

BOSSIER PARISH POLICE JURY
BENTON, LOUISIANA
MINUTES
February 21, 2018
www.bossierparishla.gov

The Bossier Parish Police Jury met in regular and legal session on the 21st day of February, 2018, at 2:00 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Glenn Benton, called the meeting to order. The invocation was given by Mr. Doug Rimmer, and the pledge of allegiance was led by Mr. Jack Skaggs. The Parish Secretary, Ms. Rachel Hauser, called the roll, with all members present, as follows:

Mr. Rick Avery	Mr. Jerome Darby
Ms. Wanda Bennett	Mr. Mac Plummer
Mr. Glenn Benton	Mr. Doug Rimmer
Mr. Bob Brotherton	Mr. Tom Salzer
Mr. Jimmy Cochran	Mr. Fred Shewmake
Mr. Sonny Cook, Excused	Mr. Jack Skaggs

Others present were Mr. William R. Altimus, Parish Administrator; Mr. Patrick Jackson, Parish Attorney; Mr. Joe E. "Butch" Ford, Jr., Parish Engineer; Ms. Rachel Hauser, Parish Secretary.

Motion was made by Mr. Shewmake, seconded by Mr. Brotherton, to adopt the minutes of the January 10, 2018, regular meeting, and the January 10, 2018, Finance Committee meeting, as published.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Ms. Hauser announced the public hearing to consider approval of the plat of the proposed development of Bella Vista Subdivision, a Planned Unit Development, located in Section 21, Township 19 North, Range 13 West, Bossier Parish, LA. This matter was tabled on February 7, 2018.

Mr. Ford presented a request by Smith Engineering Co., Inc., that the public hearing in this matter be tabled.

Motion was made by Mr. Skaggs, seconded by Mr. Darby, to table the public hearing to consider approval of the plat of the proposed development of Bella Vista Subdivision, a Planned Unit Development, located in Section 21, Township 19 North, Range 13 West, Bossier Parish, LA, to be considered at the March 7, 2018, regular meeting.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Ms. Hauser announced the public hearing to consider approval of the plat of the proposed development of Faith Plantation Subdivision, Unit No. 1, located in Section 29, Township 19 North, Range 11 West, Bossier Parish, LA.

Ms. Michan Holbrook, Coyle Engineering Co., Inc., stated that the proposed subdivision is located off Highway 157, and consists of 56 lots.

Mr. Ford stated that individual sewerage treatment plants are planned, and water will be provided by Village Water System. He stated that streetlights are required, but sidewalks are not required for the development. He further stated that the development will consist of large lots with stick built homes and open ditch drainage. Mr. Ford stated that two detention ponds are planned for the development.

Mr. Ford stated that drainage plans and covenants have been submitted for review, and minor changes to the covenants pertaining to manufactured/modular homes will be required. He recommended approval of the proposed subdivision.

Motion was made by Mr. Rimmer, seconded by Ms. Bennett, to approve the plat of the proposed development of Faith Plantation Subdivision, Unit No. 1, located in Section 29, Township 19 North, Range 11 West, Bossier Parish, LA.

The President called for public comment. Mr. Cochran expressed concern that no master plan has been submitted for additional development on property adjacent to the proposed subdivision. Mr. Ford stated that no final decisions have been made at this time pertaining to additional development of adjacent property. He stated that a stub-out has been constructed to allow access to property located behind the tract of land being developed.

Mr. Cochran stated that if a stub-out has been constructed to access the property located behind the proposed development, a masterplan should be required to show what the intentions of the developer are for the remaining tracts of land.

Ms. Holbrook stated that at this time, the developer has no plans to develop the property located behind the proposed subdivision, and that without the stub-out, the adjacent property would be landlocked.

There was additional discussion pertaining to the possibility of future development of additional tracts of land by the developer.

Mr. Ford stated that the Department of Transportation and Development has approved one drive into the proposed subdivision from Highway 157, and all lots will be required to have interior street access.

Mr. Cochran recommended that if the developer has any intention of developing any additional property adjacent to the proposed subdivision, a masterplan should be required prior to any additional development.

Mr. Benton asked if temporary turnarounds are planned for school buses and garbage trucks. Ms. Holbrook stated that the developer intends to develop the entire tract of land and streets will be completed. She stated that there will be no need for temporary turnarounds for school buses and garbage trucks.

Mr. Ford stated that he will speak with the developer and advise that if there are any additional plans to develop adjacent tracts of land, a masterplan will be required.

Votes were cast and the motion carried unanimously.

Motion was made by Mr. Skaggs, seconded by Mr. Cochran, to schedule a public hearing on March 21, 2018, to consider the application of SmallCo Properties, LLC, to the Bossier City-Parish MPC, for a zoning

amendment to change the zoning classification of a certain tract of land located in Section 21, Township 19 North, Range 13 West, Bossier Parish, LA, from R-A, Residence-Agricultural District, to B-3, General Business District, for a 24 hour fitness center.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Rimmer, seconded by Mr. Cochran, to schedule a public hearing on March 21, 2018, to consider the application of Bruce Logan, East Highland Mobile Home Park No. 1, Inc., to the Bossier City-Parish MPC, for a zoning amendment to change the zoning classification of a certain tract of land being 5.99 acres located in Section 16, Township 18 North, Range 12 West, Bossier Parish, LA, from R-A, Residence-Agricultural District, to R-MHP, Residential Manufactured Housing Park, for the expansion of the existing mobile home park.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Rimmer, seconded by Mr. Cochran, to schedule a public hearing on March 21, 2018, to consider the application of Bruce Logan, Logan Commercial Development, to the Bossier City-Parish MPC, for a zoning amendment to change the zoning classification of a certain tract of land being 1.5 acres located in Section 16, Township 18 North, Range 12 West, Bossier Parish, LA, from R-A, Residence-Agricultural District, to B-3, General Business District, for a commercial development.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Brotherton, seconded by Mr. Salzer, to schedule a public hearing on March 21, 2018, to consider the application of Norman Craig to the Bossier City-Parish MPC, for a zoning amendment to change the zoning classification of a certain tract of land being Lots 4, 5A, 5B and 6, W. J. Sanford Subdivision, located in Section 9, Township 18 North, Range 12 West, Bossier Parish, LA, from R-A, Residence-Agricultural District, to B-3, General Business District, for commercial use.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Skaggs, seconded by Mr. Cochran, to schedule a public hearing on March 21, 2018, to consider approval of the plat of the proposed development of Willow Brook Subdivision, Unit No. 4, a Planned Unit Development, located in Section 28, Township 19 North, Range 13 West, Bossier Parish, LA.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Skaggs, seconded by Mr. Cochran, to schedule a public hearing on March 21, 2018, to consider approval of the plat of the proposed development of St. Charles Court Village Subdivision, Unit No. 8A, a Planned Unit Development, being a replat of Lots 334 and 335, St. Charles Court Village Subdivision, Unit No. 8, located in Section 20, Township 19 North, Range 13 West, Bossier Parish, LA.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Brotherton, seconded by Mr. Salzer, to schedule a public hearing on March 21, 2018, to consider approval of the site plan for Dollar General located on Lot 4, Country Forest Subdivision, in Section 33, Township 17 North, Range 11 West, Bossier Parish, LA.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Ms. Wanda Bennett, Chairman of the Policy and Procedures Committee, reported on a meeting of that committee. Committee members attending the Policy and Procedures Committee meeting were Ms. Bennett, Mr. Darby, Mr. Plummer, and Mr. Shewnake. Mr. Jim Firth, Ms. Julie Gill, Mr. Altimus, Ms. Lisa Wilson, Ms. Hauser, Ms. Jessica Aldridge, Mr. Pat Culverhouse, and Mr. Michael Lowe were also present. Other jurors present were Mr. Benton, Mr. Brotherton, Mr. Rimmer, and Mr. Salzer.

Ms. Bennett stated that the Policy and Procedures Committee recommends adoption of the following amended policies and adoption of a Data Security Policy, Purchasing Policy, Maintenance Department Policy Manual, and Records Retention Management Program:

140 IMMIGRATION LAW COMPLIANCE

The Police Jury is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Police Jury within the past three years, or if their previous I-9 is no longer retained or valid.

Any individual who falsifies documentation for purposes of attempting to obtain or keep a job will be immediately dismissed. He or she may also be reported to applicable federal or state authorities.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department.

210 EMPLOYMENT CATEGORIES

It is the intent of the Police Jury to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Police Jury.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from the minimum or overtime provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Police Jury management. In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME EMPLOYEES are those who are not in a temporary status and who are regularly scheduled to work the Police Jury's full-time schedule. Generally, they are eligible for the Police Jury's benefit package, subject to the terms, conditions, and limitations of each benefit program. Regular Full-Time employees work a minimum of 30 hours each week consistently.

REGULAR PART-TIME EMPLOYEES are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule, but at least 28 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Police Jury, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME EMPLOYEES are those who are not assigned to a temporary status and who are regularly scheduled to work less than 28 hours per week consistently. They are eligible to receive all legally mandated benefits (such as Social Security and workers' compensation insurance) and are also eligible to receive half vacation and sick leave accruals if they work at least 24 hours per week consistently.

TEMPORARY EMPLOYEES are those whose employment is not intended to be permanent but is limited to a general time period with no expectation of employment beyond the period specified. During the employment with the Police Jury, the temporary employee can either be full-time or part-time. A temporary employee either may or may not have a set schedule, and the hours are set by their direct supervisor. The temporary employee is not eligible for benefits due to the terminal length of their employment. However, they may be eligible for some supplemental benefits.

CONTRACTORS are those who routinely work either a full-time or a part-time schedule according to a contract and who may or may not be eligible for benefits. The Police Jury offers this category in limited classifications and to limited numbers of employees.

260 EMPLOYMENT VERIFICATIONS

Confidential employment data will not be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Responses to such inquiries will be limited to information that can be substantiated by the Police Jury's records, and released only by the Human Resources Department. The Bossier Parish Police Jury's general policy is to provide only neutral references (name, title, dates of employment and verification of pay) in response to requests by prospective employers of former employees.

No medical information will be released without a specific authorization from the employee.

355 GRIEVANCE PROCEDURES

It is the intent of the Bossier Parish Police Jury to be equitable in the supervision and management of all employees. If an employee believes that he or she has been treated unfairly or illegally with regard to personnel actions, working conditions or supervision, he/she may request a conference with his/her immediate supervisor. If the employee is not satisfied after meeting with his/her immediate supervisor, he or she may request a meeting with the next higher level of supervisor, i.e.: the supervisor's supervisor (then to the Library Board for library staff).

If the employee is still not satisfied after these steps, he/she may file a written grievance using the following procedure:

1. If the employee is not satisfied with the outcome of the meetings with his/her supervisors as noted above, he/she may submit a Grievance Form to the Human Resources Department of the Bossier Parish Police Jury within three (3) working days of the last meeting with a supervisor. Please use the form provided following this policy or request one from the Human Resources Department.
2. The Human Resources Department will review the grievance and consult with the Administrator.
3. The Administrator will notify the employee of his/her decision in writing within five (5) working days.

If the grievance is with the Administrator, the employee should submit his/her grievance form to the President of the Police Jury. The President will notify the employee of his/her decision in writing within five (5) working days.

Retaliation against an employee who files a complaint is strictly prohibited and will not be tolerated and is grounds for corrective action up to and including termination.

Internal Investigations

All employees are expected to cooperate completely in any internal investigation conducted by the Police Jury. This shall include investigations conducted of another employee while that employee is on administrative or disciplinary suspension or cooperation with the Administrator/President of the Police Jury or their representatives during grievance procedures. It shall also include investigations into any claims of discriminatory conduct, illegal conduct or other improper conduct of parish employees. Failure of an employee to cooperate with any investigation as defined herein shall result in disciplinary action or termination.

GRIEVANCE FORM

Employee Name _____
 Job Title _____
 Name of Immediate Supervisor _____
 Statement of Complaint (Be Specific) _____
 Date of Incident _____
 Date of Last Meeting With Supervisor _____
 Name of Witness(s) _____

Description of Complaint (Please give as much information as possible):

Employee

Signature _____

Date _____ Time _____ A.M./P.M.

Administrator/Police Jury President Signature _____

Date Received _____ Time Received _____

365 CELLULAR TELEPHONE POLICY

To ensure that the Parish Administrator or his designated appointee has the ability to readily communicate with key employees during times of need, certain employees may be required to carry a cellular telephone (cell phone).

Some employees may be given a parish-owned cell phone to use for official parish business. Occasionally, these employees may need to make or receive personal calls on their parish-owned cell phone. This is permissible as long as personal usage is kept to a minimum and the parish is reimbursed. Department heads will be responsible for tracking and verifying their employees' personal cell phone usage. Employees will be responsible for payment of all costs associated with personal usage above the minimum amount allowed by the Administrator. Payment for personal usage must be received in a timely manner.

Other key employees may receive a monthly allowance to purchase their own personal cell phone plan or for the reimbursement for usage of their current personally-owned cell phone.

Employees receiving a monthly allowance must comply with the following regulations:

- o Employees will be responsible for payment and all fees associated with the purchase, maintenance, and use of their cell phone and must keep them in working order.
- o The local service area of the cell phone shall be no less than 100 miles from the geographical boundaries of Bossier Parish.
- o Employees will promptly report any changes in cell phone number or service to the Administrator.

Employees are allowed to have their personal cell phones at their work area; however, if it is determined that the use of the personal cell phone is a distraction to providing quality of work or is interfering with the amount of work produced, the employee may be required to leave their personal cell phone in their vehicle. If continued abuse of personal cell phone use takes place, discipline may occur.

Employees should keep personal calls, land-line or personal cell phone, during work-time to a minimum, and use personal cell phones for an emergency or during break or lunch periods. If you have your personal cell phone at work, your ringer should be silenced.

370 LUNCH PERIODS

Supervisors will schedule lunch periods to accommodate operating requirements and lunch period lengths/times will vary depending on your department's schedule. The standard lunch period shall consist of one (1) hour.

Employees may not voluntarily work through lunch without prior permission of his/her supervisor.

Breaks are considered time worked. Break times should not exceed two 10-minute breaks between the hours of 8:00 a.m. and 12:00 p.m., and two 10-minute breaks between the hours of 1:00 p.m. and 4:30 p.m.

510 ACCIDENT/INJURY POLICY

In the event that someone is injured within the courthouse, on courthouse property, or any other property of the Bossier Parish Police Jury, it is of utmost importance that immediate action be taken by those designated as first responders. First responders within the courthouse are typically E-911 or the Bossier Parish Sheriff's Security Guards posted at the main entrance to the courthouse. The security guards monitor cameras that record activity within the courthouse and on courthouse grounds. Other properties of Bossier Parish Police Jury may or may not have designated first responders therefore, when someone is injured the first person on the scene should follow the protocol listed below. Should the injured party not require to be transported by ambulance, the injured party should report immediately to Willis Knighton Work Kare-Bossier at 2300 Hospital Dr. # 360, Bossier City, LA 71111. If Willis Knighton Work Kare-Bossier is closed, the injured party should then report immediately to Willis Knighton Bossier Emergency Room at 2400 Hospital Dr., Bossier City, LA 71111.

1. Find out the extent of the injuries and if immediate medical care is needed. If immediate medical care is needed, be sure to get the name and contact information of the injured party.
2. Collect as much information as possible from the injured person to include: name, address, telephone number, who they work for, what business they were attending to in the courthouse or on police jury property. If practical, take a statement from the person as to exactly what happened.
3. If there was a witness to the injury, take a statement from that party as well being sure to include their name, address and contact information.
4. Once complete, please provide a copy of the information to the Bossier Parish Police Jury, Human Resources Office.

Forms to be used in case of injury within the Bossier Parish Courthouse or on BPPJ property are made available by the Bossier Parish Police Jury office. Please call 318 965-2329 for further information or if you need additional forms.

530 USE OF EQUIPMENT AND VEHICLES, AND SEARCH POLICY

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, guidelines, and state laws.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and

possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Employees authorized to operate parish vehicles and on the road equipment should be safe drivers with good driving records. Driving records will be subject to review.

Employees are required to read and follow safe operating speed guidelines listed in the owner's manual of the equipment he/she is operating. Owner's manuals can be obtained from your department head.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Only authorized personnel may drive parish vehicles for purposes authorized by the Police Jury.

Authorized drivers must report any citations either on or off the job to his/her supervisors by the next work day or within 72 hours.

Any employee whose driver's license has been suspended must report the license suspension to his/her supervisor immediately. Any employee with a suspended driver's license shall not drive any parish vehicle.

If an employee becomes ineligible to qualify for a Commercial Driver's License (CDL) required for his/her job, he/she may be demoted to a classification that does not require a CDL driver's license until he/she becomes reinstated.

The Bossier Parish Police Jury reserves the right to conduct searches consistent with federal, state and local law, and to inspect any packages, parcels, purses, handbags, brief cases, desks, lockers, tool boxes, file cabinets, lunch boxes, computer files, electronic mail, vehicles or any other possessions or articles carried to and from the workplace or worksite. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the Bossier Parish Police Jury and are issued for the use of employees only during their employment.

Employees should have no expectation of privacy when using parish owned offices, desks, files, lockers, equipment, etc. The Bossier Parish Police Jury assumes no liability for the damage, loss or theft caused by third parties to the personal property of employees while working or located on a worksite, including parking lots. All personal property left following an employee's departure will be considered abandoned.

540 COMPUTERS AND ELECTRONIC COMMUNICATIONS

The purpose of this policy is to ensure that computers, electronic equipment, Internet and e-mail access, voice mail, and other forms of electronic communications furnished by the parish are used by employees in all offices of the parish to improve the efficiency and effectiveness of our programs and services. Each employee has a duty to maintain and enhance the image of the Police Jury and to use office electronic technology in a productive manner. Therefore, this policy is intended to establish guidelines as to the proper use of office computers and electronic communications and applies to all employees of the parish who operate parish owned computers and/or access provided internet services. All use of the parish desktop computers, notebook PC's, servers and internet communications, including e-mail, must conform to the guidelines presented in this policy.

The Bossier Parish Police Jury reserves the right to monitor parish owned computers, server and application systems, all e-mail transmissions and internet connections to service providers; the parish may, at its discretion and without notice, monitor employee use of organization-provided internet access and services at any time. Information passing through or stored on parish equipment may be monitored and may be archived for storage.

Users should have no expectation of privacy when using parish owned, leased or parish provided internet access and services.

- Parish equipment is to be used for purposes related to our official business and not for commercial, political or personal gain.
- Property of the Bossier Parish Police Jury shall not be removed from the premises without proper authorization from the Administrator.
- Users of parish computers, electronic communications equipment and systems are expected to comply with all parish policies, as well as applicable state and federal laws, including copyright, discrimination, harassment, defamation, libel, and slander laws.
- Employees are expected to exhibit courtesy and professionalism in all electronic communication. Use of the parish computers and electronic communications systems for writing, producing, sharing, retrieving, transmitting, or receiving any communications or images which are related to or include any of the following are strictly prohibited: illegal activities; offensive content of any kind, including pornographic material; content that promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability; threatening or violent behavior; gambling and wagering; racial messages; messages that misrepresent yourself or the Bossier Parish Police Jury.
- Information systems employees shall observe the highest possible degree of confidentiality in the discharge of their duties, however, complete privacy cannot be guaranteed. Therefore, neither the parish nor any of its offices shall be responsible or liable for the disclosure of personal information in the event that an employee chooses to send such information via electronic media.
- Only properly licensed software may be loaded onto the parish's computers. Such software may only be loaded by authorized information systems employees at the request of a supervisor and with the approval of the Administrator.

Violations of this policy will result in disciplinary action leading up to and including termination of employment and civil and/or criminal prosecution under federal and/or state laws.

Social Media

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site such as Facebook, web bulletin board or a chat room, whether or not associated or affiliated with the Bossier Parish Police Jury, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you place online. Before creating online content, carefully read these policies and procedures, particularly the Harassment and Discrimination Policy, and ensure your content is consistent with these policies and procedures. Inappropriate content such as discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct

will not be tolerated and may subject you to disciplinary action up to and including termination. Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager and consistent with this Computer and Electronic Communication Policy. Do not use a Bossier Parish Police Jury email address to register on social networks, blogs or other online tools utilized for personal use.

710 DRUG AND ALCOHOL-FREE WORKPLACE POLICY

It is the desire of the Bossier Parish Police Jury to provide a drug-free, healthful, and safe workplace. The use or possession of alcohol or any controlled and dangerous substance (hereinafter referred to as CDS) during normal working hours by any employee of the Bossier Parish Police Jury is strictly forbidden. It will also be considered a serious violation of policy for a person to report for work while under the influence of alcohol or CDS.

Drug or alcohol tests will be administered to current employees when any injury occurs on the job, or when there is reasonable suspicion that the employee is intoxicated, impaired, or using drugs or alcohol. The Police Jury reserves the right to conduct random, no-notice testing of current employees at any time.

Employees in the Highway, Maintenance and Consolidated Water Works Departments must willingly submit to random drug testing as a condition of their employment. The tests will be administered by professionals in accordance with the law.

Test results and information may be given to law enforcement authorities for investigation or prosecution, may be used as evidence and may be obtained and disclosed in any public or private administrative or disciplinary proceeding or hearing or in court where drug or alcohol use by the employee or applicant is relevant. Violations of this policy may be a basis under the law for disqualification from unemployment benefits or worker's compensation benefits.

Any employee that violates this policy, refuses to take a test, tries to alter or contaminate a specimen or interferes with testing procedures, or tests positive for alcohol or an illegal or unauthorized drug will be subject to disciplinary action, up to and including discharge, and may be disqualified from unemployment and worker's compensation benefits. Compliance with this policy is a condition of employment.

All test results will remain the property of the Bossier Parish Police Jury and all test results will be kept confidential. Any disciplinary action taken as a result of this policy may be appealed by the employee to the Bossier Parish Police Jury. Any deviation from this policy will require prior approval by the Bossier Parish Police Jury.

If any provision or item of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this policy, which can be given effect without the invalid provisions, items or applications and to this end, the provisions of this policy are hereby declared severable.

Prospective employees

Before being hired as an employee of the Bossier Parish Police Jury, prospective employees will be given a mandatory drug screen, at the expense of the police jury. Any person who refuses to submit to such test may not be hired. Any person for whom such test is positive may not be hired.

Post-Accident

Any employee who sustains a treatable injury on the job must take a drug/alcohol test within two (2) hours of the accident. "Positive" results for drugs/alcohol will be determined by the provider.

Reasonable Suspicion

If an employee reports to work and is suspected by his supervisor, with probable cause, of being under the influence of alcohol or CDS, except as stated in the above paragraph, he will be taken immediately by his supervisor to the drug screen provider as authorized by the Police Jury, where an alcohol and drug screen will be administered immediately. Refusal to comply with this test may result in immediate termination.

Positive Drug Test Result

In accordance with federal regulations, an employee with a CDL who tests positive on a drug screen cannot drive a vehicle until he has had a 'substance abuse professional evaluation' and a negative random observed drug screen.

Over-the-counter or prescription medications

If any employee is taking over-the-counter or prescription medications which may alter his job performance in any way, the employee is to report this fact to his supervisor immediately upon arriving for work, and advise his supervisor how long he is to take this medication. It will be at the discretion of the supervisor whether the employee is allowed to work and under what conditions.

Purchasing or transporting alcohol and/or CDS during working hours

Any employee who purchases or transports alcohol in a parish vehicle during working hours, as confirmed by his supervisor, may be terminated. Any employee, who uses a parish vehicle to purchase or transport CDS, as confirmed by his supervisor or a conviction, may be terminated.

Rehabilitation

After the effective date of this policy, any active employee of the Bossier Parish Police Jury who freely and willingly communicates to his supervisor the fact that he currently has an alcohol or substance abuse problem, will be eligible to participate in an alcohol or substance abuse rehabilitation program at their own expense. (Health insurance programs may cover a portion of this expense.) Such employee will be allowed to enter such facility for up to thirty (30) days. The employee will not be paid by the parish for any time necessary for completion of the required treatment after he exhausts his accumulated paid leave time, but may return to work at his original salary and position, if available, upon completion of the required treatment program (proof of completion will be required) and after passing a drug and/or alcohol screen.

720 EQUAL EMPLOYMENT OPPORTUNITY

The Bossier Parish Police Jury is bound to a policy of non-discrimination, non-harassment, and equal employment opportunity because of our strong belief in this principle. This policy includes, but is not limited to, equal opportunity in the areas of recruitment, employment, training, transfer, and promotion. Our practices are without regard to any other category protected by federal, state, and local anti-discrimination laws. The Bossier Parish Police Jury will reasonably accommodate otherwise qualified employees and applicants with disabilities and religious beliefs and/or practices in compliance with federal and state laws, unless doing so would result in an undue hardship. Any employee or applicant who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department and request such an accommodation.

Reporting discrimination, harassment, or retaliation:

If you feel you are a victim of discrimination, harassment, or retaliation of any nature on the job by employees or non-employees, please refer to the Grievance Procedure, Policy No. 355. The Bossier Parish Police Jury is committed to investigating and correcting any form of discrimination taking place. We are committed to addressing these issues within our organization, and we believe we can effectively address such matters internally when employees advise us of a problem in this area.

Retaliation is strictly prohibited. No employee will be subject to discipline or retaliation for reporting, in good faith, violations of this policy; pursuing any such claim, or for cooperating in the investigation of such reports. Employees who submit fraudulent reports may be subject to discipline up to and including termination of employment.

730 HARASSMENT AND DISCRIMINATION POLICY

It is the policy of the Bossier Parish Police Jury to maintain a work and public service environment that is free of harassment or discrimination of any nature, including sexual harassment or harassment or discrimination that is based on gender, race, color, religion, national origin, age, genetics, or disability.

This policy is intended to prohibit all offensive conduct, whether verbal, visual or physical, that is directed at an employee because of a protected characteristic. Following are examples of the types of conduct that violates this policy, but is not limited to:

- o Slurs, jokes, or degrading comments based on a protected characteristic
- o Unwanted attention of a sexual nature
- o Unwelcome sexual advances or flirtation
- o Physical assaults
- o Unwelcome hugging, touching, or kissing
- o Suggestive or lewd remarks
- o Requests for sexual favors/propositions
- o Display of sexually suggestive or otherwise offensive pictures, graffiti, posters, calendars or objects
- o Intentional physical contact or touching, such as patting, pinching, or brushing against another's body
- o Using sexually degrading words to describe an individual
- o Unwelcome requests to date another employee

Conduct that violates this policy includes any unwelcome sexual advances, request for sexual favor, or other verbal or physical conduct of sexual nature where:

- o Agreeing to such conduct is directly or indirectly a condition of employment
- o Agreeing to or refusing such conduct is used as the basis for an employment decision; and/or
- o Such conduct interferes with work performance or creates an intimidating, hostile or offensive work environment

This policy prohibits any overt or subtle pressure for sexual favors; including, implying (or threatening) an applicant's or employee's cooperation of a sexual nature (or lack thereof) will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment or future job opportunities.

This policy prohibits harassment and discrimination by or of all employees, managers, co-workers, customers, vendors, guests, or suppliers. No employee is to harass, discriminate, or retaliate against any third-party. Any offensive conduct, directed at a third-party because of their race, sex, national origin, religion, disability, pregnancy, age, military status, or any other protected characteristic is also prohibited.

Any employee who believes that someone has violated this policy must bring the matter to the attention of their immediate supervisor. If the complaint is about your supervisor or other member of management, you should bring the matter to the attention of the Administrator or Human Resources Manager. The Bossier Parish Police Jury will promptly investigate all facts and circumstances and take appropriate corrective measures, if necessary.

If prohibited or unwelcome conduct is that of any non-employee, the employee should notify their supervisor at once. The supervisor shall attempt to contact the Administrator or Human Resources Manager. If neither is available, the supervisor should use discretion and their best judgment in acting on the situation. The non-employee may be observed, discreetly made aware of the unwelcome nature of their conduct, or if necessary, asked to leave and contact the Administrator or Human Resources Manager for reinstatement of privileges.

The Bossier Parish Police Jury recognizes the highly sensitive nature of reporting harassment or discrimination and will make every effort to keep such matters as confidential as possible, limiting involvement to only those who have a need to know. Until an investigation is conducted, conduct that is unwanted must be ceased at once (by an employee or non-employee) as a matter of policy.

Violation of this policy will result in discipline up to and including discharge at any time with or without prior corrective action notice or warning as may be deemed appropriated based on an investigation. Any retaliation against an employee who has filed a complaint is strictly prohibited and is grounds for corrective action up to and including discharge.

Motion was made by Ms. Bennett, seconded by Mr. Plummer, to amend the agenda to consider adoption of amendments to the Bossier Parish Police Jury Policy and Procedures Manual and adoption of a Data Security Policy, Purchasing Policy, Maintenance Department Policy Manual and Records Retention Management Program, as recommended by the Policy and Procedures Committee.

The President called for public comment. There being none, **motion carried, with the following vote recorded:**

AYES: Mr. Avery, Ms. Bennett, Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Plummer, Mr. Rimmer, Mr. Salzer, Mr. Shewmake, Mr. Skaggs
NAYS: None
ABSTAIN: None
ABSENT: Mr. Cook

Motion was made by Ms. Bennett, seconded by Mr. Rimmer, to adopt amendments to the Bossier Parish Police Jury Policy and Procedures Manual and adoption of a Data Security Policy, Purchasing Policy,

Maintenance Department Policy Manual and Records Retention Management Program, as recommended by the Policy and Procedures Committee.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Shewmake, seconded by Mr. Skaggs, to approve the joint reappointment with the City of Bossier City of Mr. Mark Montgomery to the Bossier City-Parish MPC Zoning Board for a six-year term, term to expire April 1, 2024.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Motion was made by Mr. Skaggs, seconded by Ms. Bennett, to approve the joint reappointment with the City of Bossier City of Mr. James Williams and Mr. Andy Holley to the Board of Directors for Bossier Parish Communications District No. 1 for four-year terms each, terms to expire March 1, 2022.

The President called for public comment. Ms. Bennett stated that Mr. Williams has served on the Board of Directors for Bossier Parish Communications District No. 1 since 1991, and requested that a letter of appreciation be sent to him for his years of service and his willingness to continue serving.

Votes were cast and the motion carried unanimously.

Motion was made by Mr. Plummer, seconded by Mr. Skaggs, to accept the resignation of Mr. James E. Vanderberry, from the Board of Directors for Bossier Parish Communications District No. 1 effective February 19, 2018.

The President called for public comment. After discussion, it was recommended that the vacancy on the Bossier Parish Communications District No. 1 Board of Directors due to Mr. Vanderberry's resignation be announced publicly and resumes be received for consideration to fill the vacancy. Ms. Hauser stated that an item will be placed on the March 7, 2018, regular meeting agenda to consider an appointment.

Ms. Bennett requested that a letter of appreciation be sent to Mr. Vanderberry for his service on the Board of Directors for Bossier Parish Communications District No. 1.

Votes were cast and the motion carried unanimously.

Motion was made by Mr. Rimmer, seconded by Ms. Bennett, to ratify adoption of a resolution honoring Corporal Olan Wise on his 100th birthday.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

WHEREAS, Corporal Olan Wise is celebrating his 100th birthday; and

WHEREAS, Corporal Wise served in the U.S. Army Air Corp as a cook. While stationed in Guam, Corporal Wise observed two service men in the ocean off a reef in distress. Corporal Wise quickly sprung into action trying to save both of the service men, and was able to save one of the men from drowning; and

WHEREAS, Corporal Wise also came to the aid of a service man after a terrible motorcycle wreck on his way home from work. Corporal Wise heroically assisted the service man by helping rescue him from being pinned beneath his burning motorcycle and pulling him to safety. Corporal Wise sustained burn injuries to his left arm when the motorcycle exploded while assisting with the rescue.

WHEREAS, in May of 2017, Corporal Wise was invited to take the Brookshire's "Hero's Flight" to Washington, D.C., for a three-day all-expense-paid trip, where he was able to visit some of the most impressionable sights he has ever seen. Corporal Wise now holds the record as the most senior Veteran to make a trip to Washington, D.C.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury on this 16th day of February, 2018, that it does hereby congratulate Corporal Olan Wise on the celebration of his 100th birthday, and does extend its sincere appreciation to Corporal Wise for his service to the United States of America, and his acts of heroism throughout his life.

RACHEL D. HAUSER
PARISH SECRETARY

GLENN BENTON, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Altimus stated that from time to time the state is approached by site selection companies scouting for development-ready certified sites. He stated that there are sites between Webster and Bossier Parishes that could be suitable for particular enterprises and recommended that a joint letter of support with Webster Parish be forwarded to Secretary Don Pierson, Louisiana Economic Development, stating that the parishes are interested in assisting the state if an area is determined to be beneficial for development.

Mr. Altimus stated that if approved, he will submit a proposed letter of support to Webster Parish for their consideration and approval.

Motion was made by Mr. Shewmake, seconded by Mr. Brotherton, to authorize a joint letter of support with the Webster Parish Police Jury extending the parishes' willingness to assist the State of Louisiana with creating development-ready certified sites suitable for particular enterprises, and to authorize the Parish Administrator to execute same.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 21st day of February, 2018, that William R. Altimus, Parish Administrator, be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, a joint letter of support with Webster Parish Police Jury extending the parishes' willingness to assist the State of Louisiana with creating development-ready certified sites suitable for particular enterprises.

The resolution was offered by Mr. Shewmake, seconded by Mr. Brotherton. Upon unanimous vote, it was duly adopted on this 21st day of February, 2018.

RACHEL D. HAUSER
PARISH SECRETARY

GLENN BENTON, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Mr. Skaggs, seconded by Mr. Brotherton, to adopt a resolution authorizing the establishment of one or more deposit accounts at First Guaranty Bank on behalf of the Bossier Parish Police Jury for the deposit of public funds; providing for the Parish President to designate authorized persons to act on such accounts; and providing for other matters in connection therewith.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

BOSSIER PARISH POLICE JURY
FOR THE PARISH OF BOSSIER,
STATE OF LOUISIANA

The following resolution was offered by Mr. Skaggs, seconded by Mr. Brotherton:

RESOLUTION

A resolution authorizing the establishment of one or more deposit accounts at First Guaranty Bank on behalf of the Parish of Bossier for the deposit of public funds; providing for the Parish President to designate authorized person(s) to act on such accounts; and providing for other matters in connection therewith.

WHEREAS, the Parish of Bossier, acting through its governing authority, the Bossier Parish Police Jury, pursuant to law, desires to provide for the deposit and disbursement of public funds held by the Parish of Bossier in order to carry out its public functions; and

WHEREAS, the Bossier Parish Police Jury desires to establish one or more deposit accounts with First Guaranty Bank for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Bossier Parish Police Jury, acting as the governing authority of the Parish of Bossier that:

SECTION 1. Authorization. One or more deposit accounts shall be established by the Bossier Parish Police Jury with First Guaranty Bank for the deposit and disbursement of public funds to enable the Bossier Parish Police Jury to carry out its public functions.

SECTION 2. Terms. The Parish President by and (s)he is hereby authorized, empowered and directed to represent the Bossier Parish Police Jury in connection with said deposit accounts, which shall be on such terms and conditions as said Parish President, in his/her sole discretion, deems fit and proper.

SECTION 3. Authorized Officers. The Parish President is authorized to manage and operate said account(s), including but not limited to designate authorized signers on the account(s) to make deposits, sign and endorse checks and negotiable instruments on behalf of the Bossier Parish Police Jury and withdraw or transfer funds from said account(s) as (s)he deems advisable; and to execute all documents in connection therewith and as (s)he may deem necessary to effect the transactions contemplated by this Resolution.

SECTION 4. Effective Date. This Resolution shall become effective immediately. All prior acts undertaken on behalf of the Bossier Parish Police Jury with respect to deposit account(s) with First Guaranty Bank are ratified and confirmed.

Nothing in this Resolution is intended to alter or supplement authority of the Bossier Parish Police Jury to act in accordance with the Louisiana Constitution or the laws of the State of Louisiana. To the extent this Resolution conflicts with the Louisiana Constitution or the laws of the State of Louisiana, those provisions of the constitution and/or laws of the State shall apply.

THE FOREGOING RESOLUTION having been submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Avery, Ms. Bennett, Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Plummer, Mr. Rimmer, Mr. Salzer, Mr. Shewmake, Mr. Skaggs

NAYS: None

ABSTAIN: None

ABSENT: Mr. Cook

RACHEL D. HAUSER
PARISH SECRETARY

GLENN BENTON, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Mr. Brotherton, seconded by Mr. Salzer, to accept the proposal of Denmon Engineering Company, Inc., in the amount of \$7,500.00 for engineering services to evaluate existing wastewater facilities at Old River Place Sewer System for the Consolidated Waterworks/Sewerage District No. 1 of the Parish of Bossier, and to authorize the execution of documents.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 21st day of February, 2018, that William R. Altimus, Parish Administrator, or Glenn Benton, President, be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, any and all documents or contracts in connection with the proposal of Denmon Engineering Company, Inc., in the amount of \$7,500.00 for engineering services to evaluate existing wastewater facilities at Old River Place Sewer System for the Consolidated Waterworks/Sewerage District No. 1 of the Parish of Bossier.

The resolution was offered by Mr. Brotherton, seconded by Mr. Salzer. Upon unanimous vote, it was duly adopted on this 21st day of February, 2018.

RACHEL D. HAUSER
PARISH SECRETARY

GLENN BENTON, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Mr. Rimmer, seconded by Mr. Brotherton, to approve an Agreement Between Owner and Engineer from Cothren, Graff, Smoak Engineering, Inc., in the amount of \$22,000.00 for professional services for the Consolidated Waterworks/Sewerage District No. 1 of the Parish of Bossier, FY 2014-2015 Community Water Enrichment Fund, CWF No. 1415-CWF-BSR-0001, and FY 2015-2016 Community Water Enrichment Fund, CWF No. 1516-CWF-BSR-0001, and to authorize the execution of documents.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 21st day of February, 2018, that William R. Altimus, Parish Administrator, or Glenn Benton, President, be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, an Agreement Between Owner and Engineer from Cothren, Graff, Smoak Engineering, Inc., in the amount of \$22,000.00 for professional services for the Consolidated Waterworks/Sewerage District No. 1 of the Parish of Bossier, FY 2014-2015 Community Water Enrichment Fund, CWF No. 1415-CWF-BSR-0001, and FY 2015-2016 Community Water Enrichment Fund, CWF No. 1516-CWF-BSR-0001.

The resolution was offered by Mr. Rimmer, seconded by Mr. Brotherton. Upon unanimous vote, it was duly adopted on this 21st day of February, 2018.

RACHEL D. HAUSER
PARISH SECRETARY

GLENN BENTON, PRESIDENT
BOSSIER PARISH POLICE JURY

Motion was made by Ms. Bennett, seconded by Mr. Skaggs, to approve a Supplemental Agreement from Forte & Tablada in the amount of \$138,830.00 to provide additional engineering and surveying services required for the replacement of the Linton Road Bridge over Black Bayou Reservoir, and to authorize the execution of documents.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session on this 21st day of February, 2018, that William R. Altimus, Parish Administrator, or Glenn Benton, President, be and is hereby authorized to execute on behalf of the Bossier Parish Police Jury, a Supplemental Agreement from Forte & Tablada in the amount of \$138,830.00 to provide additional engineering and surveying services required for the replacement of the Linton Road Bridge over Black Bayou Reservoir.

The resolution was offered by Ms. Bennett, seconded by Mr. Skaggs. Upon unanimous vote, it was duly adopted on this 21st day of February, 2018.

RACHEL D. HAUSER
PARISH SECRETARY

GLENN BENTON, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Altimus reported that he, along with other parish officials, will be attending a Joint Budget Committee meeting in Baton Rouge, LA, tomorrow concerning the new entrance gate off I-20/I-220 into Barksdale Air Force Base, I-10 construction in Baton Rouge, LA, and the new entrance off I-10 to the new airport in New Orleans, LA.

Mr. Altimus extended appreciation to Ms. Bennett and Mr. Billy Montgomery for attending the 100th birthday celebration of Corporal Olan Wise and for presenting the resolution adopted by the police jury to Mr. Wise.

Mr. Ford reported that Ms. Cherylynn Ewest at 214 Country Lane, Haughton, LA, has installed a new driveway.

Mr. Ford reported that boundary markers have been replaced on Ms. Cheryl Lee Andersen's property at 1400 Wafer Road. He also reported that Ms. Andersen is installing a new culvert for her driveway.

Mr. Ford reported on a Technical Flood Committee meeting recently held. He stated that the Corps of Engineers was present to discuss the 2015 flood event from the Red River. He further stated that a Light Detection and Ranging measurement (LIDAR), which is a remote sensing method that uses light in the form of a pulsed laser to measure ranges, is planned of the Red River.

Mr. Ford requested that the agenda be amended to schedule a public hearing on March 21, 2018, to consider approval of the plat of the proposed development of Dogwood South Subdivision, Unit No. 19, located in Section 9, Township 18 North, Range 12 West, Bossier Parish, LA.

Motion was made by Mr. Rimmer, seconded by Mr. Darby, to amend the agenda to consider scheduling a public hearing on March 21, 2018, to consider approval of the plat of the proposed development of Dogwood South Subdivision, Unit No. 19, located in Section 9, Township 18 North, Range 12 West, Bossier Parish, LA.

The President called for public comment. There being none, **motion carried, with the following vote recorded:**

AYES: Mr. Avery, Ms. Bennett, Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Plummer, Mr. Rimmer, Mr. Salzer, Mr. Shewmake, Mr. Skaggs
NAYS: None
ABSTAIN: None
ABSENT: Mr. Cook

Motion was made by Mr. Rimmer, seconded by Mr. Darby, to schedule a public hearing on March 21, 2018, to consider approval of the plat of the proposed development of Dogwood South Subdivision, Unit No. 19, located in Section 9, Township 18 North, Range 12 West, Bossier Parish, LA.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Ford expressed appreciation to the Sheriff's Department for their assistance with providing sandbags at the Fuller property located on Gary Rex Circle. He stated that due to the recent and continued rainfall, it is possible that the Fuller's home will flood again.

Mr. Salzer requested an update on the relocation of a gas line for the Acceleration Lane on US 71, Planning and Construction (Bossier), FP&C Project No. 50-J08-14-02. Mr. Ford stated that Centerpoint Energy will be providing a date to relocate the gas line in the near future.

Mr. Ford provided an update on State Project No. H.003854/H.011726, F.A.P. No. H.003854/H.011726, Bossier North/South Corridor, I-220/Swan Lake Road Interchange to Crouch Road, Bossier Parish, LA.

Mr. Mark Coutee, Public Works Director, presented an update on activities of the highway department and on several road projects in the parish. He stated that the Vanceville Road Bridge is now open.

Mr. Warren Saucier, Parks and Recreation Director, presented an update on activities at parks throughout Bossier Parish. He stated that pipes burst in restrooms at Tall Timbers Park and South Bossier Park during the recent winter weather freeze event.

Mr. Saucier stated that preparation of ball fields at Lawson Bo Brandon Sports Complex has been delayed due to the weather.

Mr. Saucier reported that soccer has begun at the South Bossier Park. He stated that preparation of the baseball and softball fields at South Bossier Park is complete for the baseball and softball season.

Mr. Saucier reported that a site for the new bathroom facility at Parish Camp has been selected.

Mr. Jackson advised that the hearing in the matter of effluent violations against Mia Rollins and Boaz Tax Sale Properties, LLC, at 624 Red Chute Lane, Haughton, LA, is set for Thursday, February 22, 2018, at 9:30 a.m. in the 26th Judicial District Court.

Finance Committee Meeting – February 21, 2018, 1:30 p.m.

The Finance Committee of the Bossier Parish Police Jury met on this 21st day of February, 2018, at 1:30 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana, with Mr. Cook being absent.

Motion was made by Mr. Rimmer, seconded by Mr. Plummer, to approve payment of accounts payable invoices for the month of January, 2018.

The Chairman called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Joe Buffington, Parish Treasurer, stated that prior to Governor John Bel Edwards being elected Governor for the State of Louisiana, the State granted property tax exemptions on ad valorem taxes without the local taxing jurisdictions having any authority in the decision making process for these tax exemptions.

Mr. Buffington stated that Governor Edwards issued Executive Order JBE 2016-26 which instituted a program that established a set of procedures which provides that the local taxing jurisdictions will determine if a tax exemption will be allowed, and if so, the amount of the tax exemption.

Mr. Buffington presented three requests from Calumet Lubricants Co., LP, for Industrial Tax Exemptions in Bossier Parish. He stated that the new procedures provide that a parishwide committee be formed which consists of finance department heads from all local taxing jurisdictions of the parish to review all applications for Industrial Tax Exemptions for that parish.

Mr. Buffington recommended that a Finance Committee meeting be scheduled to discuss the applications of Calumet Lubricants Co., LP, for Industrial Tax Exemptions and make a determination at that time if the parish will allow the requested tax exemption, and if so, the amount of the tax exemption allowed. After further discussion, it was recommended that a Finance Committee meeting be scheduled at 1:00 p.m. on March 7, 2018, to discuss the Industrial Tax Exemption requests from Calumet Lubricants Co., LP.

Mr. Rimmer asked if all local taxing jurisdictions for Bossier Parish will make a determination as a whole for tax exemptions or if each taxing jurisdiction will make decisions on tax exemptions for their respective taxing jurisdiction. Mr. Buffington stated that each local taxing jurisdiction will make their own decisions on tax exemption requests. He stated that the new procedures for Industrial Tax Exemption requests does provide that if one taxing jurisdiction does not act on a request, an average of the tax exemptions approved by the other taxing jurisdictions will be used to determine the amount of the final tax exemption allowed.

The Finance Committee meeting was adjourned by the Chairman.

There being no further business to come before the Bossier Parish Police Jury in regular and legal session on this 21st day of February, 2018, the meeting was adjourned by the President at 2:44 p.m.

RACHEL D. HAUSER
PARISH SECRETARY

GLENN BENTON, PRESIDENT
BOSSIER PARISH POLICE JURY