C may terminate this Agreement for cause based upon the failure of Entity to totally spend all funds subject to this agreement within two years from the execution of this agreement or, if applicable, within two years from the issuance of any Project Bonds or for any act by the Entity that the State determines to be unlawful or in violation of this Agreement.

ARTICLE XVI
AVAILABILITY OF FUNDS

16.1 The availability of funds set forth in the Funding Summary are subject to and contingent upon appropriation of funds by the legislature and, if applicable, issuance of a line of credit by the State Bond Commission.

ARTICLE XVIII
AUDIT

18.2 The Entity shall maintain appropriate financial records, and the State reserves the right to audit these records or require the Entity to provide an audit at any time. The Entity agrees to retain all books, records, and other documents relevant to this Agreement and the funds expended hereunder for at least three years after maturity of any Project Bonds, including bonds issued by the State to refinance such Project Bonds (such term of Project Bonds is expected to be not less than 20 years).

18.3 The Entity agrees to comply with the provisions of La. R.S. 24:513 (H)(2)(a) and shall designate an individual who shall be responsible for filing annual financial reports with the legislative auditor and shall notify the legislative auditor of the name and address of the person so designated.

ARTICLE XXI
REVISIONS TO STATE FUNDING SUMMARY

21.1 FP&C may revise the Funding Summary based on the appropriation in the most current Capital Outlay Act and, if applicable, the issuance of a line of credit by the State Bond Commission.

ARTICLE XXII
PROJECT CLOSEOUT

22.1 The Entity shall submit to FP&C a final Request for Disbursement with all invoices, payment applications, change order(s), etc., on any contract for which FP&C has obligated funding. The Entity shall also submit to FP&C a statement that no additional funds are due to the Entity under this appropriation. Said final Request for Disbursement and statement shall be submitted not later than eighteen (18) months after the date of substantial completion or acceptance of the project.

22.2 Should the Entity fail to submit the final Request for Disbursement within the time period specified in Article 22.1, then FP&C will consider all obligations as being paid in full to the Entity and the project will be closed.

THUS DONE AND SIGNED, this _____ day of _____, 2020,
at _____, Louisiana.

WITNESSES:

STATE OF LOUISIANA

FP&C Witness #1 Sign Here

BY: _____

**MARK A. MOSES, DIRECTOR
FACILITY PLANNING & CONTROL
DIVISION OF ADMINISTRATION**

FP&C Witness #2 Sign Here

THUS DONE AND SIGNED, this _____ day of _____, 2020,
at _____, Louisiana.

WITNESSES:

JACKSON PARISH

Entity Witness #1 Signature

BY: _____

**JOHN MCCARTY
PRESIDENT**

Entity Witness #1 Printed Name

Entity Witness #2 Signature

Entity Witness #2 Printed Name

Facility Planning and Control
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

February 7, 2020

Mr. John McCarty
President
Jackson Parish
500 E. Court Street, Room 301
Jonesboro, LA 71251
Email: administration@jacksonparishpolicejury.org

Re: Jackson Parish Multi-Use Pavilion
Planning and Construction
(Jackson)
FP&C Project No. 50-J25-14-01

Dear Mr. McCarty:

Please find a copy of the most recent State Funding Summary ("Funding Summary"). The current level of funding as shown in the Funding Summary has been revised to reflect a change in the funding source for **existing** funding from a General Obligation Bond line of credit to State General Fund (Direct) Nonrecurring Revenues.

The Funding Summary represents the current level of funding provided by the State and states the FPC Administrative fee and the local match amount required by La. R.S. 39:112 (E). The Detailed Allocation of Project Funding previously identified as Exhibit A will no longer be utilized.

If you have any questions, please contact me at 225-219-4276 or james.lee@la.gov.

Thank you for your cooperation.

Sincerely,

Jim Lee

Jim Lee
Project Manager

JL: bj
Enclosures

c: Mr. Marc Parenti, via email
Mr. Jim Lee, via email

Policy & Personnel Committee
February 10, 2020

The Policy & Personnel Committee met Monday, February 10, 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. Tarneshala Cowans, and Ms. Regina Rowe. Absent: none. Also in attendance, Mr. Todd Culpepper and Ms. Amy Magee.

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

The Chair opened the floor for public comments:

Mr. Todd Culpepper requested that the Committee and the Jury take the time needed to review the new position.

Ms. Amy Magee requested that the Committee establish a base salary and set up a schedule of increases as certifications and job duties are added.

With no other public comments, the Chair moved on to agenda items.

The Committee reviewed the vacancy posting for the Operations Manager position. They reviewed the qualifications and Ms. Rowe noted the importance of having a Jackson Parish resident in the position. Motion Ms. Rowe, seconded Mr. Chatham to recommend the Jury approve the presented Operations Manager vacancy posting. Motion carried.

The Committee reviewed the proposed job description and job duties list for the Operations Manager position. They discussed the general scope of duties. The Committee discussed changing the section for Building and Flooding Permits to "optional" until the candidate met the qualifications and received the required certifications.

The Secretary-Treasurer discussed the current hiring process and the Committee asked her to research if the Police Jury or a Committee could interview for the position.

Motion Mr. Chatham, seconded Ms. Rowe recommend the Jury set the base salary for the Operation Manager at 10% above the Superintendent salary and to address additional increases after certifications were obtained and to adopt the job description and modified job duties list. Motion carried.

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



Jackson Parish Police Jury

Operations Manager

Job Title: Operations Manager
Location: Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, LA
Requirements: Class E Driver's License required, Class A Commercial CDL preferred; four (4) year Bachelor's degree in Management, Public Administration, Engineering, or a related field, preferred or minimum of ten (10) years of progressively responsible managerial experience directing an organization or department of comparable size or with similar functions to that of road construction planning, solid waste disposal, general maintenance, permitting, logistics, and homeland security. Permanently resides in Jackson Parish
FLSA Status: Salary, exempt
Work Schedule: 7:00 AM – 4:00 PM (1-hour unpaid lunch break) Monday – Friday unless scheduled for weekend work
On-call, holidays, weekends, overtime, etc. required when necessary

Description:

The Operations Manager position performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Road, Solid Waste, and Maintenance Departments and other public works projects and programs. Responsibilities include planning, organizing, and directing, through subordinate superintendents and supervisors, the work of a staff of maintenance personnel engaged in a wide variety of public works activities. The work includes: developing work plans and cost estimates along with assigning, supervising, and inspecting the work of crews engaged in activities including maintenance of drainage areas and structures, paved roads, and gravel roads, maintenance of solid waste landfill and off-site bin collection points, and general maintenance of Police Jury infrastructure and grounds. The work also includes responsibility for maintenance and care of all equipment. Duties of the Office of Emergency Preparedness (OEP) Director and various permitting divisions are performed as needed. This position performs other work as required. Administrative direction is under the Secretary-Treasurer.

Responsibilities:

The responsibilities herein are intended to describe the general nature of work performed by this position, and are not to be construed as an exhaustive list of responsibilities, duties, and skills. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Jackson Parish Policy Jury.

- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the operational departments
- Evaluates operational needs and formulates short and long-term plans to meet needs of all areas of responsibility such as solid waste collection, road maintenance, permitting, homeland security, and infrastructure maintenance
- Complies with established safety regulations and policies and performs continuous reviews and evaluations to ensure safety practices and procedures
- Determines work procedures, prepares work schedules, and expedites workflow through schedules, work orders, purchase orders, voucher requests, and other required forms



Jackson Parish Police Jury

- Oversees the operation of facilities, vehicles, and equipment for repairs and maintenance
- Coordinates engineering services for all departments and agencies and supervises all contracted construction work; can review, interpret, and provide feedback on engineering drawings, mapping, and surveying information
- Has a working knowledge of local, state, and federal statutes, regulations, and ordinances that govern day-to-day operations including, but not limited to, Public Bid Law, State Transportation Act, LA DEQ certification for the landfill, Uniform Building Code, and Open Meetings Law
- Performs various inspections as needed for roads, floodplain management, and buildings
- Directs the planning, organizing, and execution of local emergency management activities
- Reviews and resolves complaints of compliance to the Police Jury Code of Ordinances, general polices, and other guidelines established by departments
- Works with Secretary-Treasurer to directs personnel transactions including interviews, appointments, employee evaluations, disciplinary actions, training, counseling, and assigning of duties
- Prepares and documents budget requests; administers approved budget in assigned areas of responsibility
- Maintains harmony among employees and resolves grievances and complaints
- Attends Police Jury and other meetings, training classes, and seminars as required to provide information and to make presentations
- Sets forth a professional appearance and attitude on and off the job
- Adheres to all traffic laws, applicable Federal and State health and safety rules, local ordinances, and Jackson Parish Policy Jury rules and regulations and policies and procedures
- Performs other job-related duties as assigned

Distinguishing Characteristics of Job:

Operations Manager is a highly responsible classification in the Police Jury organization and is distinguished from other classifications by the skills and knowledge required and the performance of more difficult tasks. Since this class is typically used as promoted level, employees are expected to have related work experience.

This position is approved for use of a Parish owned vehicle for the use of daily operations and related work travel. Constant supervision is not necessary for familiar tasks that can be performed without difficulty once learned. Work involves exposure to dirt, fumes, inclement weather and safety hazards. Incumbent may be required to work unscheduled overtime.

This work is of average physical difficulty. The primary responsibility is for the management of the overall direction, coordination, and evaluation of the operational departments of the Police Jury including the Solid Waste, Road, and Maintenance Departments. This position carries out supervisory responsibilities in accordance with the parish policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Tasks routinely require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and



Jackson Parish Police Jury

crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 50 pounds).

Normally works a regularly assigned shift; however, management has the ability to change the work schedule by sending members of this class home later in the same work week so that total hours actually worked in the work week will not exceed 40 hours.

Minimum Qualifications:

To perform these jobs successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Permanently resides in Jackson Parish
- Must be 18 years of age
- Class E Driver's License required, Class A Commercial CDL preferred
- High school diploma from an accredited high school, or equivalent, required
- Four (4) year Bachelor's degree in Management, Public Administration, Engineering, or a related field, preferred
- Minimum of ten (10) years of progressively responsible managerial experience directing an organization or department of comparable size or with similar functions to that of road construction planning, solid waste disposal, general maintenance, permitting, logistics, and homeland security
- Work requires the ability to read technical specifications and state and federal statutes
- Understanding of DOTD and Louisiana Transportation Act regulations and requirements and comprehensive knowledge of the engineering principles and techniques involved in the construction and maintenance of highways
- Encompass technical, regulatory, administrative, and management knowledge needed to perform the duties necessary for the proper operation of a C & D solid waste management facility, Level A DEQ Title Certification preferred
- Considerable ability to plan, administer, and evaluate departmental programs; to prepare budgets; establish progress and other reports as required; to supervise and evaluate personnel; to establish and maintain effective working relationships with employees, other governmental agencies, and the general public
- Comprehensive knowledge of computers and computer programs with experience in office operation and organization; background in purchasing, budgeting, and work scheduling/planning, preferred
- Considerable ability to supervise, train, and evaluate personnel
- Ability to establish and maintain effective working relations with employees, other governmental agencies, and the general public
- Must be able to lift up to 50 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand, follow, and give oral and written instructions
- Able to work in elevated areas, confined spaces, and on and off ladders
- Must be able to sit and stand for extended periods of time
- May be required to be on 24 hour call out



Jackson Parish Police Jury

Knowledge, Skills & Abilities:

- Possess ability to comprehend and transmit complex and detailed instructions accurately
- Ability to prepare reports accurately
- Ability and skill to effectively supervise a crew
- Works independently in a fast-paced environment
- Communicates effectively and gets along with other coworkers and the public
- Punctual and reliable
- Expresses ideas clearly and concisely, both orally and in writing, to groups and individuals
- Adheres to work schedule and follows through on challenges as they arise
- Adheres to the Jackson Parish Police Jury's policies and rules that are set forth, promoting the Jackson Parish Police Jury's safety standards, and working with a sense of honesty and trustworthiness
- Maintains a feeling of pride in work; strives to achieve all goals
- Thorough knowledge of the operation and maintenance of trucks or assigned equipment
- Thorough knowledge of the occupational hazards of the work and the necessary safety precautions required for the safe operation of assigned equipment

Licenses and Certifications:

- Class E Louisiana driver's license required; Class A Commercial CDL license, preferred
- Level A DEQ Title Certification, preferred

Competencies:

- Project management
- Computer competency
- Conflict resolution
- Decision making
- Communication proficiency
- Evaluation
- Speaking and listening
- Teamwork
- Managing performance
- Personal credibility
- Time management
- Customer/client focus
- Flexible and adaptable
- Technical knowledge

Travel:

- Travel is primarily local during the business day, but some overnight travel may be required

Supervisory Responsibilities:

- This position manages all employees of the Road, Solid Waste, and Maintenance Departments and is responsible for the performance and management of the employees within the departments



Jackson Parish Police Jury

Work Environment:

Work is often performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration.

The noise level in the work environment is usually moderate, but can be loud at times when operating equipment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and walk.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Preferred Education and Experience:

- High school diploma or equivalent, required
- Four (4) year Bachelor's degree in Management, Public Administration, Engineering, or a related field, preferred or minimum of ten (10) years of progressively responsible managerial experience directing an organization or department of comparable size or with similar functions to that of road construction planning, solid waste disposal, general maintenance, permitting, and homeland security
- Permanently resides in Jackson Parish

Security Requirements:

This position is safety and security sensitive. Employee must be able to pass a background check and periodic drug screenings. Employee must be legally able to work in the United State of America.

Driving Requirements:

Valid Driver's License required. Employee must have a clean driving record and be able to transport to and from work. Ability to obtain and maintain insurance coverage by the Jackson Parish Police Jury's insurance carrier preferred. Periodic Motor Vehicle Reports are run and reviewed.



Jackson Parish Police Jury

EEO Statement:

The Jackson Parish Police Jury provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties:

Please Note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Jackson Parish Police Jury

Operations Manager Job Duties

The following is a non-exhaustive list of the general responsibilities and duties of the Operations Manager. For a detailed description of the general nature of the position, refer to the Operations Manager Job Description document.

General Responsibilities from Job Description:

- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the operational departments
- Evaluates operational needs and formulates short and long-term plans to meet needs of all areas of responsibility such as solid waste collection, road maintenance, permitting, homeland security, and infrastructure maintenance
- Complies with established safety regulations and policies and performs continuous reviews and evaluations to ensure safety practices and procedures
- Determines work procedures, prepares work schedules, and expedites workflow through schedules, work orders, purchase orders, voucher requests, and other required forms
- Oversees the operation of facilities, vehicles, and equipment for repairs and maintenance
- Coordinates engineering services for all departments and agencies and supervises all contracted construction work; can review, interpret, and provide feedback on engineering drawings, mapping, and surveying information
- Performs various inspections as needed for roads, floodplain management, and buildings
- Directs the planning, organizing, and execution of local emergency management activities
- Reviews and resolves complaints of compliance to the Police Jury Code of Ordinances, general polices, and other guidelines established by departments
- Works with Secretary-Treasurer to directs personnel transactions including interviews, appointments, employee evaluations, disciplinary actions, training, counseling, and assigning of duties
- Prepares and documents budget requests; administers approved budget in assigned areas of responsibility
- Maintains harmony among employees and resolves grievances and complaints
- Attends Police Jury and other meetings, training classes, and seminars as required to provide information and to make presentations
- Sets forth a professional appearance and attitude on and off the job
- Adheres to all traffic laws, applicable Federal and State health and safety rules, local ordinances, and Jackson Parish Policy Jury rules and regulations and policies and procedures
- Performs other job-related duties as assigned

Road Department Management:

- Has a working knowledge of, and follows the State Transportation Act making sure all funds and actions are for public use only as per LRS 48:751
- Periodically inspects the roads and ditches in the Parish Road System, takes and reviews footage of road conditions, and reports findings
- Oversees the overall maintenance program for the Parish highway system, ditch system, and bridges



Jackson Parish Police Jury

- Investigates complaints from the general public regarding hazardous road conditions or activities of road crews and determines appropriate action
- Coordinates with Road Department Superintendent and employees to establish operational procedures and planning to increase efficiencies and productivity

Solid Waste Management:

- Has a working knowledge of, and follows the certification requirements in order to maintain LA DEQ certification for the C&D landfill and all off-site bin sites
- Periodically inspects the solid waste landfill and bin sites, reviews security footage, and reports findings
- Coordinates with Solid Waste Department Superintendent and employees to establish operational procedures and planning to increase efficiencies and productivity

Maintenance Management:

- Oversees the maintenance of the Police Jury's infrastructure and other records including repairs, routine maintenance, and custodial duties
- Supervises the day-to-day operations of the Courthouse facilities and coordinates major repair planning with staff, vendors, and/or engineers
- Establishes new preventive maintenance programs and procedures
- Plans and implements maintenance schedules and procedures for routine and specialty work
- Coordinates with Maintenance Supervisor and employees to establish operational procedures and planning to increase efficiencies and productivity

General Administrative and Managerial:

- Working knowledge of qualifications and mandates to comply with local, state, and federal mandates, ordinances, laws, and regulations
- Confers with department supervision and other departmental staff on established work assignments, and examines work for exactness, neatness, and conformance to policies and procedures
- Determines applicable codes, regulations, and requirements for assigned projects
- Has full understanding of Public Bid Law and requirements for advertising, establishes necessary bid specs and public notices, gathers required estimates and bids from vendors, and makes recommendations for awarding projects
- Reviews and resolves complaints of compliance to the Police Jury Code of Ordinances, general polices, and other guidelines established by departments
- Coordinates with Secretary-Treasurer to establish department policies and directives relating to all department projects and procedures; and assures compliance
- Studies and standardizes department policies and procedures in coordination with the Secretary-Treasurer to improve efficiency and effectiveness of operations
- Works with Secretary-Treasurer to direct personnel transactions including interviews, appointments, employee evaluations, disciplinary actions, training, counseling, and assigning of duties
- Capable of conducting meeting with general public, state and federal agencies, and consulting engineers



Jackson Parish Police Jury

Office of Emergency Preparedness (Homeland Security):

- Directs the planning, organizing, and execution of local Emergency Management activities, conferring as necessary with the Parish and State emergency management agencies and neighboring emergency management directors, as well, to assure that its activities are an integral and coordinated part of the overall Parish, State, and National programs
- Processes grant paperwork preparations as needed including grants for GOHSEP office (typing, mailing, filing, etc.) including, but not limited to EMPG Grants, SHSP Grants, Louisiana PA and Louisiana HM
- Coordinates with OEP Director and FEMA if needed during disasters and seeks for reimbursements

Permitting Duties:

- Road Permits:
 - Reviews issued road permits in accordance with established policies and guidelines and works in coordination with the heavy haulers, Road Department, and Sheriff's Department to resolve complaints and violations
 - Videos or still records road conditions, reviews and issues Heavy Haul Permits, and follows up of damages or violations with recommended citations and/or fines
 - Coordinates with drivers, master loggers, and/or company representatives to ensure proper compliance with Parish policies and ordinances
- Building Permits (*OPTIONAL, requires certification before duties are assigned*):
 - Is a Certified Building Official (CBO) or is working towards certification
 - Has a working knowledge of the requirements of the Uniform Building Code and can review and/or oversee the issued building permits
 - Performs building and plan inspections, issues certificates of occupancy, and performs all other duties of a CBO
- Flood Permits (*OPTIONAL, requires certification before duties are assigned*):
 - Is a Certified Floodplain Manager or is working towards certification
 - Reviews and issues flood permits as requested in compliance with the FEMA NFIP and Community Rating System (CRS) programs and the parish ordinances
 - Has a working knowledge of floodplain development requirements and can explain them to community leaders, citizens, and the general public when requested
 - Maintains records and documents including Flood Insurance Rate Maps (FIRM), floodplain management program documents, permits, variances, filed LOMAs, elevation certificates, and other documents that keep the parish eligible for NFIP and CRS
 - Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects
 - Serves on the Watershed Initiative Program Steering Committee(s)
 - Assists and cooperates with GOHSEP, FEMA, state and federal offices, and local law enforcement for flood mitigation or in the event of a declared emergency



Jackson Parish Police Jury

Committee Assignments

Monday, March 2, 2020 Business Session

Not assigned to Committee:

- Library Parking Lot – Chatham location: the Library and School Board are negotiating the land to move the project forward. No Jury action required at this time.
- Flood Mapping
 - Effective date of maps: August 19, 2020
 - Ordinance will be presented to Policy & Personnel Committee in March to be introduced for adoption.
 - Community events will be scheduled for the spring and summer.
- Sheriff's Office relocation – office moving to Ivan Smith building – consider a formal agreement relieving the Police Jury from paying for their offices as mandated (they are opting out of using the facilities we provide)

Operations Committee:

Amy Magee (Chairman), Lewis Chatham, Lynn Treadway

- Road Department:
 - Parish Road System
 - Define "public use road"
 - Policy and procedures for road removals
 - Request for road removals: portion of Sugar Creek Road and Bill Cole Loop
 - Policy for road maintenance (to guide Road Department in determining schedules)
 - Policy for capital improvements (3-year road plan, road ratings sheets, multiple lists, etc.)
 - Parish engineer working on policy proposal
 - Confirm compliance with Transportation Act, Public Bid Law, auditors, etc.
- Solid Waste Department:
 - Cooperative Endeavor Agreement with Union Parish Landfill – will update once received
 - Committee recommended construction of sites at Clay Hilltop and Walker Road and to close the road-side sites

Policy & Personnel Committee:

Tarneshala Cowans (Chairman), Lewis Chatham, Regina Rowe

- Operations Manager job description, job duties list, and pay schedule finalized, requires Jury adoption
- Crew Leader Setup policy – determine if this is a need
- Review and finalize setup policy (40 hour minimum to day/shift minimum)
- Review leave benefits – update standalone policy while personnel manual is reviewed
- Personnel Manual review, update, and adoption - Committee to set up schedule for reviews
- Ordinance Codification - Committee to set up schedule for reviews
- Sandbag policy
 - Work with the Sheriff's Office to establish a new sandbag location and sign an agreement specifying responsibilities for materials and distribution
- Clean Drinking Water Ordinance – Secretary-Treasurer to draft and present for review
- Flood Ordinance – Secretary-Treasurer to draft and present for review
- Record Retention Policy and schedule
- Alcohol Ordinance - consider amendment to address special events, non-profits, etc.; general review and update
- Nuisance Ordinance
- Safety policy for PPE (boots, hi-vis shirts, vests, etc.) and for safety meetings
- Administrative Department working on policy for staff uniforms to be presented at an upcoming meeting



Jackson Parish Police Jury

- Review Community Center rental policy for updates – address temporary liquor permit for events and “post-certified” officers or Sheriff’s Department deputies required

Project Committee:

Regina Rowe (Chairman), Todd Culpepper, Amy Magee

- Review project for flooring replacement in Clerk of Court office
- Industrial Drive office building relocation
 - Finalize office locations for staffing, make recommendation to Policy & Personnel if new staff is required
 - Administrative office is gathering bids for remodeling work and will present once completed.
- Other office relocations (Courthouse, Fain Building, Blake Building, Cooper Street – storage) – Child Support Office and Office of Veteran Affairs have requested to be moved into the Courthouse
- Hospital drainage project (FEMA) – negotiations to begin to acquire servitudes
 - Once the servitudes are secured, the engineers are ready to take the project out for bid
 - Updated budget, design plans, and extension have all been approved by FEMA
- Livestock pavilion and arena
 - Finance Committee recommended we continue to update the financing requests through the state
- 2020 census and reapportionment
 - No action needed at this time

Finance Committee:

Todd Culpepper (Chairman), John McCarty, Tarneshala Cowans

- Review budget vs. actual for the month to-date and make any necessary amendment recommendations
- Prisoner medical expenses – may need to increase budget, continue to monitor

Economic Development Committee:

Lynn Treadway (Chairman), John McCarty, Regina Rowe

- Certification of land on Industrial Drive
 - Requires the relocation of the Town of Jonesboro’s effluent line
- Seek out economic opportunities in Jackson Parish
- Determine the interest from industries & parish entities to participate in an Industrial Development Board



Jackson Parish Police Jury

Actions Needed for Parish Boards

Jurors,

The following is a breakdown by District of the actions needed for Parish Boards as of March 2020. We will continue to add the expirations as they come up each month. Please also review the “At Large” section as membership for these vacancies is open to all districts.

As we get further into the year, we will also update this worksheet with attendance information. In the event that a board member misses three consecutive regular meetings, the board can request their removal with a new member appointment. The Jury does not need to take any action on attendance without a letter of request from the board.

District 1

Board	Member	District	Phone #	Action Needed
Hodge Fire District	VACANCY	1, 4, or 7		2-year term ending 12/31/2021
Museum	VACANCY	1		3-year term ending 12/31/2022
Recreation	Chris Womack	1	259-9167	Term expires in <u>March</u> 3-year term – Jury to set terms so that board expires on alternating years

District 2

Board	Member	District	Phone #	Action Needed
District 4 Fire District	Jimmy Tolar	2		Term expired, in good standing Re-appoint or fill with new member 2-year term ending 12/31/2021
Library	Judy Cooper	2	249-2050	Term expired 12/2019, in good standing Re-appoint or fill with new member 5-year term ending 12/31/2024
Museum	VACANCY	2		3-year term ending 12/31/2022
Recreation	Brent Barnett	2	249-2763	Term expires in <u>March</u> 3-year term – Jury to set terms so that board expires on alternating years

District 3

Board	Member	District	Phone #	Action Needed
Recreation	Michael Simonelli	3	533-3630	Term expires in <u>March</u> 3-year term – Jury to set terms so that board expires on alternating years



Jackson Parish Police Jury

District 4

Board	Member	District	Phone #	Action Needed
Hodge Fire District	VACANCY	1, 4, or 7		2-year term ending 12/31/2021
Recreation	Rickey Cash	4	249-4427	Term expires in <u>March</u> 3-year term – Jury to set terms so that board expires on alternating years

District 5

Board	Member	District	Phone #	Action Needed
Recreation	Ronald Washington	5	548-3163	Term expires in <u>March</u> , no longer living in District 5 3-year term – Jury to set terms so that board expires on alternating years

District 6

Board	Member	District	Phone #	Action Needed
Jonesboro Fire District	Danny Folden	6		Term expires <u>March</u> , did not attend any meetings in 2019 2-year term ending 12/31/2021
Recreation	Rodney Potts, Jr.	6	548-1255	Term expires in <u>March</u> 3-year term – Jury to set terms so that board expires on alternating years

District 7

Board	Member	District	Phone #	Action Needed
Hodge Fire District	VACANCY	1, 4, or 7		2-year term ending 12/31/2021
Recreation	Brandon Lamkin	7	470-0262	Term expires in <u>March</u> 3-year term – Jury to set terms so that board expires on alternating years

At Large

Board	Member	District	Phone #	Action Needed
Ambulance	VACANCY	(any)		Vacancy from resignation of Bill Strawbridge of District 5 6-year term ending 12/31/2025
Hospital	VACANCY	(any)		Complete unexpired term ending 8/1/2023 Must be an MBA
Museum	(2) VACANCIES	(any)		10-member board, all districts represented 3-year term ending 12/31/2022

**LAW OFFICE OF
DARRELL R. AVERY**
ATTORNEY AT LAW
215 6TH STREET SUITE A
JONESBORO, LOUISIANA 71251
dralaw@bellsouth.net

DARRELL R. AVERY
File No.: 18-9429

Phone: 318-259-9040
Fax: 318-259-8603

February 24, 2020

Mrs. Gina Thomas
Secretary
Jackson Parish Police Jury

RE: Sportsman-J Hunting Club, LLC, etal
v. Jackson Parish Police Jury, etal

Dear Gina:

I was able to convince the attorney in this matter to dismiss the Jackson Parish Police Jury from the lawsuit. The dismissal is "without prejudice." That means they are not prohibited from re-filing in the future. I do not anticipate that happening.

I am enclosing my bill for services rendered.

With kindest personal regards, I remain

Yours very truly,


Darrell R. Avery

DRA:sls

Enclosure

**JACKSON PARISH
SCHOOL BOARD**

David Claxton, Superintendent
Mary Saulters, President

P. O. Box 705
Jonesboro, LA 71251-0705
Telephone (318) 259-4456
Fax (318) 259-2527



February 12, 2020

Mrs. Amy Magee, President
Jackson Parish Police Jury
500 East Court Street
Room 301
Jonesboro, LA 71251

The Jackson Parish School Board requests your assistance with drainage issues. Quitman High School has a drainage ditch that needs to be dug out in order for the water to drain. We are asking to have this ditch dug out and cleaned out to assist with the drainage issues. I have attached pictures of the area.

Thank you in advance for your cooperation and assistance with this request. If you have any questions, please feel free to contact Roy E. Barlow at 475-0110 or 259-4456.

Sincerely,

David Claxton, Superintendent
Jackson Parish Schools

DC: RB/wh







TOWN OF EROS
P.O. BOX 200
EROS, LA 71238
318-249-2183 FAX 318-249-2269

Jackson Parish Police Jury,

I'm writing to ask if the parish can help with a convert that is collapsing that has become dangerous for the school bus to keep crossing. There isn't another road to access to pick the children up without crossing that particular spot. If there is anyway The Town of Eros could get help from you all it would be greatly appreciated.

1.5+

Thank you,
Kelly Gryder, Mayor



VILLAGE OF NORTH HODGE
P.O. Box 520 | Hodge, Louisiana 71247
northhodgemayor@att.net

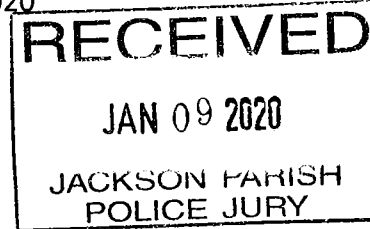


Phone: 318-259-4272

Fax: 318-259-1055

Mayor Kathy Robertson

January 3, 2020



To: Jackson Parish Police Jury
500 E. Court St. #301
Jonesboro, LA 71251


Re: Lowery Road, North Hodge
Road Repairs

To Whom It May Concern:

This letter is a request to have some road repairs done on Lowery Road in North Hodge, Louisiana. The road in question is an old road, with some parts being washed out, leaving dips and bumps, making it hard on vehicles. A citizen, who lives down the road, has come to me seeking help. After speaking with Mr. Treadway, any help with this matter would be greatly appreciated.

If you have any questions, please feel free to contact me at 318-259-4272.

Thank you,


Kathy Robertson, Mayor

ORDINANCE NO.: 2018.06.01

AN ORDINANCE ESTABLISHING A FLOOD STAGE NO WAKE ZONE FOR THE ENTIRETY OF CANEY CREEK RESERVOIR; PROVIDING FOR MATTERS RELATED THERETO; AND ESTABLISHING PENALTIES FOR VIOLATIONS

WHEREAS, Caney Creek Reservoir, also known as Caney Lake, is located in Jackson Parish, Louisiana;

WHEREAS, The Jackson Parish Watershed District Board of Commissioners has authority to make police regulations necessary to prevent injury to, destruction of, or interference with public or private property within the district pursuant to La.R.S. 38:2907;

WHEREAS, a No Wake Zone will allow for the control of boating traffic during flood stage and will allow for boat traffic to continue to access allowed areas of Caney Lake without damage or danger to property or other boaters;

NOW, THEREFORE, be it ordained by the Jackson Parish Watershed District Board of Commissioners, in regular session, duly convened at which a quorum was present and voting, that the following ordinance be adopted, to wit:

SECTION I: Definitions

The following definitions apply in the interpretation and enforcement of this ordinance:

- A. Lake: The term "lake" shall be deemed to be Caney Creek Reservoir and/or Caney Lake, located in Jackson Parish, Louisiana;
- B. Flood stage: Water levels of 202 feet MSL, or higher, as determined by the Louisiana Department of Wildlife and Fisheries or the Jackson Parish Watershed District Board of Commissioners;
- C. Vessel: Any watercraft used or designated for navigation on water, as a means of transportation, including air boats.

SECTION II: General Provisions

- A. A “No Wake Zone” is hereby established for the entirety of the surface of the Lake, upon a determination by the Jackson Parish Watershed District Board of Commissioners in consultation with the Louisiana Department of Wildlife and Fisheries, that the water level of the Lake has reached flood stage.
- B. The “No Wake Zone” shall continue to be in effect until such time as the Louisiana Department of Wildlife and Fisheries or the Jackson Parish Watershed District Board of Commissioners determines that the Lake has receded to a level below 202 feet mean sea level.
- C. Upon reaching flood stage, at the direction of the Jackson Parish Watershed District Board of Commissioners, “No Wake” zone signs designed in conformity with the rules and regulations adopted for said signs by the Louisiana Department of Wildlife and Fisheries Commission shall be placed and maintained at all public boat ramps and at such other places deemed advisable by the Commission to carry out the rules and regulations set forth herein.

SECTION III: Prohibited Acts

It shall be unlawful for any person to operate a vessel on Caney Creek Reservoir/Caney Lake at any speed above bare steerage speed, being the slowest speed the vessel can travel while allowing the operator to maintain directional control of the vessel to produce the minimum water surface turbulence, when the Lake has formally been declared to be at flood stage.

SECTION IV: Penalties

- A. Any person who violates this ordinance by exceeding the speed allowed during flood stage, shall for a first offense be fined not more than Fifty Dollars (\$50.00), or imprisoned in the parish jail for not more than Five (5) days, or both.
- B. Any person who violates this ordinance by exceeding the speed allowed during flood stage, shall for a second or subsequent offense be fined not more than \$500.00, or imprisoned in the parish jail for not more than 30 days, or both.

SECTION V: Effective Date

This ordinance shall become immediately effective upon its adoption.

SECTION VI: Non-Exclusiveness of Ordinance

Nothing herein shall be deemed to conflict with or restrict in any manner the authority of the Secretary of the Louisiana Department of Wildlife and Fisheries to close waterways, in accordance with La. R.S. 34: 851.14.1, or other applicable laws.

SECTION VII: Severability

Severability is intended throughout and within the provisions of this Ordinance. Should any item or provision, including any section, exception, part, phrase or term, or the application thereof be held invalid, the application to other persons or circumstances shall not be affected thereby. If any phrase, clause, word or portion of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, the invalidity shall be limited to that portion of the Ordinance.

SECTION VIII: Repeal

All ordinances or parts of ordinances in conflict herewith are repealed as of the effective date of this Ordinance.

The above ordinance was read by title, and considered section by section and adopted as a whole by the following vote:

YEAS:

NAYS:

ABSENT:

ABSTAINING:

WHEREUPON said ordinance was declared adopted on this ____ day of _____, 2018 at Jonesboro, Jackson Parish, Louisiana.

ATTEST:

LAVELLE SMITH, PRESIDENT

BENSON BAGWELL, SECRETARY

CERTIFICATE

I, Benson Bagwell, the undersigned Secretary of the Jackson Parish Watershed District Board of Commissioners declare that the above and foregoing is a true and correct copy of an ordinance adopted by said Board of Commissioners at a regular meeting held on the ____ day of _____, 2018 at which a quorum was present and voting. Jonesboro, Louisiana, on this ____ day of _____, 2018.

BENSON BAGWELL, SECRETARY

Certified Building Official Exam: The Certified Building Official certification is for persons who may serve as building officials. According to the ICC: "The Certified Building Official is responsible for the development, administration, interpretation, application and enforcement of the codes adopted by their jurisdiction. They will be able to manage their department's budget and the certification and training of inspection staff. They will have an understanding of laws and regulations pertaining to human resources. They will have a thorough knowledge of customer service, develop and maintain effective relationships with all client groups, and be able to effectively communicate with contractors, homeowners, subordinates, superiors, news media, elected officials, and civic organizations."

Licensed Home Inspector in Louisiana

1. Complete a state-approved 90-hour home inspection course. ...
2. Perform 30 hours of field training with a Louisiana Licensed Home Inspector.
3. Take and pass the National Home Inspectors Exam. ...
4. Start your own business or go to work for an existing company!

Required Education

inspectors **become certified** in one of 39 categories. **Certification** can be accomplished by passing an examination in the chosen category.

- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial Plumbing Inspector
- Commercial Mechanical Inspector
- Commercial Combination Inspector
- Building Plans Examiner
- Electrical Plans Examiner
- Plumbing Plans Examiner
- Mechanical Plans Examiner
- Combination Plans Examiner
- Residential Building Inspector
- Residential Electrical Inspector
- Residential Plumbing Inspector
- Residential Mechanical Inspector
- Residential Combination Inspector
- Residential Energy Inspector and Plans Examiner
- Residential Plans Examine
-

ICC CBO certified BUILDING OFFICIAL

This prep course (\$895.00) covers the 3 PART Management MN (on demand); Legal ME (on demand); and Building Codes & Standards FB (live classroom) modules of the ICC CERTIFIED BUILDING OFFICIAL exam based on the 2015 ICC International Codes. Course includes unlimited access to online courses and simulated exams.

CBO Management Module (MN) – 75 questions, 2 hour time limit.

- 2015 International Building Code
- 2015 International Fire Code
- 2015 Building Department Administration
- A Budgeting Guide for Local Government, 3rd Edition
- Human Resources Management for Public & Nonprofit Organizations, 4th Edition
- Inspector Skills

CBO Legal Module (ME) – 75 questions, 2 hour time limit.

- 2015 International Building Code
- 2015 International Fire Code
- 2015 Building Department Administration
- 2005 Legal Aspects of Code Administration
- 2015 International Property Maintenance Code
- Human Resources Management for Public & Nonprofit Organizations, 4th Edition

CBO Building Codes and Standards Module (FB) – 75 questions, 2 hour time limit.

- 2015 International Building Code
- 2015 International Fire Code
- 2015 International Mechanical Code
- 2015 Plumbing Code
- 2015 International Energy Conservation Code
- 2015 International Residential Code
- 2015 National Electrical Code
- Special Inspection Manual
- 2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities

ICC CBO Certified Building Official Exam Prep-WEBINAR

2020 SCHEDULE

January 25 & 26

March 7 & 8

May 16 & 17

July 25 & 26

September 12 & 13

November 7 & 8

EXAM REFERENCES for CBO COMPLETE REFERENCE SET CBO \$1400

#018360 2018 IBC \$150, T-tabs \$20

#018366 2018 IFC \$125, T-tabs \$20

#018363 2018 IMC \$90, #018309-T \$20

#018364 2018 IPC \$90, #018320-T \$20

#018361 2018 IRC \$140, #018308-T \$20

#018367 2018 IECC \$50

#021115 NEC 70-2018 SB \$130, Tabs \$10

#018322 ICC Special Insp. Man. \$40

#018215 ANSI A117.1, '09 \$45

#018325 Bldg. Dept. Admin 4th \$95

#018338 Human Res. Mgmt. 4th \$120

#018325 Budgeting Guide local Govt 3rd \$100

#018327 ICC Inspector Skills \$25

#018328 ICC Legal Aspects Code Admin. \$50

#018367 2018 ICC Prop Maintenance \$50

Education	High school diploma, construction experience, and certification/licensing requirements, depending on the state
Job Skills	Communication, interpersonal, physical stamina, strong math, analytical, attention to detail, knowledge of mechanical testing equipment, and construction and trade experience
Median Salary (May 2018)*	\$59,700

*The average annual pay for a **Building Official Job in Louisiana** in 2019 was \$64555 a year.

The building code official is designated by the appointing authority, whatever his official title, to enforce the provisions of the applicable building code and other applicable laws. Building code officials or inspectors visit and confirm that existing or new structures are safe, and that they are compliant with federal and local codes, contractual specifications and zoning laws. In general, building code officials may evaluate building plans, inspect construction sites and finished buildings, issue citations or provide corrective advice. In addition to working at the request of local municipalities, they may also be self-employed or work on staff for architectural or engineering firms.

The Building Officials Association of Louisiana (BOAL) is governed by a Board of Directors which is comprised of building officials throughout the state. BOAL hosts an annual conference each year for its members as well as quarterly training opportunities where members can receive educational training

Building inspectors must have a high school diploma and experience in construction; with prerequisites for experience with most of the training having taken place on the job. Louisiana also requires building inspectors to become certified or licensed. Equivalent work experience may be obtained by completing a bachelor's degree program in a relevant field of study.

Certificate and associate degree programs, which provide a background in architecture, construction technology, drafting, blueprint analysis and materials science are available through online or community colleges.

Career Requirements

Degree Level High school diploma required; some employers may prefer postsecondary education.

Degree Fields Engineering, architecture, building inspection technology

Training & Experience On-the-job training is commonly provided, (1 to 5 years of related experience is usually required)

1. Obtain Postsecondary Education
2. Obtain Work Experience
3. Get Building Inspector Training
4. Obtain & Maintain Certification or Licensure
5. Earn a Bachelor's Degree

NORTH DELTA

Regional Planning and Development District Inc.
3000 Kilpatrick Blvd - Monroe, Louisiana 71201
Phone: (318) 387-2572
Fax: (318) 387-9054

OFFICERS

President
MAYOR HAL MIMS
EAST HODGE, LA.

1st Vice President
WANDA STOWE
COLUMBIA, LA

2nd Vice President
EDDIE RUSSELL
OAK GROVE, LA

Executive Secretary
BEN CLARK
COLUMBIA, LA

Treasurer
PAULA STRICKLAND
FARMERVILLE, LA

Member at Large
CHARLES SAWYER
FARMERVILLE, LA

Executive Director
DOUG MITCHELL

MEMO

TO: Mayors and Police Juries Within the North Delta District

FROM: Doug Mitchell, Executive Director

DATE: February 14, 2020

RE: DRA FEDERAL ASSISTANCE PUBLIC FORUM

PROGRAMS

Ouachita Council of Governments
Economic Development Planning
Delta Regional Authority
LA DOTD SAFETY
Area Agency on Aging
Mapping Services

North Delta Regional Planning and Development District (NDRPDD) is the front-line facilitator for DRA in the ten eligible parishes: Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union and West Carroll in Northeast Louisiana.

North Delta Regional Planning and Development District is charged with the responsibility of publicizing, educating and providing technical assistance for the grant program's applicants during the grant process. North Delta, in Monroe, is also the principal contact for the purpose of providing technical and application assistance to applicants in the 11 parish area.

Parishes, cities and non-profit agencies within the North Delta district interested in submitting an application for assistance to the Delta Regional Authority are encouraged to attend this public forum here at North Delta 3000 Kilpatrick Blvd., Monroe, LA, **Thursday, February 27, 2020 at 10:00 a.m.**

The deadline for application is **May 31, 2020**. If you cannot attend the meeting but would like to apply, call or e-mail us at North Delta.

For more information, contact Tracy at North Delta Regional Planning and Development District in Monroe by calling (318)387-2572 or sending your questions to 3000 Kilpatrick Blvd. Monroe, Louisiana 71201.

Also, for more information on the "DRA 2020 States' Economic Development Assistance Program (Federal Grant Program)" please see www.dra.gov.

WDM/:ta



Louisiana Public
Service Commission

Foster L. Campbell
Commissioner

P.O. DRAWER E
SHREVEPORT, LA 71161-0010
318/676-7464

January 2020

I would like to make you aware of the Louisiana Public Service Commission's Energy Efficiency Program for Public Entities. This grant program is open to all government entities, and is designed to provide funding for public entities to make your facilities more energy-efficient through LED lighting, HVAC upgrades and other improvements.

I have enclosed a copy of the program guidelines in the L.P.S.C. General Order 11-27-19, Docket # R-31106.

We believe this grant program is a great opportunity and we hope you will find this program useful in your efforts to becoming more energy-efficient, by reducing energy consumption and maintenance costs.

The 2020 grant period is currently accepting applications with a deadline of March 31, 2020 for submissions.

If you have any questions or need any additional information please feel free to give me a call at 318.676.7461 or email me at gary.hobbs@la.gov.

Sincerely,

Gary Hobbs

LPSC- District 5 – Energy Efficiency Program Coordinator