

MINUTES  
Of the Regular Meeting of  
The Claiborne Parish Police Jury  
May 4, 2016  
Homer, LA 71040

The Claiborne Parish Police Jury met in regular session in the Conference Room of the Police Jury Complex, located at 507 West Main Street in Homer, LA at 10:00 a.m. on the fourth day of May 2016. On being called to order by Vice-President Mark Furlow, the following Jurors were present:

D'Arcy Stevens, Kevin Gray, Joe Sturges, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gil Dowies, and Rev. Willie Young, Sr.

President Scott Davidson was absent.

There were 16 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Sheriff Ken Bailey, Mr. Tim Cain of the Claiborne Parish OOCS, Claiborne Parish Coroner Dr. Mark Haynes, Mrs. Cathy Greeson and Mrs. Cindy Singleton of OEP, Tax Assessor Bob Robinson, Mayor Roy Lewis of Homer, Mr. Mark Brown of the CPHSD#3, Mr. Jerry Whitton of the CPWSD, Mr. Joey White of the Economic Development Board, Ms. Jackie Roberts of the Haynesville News, Mrs. Reanna Austin of New Wave, Mr. Jerry Adkins of Homer, Mrs. Ramona Tanner of Lisbon, and Mrs. Pat Stevens of Summerfield.

The meeting was opened with a word of Prayer led Rev. Willie Young, Sr., followed by the Pledge of Allegiance led by Mr. Paul Cook.

Upon motion by Joe Sturges, duly seconded by Paul Cook, the Jury unanimously approved the regular agenda as presented.

Upon motion by Tommy Sanders, duly seconded by Joe Merritt, the Jury unanimously approved to amend the agenda to include the following items:

1. Request from OEP Director Dennis Butcher, to declare a state of emergency within the Parish, due to continued inclement weather and continued high lake and stream levels. This is being done as a precautionary measure to enable the Parish to obtain sandbags at no cost in the event of an emergency due to flooding in the near future.
2. Resolution 2016-010- A Resolution to Declare Lake Claiborne to be a NO WAKE ZONE in Periods of High Water.
3. Request to Replace Damage DVR Security System at the Court House – Estimated \$5,990 – due to a lightning strike.
4. Resignation of District One Police Juror D'Arcy Stevens, due to health reasons, effective May 31, 2016.

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously approved the consent agenda as follows:

1. Approval of the April 6, 2016 regular meeting minutes.
2. Approval of the April 2016 bills as approved by the Claims Committee
3. Request from the Village of Athens, in a letter dated April 8, 2016, requesting that the Police Jury repair a culvert on Jackson Lane. The work is to be performed on a reimbursement basis.

4. Request from the Claiborne Parish School Board, in a letter dated April 26, 2016, requesting that the Police Jury make repairs to the drives at the school bus shop and the Homer Elementary Playground. The work will be done on a reimbursement basis.
5. Request from Fireworks for Lake Claiborne Inc., in a letter dated April 19, 2016, requesting that the Parish's budgeted annual funding of \$500 and requesting that the Parish include the organization in its 2017 budget.

**Regular Agenda:**

Vice-President Mark Furlow reminded all Jurors that their Tier 3 Financial Disclosure Statements are due by May 15 and he also announced that the auditors will be here May 31<sup>st</sup> to perform their field work on the audit.

Vice-President Mark Furlow read aloud a notice concerning the ROV – Effective July 1, 2016, the Employer Portion of the Registrar of Voters Employees Retirement System will be 20.00% for the 2016-2017 year. (decrease of 2.5%)

Vice-President Mark Furlow read a letter dated April 12, 2016, stating the Police Jury has been awarded \$25,000 for the Leatherman Creek Water System to repair a ground storage tank under the State's 2014-2015 Community Water Enrichment Fund Program. (estimated cost of \$35,000)

Vice-President Mark Furlow read a letter dated April 12, 2016, stating the Police Jury has been awarded \$5,317 for the Gilgal Water System for the installation of water level monitoring equipment under the State's 2014-2015 Community Water Enrichment Fund Program. (estimated cost of 8,500)

Vice-President Mark Furlow read a letter dated April 12, 2016, stating the Police Jury has been awarded \$25,000 for the South Claiborne Water System for completion of a 5,000 linear foot 3" look on Barnes Road between LA 528 and Frazier Road. (estimated cost of \$35,000)

Vice-President Mark Furlow read a letter, received April 25, 2016, stating the deadline for submittal for the 2015-2016 Community Water Enrichment Fund grant applications is June 9, 2016.

Upon motion by Gil Dowies, duly seconded by Joe Sturges, the Jury unanimously approved Resolution 2016-009 – A Resolution Approving the LA Compliance Questionnaire for the Police Jury's 2015 Audit.

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**RESOLUTION 2016-009**

**A RESOLUTION APPROVING THE LOUISIANA COMPLIANCE QUESTIONNAIRE FOR THE 2015 AUDITED FINANCIAL STATEMENTS**

WHEREAS, the Louisiana Compliance Questionnaire is to be completed and must be presented to and adopted by the governing body by means of a formal resolution; and

WHEREAS, the completed questionnaire and a copy of the adoption instrument, must be given to the auditor at the beginning of the audit; and

WHEREAS, the auditor will, during the course of the regular audit, test the accuracy of the responses in the questionnaire;

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury APPROVES the completed Louisiana Compliance Questionnaire relating to the Parish's 2015 audited financial statements.

Upon a motion by Gil Dowies and duly seconded by Joe Sturges this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, April 6, 2016.

Yeas – (9) Stevens, Furlow, Gray, Sturges, Cook, Merritt, Sanders, Dowies and Young

Nays – (0) None

Abstain – N/A

Absent – (1) Davidson

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously approved the request from Claiborne Parish Fire Protection District #3, in an email received April 19, 2016, to appoint Mr. Cameron Goodwin to board due to the death of Mr. Mookie Bailey. Vice-President Mark Furlow recused himself from the vote due to the fact that he serves as Fire Chief for District 3.

Upon motion by Joe Sturges, duly seconded by Paul Cook, the Jury unanimously approved the request from Road Superintendent Tommy Durrett to approve the use of the 4/10's work period for the Highway Department personnel starting on May 9, 2016 for the summer work session.

Building and Grounds Chair, Kevin Gray, gave an update on several building issues that have been affected by the heavy rain in the past few months. He stated the OOCS, Sheriff's Office, and the Clerk of Court Building have some roof damage. These will be discussed in the next few months of how to repair them.

Upon motion of Gill Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved the joint recommendation for the Building and Grounds Committee and Finance Committee to change to New Wave Communications for the Jury's telephone and internet service. This change is estimated to save the Police Jury an estimated \$15,000 per year.

Claiborne Parish Coroner, Dr. Mark Haynes, gave a brief report for the Coroner's Office for the month of April 2016.

Upon motion by Paul Cook, duly seconded by Joe Merritt, the Jury unanimously approved the request from OEP Director, Dennis Butcher, to declare a state of emergency within the Parish, due to continued inclement weather and continued high lake and stream level. This was done as a precautionary measure to enable the Parish to obtain sandbags at no cost in the event of an emergency due to flooding in the near future.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved Resolution 2016-010 – A Resolution to Declare Lake Claiborne to be a NO WAKE ZONE in Periods of High Water.

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RESOLUTION 2016-010

A RESOLUTION TO SET AND TO ESTABLISH A BASE STANDARD FOR DETERMINING THE FLOOD STAGE OF LAKE CLAIBORNE AT 187 FEET AND TO DECLARE THE ENTIRE LAKE TO BE "A NO WAKE ZONE" TO ALL TRAFFIC ON LAKE CLAIBORNE

WHEREAS, Lake Claiborne lies within the boundaries of the Parish of Claiborne; and

WHEREAS, the Police Jury is the governing authority for the Parish and therefore has the statutory authority to determine the flood stage of Lake Claiborne upon the advice and direction of the Louisiana Department of Wildlife and Fisheries, LADOTD, and the U.S. Corp of Engineers, and to regulate boat traffic; and

WHEREAS, the 187.0 foot level as determined by the USGS gauge located at the spillway on Lake Claiborne has been used as the determining factor for closing Lake Claiborne to all boat traffic; and

WHEREAS, a “NO WAKE ZONE” will allow for boat traffic to continue to access allowed areas of Lake Claiborne without damage or danger to property or other boaters;

BE IT HEREBY RESOLVED that when the water level reaches 187.0 feet per the USGS gauge, Lake Claiborne is determined to be at Flood Stage and the ENTIRE lake will be deemed a “NO WAKE ZONE” until the lake level has reached a recorded level below 187.0 feet.

Upon a motion by Kevin Gray and duly seconded by Paul Cook this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, May 4, 2016.

Yeas – (9) Stevens, Furlow, Gray, Sturges, Cook, Merritt, Sanders, Dowies and Young

Nays – (0) None

Abstain – N/A

Absent – (1) Davidson

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Tommy Sanders, duly seconded by Rev. Willie Young, Sr., the Jury unanimously approved the request to replace the damaged DVR Security System at the Court House by Nash Security in the amount of \$5,990. Damage was done due to a lightning strike.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously accepted the resignation of District One Police Juror D’Arcy Stevens, due to health reasons. His resignation will be effective May 31, 2016.

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**ITEM #22 – May 4, 2016 – AGENDA**

**SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS**

1. LGAP Projects –

CPPJ – Gas Line Extension on Hwy 2 to Parish Owned Property  
Contract #1415-CLB-0001 Amount - \$25,000  
Project – extension of natural gas line to the Police Jury owned property on Hwy 2

CPPJ – Emergency Generator for CPPJ Public Works Building on Hwy 2  
Contract #1415-CLB-0002 Amount - \$14,167  
Project – standby emergency generator for the CPPJ Public Works Building on Hwy 2

2. CWEF Projects

No projects are currently open.

3. Sales Tax Collections for March 2016 – net of \$48,479 from gross collections of \$49,783 on taxable sales of \$4,849,691.  
Net sales tax collections for February 2016 – \$68,579 – decrease \$-20,100 (-29.31%)  
Net sales tax collections for March 2015 - \$62,784 – decrease \$-14,305 (-22.78%)

4. Cash position at April 30, 2016 - \$8,905,779  
Cash position at April 30, 2015 - \$8,578,240 (increase of \$327,539)  
Cash position at March 31, 2016 - \$8,844,918 (increase of \$60,861)

See Deposit Balances by Institution for breakdown at April 30, 2016 –

5. Total Receipts for the month of April 2016 – \$661,198

6. Upcoming important dates and meetings I plan to attend –

5/23 – Committee Meetings – Finance, Personnel and Buildings & Grounds  
5/24 – CPHSD#3 Finance Meeting  
5/26 – CPHSD#3 Board Meeting  
6/8 – Regular Meeting

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Public Comment:

Juror D’Arcy Stevens told the Jury that it had been a pleasure working with them.

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Upon motion by Gil Dowies, duly seconded by Rev. Willie Young, Sr., the meeting was adjourned.

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Dwayne R. Woodard  
Secretary–Treasurer

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Scott Davidson  
President