

Minutes of the Meeting Of the

Red River Parish Police Jury held on the

7th DAY of APRIL 2021

THE RED RIVER PARISH POLICE JURY met on Wednesday, April 7, 2021 at 10:00 am., in the Police Jury Assembly Room, located in the Red River Parish Courthouse, Coushatta, La in its Regular meeting with President Tray Murray presiding. Roll Call and attendance was recorded as follows:

PRESENT: Young, Davis, Moore, Taylor, Murray, Brown

ABSENT: Hillman

Invocation by Mr. Taylor and pledge by Mr. Murray.

Visitor (s)

Mr. Beard a board member of the Red River Parish Fire District reported to the Jury on some steps the fire department is taking to take care of past budget crisis like changing the department pay scale by doing a 23% pay cut and the termination of three civil service positions.

Roads

Mr. Davis made the motion followed by a second by Mr. Taylor to move \$1.5 Million from investments to roads for the 2021 year. Motion carried.

New Business

Mr. Brown made the motion seconded by Mr. Taylor to approve minutes as written for March 2021. Motion Carried.

Mr. Davis made the motion seconded by Mr. Taylor the following resolutions were adopted : the hiring of CDC as an administrative consultant for the LCDBG program; the revised Citizen Participation Plan under the LCDBG program; Give the President of the Police Jury authorization to request statements of qualifications from Engineers on the LCDBG project and to add the Police Jury President, Mr. Murray, to signature card at bank. Motion Carried

CONTRACT FOR PROFESSIONAL SERVICES

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT [LCDBG] PROGRAM ADMINISTRATIVE SERVICES

PART I -- AGREEMENT

This Agreement for professional services is by and between the RED RIVER PARISH, State of Louisiana (hereinafter called the "PARISH" acting herein by Tray Murray, President, hereunto

duly authorized, and The Coordinating and Development Corporation, a corporation organized under the laws of the State of Louisiana (hereinafter called the "CONSULTANT"), acting herein by Jack "Bump" Skaggs, President and Chief Executive Officer, hereunto duly authorized;

WITNESSETH THAT:

WHEREAS, the PARISH has received funding under the Louisiana Community Development Block Grant (LCDBG) Programs pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and,

WHEREAS, the PARISH desires to engage the CONSULTANT to render certain technical assistance services in connection with its Community Development Program:

NOW, THEREFORE, the parties do mutually agree as follows:

1) Employment of CONSULTANT

The PARISH hereby agrees to engage the CONSULTANT, and the CONSULTANT hereby agrees to perform the Scope of Services set forth herein under the terms and conditions of this agreement.

2) Scope of Services

The CONSULTANT shall, in a satisfactory and proper manner, perform the services listed in Part III Scope of Services and Payment Schedule. Services in each of the work areas shall be performed under and at the direction of the chief elected official or their designated representative.

3) Time of Performance

The services of the CONSULTANT shall commence on seventh day of April, 2021 and be provided on a per-day basis as requested by the chief elected official or their designated representative. Such services shall be continued in such sequence as to assure their relevance to the purposes of this Agreement. The CONSULTANT must take whatever steps are necessary to assure that the PARISH's contract conditions are cleared within five months of the date of the PARISH's "Authorization to Incur Costs" letter. If at the end of the five-month calendar period, all contract conditions (with the exception of the preparation of engineering/architectural plans and specifications) are not cleared, \$250 per working day will be deducted from the amount of administrative funds contracted to the CONSULTANT. The state reserves a right to grant an extension where the reason for not meeting the required timeframe were clearly beyond the control of the CONSULTANT. In any event, all of the services required and performed hereunder shall not be completed until the PARISH has received notification of final close out from the OCD.

4) Access to Information

It is agreed that all information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work outlined above, shall be furnished to the CONSULTANT by the PARISH. No charge will be made to the CONSULTANT for such information, and the PARISH will cooperate with the CONSULTANT in every way possible to facilitate the performance of the work described in this contract.

5) Compensation and Method of Payment

Payment under this contract is contingent upon the PARISH receiving approval from the state for funds under the FY 2022/2023 LCDBG program. CONSULTANT shall only be paid for services rendered under this agreement from funds allowed by the OCD for administrative costs under the provisions of the grant awarded to the PARISH. Payment will be made only on approval of the PARISH.

CONSULTANT will not be entitled to any LCDBG reimbursement for pre-agreement costs and program administration either from the PARISH or the state if the PARISH does not receive a grant award and an authorization to incur costs from the state's Office of Community Development. If the grant is awarded, pre-agreement costs as well as program administration costs will be allowed under the LCDBG Program, unless the PARISH has chosen to pay the program administration costs out of their local funds. Compensation to include pre-agreement costs of application preparation in the amount of \$1,400 and, if applicable, survey costs of \$800. Upon the PARISH's receipt of an award of a grant and an authorization to incur costs letter from the state's Office of Community Development.

The total amount of reimbursable costs to be paid CONSULTANT under this contract for program administration shall not exceed Thirty-Six Thousand Four Hundred and No/100 (\$36,400.00) Dollars. This amount is considered to be the Cost Ceiling of this contract. CONSULTANT may not incur any costs in excess of this amount (except at its own risk) without the approval of the PARISH. CONSULTANT will only be paid for the time and effort needed to complete the actual scope of services required for this program; which may be less than the Cost Ceiling.

The PARISH shall retain 10 percent of CONSULTANT's overall program administrative fees until the PARISH receives a letter of conditional close out from the state, whereupon this retainage shall be paid to CONSULTANT. CONSULTANT will be compensated for travel in accordance with the state's Policy and Procedures Memorandum Number 49.

The CONSULTANT shall submit invoices to the PARISH for payment. Each invoice submitted shall identify the specific contract task(s) or sub-task(s) listed in Part III, Scope of Services for payment according to the appropriate method listed below:

Billable Hours

For work efforts that are composed of preponderantly personnel compensation costs with a minimum of outside purchases of materials and services needed to produce a work product or provide a service; CONSULTANT will be reimbursed for applied work efforts at the agreed upon billable hourly rate(s) inclusive of direct labor compensation, overhead, general and administrative expenses, and profit [fully burdened] by job title.

6) Ownership Documents

All documents, including original drawings, estimates, specifications, field notes, and data are the property of the PARISH. The CONSULTANT may retain reproducible copies of drawings and other documents.

7) Professional Liability

The CONSULTANT shall be responsible for the use of reasonable skills and care benefiting the profession in the preparation of the application and in the implementation of the CDBG Program.

8) Indemnification

The CONSULTANT shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the CONSULTANT, and shall exonerate, indemnify, and hold harmless the PARISH, its officers, agents, and all employees from and against them, and local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and Income Tax Laws. Further, the CONSULTANT shall exonerate, indemnify, and hold harmless the PARISH with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this contract by the CONSULTANT. This shall not be construed as a limitation of the CONSULTANT's liability under this Agreement or as otherwise provided by law.

9) Terms and Conditions

This Agreement is subject to the provisions titled, "Part II, Terms and Conditions" and "Part III Payment Schedule", attached hereto and incorporated by reference herein.

10) Address of Notices and Communications

PARISH

Jessie Davis
Parish Manager
Manager
Red River Parish
Corporation
P.O. Drawer 709
Coushatta, LA 71019

CONSULTANT

Austin Vaughn/Jenae Arceneaux
Chief Operating Officer/Grants
The Coordinating & Development
400 Viking Dr. Suite A-1
Bossier City, LA 71133-700

11) Captions

Each paragraph of this Contract has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation or application.

12) Authorization

This Agreement is authorized by the PARISH government, Resolution adopted 7th day of April, 2021 copies of which are attached hereto and made a part hereof.

**A RESOLUTION AUTHORIZING THE
PARISH PRESIDENT TO REQUEST ENGINEER'S
QUALIFICATIONS STATEMENTS**

WHEREAS, the Parish of Red River intends to apply for funding under the Louisiana Community Development Block Grant program in order to make public facility improvements;

NOW, THEREFORE, BE IT RESOLVED that the Parish President or his designated representative is

hereby authorized to request statements of qualifications from engineers on the above referenced project as soon as possible, and to execute a contract for LCDBG engineering services with the firm that scores highest in the selection process. Points shall be assigned to each firm submitting a statement of qualifications based upon the following criteria:

- (1) Experience of the firm with this type of construction project under the LCDBG Program during past five calendar years (10 points maximum) – 10 points shall be awarded for firms under contract with more than 10 grantees during past 5 calendar years (identify grantee and type of project); 5 points for firms under contract with 1-10 grantees during past 5 calendar years (identify grantee and type of project); 0 points for firms with no previous experience.
- (2) Proximity of firm to local governing body (10 points maximum) - 10 points for firms located less than 100 miles away; 5 points for firms located 100 miles away or more.
- (3) Length of time the firm or project engineer has been in business (10 points maximum) - 10 points shall be awarded to firms or project engineers who have been in business over 10 years; 5 points to firms or project engineers who have been in business 5 to 10 years; and 1 point to firms or project engineers who have been in business less than 5 years.

Points will be awarded from zero to ten for each category, to firms submitting statements of qualifications in accordance with the points system described above, by the Parish President or his designee. In the event of a tie, 1 point will be awarded to the firm which the Parish of Red River believes will best represent its interests. Negotiations with the firm receiving the highest number of points shall begin immediately.

CERTIFICATE

I, Carolyn Davis, Secretary-Treasurer of the Red River Parish Police Jury, hereby certify that the above constitutes a true and accurate copy of a Resolution, which UPON MOTION of Mr. Davis, and seconded by Taylor was adopted by the following Yea and Nay vote:

YEA: 6

NAY: 0

ABSENT: 1

and the same was declared adopted by the Parish President this 7th day of April, 2021.

RESOLUTION

A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN FOR THE CDBG PROGRAM

WHEREAS Red River Parish Police Jury desires to obtain Community Development Block Grant (CDBG) funds to benefit Low- and Moderate-Income persons; and

WHEREAS the Louisiana Division of Administration requires that certain citizen participation requirements be met.

NOW, THEREFORE, BE IT RESOLVED that the following Citizen Participation Plan is

adopted for use by the Red River Parish Police Jury with respect to planning, implementation, and assessment of its CDBG program:

This plan describes how the Red River Parish Police Jury intends to involve citizens in the planning, implementation, and assessment of the local Community Development Block Grant Program. Federal and State regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to the elected officials. All aspects of citizen participation will be conducted in an open manner with freedom of access to information for all interested persons.

CITIZEN PARTICIPATION PLAN

The Red River Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Red River Parish Police Jury is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation, and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Red River Parish Police Jury shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the state's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended.
- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities.
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used.
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals.
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Red River Parish Police Jury.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the Red River Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted at the police jury office and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION

First Notice/Public Hearing

The public hearing to address LCDBG application submittal will be held well in advance of the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- a) The amount of funds available for proposed community development.
- b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income.
- c) The plans of the Red River Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Red River Parish Police Jury to persons actually displaced as a result of such activities; and
- d) The Red River Parish Police Jury's prior performance of LCDBG programs funded by the State of Louisiana. In addition, the notice shall state that all citizens, particularly low- and moderate-income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Red River Parish Police Jury
P. O. Drawer 709
Coushatta, LA 71019

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a 3-day notice is received by the Red River Parish Police Jury.

Second Notice

Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

- a) Proposed submittal date of the application.
- b) Proposed objectives.
- c) Proposed activities.

- d) Location of proposed activities.
- e) Dollar amount of proposed activities; and
- f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:

Red River Parish Police Jury
P. O. Drawer 709
Coushatta, LA 71019

Negative comments received will be forwarded to the state's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the state without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The Red River Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately five to fifteen calendar days prior to the anticipated submittal of close-out documents to the state, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the Red River Parish Police Jury LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a three-day notice is received by the Red River Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the state may make such objection known to:

Office of Community Development
Division of Administration
Post Office Box 94095
Baton Rouge, Louisiana 70804-90958

The state will consider objections made only on the following grounds:

- i. The application description of needs and objectives is plainly inconsistent with available facts and data.
- ii. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- iii. The application does not comply with the requirements set forth in the state's Annual Action Plan or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Red River Parish Police Jury will provide an interpreter for dissemination of information to them providing the Red River Parish Police Jury is given sufficient notification of three day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Red River Parish Police Jury to any citizen, particularly to low- and moderate-income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Red River Parish Police Jury with at least a one-week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The Red River Parish Police Jury shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at Red River Parish Police Jury, Monday thru Friday, 8:00a.m. to 3:00p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of Red River Parish to review all complaints received by the Parish.

SECTION 2

The following procedures will be followed on all complaints received by the Red River Parish Police Jury:

- 1) The complainant shall notify the Parish Manager of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Parish Manager will notify the President or designated representative of the complaint within two working days.
- 3) The President or designated representative will investigate the complaint and will report the findings to the Parish Manager within five working days.
- 4) The Parish Manager will notify the complainant of the findings of the President or designated representative in writing or by telephone within two working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Parish Manager who will forward the complaint and all actions taken by the President or designated representative to the appropriate Red River Parish Police Jury committee for their review. This will be accomplished within two working days of receipt of the written complaint.
- 6) The reviewing Police Jury committee will have five working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Police Jury Committee, he must notify the Parish Manager in writing that he/she desires to be afforded a hearing by the Police Jury. The complainant will be placed on the next regularly scheduled police jury meeting agenda. The Parish Manager will notify the complainant in writing of the date of the hearing.
- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The Red River Parish Police Jury, at the hearing, will review the complaint and forward within five days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Red River Parish Police Jury will inform complainant of an appropriate date to expect a response. Within two working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94005
Baton Rouge, Louisiana 70804

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll-Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The Manager will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Red River Parish Police Jury which are currently adopted but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Red River Parish Police Jury's regularly scheduled meetings.

CERTIFICATE

I, Carolyn A. Hayes, Secretary-Treasurer for Red River Parish Police Jury, hereby certify that the attached constitutes a true and accurate copy of a Resolution, which UPON MOTION of Mr. Davis, seconded by Mr. Taylor was adopted by the following Yea and Nay vote:

YEA: 6

NAYS: 0

ABSENT: 1

and the same was declared adopted by the President on this 7th day of _____ April 2021.

Carolyn A. Hayes, Secretary-Treasurer
Red River Parish Police Jury, Louisiana

RESOLUTION

A RESOLUTION AUTHORIZING THE PRESIDENT TO
EXECUTE ON BEHALF AND IN THE NAME OF RED RIVER PARISH
A CONTRACT FOR LOUISIANA COMMUNITY DEVELOPMENT
BLOCK GRANT ADMINISTRATIVE SERVICES

WHEREAS, Red River Parish intends to apply for Louisiana Community Development Block Grant (LCDBG) funds in order to make public facility improvements; and

WHEREAS, Red River Parish is in need of the services of an experienced administrative consulting firm to develop the LCDBG application and to provide administrative services in connection with the grant if the application is selected for funding; and

WHEREAS, The Coordinating and Development Corporation, the regional planning and development district for Northwest Louisiana, has submitted documentation of its extensive experience in developing LCDBG applications and providing administrative services for LCDBG projects; and

WHEREAS, The Coordinating and Development Corporation has provided a summary of the direct and indirect charges for LCDBG administrative services, including the basis on which the charges were calculated, and these charges have been found to be reasonable and acceptable, and based upon the above, chosen through competitive negotiation; and

WHEREAS, The Coordinating and Development Corporation will be paid for LCDBG administrative services only if the LCDBG application is selected for funding; and

NOW, THEREFORE, BE IT RESOLVED by Red River Parish that the President is authorized to execute on behalf of Red River Parish, a contract for LCDBG application development and LCDBG administrative services with The Coordinating and Development Corporation.

C E R T I F I C A T E

I, Carolyn A. Hayes, Secretary-Treasurer for the Red River Parish Police Jury hereby certify that the above constitutes a true and accurate copy of a Resolution, which UPON MOTION Mr. Davis and seconded by Mr. Taylor, was adopted by the following Yea and Nay vote:

YEA: 6 NAY: 0 ABSENT: 1

and the same was declared adopted by the President this 7th day of April 2021.

Carolyn A. Hayes, Sec

Finance:

On the motion of Mr. Taylor and seconded by Mr. Brown it was approved to pay bills for the month of March 2021. Motion Carried

Budget was reviewed but nothing voted on.

Ambulance District:

With Mr. Taylor making the motion followed with a second by Mr. Moore it was approved to pay bills the ambulance district bills for the month of March 2021. Motion Carried.

Airport:

Mr. Davis made the motion second by Mr. Brown to accept the amount of \$4,455.00 for the operation on the control on the airport gate. Motion Carried.

Mr. Moore made the motion seconded by Mr. Brown the meeting was adjourned. Motion Carried.

Carolyn Hayes-Secretary/Treasurer

Tray Murray, President