



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:

Wednesday, February 05, 2020, 4:00 PM

February 10, 2020 Regular Meeting

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, February 10, 2020

MEETING TIME:

5:30 PM

PLACE OF MEETING:

**Dr. Charles H. Garrett Community Center
182 Industrial Drive
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Approve Minutes

- 1.** Adopt the minutes of the January 13th and February 3rd Jury Meetings, monthly purchase orders, and the payment of all bills

Approve Committee Reports:

Operations Committee

- 2.** Adopt the minutes of the January 24, 2020 Operations Committee Meeting
- 3.** Consider and adopt Road Department safety protocols and training procedures program
- 4.** Consider and act on adopting the Road Department Organization Chart
- 5.** Consider and act on reclassifying Mark Mobley from Operator II-Level II to Specialty Equipment Operator-Level II
- 6.** Consider and act on reclassifying Kirk Halbrook from Specialty Equipment Operator-Level I to Operator I-Level II
- 7.** Consider and act on reclassifying Jimmy Dorsey from Operator I-Level II to Operator II-Level I
- 8.** Consider and act on reclassifying Jack Williams from General Laborer-Level II to Operator I-Level I
- 9.** Consider and act on approving the job vacancy in the Road Department for General Laborer and authorize pre-employment proceedings

Policy & Personnel Committee

- 10.** Adopt the minutes of the January 27, 2020 Policy & Personnel Committee Meeting
- 11.** Consider and act on adopting the qualifications for the new position of Operations Manager and authorize the Secretary-Treasurer to post the position and begin pre-employment proceedings

Project Committee

- 12.** Adopt the minutes of the January 28, 2020 Project Committee Meeting
- 13.** Consider and act on retaining Mr. Bill Carter to negotiate the acquisition of drainage servitudes for the hospital drainage project



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(318) 680-8510

14. Consider and act on authorizing the Secretary-Treasurer to acquire and award low bids for maintenance work on the Industrial Drive office building

Finance Committee

15. Adopt the minutes of the January 29, 2020 Finance Committee Meeting
16. Consider and act on approving a 10% reduction of all 2020 appropriations
17. Consider and act on authorizing the President to sign and execute the 2020 Cooperative Endeavor Agreement with the LSU Ag Center for \$14,580

Management Reports

18. January 2020 Road Superintendent Report - *Mr. Jody Stuckey*
a. Accept the January 2020 Emergency/Off-Schedule Report
19. January 2020 Solid Waste Superintendent Report - *Mr. Robin Sessions*
20. January 2020 O.E.P. Report - *Mr. Mark Treadway*
21. January 2020 Financial Report - *Ms. Gina Thomas*
(report includes budget to actual comparisons for all funds)
22. January 2020 Maintenance Report - *Mr. Robert "Bubba" Anderson*

Other Business

23. January 2020 Engineering Report - *Mr. Paul Riley*
24. Consider and act on accepting the 2020 bid of cold mix from Dreher Contracting, LLC
25. Consider and authorize the President to sign the Letter of Assurances for the Uniform Relocation Assistance & Real Property Act to the Louisiana Department of Transportation & Development
26. Consider and act on authorizing the Secretary-Treasurer to sign the audit engagement letters with Allen, Green, & Williamson for 2019 audit services and to complete the Louisiana Compliance Questionnaire
27. Consider and act on adopting the 2020 Coroner's Department salary schedule
28. Consider and act on the request from LSU Ag Center for use of the Community Center March 2nd, April 6th, and May 5th
29. Consider and act on declaring an Official Journal for the remaining term ending June 30, 2020
30. Consider and act on parish board appointments

Announcements & Notifications

Juror Comments

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.

The Jackson Parish Police Jury met in regular session on Monday, January 13, 2020 at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Mr. Lewis Chatham, Ms. Amy Magee, Mr. John McCarty, Ms. Niki Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also present: Darrell Avery, Assistant District Attorney.

The President, Ms. Amy Magee called the meeting to order. The invocation was given by Mr. Culpepper and Ms. Cowans led the recitation of the Pledge of Allegiance.

The President opened the floor for public comments.

Mr. Freddie Tolar spoke about his support for the planned livestock pavilion and about not being in favor of the golf course expansion. He asked that the Police Jury to get involved with the Recreation Board.

Ms. Linda Devine spoke about the golf course taxes and road taxes as well as not being in favor of the golf course.

Mr. Jimmy Waggoner spoke in favor of the livestock pavilion and stated he was not in favor of the golf course expansion.

The President thanked those that spoke and moved to the New Term Organizational Items.

Motion Mr. Culpepper, seconded Ms. Cowans to set the regular meeting date, time, and location for 2020 as the second Monday of each month at 5:30 P.M. at the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, LA. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe to adopt a resolution authorizing the 2020 President and Vice President signatures be added to the signature cards for bank accounts at Jonesboro State Bank and authorize co-signatures with the Payroll and Accounts Payable Clerks in the absence of the Secretary-Treasurer. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe to appoint Gina Thomas as the Secretary-Treasurer for a 2-year term ending December 31, 2021. Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to adopt a resolution to authorize the Secretary-Treasurer to sign documents and pay bills on behalf of the JPPJ. Motion carried.

The President presented the 2020 Committees and board appointments as follows:

Finance Committee: Todd Culpepper (Chairman), John McCarty, Tarneshala Cowans

Operations Committee: Amy Magee (Chairman), Lewis Chatham, Lynn Treadway

Policy & Personnel Committee: Tarneshala Cowans (Chairman), Lewis Chatham, Regina Rowe

Projects Committee: Regina Rowe (Chairman), Todd Culpepper, Amy Magee

Economic Development Committee: Lynn Treadway (Chairman), John McCarty, Regina Rowe

Veterans Committee: Lewis Chatham (Chairman), Tarneshala Cowans, Regina Rowe

Parish Cleanup Committee: John McCarty (Chairman), Todd Culpepper, Lynn Treadway

Sales Tax Board: Amy Magee
Library Board: Todd Culpepper
Pinebelt: Tarneshala Cowans
North Louisiana Economic Partnership: Regina Rowe
Sparta Commission: Regina Rowe
Workforce Development Board: John McCarty

The President stated that each Juror had been assigned as a committee chairman for one committee and that she would like for each committee chairman to present a report of their activity at the monthly Business Session.

Motion Ms. Cowans, seconded Mr. Treadway to adopt the 2020 Holiday Schedule as follows:

- Wednesday, January 1st – New Year’s Day
- Monday, January 20th – Martin Luther King Jr. Day
- Monday February 17th – President’s Day
- Friday, April 10th – Good Friday
- Monday, May 25th – Memorial Day
- Friday, July 3rd – (in recognition of) Independence Day
- Monday, September 7th – Labor Day
- Wednesday, November 11th – Veteran’s Day
- Thursday November 26th – Thanksgiving Day
- Friday November 27th - Thanksgiving Holiday
- Thursday December 24th – Christmas Eve
- Friday December 25th – Christmas Day
- Thursday December 31st – New Year’s Eve

Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to adopt the 2020 pay schedule and employee levels as presented and authorized by the 2020 budget. Motion carried.

With the conclusion of organizational items, the President moved to the approval of minutes.

Motion Mr. McCarty, seconded Ms. Rowe to adopt the minutes of the December 9th, December 23rd, and January 6th Jury Meetings, monthly purchase orders, and the payment of all bills. Motion carried.

The President called for monthly management reports.

Mr. Jody Stucky, Road Department Superintendent, gave the December 2019 Road report noting that \$97.69 had been spent on emergency call-outs during the month. He also stated that they had been working on culvert replacements on Chatham Cemetery Road.

Motion Mr. Culpepper, seconded Mr. McCarty to accept the December 2019 emergency/off-schedule report. Motion carried.

Mr. Robin Sessions, Solid Waste Department Superintendent, presented the December 2019 Solid Waste Report stating that they were still in the process of trying to get land from Weyerhaeuser for future model bin sites.

Mr. Mark Treadway, OEP Director, gave the December 2019 OEP Report and updated the Police Jury on the progress for grants and programs. He also stated that the state was considering using locations in Chatham and on Caney lake for rural emergency training.

Ms. Gina Thomas, Secretary-Treasurer, presented the December 2019 Financial Report highlighting the actual vs. budget comparisons for all funds. She stated that they would be accruing items throughout January and February

and that the 2019 financials would not be finalized until that time. She stated that the 2019 audit field work had been scheduled for the week of March 16th.

Mr. Robert “Bubba” Anderson, Maintenance Supervisor presented the December 2019 Maintenance Report and updated the Jury on completed projects and upcoming plans to re-stripe the Community Center parking lot and to replace air handling units 1 & 2 in the courthouse.

The President thanked the department managers for their reports and moved on to Other Business.

Mr. Paul Riley, Parish Engineer from Riley Company of Louisiana, updated the Jury on current projects and asked for a meeting to begin reviewing the Road Capital Improvements Policy.

Motion Ms. Rowe, seconded Mr. Treadway to authorize the President to sign the 2020 budget for the North Louisiana Criminalistics Laboratory. Motion carried.

Motion Mr. Culpepper, seconded Ms. Cowans to authorize advertising for bids for providing cold mix for 2020. Motion carried.

Motion Ms. Rowe, seconded Mr. Treadway to authorize retaining legal counsel to review the procedures for negotiation and/or expropriation of drainage servitudes. Mr. Culpepper asked to clarify that this action is only to retain council to provide information and that no other action is to be taken. The President agreed. Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to authorize the President to sign the 2020 Cooperative Endeavor Agreement with the Office of Veteran Affairs and release the appropriation of \$4,059.00. Motion carried.

Motion Mr. Culpepper, seconded Ms. Cowans to accept the low bid of \$26,480.00 for a 2020 Ford Transit Connect XL Van from Jay Mallard to be used in the Coroner’s Department and to suspend the monthly travel stipend. Motion carried.

Motion Mr. Culpepper, seconded Mr. McCarty to appoint Gina Thomas, Floodplain Administrator, to serve on the Watershed Initiative Steering Committee for Regions 2 and 3. Motion carried.

The Jury reviewed the current board vacancies and term expirations.

Motion Mr. Culpepper, seconded Ms. Cowans to appoint the following:

- Re-appoint Mr. Billy Wayne Pullig to the District 4 Fire Protection District Board for a two-year term effective 1/1/2020 – 12/31/2021.
- Appoint Mr. Eddie Waggoner as Constable in District C to complete the term for Mr. Danny Hinton.

The Jury discussed needing to appoint another Constable in District B due to Ms. Emma Austin resigning. Motion carried.

Being no further business, the President opened the floor for Announcements.

The Secretary-Treasurer announced that the Jurors planning on attending the Newly Elected Officials Training should meet at the Courthouse at 1:00 PM on Wednesday, January 15th.

The President opened the floor for Jury Comments.

Mr. Treadway stated that the Police Jury had done all they needed to for the livestock pavilion and that the state had not yet funded it.

The Jurors thanks those in attendance.

With the conclusion of Juror Comments, the President called for the adjournment of the meeting.

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

The Jackson Parish Police Jury met in Business Session Monday, February 3, 2020 at 5:15 PM in the Police Jury Meeting Room #301 of the Jackson Parish Courthouse, 500 E. Court Street, Jonesboro, Louisiana. Members present: Mr. Todd Culpepper, Mr. Lewis Chatham, Ms. Amy Magee, Mr. John McCarty, Ms. Niki Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also present: Mr. Darrell Avery, Assistant District Attorney.

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

Mr. McCarty gave the invocation and Ms. Rowe led in the recitation of the Pledge of Allegiance.

The President opened the floor for public comments.

Ms. Linda Devine asked if the Parish had a leash law. Ms. Magee stated that they would research the Parish Ordinance Code and let her know.

Ms. Devine stated that she would like to know how the roads for the road program would be determined and asked that the Operations Committee consider paving gravel roads.

With no other public comments, Ms. Magee moved on to the Jackson Parish Mayor's Meeting.

The Mayors in attendance were asked to introduce themselves. The Mayors present included:

Ms. Kathy Robertson, North Hodge

Mr. Hal Mims, East Hodge

Mr. Gerald Palmer, Hodge

Ms. Kelly Gryder, Eros

The President commended prior juries for doing what they could in the past to assist the municipalities. She explained the recommendations from the Finance Committee to reduce all 2020 appropriations by 10% and the requirements to receive Police Jury funding including proof of filing for state grants like LGAP, having specific letters of request for items like road work, being able to verify the expenditures, and being in compliance with the Legislative Auditor and Jackson Parish Coroner. She stated that the Police Jury would continue to perform routine maintenance on potholes and grading as the schedule permits. The Mayors confirmed that they had submitted LGAP applications for 2020 and discussed issues with school buses damaging city roads. The President encouraged them to reach out to the School Board to repair the damages caused by the buses.

The President thanked the Mayors for their attendance.

The President called for Committee Reports.

The President addressed the practice of committees and stated that only the Committee Members were to participate in the discussions. Any other Jurors in attendance are to be regarded as a member of the public and can speak only during public comments. She reiterated that all Jurors would have an opportunity to discuss the items from the Committee Meetings during the Business Session.

Ms. Magee, Chairman of the Operations Committee provided a summary of the January 24th meeting stating that the requested GPS reports would be reviewed at the next meeting. She informed the Jury that two recommendations had been sent to the Policy & Personnel Committee for review.

The Jury reviewed the recommendations from the Road Department and the Secretary-Treasurer provided additional details on the training documents received.

Ms. Cowans, Chairman of the Policy & Personnel Committee provided a summary of the January 27th meeting stating that the Committee had reviewed the recommendations from the Operations Committee and had begun establishing a policy for the Crew Leader Setup. The Jury reviewed the prepared job description for the proposed new position of Operations Manager. The President asked the Jurors to review the document and provide

feedback to the Committee for them to finalize. Ms. Cowans stated that the Committee would also set up a schedule to begin reviewing the Personnel Policy and Parish Code of Ordinances.

Ms. Rowe, Chairman of the Project Committee provided a summary of the January 28th meeting. The Secretary-Treasurer stated that the attorney had requested a meeting be set up to begin negotiations for the hospital drainage project servitudes. The Secretary-Treasurer also stated that the presented samples for the Industrial Drive Offices were available for the Jurors to review.

Mr. Culpepper, Chairman of the Finance Committee provided a summary of the January 29th meeting. He discussed the established requirements for entities to receive funding from the Police Jury. The Jury reviewed the 2020 appropriations with the 10% decrease.

The President moved on to Continued Business.

The Jury reviewed the list of Continued Business items and the Secretary-Treasurer explained the status of each project.

The Jury reviewed the list of parish board vacancies and expirations. Nominees will be presented at the regular meeting.

The President moved on to New Business.

The Jury reviewed the LSU Ag Center request for appropriation and discussed the 10% reduction.

The Jury reviewed the letter of request from North Hodge for assistance on Lowery Road. The President stated that this would be a good project for them to request for their 2020 appropriation.

The Jury reviewed the presented salary schedule for the Coroner's Office. The Secretary-Treasurer stated that the increase had been approved through the budget and the presented schedule detailed the individual rates.

The Jury discussed the closure of the Jackson Independent newspaper. Mr. Avery provided guidance on the statues for declaring a legal journal. The Jury reviewed the options from the Ruston Daily Leader and the Natchitoches Times.

Motion Mr. Chatham, seconded Mr. Culpepper to appoint Mr. Walter Kotz to complete the term of Constable, District B. Motion carried.

The President moved to discussion of other topics.

Mr. McCarty briefed the Jury on the activities of the Workforce Development Board and asked that they consider candidates of post-graduates from high school that could benefit from the program to attend a vocational school. Mr. McCarty announced that the Parish Clean-up Committee would be meeting and asked that the Jurors consider a person in their district that could serve on a committee to prepare a parish-wide clean up event. Mr. Culpepper updated the Jury on the activities of the Library Board and stated that the board was open to consider the process of emancipating the library from the Police Jury.

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

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

COMPLETED/PAID

PURCHASE ORDER NO: 2203

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Page 1 of 1

VENDOR: 2740

COMPUTER SOFTWARE INNOVATIONS, INC.
 DBA HARRIS LOCAL GOVERNMENT
 62133 COLLECTIONS CENTER DRIVE
 CHICAGO IL 60693-0621

SHIP TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

(318) 259-2361

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/06/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	SAAS SF	AF App Del Svc x10	8,862.0000	8,862.00
1.00	1	SAAS SF	TCP ann host fee	1,681.3700	1,681.37
1.00	1	TPM SF	Annual TCP Support	1,903.8100	1,903.81
1.00	1	MAINT SF	System Manager	407.4000	407.40
1.00	1	MAINT SF	Accounts Payable	961.7800	961.78
1.00	1	MAINT SF	Bank Reconciliation	271.3000	271.30
1.00	1	MAINT SF	Fund Ledger	1,301.0700	1,301.07
1.00	1	MAINT SF	Purchasing	946.9700	946.97
				SubTotal	16,335.70
				Sales Tax	0.00
				Order Total	16,335.70

Requested By:

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
GThomas	GThomas	001-4-151-04300	General Finance: Technology Toc	16,335.70

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2205

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Page 1 of 1

VENDOR: 826

WINN ROCK, INC.
P. O. BOX 790
WINNFIELD LA 71483-0790

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/07/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
2,000.00	Tons	Gravel	Crushed Stone SB2 hauled from plant in Winnfield to various roads.	19.0000	38,000.00
				SubTotal	38,000.00
				Sales Tax	0.00
				Order Total	38,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-04000	Road: Gravel/Reclaimed Asphalt	38,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2206

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VENDOR: 2841

Southland Truck Leasing, LLC
DBA Southland Paclease
PO Box 1450
Gray LA 70359

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/08/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00	Lease		Lease Paymt. T-880	1,850.0000	22,200.00
			T880 - Blanket Lease Payments for 12 Months @ \$1850.00 per month.		
			1XKZDP9X7KJ286113 - 15 YARD DUMP TRUCK.		

SubTotal	22,200.00
Sales Tax	0.00
Order Total	22,200.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	22,200.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

DUPLICATE

PURCHASE ORDER NO: 2212

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PHONE: (318) 259-2361 FAX: (318) 259-5660

VENDOR: 2000

THE MABRY COMPANY
PO BOX 869
RUSTON LA 71273

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/09/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
500.00	T	RAP	CRUSHED ASPHALT CRUSHED ASPHALT @ 25.00 PER TON F.O.B.	25.0000	12,500.00
				SubTotal	12,500.00
				Sales Tax	0.00
				Order Total	12,500.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-04000	Road: Gravel/Reclaimed Asphalt	12,500.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

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Page 1 of 1

VENDOR: 821

WALPOLE TIRE SERVICE, INC.
511 E GEORGIA AVENUE
RUSTON LA 71270

SHIP TO:

SOLID WASTE

LA

Notes to Vendor:

The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/09/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	Tires		trucks and trailer tires 12 months	17,000.0000	17,000.00
				SubTotal	17,000.00
				Sales Tax	0.00
				Order Total	17,000.00

Requested By: SW

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
RSessions	GThomas	011-4-341-03300	TIRES	17,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

DUPLICATE

PURCHASE ORDER NO: 2216

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and correspondence

Page 1 of 1

PHONE: (318) 259-2361 FAX: (318) 259-5660

VENDOR: 1183

CATERPILLAR FINANCIAL SERVICES CORP
PO BOX 730681
DALLAS TX 75373-0681

SHIP TO:

SOLID WASTE

LA

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/09/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		Tracho Lease	Monthly Equipment Lease 12 months - 2020---Contract # 001-0982169-000 Landfield Tracho	27,000.0000	27,000.00
				SubTotal	27,000.00
				Sales Tax	0.00
				Order Total	27,000.00

Requested By: SH

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
RSessions	GThomas	011-4-341-04350	LEASE OF EQUIPMENT	27,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2219

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 and correspondence

Page 1 of 1

VENDOR:

714
 SCOTT CONST. EQUIP. CO. OF LA
 P O BOX 5010
 MONROE LA 71211-5010

SHIP TO:

SOLID WASTE
 LA

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/09/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		Tracho Lease	Monthly Equip Lease	26,500.0000	26,500.00
			Tracho at wall --12 mth 2020--Contract # 022357		
1.00				0.0000	0.00
				SubTotal	26,500.00
				Sales Tax	0.00
				Order Total	26,500.00

Requested By: SH

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
RSessions	GThomas	011-4-341-04350	LEASE OF EQUIPMENT	26,500.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

DUPLICATE

PURCHASE ORDER NO: 2220

This PO number must appear on all packages
and correspondence

Page 1 of 1

PHONE: (318) 259-2361 FAX: (318) 259-5660

VENDOR: 806

RILEY COMPANY OF LOUISIANA, INC
P O DRAWER 1303
RUSTON LA 71273-1303

SHIP TO:

SOLID WASTE

LA

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/09/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00			Services Renderec Surveying services by Riley Company of LA. for Jan thru Dec 2020	20,000.0000	20,000.00
				SubTotal	20,000.00
				Sales Tax	0.00
				Order Total	20,000.00

Requested By: SH

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
RSessions	GThomas	011-4-341-01500	ENGINEER	20,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

COMPLETED/PAID

PURCHASE ORDER NO: 2233

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR: 401

JAY MALLARD FORD LINCOLN MERCURY
601 HUDSON AVENUE
JONESBORO LA 71251

SHIP TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

(318) 259-2361

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/16/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	12412 - Deal #	2020 Ford Transit	26,480.0000	26,480.00
SubTotal					26,480.00
Sales Tax					0.00
Order Total					26,480.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Bpaggett	Bpaggett	017-4-810-00000	EQUIPMENT / VEHICLES	26,480.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

DUPLICATE

PURCHASE ORDER NO: 2243

This PO number must appear on all packages
and correspondence

Page 1 of 1

PHONE: (318) 259-2361 FAX: (318) 259-5660

VENDOR: 2504

BRUCKNER TRUCK SALES INC
CORPORATE BILLING LLC
DEPT 100 PO BOX 830604
BIRMINGHAM AL 35283

SHIP TO:

SOLID WASTE

LA

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/16/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		Parts and repairs	Parts, repairs and supply Compact trucks-----12months -----Yr 2020	25,000.0000	25,000.00
				SubTotal	25,000.00
				Sales Tax	0.00
				Order Total	25,000.00

Requested By: SH

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
RSessions	GThomas	011-4-341-03700	PARTS, REPAIRS, SUPPLIES, E	25,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2245

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR: 609

CONTECH ENGINEERED SOLUTIONS LLC
PO BOX 936362
ATLANTA GA 31193-6217

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/15/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
120.00	FT	CULVERTS	(3) 40' PMP/TISDALE RD	112.0000	13,440.00
			(3) 6'x40' 12 gauge pipe to be used on Tisdale Rd. (\$112 per foot)		
				SubTotal	13,440.00
				Sales Tax	0.00
				Order Total	13,440.00

Requested By:

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
JStuckey	GThomas	006-4-312-02900	ASPHALT - CULVERTS	13,440.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2246

This PO number must appear on all packages
 and correspondence

Page 1 of 1

VENDOR: 1635

JACKSON PARISH CORRECTIONAL CENTER
 327 INDUSTRIAL DRIVE
 JONESBORO LA 71251

SHIP TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

(318) 259-2361

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/16/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Housing	2020	500,000.0000	500,000.00
1.00	1	Medical	2020	15,000.0000	15,000.00
				SubTotal	515,000.00
				Sales Tax	0.00
				Order Total	<u>515,000.00</u>

Requested By:

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
GThomas	GThomas	001-4-201-05200	Sheriff: Housing of Parish Prisoner	500,000.00
GThomas	GThomas	001-4-201-05210	Sheriff: Prisoner Medical Expenses	15,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2247

This PO number must appear on all packages
 and correspondence

Page 1 of 1

VENDOR: 253

KENNETH D. FOLDEN & CO.
 CPA
 302 EIGHTH STREET
 JONESBORO LA 71251

SHIP TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

(318) 259-2361

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/16/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Prof services	Payroll	50,000.0000	50,000.00
				SubTotal	50,000.00
				Sales Tax	0.00
				Order Total	50,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	001-4-151-03700	General Finance: Professional Ser	50,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2248

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and correspondence

Page 1 of 1

VENDOR: 915

JACKSON PARISH SHERIFF
ANDY BROWN
COURTHOUSE BUILDING
JONESBORO LA 71251

SHIP TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

(318) 259-2361

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/16/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Security	2020 - courthouse	20,400.0000	20,400.00
				SubTotal	20,400.00
				Sales Tax	0.00
				Order Total	20,400.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	001-4-201-08500	Sheriff: Courthouse Security Pers	20,400.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2251

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR: 915

JACKSON PARISH SHERIFF
ANDY BROWN
COURTHOUSE BUILDING
JONESBORO LA 71251

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/16/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Litter	2020 Trash detail	36,000.0000	36,000.00
				SubTotal	36,000.00
				Sales Tax	0.00
				Order Total	36,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-316-00000	Road: Roadside Litter Pickup	36,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2252

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR:

1183
CATERPILLAR FINANCIAL SERVICES CORP
PO BOX 730681
DALLAS TX 75373-0681

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/16/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		LEASE PAYMT.	R316/TRACKHOE Blanket P.O. for Lease Equipment #R316/Excavator - YDL20549. Payment Amount - \$2245.95 monthly, 12 months.	26,951.4000	26,951.40
				SubTotal	26,951.40
				Sales Tax	0.00
				Order Total	26,951.40

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	26,951.40

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2254

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR: 1183

CATERPILLAR FINANCIAL SERVICES CORP
PO BOX 730681
DALLAS TX 75373-0681

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/17/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00		LEASE PMT.	MINI TRACKHOE MONTHLY LEASE PAYMENTS FOR R305. 12 PAYMENTS OF \$1073.18	1,073.1800	12,878.16
				SubTotal	12,878.16
				Sales Tax	0.00
				Order Total	12,878.16

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	002-4-310-02500	Road: Lease Equipment	12,878.16

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2255

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR: 448

UNION PARISH SANITARY LANDFILL
P.O. BOX 723
FARMERVILLE LA 71241

SHIP TO:

SOLID WASTE

LA

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/09/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	tonnag	Load Tickets	Loads of garbage transferred daily to Union Parish landfill. January thry December 2020	290,000.0000	290,000.00
				SubTotal	290,000.00
				Sales Tax	0.00
				Order Total	290,000.00

Requested By: SH

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
RSessions	GThomas	011-4-341-08600	DUMPING FEES	290,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2256

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR: 1183

CATERPILLAR FINANCIAL SERVICES CORP
PO BOX 730681
DALLAS TX 75373-0681

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/17/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00		LEASE PMT.	PNEUMATIC ROLLER MONTHLY PAYMENTS FOR PNEUMATIC ROLLER. 12 MONTHS @ 1210.00.	1,210.0000	14,520.00
				SubTotal	14,520.00
				Sales Tax	0.00
				Order Total	14,520.00

Requested By:

Account Distribution				
<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	002-4-310-02500	Road: Lease Equipment	14,520.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2257

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR:

2662
DEERE CREDIT INC
DBA JOHN DEERE FINANCIAL LEASE
PO BOX 4450
CAROL STREAM IL 60197-4450

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/17/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00		LEASE PAYMT.	DOZER LEASE BLANKET - (12) PAYMENTS OF \$1347.71 450JLT (DOZER) JD CDZR IT045JXVGD303560	1,347.7100	16,172.52

SubTotal	16,172.52
Sales Tax	0.00
Order Total	16,172.52

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	16,172.52

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2274

This PO number must appear on all packages
 and correspondence

Page 1 of 1

VENDOR: 1108

HI-TECH COMPUTERS OF RUSTON
 316 E GEORGIA AVENUE
 RUSTON LA 71270

SHIP TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

(318) 259-2361

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/23/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	ea	Quickbooks	Quickbooks subscription Subscription for Coroner's Office	299.9500	299.95
2.00	ea	Desktop Compute	Dell Desktop Computers Replacement units	1,499.0000	2,998.00
3.00	ea	Laptop Computer:	Dell Latitude Notebook Replacement units, docking station, APC backups, monitors, and adaptors	2,002.3333	6,007.00
1.00	ea	Replacement Serv	Dell PowerEdge Server T140 Server	5,099.0000	5,099.00
				SubTotal	14,403.95
				Sales Tax	0.00
				Order Total	14,403.95

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	017-4-610-00000	COMPUTER SOFTWARE	299.95
GThomas	GThomas	017-4-600-00000	OFFICE SUPPLIES, MISC. EXP	1,499.00
GThomas	GThomas	002-4-310-04200	Road: Tools/Technology (Non-Eq	1,499.00
GThomas	GThomas	011-4-341-04200	TOOLS/TECHNOLOGY (NON I	2,002.33
GThomas	GThomas	001-4-151-04300	General Finance: Technology Toc	4,004.67
GThomas	GThomas	013-4-600-04300	EQUIPMENT/FURNITURE	5,099.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
 500 EAST COURT STREET ROOM 301
 JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2275

This PO number must appear on all packages
 and correspondence

Page 1 of 1

VENDOR: 2362

RUSTON ROCK IT, LLC
 POB 2772
 POB 2772
 RUSTON LA 71273

SHIP TO:

ROAD BARN
 230 FITZPATRICK ROAD
 JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/24/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		CRUSHED STON	SB-2 5300 TONS OF SB-2 @ 37.70 TO BE DELIVERED AND STOCKPILED ON THE YARD.	200,000.0000	200,000.00
				SubTotal	200,000.00
				Sales Tax	0.00
				Order Total	200,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-04000	Road: Gravel/Reclaimed Asphalt	200,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

DUPLICATE

PURCHASE ORDER NO: 2276

This PO number must appear on all packages
and correspondence

Page 1 of 1

VENDOR: 806

RILEY COMPANY OF LOUISIANA, INC
P O DRAWER 1303
RUSTON LA 71273-1303

SHIP TO:

ROAD BARN
230 FITZPATRICK ROAD
JONESBORO LA 71251-

(318) 259-5661

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/24/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		Engineer Services	2020 Road Program Blanket - Services Rendered in connection w/ the 2020 Road Program.	120,000.0000	120,000.00
SubTotal					120,000.00
Sales Tax					0.00
Order Total					120,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	008-4-403-07300	ENGINEERING FEES	120,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

PURCHASE ORDER

DUPLICATE

BILL TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

PURCHASE ORDER NO: 2285

This PO number must appear on all packages
and correspondence

Page 1 of 1

PHONE: (318) 259-2361 FAX: (318) 259-5660

VENDOR: 2938

LUBA Casualty Insurance Company
LUBA Worker's Comp
PO Box 980082
Baton Rouge LA 70898-9082

SHIP TO:

JACKSON PARISH POLICEJURY
500 EAST COURT STREET ROOM 301
JONESBORO LA 71251-

(318) 259-2361

Notes to Vendor: The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/28/2020 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Insurance	Worker's Comp	71,250.0000	71,250.00
1.00	1	Charges	Expense Constant	200.0000	200.00
				SubTotal	71,450.00
				Sales Tax	0.00
				Order Total	71,450.00

Requested By:

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
GThomas	GThomas	001-4-155-02840	General: Insurance Workmen's C	736.00
GThomas	GThomas	001-4-194-02840	General Maintenance: Worker's C	2,466.00
GThomas	GThomas	002-4-310-02840	Road: Workmen's Comp Insuranc	36,177.00
GThomas	GThomas	011-4-341-06500	Solid Waste: Workmen's Comp In	30,699.00
GThomas	GThomas	001-4-155-02810	General Maintenance: Insur: Vehic	8.00
GThomas	GThomas	007-4-194-02840	Health Unit: Worker's Comp Ins.	152.00
GThomas	GThomas	004-4-506-02800	INSURANCE	1,012.00
GThomas	GThomas	001-4-155-02840	General: Insurance Workmen's C	200.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: _____

Jackson Parish Police Jury

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS
 CHECK DATES 01/01/2020 TO 01/31/2020 PAY DATES 01/01/2020 TO 01/31/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

001-2-960-00000	General: Comm. Center Security Dep.	300.00
001-4-111-03200	Jury: Supplies	1,033.65
001-4-111-06100	Jury: Travel & Conferences	1,218.07
001-4-111-07000	Jury: Legal Fees	4,516.54
001-4-111-08000	Jury: Publications	12.88
001-4-111-09000	Jury: Dues & Memberships	8,000.00
001-4-121-03500	Court: Office Expense	50.00
001-4-124-03500	Clerk of Court: Office Expense	273.97
001-4-124-05400	Clerk of Court: Court Attendance	100.00
001-4-126-06100	Justice/Constable: Travel & Supplie	432.29
001-4-141-02100	Registrar: Dues & Legal Fees	250.00
001-4-141-02400	Registrar: Telephone/Internet/Netwo	135.96
001-4-141-03500	Registrar: Office Expense	359.14
001-4-141-06100	Registrar: Travel	300.00
001-4-142-00000	Election Expenses	8,520.09
001-4-151-02400	General Finance: Telephone/Internet	816.82
001-4-151-03500	General Finance: Office Expense	1,406.82
001-4-151-03700	General Finance: Professional Serv	3,875.00
001-4-151-04300	General Finance: Technology Tools	17,279.70
001-4-151-05300	General Finance: Dues/Memberships	50.00
001-4-151-06100	General Finance: Employee Travel	1,374.61
001-4-155-02820	General Maintenance: GPS Fleet Trac	80.97
001-4-194-02200	General Maintenance: Telephone/Netw	69.91
001-4-194-02300	General Maintenance: Utilities	8,025.41
001-4-194-02400	General Maintenance: Contracted Ser	10,256.64
001-4-194-02500	General Maintenance: Uniforms	129.22
001-4-194-03200	General Maintenance: Supplies	3,485.44
001-4-194-03300	General Maintenance: Gas, Oil, Tire	89.87
001-4-195-02300	Community Center: Utilities	1,379.56
001-4-195-03200	Community Center: Building Supplies	418.14
001-4-197-02200	JOB: Telephone/Internet	849.15
001-4-197-02300	JOB: Utilities	194.93
001-4-197-04500	JOB: Surveillance/Security	79.90
001-4-201-05200	Sheriff: Housing of Parish Prisoner	131,220.17
001-4-201-05210	Sheriff: Prisoner Medical Expenses	9,575.04
001-4-201-05400	Sheriff: Court Attendance	170.00
001-4-201-08500	Sheriff: Courthouse Security Person	1,600.00
001-4-654-02400	LSU Ag Center: Telephone	365.22
001-4-654-02500	LSU Ag Center: Utilities	26.94
	FUND 001 TOTAL	<u>218,322.05</u>
002-4-310-02300	Road: Utilities	697.86
002-4-310-02400	Road: Telephone/Internet/Mobile	668.04
002-4-310-02500	Road: Lease Equipment	21,547.77

Jackson Parish Police Jury

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS
 CHECK DATES 01/01/2020 TO 01/31/2020 PAY DATES 01/01/2020 TO 01/31/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

002-4-310-03400 Road: Gas and Oil	6,416.35
002-4-310-03500 Road: Office Expense	327.56
002-4-310-03700 Road: Parts & Repairs	1,240.36
002-4-310-03800 Road: Supplies	3,352.96
002-4-310-04000 Road: Gravel/Reclaimed Asphalt	7,893.51
002-4-310-04200 Road: Tools/Technology (Non-Equip)	229.95
002-4-310-05200 Road: Employee Physicals/Testing	56.00
002-4-310-05500 Road: GPS Fleet Tracking	337.38
002-4-310-08500 Road: Contract Payments	7,900.00
002-4-313-01000 Road: Engineering Fees - Contracted	3,476.03
002-4-313-02000 Road: Professional Services	225.00
002-4-316-00000 Road: Roadside Litter Pickup	3,200.00
	<hr/>
FUND 002 TOTAL	57,568.77
004-3-642-00000 REFUNDS	-0.96
004-4-506-02100 DUES	2,297.28
004-4-506-02300 UTILITIES	1,602.61
004-4-506-02400 TELEPHONE	2,235.05
004-4-506-03200 MAINT. SUPPLIES/GROUNDS/BUILDING	4,315.49
004-4-506-03300 TECHNOLOGY - MAINT & SUPPORT	6,950.68
004-4-506-03400 BOOKMOBILE EXPENSES	126.12
004-4-506-03500 OFFICE SUPPLIES	1,146.62
004-4-506-03900 PROGRAMMING	1,070.45
004-4-506-04400 BOOKS, BINDERY, PERIODICALS	6,794.70
004-4-507-01000 CAP OUTLAY - BLDG RENOVATIONS	35,000.00
004-4-507-02000 CAP OUTLAY - PARKING LOT	3,327.62
	<hr/>
FUND 004 TOTAL	64,865.66
006-4-312-01000 ASPHALT - MATERIALS	6,031.92
006-4-312-03400 FUEL & OIL	3,566.76
006-4-312-03700 PARTS & REPAIRS	613.66
006-4-312-05500 GPS FLEET TRACKING	364.36
	<hr/>
FUND 006 TOTAL	10,576.70
007-4-194-00000 BUILDING & GROUNDS	118.00
007-4-401-02300 UTILITIES	1,056.47
007-4-401-05000 TELEPHONE / INTERNET SERVICE	134.95
	<hr/>
FUND 007 TOTAL	1,309.42
009-4-655-06000 Tourism: Dues, Memberships, Registr	450.00
009-4-655-06100 Tourism: Travel Expense	267.18
	<hr/>
FUND 009 TOTAL	717.18
011-4-341-02300 UTILITIES	954.37
011-4-341-02400 TELEPHONE	665.63
011-4-341-03300 TIRES	804.18
011-4-341-03400 GAS & OIL	319.64

Jackson Parish Police Jury

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS
 CHECK DATES 01/01/2020 TO 01/31/2020 PAY DATES 01/01/2020 TO 01/31/2020

BOTH ACCRUALS AND NON ACCRUALS		CHECK RUN 0 TO 2147483647
011-4-341-03500 OFFICE EXPENSE		235.79
011-4-341-03700 PARTS, REPAIRS, SUPPLIES, ETC.		21,680.47
011-4-341-04350 LEASE OF EQUIPMENT		2,245.95
011-4-341-05200 PHYSICALS/TESTS		75.00
011-4-341-05500 GPS FLEET TRACKING		350.87
011-4-341-06100 TRAVEL, CONFERENCE, TRAINING		300.00
011-4-341-07000 Solid Waste: Other Expense		450.00
011-4-341-08300 SURVEILLANCE / ENFORCEMENT COSTS		79.90
011-4-341-08600 DUMPING FEES		22,563.53
	FUND 011 TOTAL	<u>50,725.33</u>
012-4-350-00000 AGENCY REIMBURSEMENT - OFF DUTY FEE		100.00
	FUND 012 TOTAL	<u>100.00</u>
017-4-300-00000 AUTOPSY PROFESSIONAL CHARGES		6,015.00
017-4-500-00000 OPC'S - OUT-OF-PARISH		400.00
017-4-600-00000 OFFICE SUPPLIES, MISC. EXP		110.00
017-4-610-00000 COMPUTER SOFTWARE		1,170.00
017-4-700-00000 TRAVEL EXPENSE - CORONERS		44.66
017-4-705-00000 VEHICLE / LIABILITY INSURANCE		1,497.87
017-4-715-00000 UTILITIES (PHONE/GAS/WATER/ELECTRIC		241.88
017-4-716-00000 Coroner's Office Telephone		316.23
017-4-810-00000 EQUIPMENT / VEHICLES		26,480.00
	FUND 017 TOTAL	<u>36,275.64</u>
	GRAND TOTAL	<u><u>440,460.75</u></u>

Operations Committee
January 24, 2020

The Operations Committee met Friday, January 24, 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, Ms. Regina Rowe.

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.

Ms. Rowe asked if she could speak on the agenda item for the Road Department organization chart and employee classification recommendations. Ms. Magee stated that she will allow for special public comments on that agenda item at that time.

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

The Committee reviewed the recommended specs for the Road Department equipment request. Ms. Magee asked that the Committee table the review of the specs and requested that the Secretary-Treasurer review the GPS reports to determine if there is equipment stationed at the road department during the day that could be utilized.

Motion Mr. Treadway, seconded Mr. Chatham to table the requested equipment until the Secretary-Treasurer presents the report. Motion carried.

The Road Superintendent presented the recommended training and safety protocols based off of the DOTD/LTAP procedures. He explained the overall policy to guide in the training, testing, certification, and re-certification procedures that each employee would go through for the eligible equipment. He presented a sample training manual for a piece of equipment along with the certification tests. The Secretary-Treasurer stated that the information was correct, but that it would need to be formatting onto the standard letterhead.

The Committee reviewed the materials and agreed that the training and safety protocols were ready to be presented to the Police Jury for adoption.

The Road Superintendent presented the Committee with an updated Organization Chart and the following recommendations to be reviewed and recommended to the Police Jury for adoption:

- Reclassify Mark Mobley from Operator II-Level II to Specialty Equipment Operator-Level II
- Reclassify Kirk Halbrook from Specialty Equipment Operator-Level I to Operator I-Level II
- Reclassify Jimmy Dorsey from Operator I-Level II to Operator II-Level I
- Reclassify Jack Williams from General Laborer-Level II to Operator I-Level I
- Post a job vacancy in the Road Department for General Laborer and authorize pre-employment proceedings
- Move the Road Department Superintendent position on the Organization Chart from the Asphalt/Drainage Crew to the off-site crews as presented
- Establish a crew leader setup designation and create a policy to define the scope of work

The Committee agreed with the four employee reclassification recommendations. They requested that Mark Mobley, Jimmy Dorsey, and Jack Williams complete the necessary training and documentation in order to fill the new rolls.

The Committee agreed to recommend filling the vacancy of General Laborer.
The Committee agreed to recommend the Jury adopt the updated Organization Chart as presented.
The Committee recommended that the Policy and Personnel Committee review the scope of work, establish a job description, and determine an appropriate pay rate for a Crew Lead setup designation.
Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury take adopt the presented recommendations. Motion carried.

The Parish Engineer, Mr. Paul Riley presented the options for the preliminary 2020 Road Program. Mr. Riley explained the different programs and estimated costs to address roads on the Asphalt Overlay list, the Chip Seal-Preventative Maintenance list, and the Oil list. He explained the current Capital Improvements Policy and the options for lists. He stated he would measure the roads and get more definitive cost estimates.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize the Riley Co. to create a formal 3-year Road Plan for 2020 – 2022. Motion carried.

The Committee reviewed the opinion from Mr. Darrell Avery regarding removal of parish roads and guidelines for defining a “public use road”.

Mr. Riley presented the existing Road Capital Improvements Policy and stated that this year the Jury would need to adopt a new policy and procedure for 2021 – 2023. He asked that the Committee review the current policy and present questions and suggestions for changes at the next committee meeting.

The Solid Waste Superintendent presented the Committee with information on the recycle program and explained the changes from the company collecting paper and cardboard.

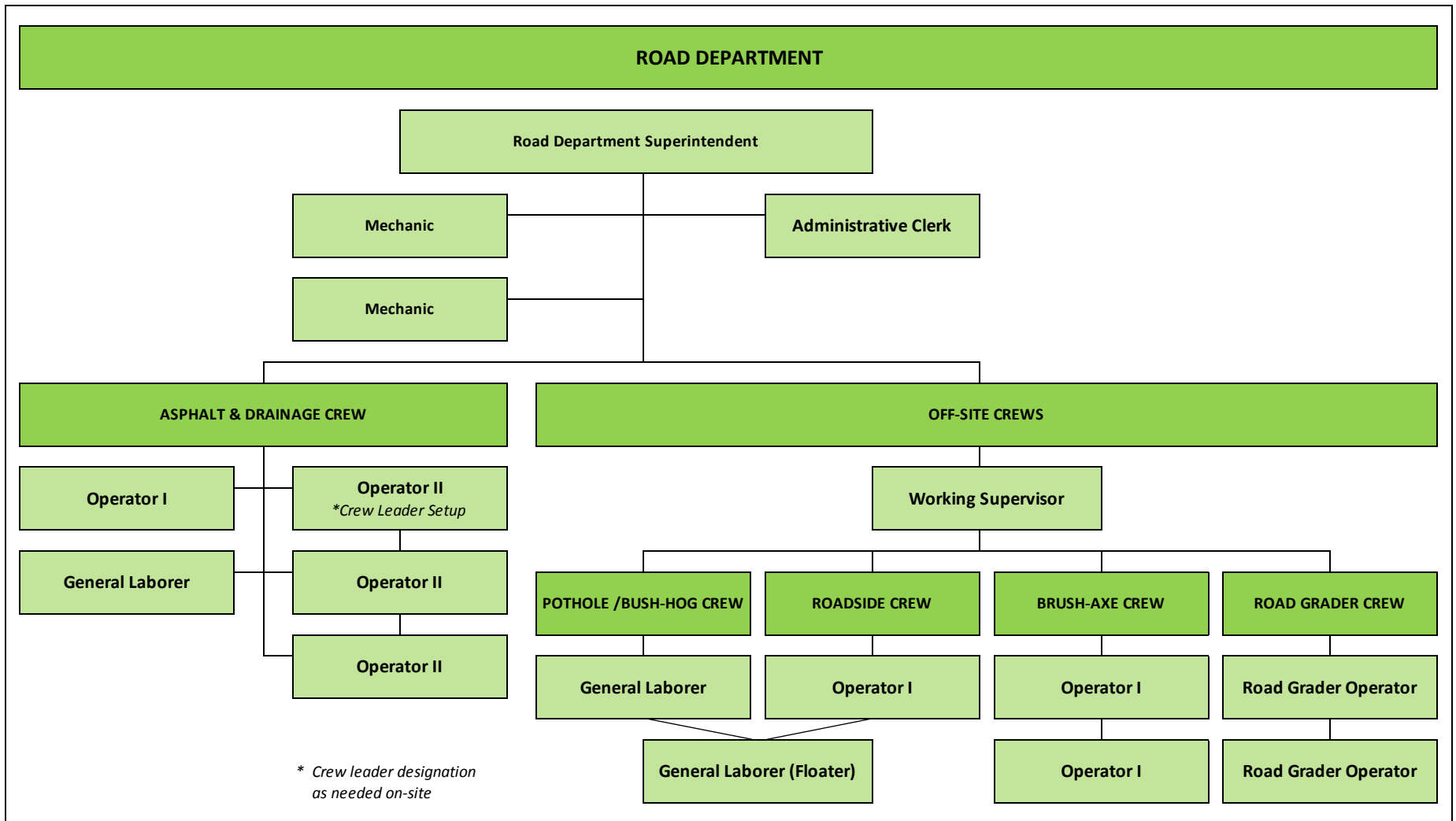
The Secretary-Treasurer informed the Committee that the Cooperative Endeavor Agreement with the Union Parish Landfill would end in 2020 and that she had been in contact with Union Parish to begin drafting a new agreement.

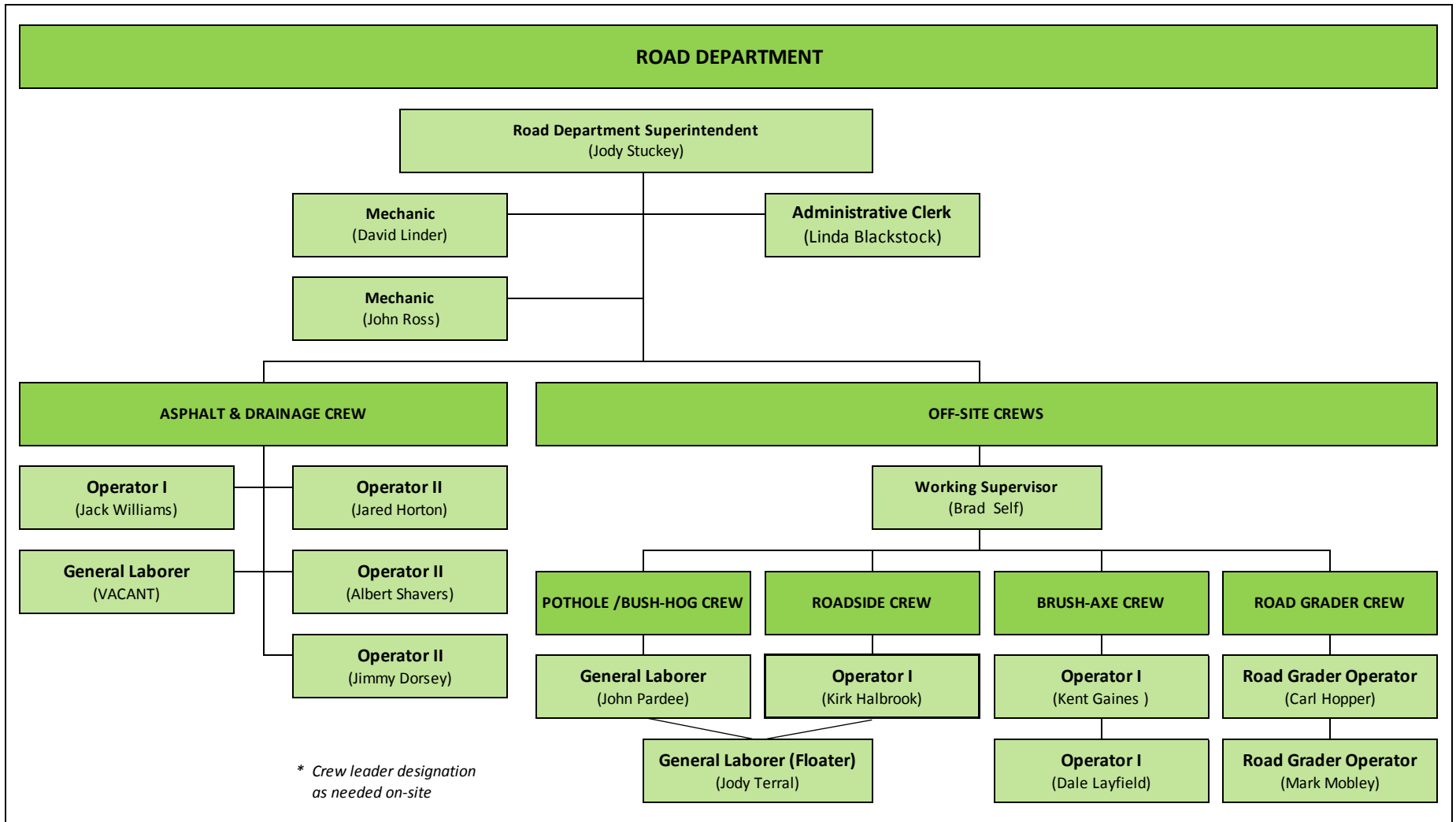
The Maintenance Supervisor presented the Committee with the approved projects for 2020.

The Secretary-Treasurer stated that as final decisions are made regarding the new offices on Industrial Drive that the administrative staff would need to be reviewed.

The Committee discussed establishing a new position of Operations Manager that would report directly to the Secretary-Treasurer and be over the operations of Solid Waste, Road, and Maintenance. They also discussed this position taking on job duties of building inspections, road permitting, flood permitting, providing general planning and oversight, and eventually taking over the OEP duties.
Motion Mr. Chatham, seconded Mr. Treadway to recommend the Policy and Personnel Committee review the scope of work, establish a job description, and determine an appropriate pay rate for the position of Operations Manager. Motion carried.

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







Jackson Parish Police Jury

Notice of Transfer Opportunity

POSITION: General Laborer – Road Department

Road Department

2/11/2020

Full-Time employees wishing to apply must meet the following requirements:

Description:

Under close supervision, the Road Department General Laborer performs manual labor, operation of light equipment requiring no special training or experience, and performs related work as required by the supervisor. Laborers in this position class are also responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Road Department.

Minimum Qualifications:

- Must be 18 years of age
- High school diploma, or equivalent, required
- Class E Driver's License; progression towards a CDL license a plus
- Three (3) months of experience in the operation of equipment listed above preferred, but not required
- Must be able to lift up to 100 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand and follow 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

Basic Responsibilities:

- The General Laborer is responsible for performing industrial and safety housekeeping of assigned areas following the instructions from their Supervisor
- Operates Police Jury-owned vehicles, such as pick-up trucks, backhoe, street sweeper, dump trucks, farm-type tractors, bush hog cutters, boom mowers, etc. as required
- Operates hand and power tools and equipment, such as mowers, chain saws, air compressor, small compaction equipment, etc. as required
- Uses hand tools to load and unload sand, dirt, gravel, and hot and cold mix asphalt
- Repairs pot holes
- Required to inspect and repair equipment as directed by department procedures, as well as be able to make repairs to parish roads, curbs and sidewalks
- Performs road and ditch maintenance and associated work

Detailed Job Description available upon request to Department Superintendent.

THOSE INTERESTED IN TRANSFERRING TO THE ROAD DEPARTMENT MUST NOTIFY THE SECRETARY/TREASURER IN WRITING BY CLOSE OF BUSINESS ON 2/18/2020

Policy & Personnel Committee
January 27, 2020

The Policy & Personnel Committee met Monday, January 27, 2020 at 5:00 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, Ms. Amy Magee and Mr. John McCarty.

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.

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

The Committee reviewed the recommendations from the Operations Committee.

Recommendation #1 was to establish a scope of work and setup pay rate for an existing Operator II to be the designated crew leader on-site. The Committee asked the Secretary-Treasurer to meet with the Road Superintendent and Operator II's and present the scope of job duties involved in the position and present it at the February Business Session. They discussed that this designation is to be a setup rate, not a new job classification and that it is to be assigned to one of the Operator II's on the Asphalt/Drainage Crew as a "working leader" designation. The decision making is limited to on-site decisions that are in coordination with the overall road plan and assignments from the Road Superintendent.

Motion Ms. Rowe, seconded Mr. Chatham to recommend the Police Jury adopt a new policy for Crew Lead Setup. Motion carried.

Recommendation #2 was to establish a job description, scope of job duties, and pay schedule for a new position of Operations Manager. The Committee asked the Secretary-Treasurer to request job descriptions, duties, and salary ranges from other parishes and present it at the February Business Session.

Motion Ms. Rowe, seconded Mr. Chatham to recommend the Police Jury adopt the new position of Operations Manager. Motion carried.

The Secretary-Treasurer updated the Committee with the progress made on the updated Personnel Manual from 2019 and asked that the Committee establish a schedule to continue the reviews until the manual is finalized.

The Secretary-Treasurer updated the Committee on the project to codify the parish ordinances and asked that the Committee establish a schedule to review each ordinance and recommend amendments.

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

JOB VACANCY POSTING

The Jackson Parish Police Jury is accepting applications for the following open position. Please submit all applications to: Jackson Parish Police Jury, 500 E. Court Street, Room 301, Jonesboro, LA 71251. To request a detailed job description, please contact our office at (318) 259-2361 ext. 3 or by email: administration@jppi.org.

POSITION: Operations Manager

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 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. This position performs other work as required. Administrative direction is under the Secretary-Treasurer.

Minimum Qualifications:

- Permanent residence 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
- Working knowledge of qualifications and mandates to comply with local, state, and federal mandates, ordinances, laws, and regulations
- Must be able to lift up to 100 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand and follow 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

Basic Responsibilities:

- 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
- Determines work procedures, prepares work schedules, and expedites workflow
- Periodically inspects the roads and ditches in the Parish Road System, solid waste bin sites, and all parish properties
- Coordinates engineering services for all departments and agencies and supervises all contracted construction work

Detailed Job Description available upon request.

Project Committee
January 28, 2020

The Project Committee met Tuesday, January 28, 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, Ms. Amy Magee, and Ms. Regina Rowe. Absent: none. Also in attendance, Mr. John McCarty, Parish Engineer Mr. Paul Riley, and attorney Mr. Bill Carter.

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

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

The Committee opened the floor to Mr. Riley and Mr. Carter to explain the process for negotiations for acquiring servitudes. Mr. Riley gave a summary of the FEMA Hospital Drainage Project and stated that the Police Jury needed to acquire drainage servitudes on two acres of land owned by Mr. Herbert Simmons. Mr. Carter stated that first, they would need to try verbal negotiations with the property owner. They discussed that if the negotiations were unsuccessful, then the Jury would need to vote on further action.

Motion Ms. Magee, seconded Mr. Culpepper to recommend the Police Jury retain Mr. Bill Carter to negotiate the acquisition of drainage servitudes for the hospital drainage project. Motion carried.

The Committee recognized Ms. Julie Rogers and Ms. Kiki Wardlaw to present on design plans for the new office building on Industrial Drive. The Committee reviewed the floor plans and samples for the remodel project.

Motion Ms. Magee, seconded Mr. Culpepper to recommend the Police Jury authorize the Secretary-Treasurer to acquire and award bids for remodeling the Industrial Drive office building. Motion carried.

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

Finance Committee
January 29, 2020

The Finance Committee met Wednesday, January 29, 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.

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.

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

The Secretary-Treasurer presented the January purchase orders to-date and explained the process of blanket purchase orders for annual expenses. She stated that they would review the monthly purchase orders and the budgeted financial each month.

The Secretary-Treasurer presented the 2020 approved inter-fund transfers for review and explained the timing of when the entries would be posted.

The Committee discussed the requested appropriation for the LSU Ag Center. The Chairman discussed the mandated offices that the Police Jury was required to maintain and the declining revenues due to reduced oil and gas production in the parish. The Committee discussed a reduction of all non-mandated appropriations and for having the requesting organizations present more information on the programming and funding sources.

Motion Mr. McCarty, seconded Ms. Cowans to recommend the Police Jury reduce all 2020 appropriations by 10% and to authorize the President to sign and execute the LSU Ag Center appropriation for the 10% reduction of \$14,580. Motion carried.

The Committee discussed the invitation for all parish Mayors to attend the February Business Session to discuss the Police Jury's policies and expectations for annual appropriations and requests for assistance. The Committee asked President Magee to address the following items at the meeting:

- 10% reduction for 2020 appropriations
- LGAP and other grant opportunities
- Non-compliance list
- Verification of the funding expenditures
- Appropriate items for request being for road work, drainage issues, or equipment
- Providing financials and annual budget
- Police Jury policy on what is within the scope of work our Road Department performs
- Continued assistance for routine pothole and grading work

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



Jackson Parish Police Jury

2020 Appropriations

Non-mandated expenditures distributed to other organizations

Organization	Budget Amount	10% Reduction	Notes
Office of Veteran Affairs	\$5,000	\$4,500	Issued appropriation of \$4,059.00 in January (19% reduction from budget)
Pinebelt MPAA	\$20,000	\$18,000	Summer worker program administrated by Pinebelt
LSU Ag Center	\$16,200	\$14,580	Office personnel support plus additional \$5,483 in budgeted expense for office phone, utilities, and supplies
Municipal Appropriations	\$33,763	** \$29,262.5	Based on eligibility of \$7,500 award
JP Heritage Museum	\$10,000	\$9,000	Support for operations
Sparta Groundwater Commission	\$1,250	\$1,125	Education
North Louisiana Economic Partnership	\$2,500	\$2,250	
Trailblazers, Inc.	\$1,200	\$1,080	Education
Watershed District Board	\$240	** \$240 (set rate)	Monitoring system for lake



Northwest Region Office
262 Research Station Drive
Bossier City, Louisiana 71112
(318)741-7430
Fax: (318)741-7433

Invoice#: PG006334-FY20

January 1, 2020

TO: Mr. Kenneth Pardue
Jackson Parish Police Jury
500 E. Court St., Room 301
Jonesboro, LA 71251

RE: Billing for Local Support for Extension Programs
Louisiana Cooperative Extension Service, LSU AgCenter

Time Period Covered: July 1, 2019 – June 30, 2020

Extension Programs:

**Nutrition & Health
Character Education
Natural Resources**

**4-H Youth Development
Horticulture**

Amount Due: \$16,200.00

We appreciate your support of Extension Programs and want you to know that you are providing essential financial support for Extension agents to provide educational programs in the areas listed above for the people of Jackson Parish. Cooperation and financial support from the local, state, and federal levels are necessary for the continuation of research-based educational programs designed to address critical needs and improve the quality of life for the citizens of your parish.

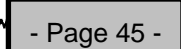
Submitted by: 
Patrick D. Colyer; Regional Director
Northwest Region

Please make check payable to: Louisiana Cooperative Extension Service

Remit to: Patrick D. Colyer; Regional Director
Northwest Region, LSU AgCenter
262 Research Station Drive
Bossier City, Louisiana 71112

Cc: Kayla McGuire

For the latest
research-based information
on just about anything,
visit our website:

www.  m

STATE OF LOUISIANA
PARISH OF JACKSON

COOPERATIVE ENDEAVOR AGREEMENT

BE IT KNOWN, that on the dates hereinafter mentioned, before the undersigned Notaries Public and in the presence of the undersigned legal and competent witnesses, came and appeared:

THE JACKSON PARISH POLICE JURY, a political subdivision of the State of Louisiana, represented here by Amy Magee, its duly authorized President, hereinafter sometimes referred to as POLICE JURY; and Louisiana State University Ag Center, (LSUAC), represented herein by its duly authorized agent, who, upon being sworn, declared that they have entered into a cooperative endeavor agreement as set forth herein, that agreement being as follows:

THE PARTIES acknowledge and confirm that this Cooperative Endeavor Agreement constitutes a Public Purpose and will fulfill a public need within the parish, all in accordance with Article VII, Sec. 14 of the Louisiana Constitution.

LSUAC provides extension programs within Jackson Parish which include Nutrition and Health, Character Education, Natural Resources, 4-H Youth Development and Horticulture, all of which are beneficial to the people of Jackson Parish;

LSUAC cannot provide these valuable services to the people of Jackson Parish, at a high level, without financial support for Extension agents to provide educational programs in the areas specified above.

POLICE JURY recognizes it has an obligation to the citizens of Jackson Parish to educate its children and citizens in the vitally important matters set forth herein.

THE PARTIES acknowledge that cooperation and financial support from The POLICE JURY is necessary for the continuation of research based educational programs designed to address critical needs and improve the quality of life for the citizens of Jackson Parish.

THE PARTIES acknowledge that LSUAC has requested assistance for the period July 1, 2019 – June 30, 2020, in the amount of \$14,580.00.

COOPERATIVE ENDEAVOR AGREEMENT (page 2)

POLICE JURY agrees that it will provide the sum of \$14,580.00 , for the time period stated, and for the purposes, causes and reasons set forth herein, and specifically finds that the costs expended are commensurate with the benefits received.

THE PARTIES do hereby ratify payments made in prior years by the POLICE JURY to LSUAC, for the same purposes, causes and reasons expressed herein.

THUS, DONE AND SIGNED on the dates and at the places hereinafter indicated.

STATE OF LOUISIANA
PARISH OF JACKSON

THUS, DONE AND SIGNED by the Jackson Parish Police Jury at my office in Jonesboro, Louisiana

this _____ day of _____, 20____.

WITNESSES:

JACKSON PARISH POLICE JURY

BY: _____

President

NOTARY PUBLIC

STATE OF LOUISIANA
PARISH OF JACKSON

THUS, DONE AND SIGNED by authorized agent for LSU Ag Center in _____,

Louisiana this _____ day of _____, 20____.

WITNESSES:

LSU AG CENTER

BY: _____

Printed Name: _____

NOTARY PUBLIC

JACKSON PARISH POLICE JURY

February 6, 2020

Road Superintendent Report

For Month Of: January

Total Spent on Emergency Call Outs: **\$13,463.26**

Major Asphalt Repairs Performed On: None due to rains

Special Requests/Board Projects: None

Upcoming Current Projects: Replace culverts on Tisdale at creek

Other Items of Note: none

JACKSON PARISH POLICE JURY

Work Performed by Task Code by Township/Precinct

1

Date Range: 1/01/2020
1/31/2020

February 6, 2020

Local Code	Task Description	Regular Hrs	OT Hrs	Labor Cost	Eqp Cost	Material Cost	Total Cost
ASPH-4	ROUTINE POT HOLES	304.00		4,024.46	3,734.62	4,142.62	11,901.70
ASPH-6	SHAVE SHOULDERS	2.00		35.38	160.00		195.38
BRUSH AX							
CULV-2	CULVERT WORK ASPHALT	159.00		2,696.51	7,892.00	4,734.65	15,323.16
DRAIN-1	OPEN DITCH , GRAVEL	14.00		256.25	537.50	1,108.50	1,902.25
DRAIN-2	OPEN DITCH , ASPHALT	42.00		697.65	1,504.50	1,962.50	4,164.65
DRAIN-4	WASHOUTS/ UNDERMINE	62.00		1,051.48	1,484.00	3,105.00	5,640.48
DRAINAGE							
EMERG-1	EMERG. GRAVEL	50.00		830.82	2,637.75	4,407.15	7,875.72
EMERG-2	EMERG. ASPHALT	6.00		95.16	277.50	369.50	742.16
EMERG-3	CULVERT/DRAIN.	24.00		398.84	1,302.75	2,401.75	4,103.34
EMERG-5	TREE REMOVAL	14.00		263.04	479.00		742.04
EQUIP-2	EQUIP. MAINTENANCE	24.00		364.03	48.50		412.53
GRAVEL							
GRD-1	GRADED/CLOSE OUT	24.00		408.08	1,760.00		2,168.08
GRD-4	CHECKED ROADS	20.00		338.80	373.00		711.80
GRD-5	REPAIR WASHOUT	18.00		298.92	1,440.00		1,738.92
GRD-7	GRADING INCOMPLETE	23.00		382.87	1,760.00		2,142.87
GRVL-1	GRAVEL SURFACE	21.00		325.08	1,625.75	4,434.00	6,384.83
INSPECT-1	CHECK ROADS / DRAIN.	213.00		3,429.24	2,275.00		5,704.24
INSPECT-2	CHECK SIGNS	16.00		307.20			307.20
INSPECT-3	CHECK ASPHALT	37.00		592.70	325.35		918.05
INSPECT-6	CHECK LOGGER DAMAG	114.00		1,890.76	1,142.20		3,032.96
OFFICE-2	OFFICE WORK	327.00		8,190.54			8,190.54
R/W-1	RIGHT OF WAY GRAVEL	8.00		145.52	284.50		430.02
R/W-2	RIGHT OF WAY ASPHALT	25.00		441.28	765.50		1,206.78
R/W-4	ROUTINE DEBRI PICKUP	218.00		3,381.28	6,576.74		9,958.02
ROADSIDE							
SHOP-2	SHOP MAINT.	130.00		2,621.03	310.25		2,931.28
SIGN-1	SIGN WORK GRAVEL	15.00		277.74	143.63	301.50	722.87
SIGN-2	SIGN WORK ASPHALT	26.00		468.50	247.68	885.75	1,601.93
TRAINING-1	TRAINING IN HOUSE	13.00		214.23			214.23
TRUCKING-1	HAULING SUPPLIES	70.00		1,127.66	4,914.50	13,719.50	19,761.66
TRUCKING-2	HAULING EQUIPMENT	6.00		77.76	135.00		212.76
WEED-1	BRUSH AX R.O.W.	264.00		3,678.22	14,740.00		18,418.22
	Report Totals	2,289.00	0.00	\$39,311.03	\$58,877.22	\$41,572.42	\$139,760.67

**Jackson Parish Transfer Station
Monthly Report JANUARY 2020**

Tons of solid waste transported to Union Parish Landfill 943.60

Number of loads transported to Union Parish Landfill 40

Dumping fees paid to Union Parish \$ 25,505.52

Commercial Pickup fees collected \$ 1,385.00

Dumping fees paid by contractors \$ 525.35

The following cost figures are estimated cost and these totals are not collected:

Construction debris dumped at landfill and buried.

Contractors <u>19.48</u> \$ <u>681.80</u>	Public <u>3.98</u> \$ <u>139.30</u>
(Tons)	(Tons)

Town of Jonesboro

Solid Waste hauled by IESI (Door to door pickup in town) 103.24 \$ 3,613.40
(Tons)

Solid Waste hauled by Town of Jonesboro 19.38 \$ 678.30
(Tons)

Construction debris hauled by Town of Jonesboro 19.53 \$ 683.55
(Tons)

Town of Chatham

Solid Waste <u>17.67</u> \$ <u>618.45</u>	Construction Debris <u>0</u> \$ <u>0</u>
(Tons)	(Tons)

Town of Quitman

Solid Waste <u>0</u> \$ <u>0</u>	Construction Debris <u>0</u> \$ <u>0</u>
(Tons)	(Tons)

Town of Hodge

Solid Waste <u>13.91</u> \$ <u>486.68</u>	Construction Debris <u>17.67</u> \$ <u>618.45</u>
(Tons)	(Tons)

Town of North Hodge

Solid Waste <u>0</u> \$ <u>0</u>	Construction Debris <u>0</u> \$ <u>0</u>
(Tons)	(Tons)

Town of East Hodge

Solid Waste <u>0</u> \$ <u>0</u>	Construction Debris <u>0</u> \$ <u>0</u>
(Tons)	(Tons)

Mrs. Amy Magee
President
Jackson Parish Police Jury

Office of Emergency Preparedness
Monthly Report for January 2019

2/4/2020

Madam President,

Attended the Region 8 OEP Directors meeting in Tallulah 1/15/2020

Confirmation letter from GOHSEP on EMPG 2020

Confirmation letter on SHSH Grant for Jackson Parish (Fire, EMS, Law)

Updated WebEOC with new President name and information

Sent LaHM Capability study sheets from Jonesboro, Hodge, Quitman, Chatham and the Parish was sent as well.

I have started on the GOHSEP 2020 Annual report, this will take several weeks to complete, due date is April 1, 2020.

Also be advised that Mr. Joe Stewart Region 8 Director for the Governor Office of Homeland Security has announced his retirement effective March 3, 2020. Director Stewart has been in the position for 15 plus years, he will be missed for sure.

Respectfully,

Mark Treadway
OEP Director
Jackson Parish



January Maintenance Report

Completed Projects

- 3 Community Center Events
- Installing LED lights in the lobby of the Courthouse
- Installing LED lights in the Tax Assessor's Office

Ongoing Projects

- Routine landscaping of buildings and grounds
- Refurbishing the floor at the Health Unit

Upcoming Projects

- Stripping the Parking lot of the Community Center
- Stripping the parking lot of the JOB (Jury Office Building)
- Power washing of the Health Unit
- Power washing of the parking lot of the Community Center
- Installing LED lights in the Clerk of Court
- 3 Community Center Events



Jackson Parish Police Jury

2020 Material Bid: Bidder's Proposal

Item #5: Cold Mix (per ton)

1.) The undersigned bidder does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all of the terms and conditions of the Bid Advertisement and the Specifications, all of which have been examined by the undersigned.

2.) Schedule of Bid Prices (per ton):

- a. \$ 88.75 Cold mix or cold lay FOB parish trucks; at bidder's plant; per ton
- b. \$ 102.00 Cold mix or cold lay delivered to Road Barn in 20 yard loads; per ton
- c. \$ 108.00 Cold mix or cold lay delivered to various roads in Jackson Parish in 20 yard loads; per ton

Company Name: DREHER CONTRACTING, LLC

Address: 1115 ELM ST, BASTROP, LA 71220

Phone: 318-281-2242 Fax: 318-281-2243

Contact Name & Title: RODGER FULMER, CO-MANAGING MEMBER

Dreher Contracting, LLC
1115 ELM STREET - PHONE (318) 281-2242
BASTROP, LOUISIANA 71220

RECEIVED
JAN 30 2020
JACKSON PARISH POLICE JURY JACKSON POLICE JURY

JACKSON PARISH POLICE JURY JACKSON POLICE JURY

9:46 AM

SEALED BY: COO MIX
1/31/20, 1:30 PM

Gina Thomas

From: Gina Thomas
Sent: Monday, February 03, 2020 4:12 PM
To: Jody Stuckey - Jackson Parish Police Jury (jstuckey@jppj.org)
Subject: Cold Mix 2020

Jody,

Dreher Contracting won the sealed bid for cold mix for 2020:

- \$88.75 Cold mix FOB parish trucks
- \$102.00 Cold mix delivered to the Road Barn
- \$108.00 Cold mix delivered to various roads in Jackson Parish

No other bids were received.

This is the second time this item has been advertised for bid and we actively invited companies to bid on this item per your emails informing them of the process. We have made our best effort to acquire multiple bids. I will ask the Jury to award the contract to Dreher for the year 2020.

Warm regards,
Gina

~~~~~  
**Gina M. Thomas**

Jackson Parish Police Jury  
Secretary-Treasurer  
500 E. Court Street, Room 301  
Jonesboro, LA 71251  
P (318) 259-2361

*Dreher Contractors*

**Linda Blackstock**

**From:** Mail Administrator <Postmaster@suddenlink.net>  
**To:** trey.dreher@suddenlinkmail.com  
**Sent:** Wednesday, January 15, 2020 8:58 AM  
**Subject:** Delivered: 2020 MATERIAL BID / COLD MIX

Your message was successfully delivered to its final destination.  
This is a notification of that fact, as you requested.

Please reply to <Postmaster@suddenlink.net>  
if you feel this message to be in error.

*Mailed one too the following:*

*Jet Asphalt & Rock*

*P.O. Box 552*

*Eldorado, AR 71731-1567*

*W.E. Blain Asphalt Plant*

*2050 Bailey Rd.*

*Georgetown, MS. 39078*



**Linda Blackstock**

---

**From:** Smith, Matthew E (APAC) <matthew.smith@apac.com>  
**To:** Linda Blackstock  
**Sent:** Wednesday, January 15, 2020 9:06 AM  
**Subject:** Read: [EXT] 2020 Material Bids /Cold Mix

*Vicksburg Asphalt Plant*

Your message

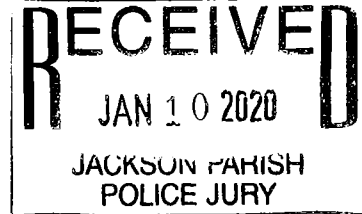
**To:** Smith, Matthew E (APAC)  
**Subject:** [EXT] 2020 Material Bids /Cold Mix  
**Sent:** Wednesday, January 15, 2020 9:02:52 AM (UTC-06:00) Central Time (US & Canada)  
was read on Wednesday, January 15, 2020 9:05:48 AM (UTC-06:00) Central Time (US & Canada).



Real Estate  
PO Box 4068  
Monroe, La. 71211  
318-342-0250 www.dotd.la.gov

John Bel Edwards, Governor  
Shawn D. Wilson, Ph.D., Secretary

January 6, 2020



Jackson Parish Police Jury  
500 East Court Street, Room 301  
Jonesboro, La. 71251-3446

Dear Mr. McCarty:

Each LPA which anticipates obtaining Federal participation in any transportation related projects will furnish the necessary assurances to DOTD's Right of Way Section prior to March 1 of each calendar year. The assurances will follow the form of the attached Exhibit and will be sent to the respective **Right of Way Regional Manager** for transmittal to Headquarters.

If a project is undertaken by an LPA which has not provided these assurances to DOTD, the LPA must furnish the assurances before any acquisition activities begin.

**Please mail your Assurance Letter to me at the above stated address.**

Sincerely,

Debra B. Milstead  
Right of Way Region 1 Manager

Enclosure  
cc: Region 1 Files



# JACKSON PARISH POLICE JURY

Courthouse

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

Phone: (318) 259-2361

Fax: (318) 259-5660

[www.jacksonparishpolicejury.org](http://www.jacksonparishpolicejury.org)

February 10, 2020

## 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

Mr. Charles McBride  
Right of Way Administrator  
Louisiana Department of Transportation & Development  
Real Estate  
P O Box 4068  
Monroe, LA 71211

RE: Assurances Uniform Relocation Assistance & Real Property Acquisition Act

Dear Mr. McBride:

The Jackson Parish Police Jury assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended (Uniform Relocation Act), 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 C.F.R. Part 24.

Specifically, the Jackson Parish Police Jury assures that:

1. Whenever federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person:
  - a. Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with the Uniform Relocation Act.
  - b. Relocation assistance programs offering the services described in the Uniform Relocation Act shall be provided to displaced persons.
  - c. Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with the Uniform Relocation Act.
2. Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the acquisition of real property.



# JACKSON PARISH POLICE JURY

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

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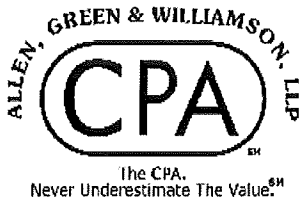
### District 7

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

- a. In acquiring real property, the parish will be guided by the land acquisition provision of the Uniform Relocation Act.
- b. Property owners will be paid or reimbursed for necessary expenses as specified in Uniform Relocation Act.

---

Amy Magee, President  
Jackson Parish Police Jury



# ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

Monroe, LA 71211-6075

2441 Tower Drive  
Monroe, LA 71201

Telephone: (318) 388-4422

Fax: (318) 388-4664

Toll-free: (888) 741-0205

Partners: Tim Green, CPA  
Amy Tynes, CPA, CFE  
Aimee Buchanan, CPA  
Principal: Cindy Thomason, CPA

Jennie Henry, CPA, CFE  
Austin Hogue, CPA  
Crystal Patterson, CPA  
Mallory Stone, CPA  
Audit Manager: Margie Williamson, CPA

Ernest L. Allen, CPA  
(Retired) 1963 - 2000

January 31, 2020

Gina Thomas, Secretary-Treasurer  
Jackson Parish Police Jury  
500 E Court St., Rm. 301  
Jonesboro, LA 71251

Dear Ms. Thomas:

Professional standards require that we update the language each year for multi-year contracts to ensure the language is in accordance with the standards. The attached engagement letter that contains *some* language updates:

- Financial Statements

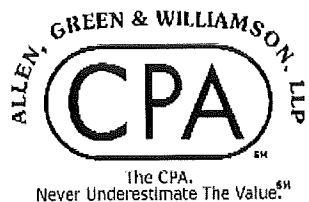
The updated language is in regard to the auditor's responsibilities and management responsibilities. This letter *does not* amend the terms such as the price, the timeline nor the submission to the State. This is only to show that we, as the auditors, have provided you with the updated responsibilities' language. If you have any questions, I will be glad to meet with you to clarify the changes.

Also attached is the engagement letter for the statewide agreed upon procedures for the year ended December 31, 2019.

Sincerely,

Cindy Thomason, CPA,  
Principle

Enclosure



# ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

Monroe, LA 71211-6075

2441 Tower Drive

Monroe, LA 71201

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(Retired) 1963 - 2000

January 31, 2020

Gina Thomas, Secretary-Treasurer  
Jackson Parish Police Jury  
500 E Court St., Rm. 301  
Jonesboro, LA 71251

Dear Ms. Thomas:

We are pleased to confirm our understanding of the services we are to provide Jackson Parish Police Jury for the year ended December 31, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Jackson Parish Police Jury as of and for the year ending December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Police Jury's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Police Jury's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. GASB required supplementary pension information

We have also been engaged to report on supplementary information other than RSI that accompanies the Police Jury's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining fund financial statements
2. Schedule of compensation paid to board members
3. Schedule of compensation, benefits, and other payments to agency head

The other information accompanying the financial statement will not be subjected to the auditing procedures applied in our audit of the financial statement, and our auditor's report will not provide an opinion or any assurance on that other information.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records of the Police Jury and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Police Jury's financial statements. Our report will be addressed to the board members of the Jackson Parish Police Jury. Our audit will comply with the provisions of the Louisiana Revised Statute 24:513 and the provisions of the Louisiana Governmental Audit Guide, published jointly by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance and the Legislative Auditor. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement. Should such a situation arise, we will notify you and the Legislative Auditor.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Police Jury is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory or contractual requirements.

### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention and will notify the Legislative Auditor in writing. Furthermore, should we become aware of fraud or misappropriation of assets, we shall notify the appropriate law enforcement agency including the local district attorney and sheriff. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures- Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Police Jury's compliance with provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements (including GASB 34 conversion entries) and related notes of the Police Jury in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services



to the financial statements services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective a

to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in a management representation letter our assistance with the preparation of the financial statements (including GASB 34 conversion entries) and related notes and that you have reviewed and approved the financial statements (including GASB 34 conversion entries) and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Other**

We understand that your employees will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting an increase in fees over our original fee estimate.

We will provide copies of our reports to the Police Jury; however, management is responsible for distribution of the reports and the financial statements. Immediately upon completion of the engagement, we will upload a copy of the report and management's corrective action plan, if applicable, to the secure portal of the Legislative Auditor. Once the report is released by the Legislative Auditor, we will provide management a pdf copy of the report and will provide management and the governing board with printed copies of the report. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Allen, Green & Williamson, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Legislative Auditor's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Allen, Green & Williamson, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Legislative Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Should we become aware of any illegal acts, we shall make our audit documentation available to the local district attorney or any other state or federal enforcement or regulatory agency without liability.

We expect to begin our audit on March 16<sup>th</sup> and expect to issue our report no later than June 30<sup>th</sup>. Cindy Thomason is the engagement firm designee and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We appreciate the opportunity to be of service to Jackson Parish Police Jury and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us by mail or by email.

Sincerely,



Cindy Thomason, CPA  
Principal

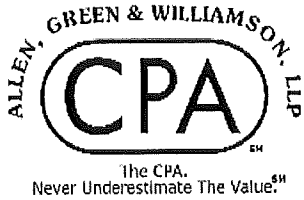
RESPONSE:

This letter correctly sets forth the understanding of Jackson Parish Police Jury

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

Monroe, LA 71211-6075

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Amy Tynes, CPA, CFE  
Aimee Buchanan, CPA  
Principal: Cindy Thomason, CPA

Jennie Henry CPA, CFE  
Austin Hogue, CPA  
Crystal Patterson, CPA  
Mallory Stone, CPA  
Audit Manager: Margie Williamson, CPA

Ernest L. Allen, CPA  
(Retired) 1963 - 2000

## Statewide Agreed-Upon Procedures

January 31, 2020

Gina Thomas, Secretary-Treasurer  
Jackson Parish Police Jury  
500 E Court St., Rm. 301  
Jonesboro, LA 71251

Dear Ms. Thomas:

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Jackson Parish Police Jury.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by the Police Jury and Louisiana State Legislative Auditor (LLA) on control and compliance (C/C) areas identified in the Louisiana LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period ended December 31, 2019. The Police Jury is responsible for those C/C areas identified in the SAUPs.

Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. The sufficiency of the procedures performed or to be performed is solely the responsibility of the Police Jury and will require an acknowledgement in writing of that responsibility. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this engagement has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on the C/C areas. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

It is understood and agreed that only the procedures requiring to be tested based on the criteria established in the LLA's Statewide Agreed-Upon Procedures will be tested for the year ended December 31, 2019. Therefore, not all C/C areas may be tested in the current year. Only the applicable C/C areas will be tested and reported on for the year ended December 31, 2019.

We will issue a written report upon completion of our engagement that lists the procedures performed, our findings and management's response(s) to our findings. Our report will be addressed to the Board Members of Jackson Parish Police Jury and will be published on the LLA's website as a public document. If, for any reason, we are unable to complete any of the procedures, we will describe in our report any restrictions on the performance of the procedures, or not issue a report and withdraw from the engagement. We will immediately notify the Legislative Auditor, in writing of any decision to withdraw from the engagement or if the engagement is canceled.

to include all substantive reasons for the withdrawal or cancellation. This report is intended solely for the use of the Police Jury and LLA and should not be used by anyone other than specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We will immediately notify the Legislative Auditor, in writing, of any client imposed scope restrictions, to include failure to provide the appropriate books and records in a timely manner or denial of access to appropriate books and records, excluding confidential information.

Our work papers will be available for inspection at the office of Allen, Green & Williamson by the Legislative Auditor, any state or federal grantor, any state or federal cognizant agency, any successor auditor, and/or any organization authorized by the Louisiana State Board of Certified Public Accountants to perform working paper reviews as part of a quality assurance program. Our working papers will be retained by us for the number of years required by standards established by the American Institute of Certified Public Accountants.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations (unless otherwise specified in the agreed-upon procedures); however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting the C/C areas that come to our attention. We will also notify the Legislative Auditor immediately, in writing of any omission of errors, fraud, or illegal acts. In addition, if, in connection with this engagement, matters come to our attention that contradict the results of the procedures performed in C/C areas, we will disclose those matters in our report. Such disclosures, if any, may not necessarily include all matters that might come to our attention had we performed additional procedures or an examination or review.

You are responsible for the C/C areas and ensuring that these areas are administered in accordance with best practice criteria presented the SAUPs and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for making all management decisions and performing all management functions. You are responsible for, and agree to provide us with, a written assertion about the C/C areas. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the Police Jury from whom we determined it necessary to obtain evidence relating to performing those procedures.

Cindy Thomason, CPA is the firm designee and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately March 16<sup>th</sup> and unless unforeseeable problems are encountered, the engagement should be completed by June 30, 2020. At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the C/C areas and administration of those areas in accordance with best practice criteria in the SAUPs.

The estimated fee for the Statewide Agreed-Upon Procedures, plus out of pocket expenses, will be not exceed \$3,500 for year ended December 31, 2019. The fee estimated is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Any amendments to the not-to-exceed amount of the fees will be in writing and signed

by both our firm and the board. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Immediately upon completion of the engagement, we will upload a copy of the report and management's corrective action plan, if applicable, to the secure portal of the Legislative Auditor. Once the report is released by the Legislative Auditor, we will provide management a pdf copy of the report and will provide management and the governing board with printed copies of the report.

Subsequent to the issuance of the report, should it be necessary to alter or reissue the report, we will distribute such reissued report in the same manner as the original report.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us. If the need for additional procedures arises or procedures modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter

Sincerely,



Cindy Thomason, CPA  
Principle

CT:jmb

ENGAGEMENT APPROVED:

JACKSON PARISH POLICE JURY

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# LOUISIANA STATEWIDE AGREED UPON PROCEDURES

## *Written Policies and Procedures*

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1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

## *Bank Reconciliations*

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2. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

## *Collections*

---

3. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
4. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

## LOUISIANA STATEWIDE AGREED UPON PROCEDURES

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
5. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
6. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
  - e) Trace the actual deposit per the bank statement to the general ledger.



JACKSON PARISH CORONER'S OFFICE  
DAVID 'HOOT' CASKEY CORONER  
P.O. BOX 583  
JONESBORO, LOUISIANA 71251  
(318) 259-9136 -OFFICE  
(318) 237-8694- CELL  
(318) 395-5063- FAX

FROM: David "Hoot" Caskey, Coroner Jackson Parish

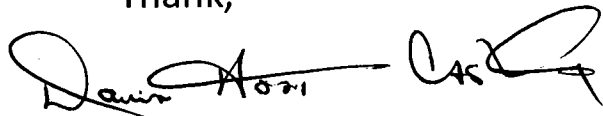
SUBJECT: Coroner and Deputies Salary

DATE: January 27, 2020

TO: Jackson Parish Police Jury

This letter is to inform you of request for salary increase for the Coroner to \$1,750.00 a month and Chief investigation to \$300.00 a month and Chief Deputy at \$200.00 a month. If you have any question feel free to contact me. Thank you for and god bless.

Thank,

A handwritten signature in black ink, appearing to read "David Hoot Caskey". The signature is fluid and cursive, with the first name "David" and last name "Caskey" being more prominent than the middle name "Hoot".

David "Hoot" Caskey  
Coroner Parish of Jackson

## Gina Thomas

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**From:** McGuire, Kayla <KMcGuire@agcenter.lsu.edu>  
**Sent:** Monday, January 13, 2020 12:49 PM  
**To:** Gina Thomas; Bonnie Paggett  
**Subject:** Garrett Community Center-reservation

I would like to reserve the Garrett Community Center Meeting room for the following dates/activities:

March 2-Jr. Leader Meeting (4-6pm)  
April 6-Jr. Leader Meeting ( 4-6pm)  
May 5 4-H Awards Night (4-8 pm)

Please let me know if you have questions.

Thanks  
Kayla

*Kayla C. McGuire*

LSU Agcenter-Jackson Parish  
4-H Youth Development  
182 Industrial Drive  
Jonesboro, LA 71251  
Office: 318-259-5690  
Cell: 318-680-1973

*Should you need an ADA accommodation, please contact our office at (318) 259-5690 no later than 2 weeks prior to the event. The LSU AgCenter and LSU provide equal opportunities in programs and employment.*

West's Louisiana Statutes Annotated Louisiana Revised Statutes Title 43. Public Printing and Advertisements  
Chapter 4. Official Journals of Political Subdivisions Part I. Official Journal of Parishes, Municipalities, and  
School Boards

LSA-R.S. 43:140

§ 140. Definitions

Effective: June 12, 2011

Currentness

As used in this Chapter, the following terms shall have the meanings ascribed to them in this Section:

(1) "Bona fide paying subscribers" shall mean persons who have subscribed at a subscription rate which is not nominal, whether by mail subscriptions, purchases through dealers and carriers, street vendors and counter sellers, or any combination thereof, but shall not include free circulation, sales at token or nominal subscription price, and sales in bulk for purposes other than for resale for individual subscribers.

(2) "General paid circulation" shall not include publications when one-half or more of all copies circulated are provided free of charge to the ultimate recipients, or are paid for at nominal rates by the ultimate recipients.

(3) "Newspaper" shall mean a publication that during each year of the five year period prior to the first publication of any legal or official notice therein:

(a) Has been published at regular intervals of not less than weekly.

(b) Has been originated and published for the dissemination of current news and intelligence of varied, broad, and general public interest, including regular news coverage of local public meetings and events, and is not devoted to the interests of, or published for the entertainment or instruction of, or has a circulation restricted to, any particular sect, denomination, labor or fraternal organization, or other special group or class of citizens.

(c) Has not been published primarily for advertising purposes and has not contained more than seventy-five percent advertising in more than one-half of its issues, excluding separate advertising supplements inserted into but separately identifiable from any regular issue or issues.

(d) Has maintained a general paid circulation to bona fide paying subscribers within the area the publication is required.

(4) "Nominal rate(s)" shall mean a price which is so small or slight that it is not considered real or substantial in comparison with what might reasonably be expected.

(5) "Office" shall mean the newspaper's principal public business office and need not be the place at which the newspaper's printing presses are physically located. A newspaper shall have only one principal public business office; however, any newspaper with a principal business office in a parish adjoining Jefferson Parish which within one year prior to June 1, 1986, has actually published official proceedings of any municipal corporation, parish council, police jury, or school board in Jefferson Parish shall be deemed to be published in an office physically located in both the parish where the newspaper maintains its principal business office and Jefferson Parish.

**Credits**

Added by Acts 1986, No. 378, § 1, eff. July 2, 1986. Amended by Acts 2011, 1st Ex.Sess., No. 36, § 1.

LSA-R.S. 43:140, LA R.S. 43:140  
Current through the 2019 Regular Session.

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End of Document

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West's Louisiana Statutes Annotated Louisiana Revised Statutes Title 43. Public Printing and Advertisements  
Chapter 4. Official Journals of Political Subdivisions Part I. Official Journal of Parishes, Municipalities, and  
School Boards

LSA-R.S. 43:142

§ 142. Qualifications of newspaper

Effective: May 22, 2014  
Currentness

A. The newspaper:

- (1) Shall have been published in an office physically located in the parish in which the body is located for a period of five years preceding the selection.
- (2) Shall not have missed during that period as many as three consecutive issues unless caused by fire, flood, strike, or natural disaster.
- (3) Shall have maintained a general paid circulation in the parish in which the body is located for five consecutive years prior to the selection.
- (4) Shall have been entered in a U.S. post office in that parish under a periodical permit in that parish for a period of five consecutive years prior to the selection.

B. The provisions of this Section relating to the five-year requirement shall not contravene any contract existing between any governing body and a newspaper on and prior to May 11, 1970; nor shall the five-year requirement herein be applied in assessing the qualifications of a newspaper which was in existence on May 11, 1970; nor shall any provision of this Chapter prohibit a publication from becoming an official journal in Jefferson Parish if the publication is qualified to publish judicial advertisements and legal notices in Jefferson or Orleans Parish or has actually published official proceedings within one year prior to June 1, 1986, of any municipal corporation, parish council, police jury, or school board within Jefferson Parish.

**Credits**

Amended by Acts 1950, No. 289, § 1; Acts 1952, No. 276, § 1; Acts 1970, No. 111, § 1; Acts 1986, No. 378, § 1, eff. July 2, 1986; Acts 1997, No. 422, § 1; Acts 2011, 1st Ex.Sess., No. 36, § 1; Acts 2014, No. 197, § 1, eff. May 22, 2014.

LSA-R.S. 43:142, LA R.S. 43:142  
Current through the 2019 Regular Session.

# WESTLAW

Search Notes of Decisions

List View | Hierarchical View

6. Circulation and publication period

§ 142. Qualification of newspaper

9 A.R.S. 4201 of 1989 Louisiana Statutes Annotated Louisiana Revised Statutes Effective: May 22, 2014 (Approx. 2 pages)

7. Continuity of publication

10. Estoppel

3-4. Location of paper

3. Location of paper - In general

4. Location of paper - Outside state

2. Newspaper, generally

4. Outside state, location of paper

6. Publication period and circulation

11. Review

8. School board journal

5. Time in existence

## 1. Construction and application

A municipality may not limit newspapers considered for selection as the "official journal" to daily, rather than weekly, newspapers; any newspaper must simply meet the necessary qualifications. Op.Atty.Gen., No. 89-347, June 13, 1989.

## 2. Newspaper, generally

"Newspaper" is publication appearing at regular intervals, at short periods of time, usually in sheet form, and containing "news," and fact that publication has only limited circulative does not prevent it from coming within definition. McDonald v. Shreveport Mut. Bldg. Ass'n, Sup.1933, 178 La. 645, 152 So. 318. Newspapers ⇨ 3(2)

## 3-4. Location of paper

### 3. Location of paper - In general

Acts 1912, No. 141, § 22, as amended by Acts 1928, No. 201, requiring a municipality to select as an official printer the editor or owner of an established newspaper published in municipality did not require that newspaper awarded contract as official journal be established in municipality and have its physical plant there, but the word "established" related only to newspaper's business in the sense that it was a definitely fixed and settled business in the newspaper world as contradistinguished from one that was just starting out on its career. Bardwell v. Town of Clinton, App.1938, 180 So. 148. Newspapers ⇨ 3(3)

A newspaper was "published" in a town, within meaning of Acts 1912, No. 141, § 22, as amended by Acts 1928, No. 201, requiring municipalities to select as an official printer the editor or owner of an established newspaper published in municipality, and was properly awarded contract as official journal of town, notwithstanding newspaper was printed in another town, where material to be printed was prepared in town, and newspaper was brought to town, entered in post office as second-class matter, and distributed and put in circulation from town. Bardwell v. Town of Clinton, App.1938, 180 So. 148. Newspapers ⇨ 3(3)

Newspaper was "published" in town, notwithstanding newspaper was printed out of town, where material was prepared in town, newspaper was entered as second-class matter in town post office, bore name of town in its date line, and was put into circulation in town. Addison v. Town of Amite City, App.1935, 161 So. 364.

Official journal must have publication office within parish but need not have printing facilities within the parish. Op.Atty.Gen. No. 90-347A, May 18, 1990.

An official journal selected under the provisions of Acts 1935, 2nd Ex.Sess., No. 8 was not required to be physically and mechanically printed in the parish. Op.Atty.Gen., 1940-42, p. 2751.

A newspaper edited and published in East Feliciana Parish could be considered the official journal of the parish even though the owner and printer resided in West Feliciana Parish. Op.Atty.Gen., 1940-42, p. 2747.

Newspaper selected as official journal of a parish should be published and printed in a newspaper plant actually and physically located within the parish. Op.Atty.Gen., 1940-42, p. 2721.

A newspaper printed outside of the parish, but put in circulation, issued and sent by mail or otherwise to subscribers from within the parish and entered in a post office within the parish is being "published" in the parish. Op.Atty.Gen., 1936-38, p. 659.

A contract entered into with an official printer whose paper is published outside parish or town with which contract is made is not invalidated by subsequent establishment of a newspaper in the parish or town. Op.Atty.Gen., 1936-38, p. 657.

Where an official journal was being selected, and there was a newspaper with its office and printing establishment located in the parish, town or city, newspapers located without limits of parish, town or city, could not be considered. Op.Atty.Gen., 1934-36, p. 886.

Where newspapers were published in parish, police jury could not have its ordinances and allowances published in a newspaper in an adjoining parish. Op.Atty.Gen., 1934-36, p. 884.

School board could not use newspaper published in adjoining parish to publish its proceedings where there were newspapers published in the parish in which board was situated. Op.Atty.Gen., 1934-36, p. 884.

Newspaper selected as official journal of parish must be published in parish, unless there is no other newspaper domiciled therein. Op.Atty.Gen., 1924-26, p. 410.

#### 4. Location of paper - Outside state

Also listed as **Outside state, location of paper**

Newspaper would not be deemed to be partially printed outside the state merely because comic strips which were printed outside the state were inserted in newspaper. Op.Atty.Gen., 1948-50, p. 430.

Newspaper partially printed outside the state did not meet requirements of Acts 1940, Ex.Sess., No. 13, § 4, as amended by Acts 1940, No. 156, § 2, as amended by Acts 1946, No. 194, § 2, and consequently was not eligible to bid for printing of school board journal. Op.Atty.Gen., 1948-50, p. 427.

Publisher of newspaper printed in Junction City, Arkansas just across the state line from Junction City, Louisiana, was not eligible for appointment as official printer for Junction City, Louisiana. Op.Atty.Gen., 1942-44, p. 1100.

#### 4. Outside state, location of paper

See Location of paper - Outside state

#### 5. Time in existence

Newspaper which had only been in business for two years could not be used by town as its official journal under requirement of LSA-R.S. 43:142 that official journal be physically located in parish for period of five years. Op.Atty.Gen., No. 81-750, July 15, 1981.

A newspaper, in order to qualify under this section, not only had to be a newspaper which was established and published and printed in a newspaper plant actually and physically located in the parish, but this was required for a period of two years immediately preceding the selection. Op.Atty.Gen., 1960-62, p. 244.

Insofar as publication of municipal ordinances was concerned, law did not require anything other than all notices and publications required of municipalities be published in some paper published in municipality, and newspaper published in town for five weeks would be qualified to publish town council proceedings and ordinances. Op.Atty.Gen., 1914-16, p. 695.

#### 6. Circulation and publication period

Also listed as **Publication period and circulation**

Newspaper published every day but Sunday is "daily" paper. State ex rel. Item Co. v. Commissioner of Public Finances of City of New Orleans, Sup.1926, 161 La. 915, 109 So. 675.

Where Sunday edition designated Item-Tribune was part of morning paper designated Morning Tribune, legal publication published in both papers would be valid as published in same paper. State ex rel. Item Co. v. Commissioner of Public Finances of City of New Orleans, Sup.1926, 161 La. 915, 109 So. 675. Newspapers ¶ 3(2)

#### 6. Publication period and circulation

See Circulation and publication period

#### 7. Continuity of publication

Semiweekly publication having 1,043 regular subscribers distributed throughout parish was "newspaper" qualified to advertise legal notices of sale. Pugh v. Prudhomme, Sup.1935, 181 La. 113, 158 So. 638. Newspapers ¶ 3(2)

Newspaper, otherwise qualified, which has missed more than three consecutive issues in last year period, is not eligible for designation as official journal of parish. Op.Atty.Gen., 1946-48, p. 605.

Suspension of a publication due to floods, being an act of God, will not preclude selection of the paper as the official journal. Op.Atty.Gen., 1940-42, p. 2732.

#### 8. School board journal

School Board may, but is not required, to select its official journal through public bidding, and even if public bids are solicited, is not required to accept low bid. School Board is only required to select its official journal from a newspaper that meets the requirements of R.S. 43:142. Op.Atty.Gen., No. 09-0188 (Oct. 2, 2009), 2009 WL 3785560.

#### 9. Content of paper

Daily publication devoted to legal news was not "newspaper" qualified to publish judicial and legal proceedings and judicial sales. McDonald v. Shreveport Mut. Bldg. Ass'n, Sup.1933, 178 La. 645, 152 So. 318. Newspapers ¶ 3(2)

Even if publication is devoted chiefly to particular class, profession, trade, or calling, it will not be deprived of character as "newspaper" if it also devotes columns to dissemination of news of importance and interest to general public. McDonald v. Shreveport Mut. Bldg. Ass'n, Sup.1933, 178 La. 645, 152 So. 318. Newspapers ¶ 3(2)

#### 10. Estoppel

In suit by mortgagor of property sold under executory process, alleging invalidity of sale because publication in paper devoted to legal news was not in "newspaper," defendant's plea of estoppel was not available under facts. McDonald v. Shreveport Mut. Bldg. Ass'n, Sup.1933, 178 La. 645, 152 So. 318. Mortgages And Deeds Of Trust ¶ 2007

#### 11. Review

Newspaper publisher's appeal from denial of injunction against town's using rival newspaper as official journal of the municipality would not be entertained where, before any decision would become final, appointment of rival newspaper as town's official journal would have expired, thus rendering case moot. Brown v. Town of Lake Providence, App. 2 Cir.1967, 200 So.2d 764. Appeal And Error ¶ 781(4)

West's Louisiana Statutes Annotated Louisiana Revised Statutes Title 43. Public Printing and Advertisements  
Chapter 4. Official Journals of Political Subdivisions Part I. Official Journal of Parishes, Municipalities, and  
School Boards

LSA-R.S. 43:146

§ 146. Designation of other newspaper when no newspaper published in the parish

Currentness

Where there is no newspaper published in an office physically located within the parish which meets the requirements of R.S. 43:140(3), a newspaper in an adjoining parish may be designated as the official journal.

**Credits**

Amended by Acts 1986, No. 378, § 1, eff. July 2, 1986.

LSA-R.S. 43:146, LA R.S. 43:146

Current through the 2019 Regular Session.

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End of Document

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Search Notes of Decisions

List View | Hierarchical View

- 4. Adjoining parish
- § 146C Designation of official newspaper when no newspaper published in the parish**
- 1. A.R.S. 4-1-10 Louisiana Statutes Annotated Louisiana Revised Statutes (Approx. 2 pages)
- 2. Period of publication
- 3. School boards

### 1. Construction and application

Municipalities must select qualified newspaper published and printed therein as official journal, but if none is published and printed therein, municipality may select qualified newspaper published and printed elsewhere within parish. Op.Atty.Gen., 1946-48, p. 473.

LSA-Const.1921, Art. 21 (see, now, LSA-Const. Art. 13, § 1) made no provision in case there was no paper published in the particular parish for the propositions for amending the constitution to be published in a paper published in an adjoining parish. Op.Atty.Gen., 1940-42, p. 2745.

Newspaper selected as official journal of parish must be published in parish, unless there is no other newspaper domiciled therein. Op.Atty.Gen., 1924-26, p. 410.

### 2. Period of publication

Where no newspaper was established in town for 12 months next preceding selection of a public printer, right given to police jury or municipal authority to select newspaper outside of parish carried with it right to select one published in place where publication was to be made which might not have legal requirements as to length of period of publication. Op.Atty.Gen., 1914-16, p. 692.

### 3. School boards

Under ordinary circumstances, a school board may designate as its official journal a newspaper in an adjoining parish only when there is no newspaper published in an office physically located within the parish which meets the requirements of LSA-R.S. 43:140(3). Op.Atty.Gen., No. 92-448, Sept. 21, 1992.

### 4. Adjoining parish

St. Helena *Echo* is published in Greensburg and there the police jury cannot designate a newspaper of an adjoining parish as the official journal. Op.Atty.Gen., No. 90-114, March 14, 1990.

## Gina Thomas

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**From:** Crystal Richard <crystalsrichard@gmail.com>  
**Sent:** Wednesday, January 29, 2020 1:05 PM  
**To:** abrown@jacksonparishsheriff.com  
**Cc:** Gina Thomas; Cody & Lyn Richard  
**Subject:** RE: Jackson Parish official journal

Dear Sheriff Brown:

Thank you for your reply. First, as a representative of a newspaper I'm sorry to see this happening to your constituency and believe it could have certainly been avoided by the management of the Jackson Independent, but that doesn't help now. In the matter of help, we at the Ruston Daily Leader will help you and others in any way we can regardless of whether or not you use us as your official journal in the end. At present, we are the legal official journal for every municipality and legal entity in Lincoln Parish and are very familiar with the legal process and requirements.

If there is a bona fide, qualified newspaper being published in your parish, such would be the required official journal and if there is none (which now appears to possibly be the case but that has not been definitively determined), the public entities can select any qualified adjoining parish paper. We believe we are legally qualified to serve you in the absence of a Jackson Parish published newspaper but that determination must necessarily be made by your legal counsel and depends ultimately on the fate and facts of the former Jackson Independent.

We hope using us does not become necessary for your Parish's sake but we will be ready if you need it.

We have been unable to ascertain the status of the former Jackson Parish newspaper entity, and the record shows the entity Jonesboro Newspapers, Inc. (as listed in their required masthead information required for Periodicals Postal permit) is not a functioning Louisiana corporation since it was administratively terminated in July 2016 by the LA Secretary of State. Former "owner" Chris Smith has filed personal bankruptcy, it appears from court records - no filing as such by the entity though it appears it did not exist - calling into question the validity of their mailing permit, which of course would call into question its validity even if it is transferred to another entity attempting to reconstruct the newspaper.

We are sure your legal counsel can ascertain that no other entity (including ours) can "stand in" for the former Jackson Independent without the proper requirements being in order. It is a matter of public record, required to be published in the newspaper, as to who owned or held the Periodicals Class Permit for the former Jackson Independent and whether or not that was even properly held by the former owner can be determined by a probe to your Postmaster by your legal counsel or representative. Whoever "owns" the permit now, valid or invalid, would be a matter for the bankruptcy court to decide and it is possible they have done so though we cannot find any record of it.

To answer your questions about the Ruston Daily Leader, we do have some general paid circulation in Jackson Parish (an official journal requirement) and our parish is adjoining (required when a newspaper is not present in the parish). Should we ever be the official journal of the Jackson Parish entities by request, we are available to distribute in the parish (and are doing so) via mail to any person willing to subscribe to the newspaper. However, it must be noted that it is not our intention now or in the future to revive or take over the former Jackson Independent in any way, and if some other legitimate entity is willing to do that as a legitimate continuing entity it would be ideal for your citizenry. Every community your size deserves a functioning newspaper entity, for the public good.

For our part, we also have digital e-version edition available the morning of publication (5 days a week) that is sent by email to any subscriber wishing to receive the newspaper digitally in a digital replica of the

version. Our online service uses digital archiving and is word searchable for ease of review and recapture on any material published, including legal notices. We also upload all of our legal notices to the Louisiana Press Association website of state legal notices. We can offer you and anyone else interested a complimentary one month subscription (provide me with email addresses).

Let us know what we can do to assist you in any way and it is our sincere desire that someone stand legitimately into the gap left unceremoniously by Mr. Smith's departing management - a management which incidentally still owes us for \$1500 in printing billing for the production of the newspaper prior to their taking it to the Natchitoches Times for printing.

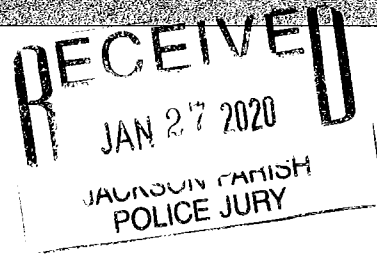
I have cc'd Ms. Thomas at the Police Jury as she and I have also corresponded. Ms. Mosley at the School Board office has called Cody, our General Manager, but I do not have an email address for her or for Mayor Thompson.

Call or email with any questions, thank you and again I'm sorry for this mess you've been handed.

Crystal S. Richard, Esq.  
Ruston Newspapers, Inc.  
850-814-4444 Mobile  
[crystalsrichard@gmail.com](mailto:crystalsrichard@gmail.com)

# The Jackson Independent

Friday, January 24, 2020



RE: Status of Jackson Independent

Good News. The Jackson Independent will return to weekly publishing beginning with this week's issue, Thursday, January 30, 2019. As you may be aware, the Jackson Independent did not produce a newspaper last week because it was party to a bankruptcy filing by its owner.

The Natchitoches Times has entered into a "Keeper Agreement" with the U.S. Bankruptcy Court, Western District of Louisiana, Monroe Division. The agreement basically allows us to produce a weekly newspaper for the community while these proceedings run their course.

The Natchitoches Times is the publisher of community newspapers throughout Northwest, La. Including newspapers in the neighboring communities of Winnfield, Coushatta, and Arcadia. In addition, the Natchitoches Times publishes the monthly Piney Woods Journal.

We ask you to please continue to send your news releases, meeting notices, public notices and photographs to the same email address you have been sending, [thejacksonindependent@gmail.com](mailto:thejacksonindependent@gmail.com). In addition, during this transition, please add a second email recipient of [independent@natchitochestimes.com](mailto:independent@natchitochestimes.com) as we make this transition.

We hope to make this as smooth a transition as possible and thank you for reading the Jackson Independent.

Sincerely,

A handwritten signature in black ink, appearing to be "S. Colwell".

352-3618

Steve Colwell-General Manager  
Natchitoches Times Newspapers



## Jackson Parish Police Jury

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### **February 2020 Board Nominees**

Submitted nominees for board vacancies/re-appointments:

- Re-appoint Mr. Robbie Howard to the Hodge Fire Protection District Board for a two-year term effective 1/1/2020 – 12/31/2021
- Re-appoint Mr. Charles Hopkins to the District 2 Fire Protection District Board for a two-year term effective 1/1/2020 – 12/31/2020
- Re-appoint Mr. Bill Wheelis to the District 2 Fire Protection District Board for a two-year term effective 1/1/2020 – 12/31/2020



## 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 February 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**

##### **Vacancies/Expirations:**

| 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><br>3-year term – Jury to set terms so that board expires on alternating years |

#### **District 2**

##### **Vacancies/Expirations:**

| Board                    | Member                 | District | Phone #  | Action Needed                                                                                                           |
|--------------------------|------------------------|----------|----------|-------------------------------------------------------------------------------------------------------------------------|
| District 2 Fire District | William “Bill” Wheelis | 2        | 732-4816 | Term expired, missed last three meetings of 2019<br>Re-appoint or fill with new member<br>2-year term ending 12/31/2021 |
| District 4 Fire District | Jimmy Tolar            | 2        |          | Term expired, in good standing<br>Re-appoint or fill with new member<br>2-year term ending 12/31/2021                   |
| Library                  | Judy Cooper            | 2        | 249-2050 | Term expired 12/2019, in good standing<br>Re-appoint or fill with new member<br>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><br>3-year term – Jury to set terms so that board expires on alternating years              |



## Jackson Parish Police Jury

### **District 3**

#### Vacancies/Expirations:

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

### **District 4**

#### Vacancies/Expirations:

| Board                    | Member                             | District          | Phone #  | Action Needed                                                                                              |
|--------------------------|------------------------------------|-------------------|----------|------------------------------------------------------------------------------------------------------------|
| Hodge Fire District      | VACANCY<br>(Gloria Moore resigned) | 4                 |          | 2-year term ending 12/31/2021                                                                              |
| Hodge Fire District      | VACANCY                            | <b>1, 4, or 7</b> |          | 2-year term ending 12/31/2021                                                                              |
| District 2 Fire District | Charles Hopkins                    | 4                 | 259-8793 | Term expired, in good standing<br>Re-appoint or fill with new member<br>2-year term ending 12/31/2021      |
| Recreation               | Rickey Cash                        | 4                 | 249-4427 | Term expires in <u>March</u><br>3-year term – Jury to set terms so that board expires on alternating years |

### **District 5**

#### Vacancies/Expirations:

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

### **District 6**

#### Vacancies/Expirations:

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



## Jackson Parish Police Jury

### District 7

#### Vacancies/Expirations:

| Board               | Member         | District   | Phone #  | Action Needed                                                                                              |
|---------------------|----------------|------------|----------|------------------------------------------------------------------------------------------------------------|
| Hodge Fire District | VACANCY        | 1, 4, or 7 |          | 2-year term ending 12/31/2021                                                                              |
| Hodge Fire District | Robbie Howard  | 7          | 243-4299 | Term expired, in good standing<br>Re-appoint or fill with new member<br>2-year term ending 12/31/2021      |
| Recreation          | Brandon Lamkin | 7          | 470-0262 | Term expires in <u>March</u><br>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<br>6-year term ending 12/31/2025 |
| Hospital  | VACANCY       | (any)    |         | Complete unexpired term ending 8/1/2023<br>Must be an MBA                                   |
| Museum    | (2) VACANCIES | (any)    |         | 10-member board, all districts represented<br>3-year term ending 12/31/2022                 |