



St. James Parish Council

P. O. Box 176
Vacherie, Louisiana 70090
(225) 562-2400
FAX (225) 562-2401
TDD: (225) 562-8500
council@stjamesparishla.gov

Alvin St. Pierre, Jr.
Chairman

Vondra Etienne-Steib
Vice-Chairwoman

Linda Hubbell
Secretary

October 13, 2020

Honorable Members
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, October 14, 2020, at 6:30 p.m., in the Council Chambers of the Parish Courthouse in Convent.

Please make every effort to attend.

Sincerely,


Linda Hubbell
Secretary

cc: Parish President Pete Dufresne & Staff
Assistant District Attorney Cody Martin
The News Examiner/Enterprise
The Morning Advocate
L'Observateur

Note: St. James Parish will provide, upon request, reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact 1-800-846-5277 (TDD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.

Alvin St. Pierre, Jr.	Jason Amato	Ryan Louque	Mason Bland	Clyde Cooper	Vondra Steib	Donald Nash
District 1	District 2	District 3	District 4	District 5	District 6	District 7

AGENDA
ST. JAMES PARISH COUNCIL
5800 Hwy 44, Convent, Louisiana
WEDNESDAY, OCTOBER 14, 2020

Based on the current State of Emergency and prior Proclamations made by the Governor of Louisiana regarding COVID-19 and the Proclamation of Health Emergency issued by the Parish President, St. James Parish Government and the St. James Parish Council has decided that in order to continue the necessary operations of government, but to also take into account the orders of the Governor, the guidance issued by the Louisiana Attorney General, and the recommendations of the CDC, **the St. James Parish Council will meet at its regularly scheduled time in the Council Chambers in Convent, Louisiana on October 14, 2020.** Said Council meeting is being held in Convent due to the larger size of its chamber and its greater capacity for members of the public to be present. The current Orders of the Governor limits the capacity allowed in certain public buildings at this time. Members of the public will be allowed to attend and participate in the meeting. If capacity in the chambers is reached, members of the public are asked to dial into the teleconference at (504) 326-1577 and enter Conference ID: 332 152 02#. You will be allowed to comment either in person or via teleconference during the Public Comment item of the agenda on any matter requiring a vote of the Council.

6:30 P.M.- REGULAR MEETING

I. CALL TO ORDER & ROLL CALL

II. PRAYER & PLEDGE

III. MINUTES

1. Approval of the September 30, 2020 regular minutes

IV. FINANCE DEPARTMENT MONTHLY REPORT

1. Approval of the August 2020 Statement of Revenues and Expenditures.

V. PRESIDENT'S REPORT

VI. PUBLIC COMMENT on any agenda item requiring a Council vote in accordance with La. R.S. 42:14.

VII. PRESENTATION

- 1 Aaron Chaisson Jr. Candidate for Judge Division B (St. Pierre)
- 2 Myron Lambert, General Manager, PC Electric, PC Electric history and franchise information (Dufresne)

VIII. CORRESPONDENCE RECEIVED - None

IX. APPOINTMENTS TO BOARDS AND COMMISSIONS

1. Resolution reappointing Jody Ordeneaux, Jr. to the Gramercy Recreation Board of Commissioners (St. Pierre)

X. OLD BUSINESS

1. Director's Update
 - District 5 Alternate Access Route (Cooper)
 - North Vacherie Railroad Culvert Upgrade Project Status Update (Etienne-Steib)
 - Acquisition of Land for Multipurpose Building Update (Etienne-Steib)
 - Discussion on St. James Parish Environmental Study Proposal (Amato)

XI. NEW BUSINESS

1. Resolution to approve disbursement of payroll for the October 16, 2020 payroll (St. Pierre)
2. Resolution to approve disbursement of funds to pay pending current invoices and payables (St. Pierre)
3. Resolution setting the hours for "Trick-or-Treat" on Halloween Night from 6:00 p.m. to 8:00 p.m. (Dufresne)
4. Resolution authorizing the Parish President to enter into a contract with the Department of Transportation and Development for the Federal Off-System Bridge Rehabilitation Program (Dufresne)
5. Resolution authorizing the Office of the Parish President to advertise and accept bids for materials for the Canatella Street drainage project (Dufresne)
6. Resolution authorizing the Parish President's office to sell property at a public auction (Dufresne)

7. Resolution authorizing St. James Parish to enter into an Intergovernmental Agreement with the St. James Parish School Board and authorizing the St. James Parish President to execute said agreement (Dufresne)
8. Resolution authorizing Parish President Peter Dufresne to sign a Cooperative Endeavor Agreement with South Central Planning and Development Commission for FY 18 Department of Homeland Security/GOHSEP grant (Dufresne)

XII. DIRECTOR'S REPORT

XIII. COUNCIL MEMBER'S REPORT

XIV. MOTION TO ADJOURN

To view backup documentation please visit www.stjamesla.com/agendacenter

St. James Parish will provide, upon request, reasonable accommodations to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodations is requested to contact 1-800-846-5277 (TTD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION REAPPOINTING JODY ORDENEUX JR. TO THE
GRAMERCY RECREATION BOARD OF COMMISSIONERS**

WHEREAS, R. S. 33:4566 states in part that a Recreation District shall be governed by a Board of Commissioners and that the members of the board shall be appointed by the parish governing authority; and,

WHEREAS, the term of Jody Ordeneaux, Jr., a member of the Gramercy Recreation Board, has expired; and,

WHEREAS, Mr. Ordeneaux has, since his original appointment, rendered services and performed duties faithfully and well; and,

WHEREAS, it is the wishes of the Council that the tenure of Mr. Ordeneaux be continued:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Jody Ordeneaux, Jr., 347 N. Ezidore Ave, Gramercy, Louisiana 70052, is hereby reappointed as a member of the Gramercy Recreation Board of Commissioners for a term of five (5) years, effective October 1, 2020 to October 1, 2025.

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 14th day of October 2020.

Signed at Vacherie, Louisiana, this 15th day of October 2020.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION TO APPROVE DISBURSEMENT OF PAYROLL FOR THE
OCTOBER 16, 2020 PAYROLL**

WHEREAS, the employee payroll is October 16, 2020 and said payroll is reflected in the payroll disbursement report presented to the Parish Council with this Resolution.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve disbursement of the October 16, 2020 payroll and further authorizes the Parish President and Director of Finance to execute all necessary documents, including but not limited to wire transfer forms with financial services institutions, to perfect the disbursement of payroll.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

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Signed at Vacherie, Louisiana, this 15th day of October 2020.

Linda Hubbell
Secretary

(S E A L)

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION TO APPROVE DISBURSEMENT OF FUNDS TO PAY
PENDING CURRENT INVOICES AND PAYABLES**

WHEREAS, invoices payable to vendors, employees and other reimbursements due and all other current payables to be processed this week; and.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve the disbursement of funds per the distribution report presented to the Parish Council reflecting the pending current invoices and other payables as of Thursday, October 15, 2020.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

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C E R T I F I C A T E

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Signed at Vacherie, Louisiana, this 15th day of October 2020.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION SETTING THE HOURS FOR "TRICK-OR-TREAT" ON
HALLOWEEN NIGHT FROM 6:00 P.M. TO 8:00 P.M.**

WHEREAS, the children of St. James Parish enjoy annually the fun and festivity associated with the observance of the Halloween trick-or-treat custom, which is going from door-to-door in their immediate neighborhoods, displaying their costumes, and requesting treats; and,

WHEREAS, the St. James Parish Council is greatly concerned about the safety and well-being of the children participating in the festivity:

NOW THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that both children and their parents are respectfully requested to cooperate in limiting the time of trick-or-treat activities in the parish to the period between 6:00 p.m. to 8:00 p.m.; and,

BE IT, FURTHER, RESOLVED that young children are requested to be accompanied by parents or other responsible adults and that householders indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only at homes so lighted; and,

BE IT, FURTHER, RESOLVED that the St. James Parish Council encourages the cooperation of the sheriff's office and all citizens, young and old, in making the Halloween custom of trick-or-treat a happy and safe occasion for all children.

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 14th day of October 2020.

Signed at Vacherie, Louisiana, this 15th day of October 2020.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ENTER INTO
A CONTRACT WITH THE DEPARTMENT OF TRANSPORTATION AND
DEVELOPMENT FOR THE FEDERAL OFF-SYSTEM BRIDGE
REHABILITATION PROGRAM**

WHEREAS, the Code of Federal Regulations as enacted by the United States Congress mandates that all structures as bridges located on all public roads shall be inspected, rated for safe load capacity, and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each State; and,

WHEREAS, the responsibility to inspect, rate, and load post those bridges under the authority of St. James Parish in accordance with those standards is delegated by the Louisiana Department of Transportation and Development to St. James Parish; and,

WHEREAS, under provisions of Title 23, United States Code, Section 144, as amended, funds have been approved out of the Highway Trust Fund to finance replacement or rehabilitation of bridges located off the State and Federal road system;

THEREFORE, BE IT RESOLVED, by the governing authority of St. James Parish (herein referred to as the Parish), that the Parish does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as the DOTD) that for the period 1 October 2020 through 30 September 2021:

1. The Parish will perform all interim inspections on all Parish owned or maintained bridges in accordance with the National Bridge Inspection Standards.
2. All bridges owned or maintained by the Parish will be structurally analyzed and rated by the Parish as to the safe load capacity in accordance with AASHTO Manual for Maintenance Inspection of Bridges. The load posting information that has been determined by the LA DOTD for all bridges where the maximum legal load under Louisiana State law exceeds the load permitted under the operating rating as determined above will be updated by the Parish to reflect all structural changes, any obsolete structural ratings, or any missing structural ratings.
3. All Parish owned or maintained bridges which require load posting or closing shall be load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1.1.1.8. All DOTD supplied load posting information concerning a bridge shall be critically reviewed by the Parish Engineer prior to load posing.

AND BE IT, FURTHER RESOLVED that Peter A Dufresne, Parish President, is hereby duly authorized and empowered, on behalf of the St. James Parish Council, to execute a contract between St. James Parish and the Department of Transportation and Development for the Federal Off-System Bridge Rehabilitation and Replacement Program.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:
NAYS:
ABSTAIN:
ABSENT:

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

22 September 2020

LA DOTD OFF SYSTEM BRIDGE GUIDELINES AND COMPLIANCE REVIEW PROCESS

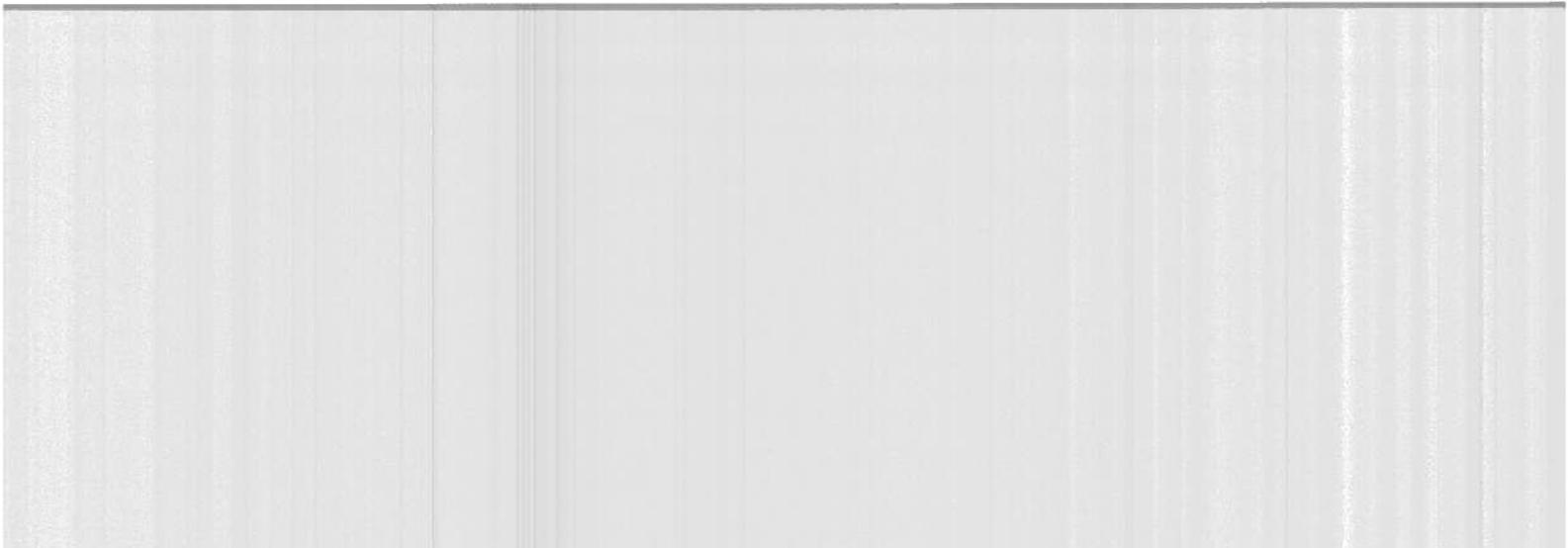


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I. Bridge Data and Files

LADOTD is required under 23 CFR 650.313 (d) to inventory and maintain a file on each public bridge in the State of Louisiana, including off-system bridges. The LADOTD Headquarters Bridge Inspection office in Baton Rouge is responsible for maintaining these files. It is the responsibility of each off system/local bridge owner to provide LADOTD with all pertinent documentation related to the bridges in their jurisdiction. Metric #15: Inspection Procedures – Bridge Files, and Section 2 of the AASHTO Manual for Bridge Evaluation “Bridge Files and Documentation” give details on what constitutes a bridge file. Metric #15 summarizes a list of applicable bridge file components that are assessed yearly for the state by FHWA:

- Inspection Reports
- Channel Cross Sections, Soundings, Stream Profiles
- **Interim Inspection Procedures and Requirements**
- Load Rating Documentation
- Critical Findings and Actions Taken
- Scour Assessment
- Scour Plan of Action (POA) for scour critical bridges and unknown foundations
- Inventory and Evaluation Data and Collection Forms
- Significant Correspondence
- Maintenance Records

Table 1 lists the responsibility of LADOTD and local owners as it pertains to maintenance of the applicable bridge file components for off-system bridges.

Table 1 – Bridge File Maintenance Responsibilities

Please see Table 3-1: Bridge File Maintenance Responsibilities for Off- System Bridges in LADOTD Bridge Inspection Manual “Chapter 3: Bridge Records; Section 3.2 Bridge File Content, Pages 12 - 14”.

a) Corrections to Bridge Inventory Data

Bridge inventory data may be updated at any time by contacting the District bridge inspection staff. After receiving this request, the district will prepare a master structure file update form (MSF form), and submit this form to the LADOTD Headquarters Bridge Inspection office.

Local bridge owners will receive a copy of the data currently entered in the inventory for their bridges each January and July. It is required that each local bridge owner review and correct this data, and submit the corrections to the District bridge inspection staff by the below deadlines.

- January data will be sent by January 31, and corrections are due by April 30.
- July data will be sent by July 31, and corrections are due by October 31.

b) Adding or Deleting a Bridge from the Bridge Inventory

After a new bridge has been constructed, it must be added to the LADOTD bridge inventory within 180 days. In order for LADOTD to add the bridge to the inventory, procedures in LADOTD Bridge Inspection Manual “Chapter 3: Bridge Record; Section 3.3 Updating Bridge Data, Pages 14 - 17” must be followed. Under no circumstances will a bridge be added to the inventory without a valid load rating, scour analysis, or plans. For existing bridges recently acquired by the owner, the owner must provide a load rating and a scour analysis performed by a Louisiana licensed professional engineer. Prior to bridge being open to traffic.

If a local bridge owner opens a bridge to traffic without notifying LADOTD and providing the required documentation anytime in the review year, the parish where the bridge in question is located will be placed in non-compliance.

When a bridge is taken out of service, the District Bridge Inspection staff should be notified and procedures in Bridge Inspection Manual “Chapter 3: Bridge Record; Section 3.3 Updating Bridge Data, Pages 18 - 19” followed. The policy for removing bridges that are out of service from the LADOTD inventory is given in LADOTD Bridge Inspection Manual “Chapter 5: Bridge Inspection Procedures; Section 5.18 Bridge Closure Procedures, Pages 65 - 67”

II. Bridge Inspections

LADOTD will perform the 24-month routine inspection on each Off System Bridge in Louisiana. These inspections will be performed by LADOTD Certified Bridge Inspectors. The

inspections must conform to the requirements of the National Bridge Inspection Standards and the *AASHTO Manual for Bridge Evaluation and Interim Revisions*. Local bridge owners are invited and encouraged to accompany the DOTD Bridge Inspectors during these routine inspections. LADOTD bridge inspectors shall notify the local bridge owners 30 days prior to conducting the routine inspections in their jurisdictions. Local bridge owners will be provided with copies of these reports upon completion.

The *AASHTO Manual for Bridge Evaluation* requires Interim (reduced interval, typically 6 or 12 months) Inspections of bridges with known deficiencies. It is the responsibility of the local bridge owner to perform and document the findings of these inspections on structures with known deficiencies or structures that are not capable of carrying the full legal load allowed by Louisiana Law. The frequency of Interim Inspections will be in accordance with LADOTD established criteria published in the LADOTD Bridge Inspection Manual “Chapter 5: Bridge Inspection Procedures; Section 5.4 Inspection Types and Frequencies, Pages 44 - 45”.

The Interim Inspection shall include a re-inspection of all components with a rating of “4” or less. Documentation of the dates and findings of the Interim Inspections will be maintained by the bridge owner in a file for each bridge under their jurisdiction. The minimum documentation will be a completed LADOTD Bridge Inspection Report form. (DOTD Form #03-41-3097) The actual date the inspection was performed shall be recorded on the report and shall not be back dated or otherwise modified. The Interim Inspections shall be completed in the Assetwise Inspection program and submitted to the LADOTD Bridge Inspection office for review.

a) Critical Findings

If a critical deficiency is found during any type of inspection (LADOTD or owner’s inspector), the LADOTD District Inspection staff must be notified according to the procedure in LADOTD Bridge Inspection Manual “Chapter 5: Bridge Inspection Procedures; Section 5.17 Critical Findings, Pages 64 - 66”.

Failure to respond to LADOTD notification of critical findings and provide an acceptable response will result in non-compliance status for the parish in question.

III. Bridge Load Rating

It is the responsibility of each local bridge owner to determine the load carrying capacity of all bridges under its jurisdiction in accordance with the *AASHTO Manual for Bridge Evaluation*, Chapter 6 – Load Rating, LADOTD Bridge Inspection Manual “Chapter 7: Reporting Procedures; Section 7.10 and 7.11 Load Rating and Timber Bridge Rating, Pages 94 - 96”, and EDSM I.1.1.15

Bridges built under the Off-System Bridge Replacement Program will have a load rating performed by LADOTD. Timber bridges will also be load rated by LADOTD. The timber rating form is completed by the LADOTD Inspectors during the 24-month routine inspections. Local bridge owners are responsible for reviewing these ratings and ensuring that the bridges are properly weight restricted if necessary as per EDSM I.1.1.8.

If it is determined during a subsequent routine or interim inspection that the bridge condition has changed, invalidating the original load rating, the bridge owner is responsible for having the bridge load rated to reflect the current condition. LADOTD Bridge Inspectors must ensure that the load ratings and load postings shown in the bridge inventory data for each off system bridge agrees with their observed/reported condition of the bridge.

Repairs may require that a bridge be re-rated. If performing in kind or better repairs on non-timber bridges, a professional engineer may apply a previous rating on file for the bridge in certain situations. Details of the repairs and a letter stating that the prior rating is now applicable must be submitted to the District bridge inspection staff.

IV. Posted Bridges

For Louisiana to be in compliance with federal regulations regarding bridge postings, bridges must be properly posted, and all posting and closing deficiencies should be promptly resolved.

It is the responsibility of each local bridge owner to install and maintain load limit signs at each bridge under their jurisdiction that is not capable of carrying the full legal load allowed by Louisiana Law. Load limit regulations should be established by an official act of the local governmental body to be legally enforceable. Local bridge owners are expected to have a system in place to maintain and replace signs if necessary.

For compliance purposes, a properly posted or restricted bridge is defined as follows:

- The required load posting as determined by a load rating is reflected at the bridge structure by the installation of load posting signs.
 - If the owner desires, a lower load limit may be selected. LADOTD must be notified and the bridge inventory data updated.
- Load posting signs must conform with the Manual for Uniform Traffic Control Devices MUTCD.

For more information, refer to LADOTD Bridge Inspection Manual “Chapter 5: Bridge Inspection Procedures; Section 5.15 Bridge Posting, Pages 58 - 62”. For compliance, all bridges requiring posting shall be field reviewed.

V. Closing Bridges

It is the responsibility of each local bridge owner to close any bridge under their jurisdiction which has been recommended for closure by LADOTD, or rated for a load carrying capacity of less than three (3) tons. These bridges must be physically closed with positive barriers sufficient to restrict all traffic until removed, repaired or replaced. The procedures for closing an off system bridge are given in LADOTD Bridge Inspection Manual “Chapter 5: Bridge Inspection Procedures; Section 5.18 Bridge Closure Procedures, Pages 66 - 67”.

If a situation is discovered during an LADOTD routine inspection that requires the immediate closure of a bridge because of imminent danger to the public, the bridge owner must be notified. It may be necessary for the bridge inspectors to physically block traffic. The owner should immediately evaluate the situation and take whatever steps necessary to safeguard the traveling public, i.e. physically barricade the bridge, repair the bridge, etc.

For compliance, all bridges requiring closure will be field reviewed. Any bridges that are not properly closed per LADOTD Bridge Inspection Manual “Chapter 5: Bridge Inspection Procedures; Section 5.18 Bridge Closure Procedures, Pages 66 - 67” will result in a non-compliance status for the parish, no exceptions.

VI. Annual Compliance Review with Off System Bridge Owners

Each fall, DOTD District Bridge Engineers and Bridge Inspectors will visit each off system bridge owner to inspect their bridge files. This typically occurs in the months of September and October and will be scheduled by the District bridge inspection staff. Visits to the bridge files are conducted to determine compliance with interim inspection and load posting requirements. All bridge inspection reports will be reviewed. In addition, District bridge inspection staff will field check bridges which require load posting and closure to determine compliance with these requirements.

Each local bridge owner will submit to LADOTD by November 15 of each year a resolution by the local governing body that they have and will continue to comply with all NBIS/FHWA/DOTD requirements regarding performance of interim inspections, calculating the load carrying capacity, and load posting/closure of deficient bridges under their jurisdiction.

In addition, the local bridge owner must submit contact information for all individuals or consulting firms that perform inspection and maintenance of their bridges, as well as the individuals responsible for maintaining the bridge files and the location of the bridge files. Contact information must include name, physical and mailing address, phone number, and email.

If ownership or maintenance responsibility of a bridge changes, the District Bridge Inspection staff should be notified immediately.

a) Important Compliance Due Dates

Table 2 – Important Compliance Dates

April 30	Submittal of January Bridge Data Corrections
October 31	Submittal of July Bridge Data Corrections
November 15	Annual Resolution
	Plan of Corrective Action to Load Rate Bridges without Load Ratings
	Contact Information for Bridge Files, Inspection and Maintenance
December 31	Final Compliance Determination and Notification to Owners
February 1	Deadline to Submit Plan of Corrective Action for Conditional Compliance

b) Compliance Levels

There are four levels of compliance assessment: Compliance, Substantial Compliance, Conditional Compliance, and Non-Compliance.

- Compliance – All conditions met.
- Substantial Compliance – Most conditions met. Improvement should be made within the next compliance review year or risk being dropped to Conditional Compliance.

- Conditional Compliance – Improvement must be made within the next review year or non-compliance will be enforced. A plan of corrective action must be submitted to address the issues resulting in Conditional Compliance.
- Non-Compliance – Critical conditions not addressed or public safety has been impacted by failure to comply. Owner has not improved from Conditional Compliance from the previous review cycle.

Table 3 summarizes the compliance conditions measured and the different levels that can be achieved. These levels and conditions are subject to change each year based on federal updates and the statewide compliance assessment. The LADOTD Headquarters Bridge Inspection office can be contacted for assistance with composing plans of corrective action and will review all plans of corrective action. This office is responsible for final determinations of compliance for local bridge owners. The final compliance determination and notification to local bridge owners will be completed by December 31 of each year. If required, a plan of corrective action should be submitted by February 1 in the following year.

Table 3 – Compliance Conditions and Levels

Condition	Level
1. Closed Bridges	
All bridges properly closed	Compliance
Any bridge open that should be closed with the owner's jurisdiction	Non-Compliance
2. Posted Bridges	
All bridges requiring posting are properly posted	Compliance
Not all bridges requiring posting properly posted	Conditional Compliance
3. Interim Inspections	
All inspections performed on time	Compliance
All inspections performed, but only some on time	Substantial Compliance
Inspections not performed	Non-Compliance
4. Load Ratings	
All bridges load rated	Compliance
Plan of corrective action submitted to rate remaining bridges missing ratings	Substantial Compliance
No plan of corrective action submitted for missing ratings	Non-Compliance
5. Bridge Data Corrections	
Corrections performed by deadlines	Compliance
Corrections submitted late	Substantial Compliance
No corrections submitted for one period	Conditional Compliance
No corrections submitted for either period	Non-Compliance
6. Annual Resolution and Contact Information	
Submitted	Compliance
Not submitted	Conditional Compliance
7. New Bridge Documentation	
Submitted on time	Compliance
Submitted after the 180 day window but with all documents	Conditional Compliance
Bridge opened to traffic without notification and/or proper documents	Non-Compliance
8. Failure to Respond to Critical Findings per MD #5	
Acceptable Response	Compliance
No Response upon any critical finding	Non-Compliance
9. Falsification of Inspection Reports or Bridge Data	
Non-falsified records	Compliance
Falsified records	Non-Compliance
10. Prior Conditional Compliance Status	
Full or Substantial Comp Prev Year	Compliance
Conditional Compliance Previous Year	Non-Compliance
11. Failure to Submit Plan of Corrective Action	
Plan Submitted	Compliance
Plan Not Submitted	Non-Compliance

VII. Loss of Bridge Replacement Funding

If the local bridge owner is found in non-compliance, the Off-System Bridge Program Manager and the FHWA will be officially notified with the recommendation that the federal funding for the parish be revoked for a period of one year. Evaluation for re-entry into the Off System Bridge Replacement Program will be completed at the subsequent annual compliance review.

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION AUTHORIZING THE OFFICE OF THE PARISH
PRESIDENT TO ADVERTISE AND ACCEPT BIDS FOR MATERIALS FOR
THE CANATELLA STREET DRAINAGE PROJECT**

WHEREAS, the St. James Parish Council has proposed several major drainage improvements throughout the Parish to reduce flooding and protect property and public infrastructure; and,

WHEREAS, the budget adopted by the Parish Council included funds for the purchase of material for drainage projects throughout the Parish:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, upon the recommendation of the Parish President's Office is hereby authorized and empowered to prepare specifications and to advertise and receive, according to law, competitive bids for materials for the Canatella Street drainage project.

And the resolution was declared adopted on this, 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 14th day of October 2020.

Signed at Vacherie, Louisiana, this 15th day of October 2020.

(S E A L)

Linda Hubbell
Secretary

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT'S OFFICE
TO SELL PROPERTY AT A PUBLIC AUCTION**

WHEREAS, the St. James Parish Government presently has surplus property and equipment that are no longer needed by the Parish; and,

WHEREAS, the St. James Parish Government will sell moveable surplus property on the internet auction site as per RS 33:4711.1:

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Parish President's Office is hereby authorized and empowered to sell surplus property and equipment, and to advertise and sell such items at a public auction.

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 14th day of October 2020.

Signed at Vacherie, Louisiana, this 15th day of October 2020.

(S E A L)

Linda Hubbell
Secretary

<u>Parish #</u>	<u>ITEM</u>	<u>BRAND</u>	<u>MODEL</u>	<u>SERIAL NUMBER</u>	<u>YEAR</u>	<u>HOURS/Miles</u>	<u>CONDITION</u>	<u>DEPT.</u>
	Boom Mower							R&B
08-3	Truck	Ford	F150	1FTRF12W58K060278				R&B
	Industrial Bore	Briggs & Stratton	206cc (5 HP)					CH
02-03	Lawnmower	John Deere	ZTR W/60			2,350		P&R
	Bionic Blade							CH
	Pallets of Computers		Misc. computer equipment					IT
	Plotter							IT
	Plotter							IT
	SCBAs (breathing air) w/ rack							Fire
	2 lateral files							YouthBuild
	11 file cabinets							YouthBuild
	Gator (05-9)	John Deere		MOHP4DX033438	2005			EP
	Kitchen Equipment		2-fryers, 2-burners					Jail
11--1	12- Passenger Bus	FORD		1FDFE4FS6ADA67915	2011			TRANSIT
11--5	16-Passenger Bus	FORD		3FRNF6FA6BV422634	2011			TRANSIT
13--14	Bus	Ford		1FDFE4FS4DD812743	2013			TRANSIT
3--14	Bus	GMC	Mobile Technology Lab	1GDJG31U731237324	2004			TRANSIT
01--4	Truck	Ford		1FTNX20F21ED06901	2001			Transit

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

A RESOLUTION AUTHORIZING ST. JAMES PARISH TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ST. JAMES PARISH SCHOOL BOARD AND AUTHORIZING THE ST JAMES PARISH PRESIDENT TO EXECUTE SAID AGREEMENT.

WHEREAS, the St. James Parish School Board has available facilities located at sites on both the West Bank and the East Bank of St. James Parish that may be used for recreation purposes. More specifically, the St. James Parish School Board has agreed to allow St. James Parish to use multiple gymnasiums at various school board sites on the West Bank and the East Bank of St. James Parish for the hosting of the St. James Parish Bidy Basketball Program and All Star team(s) and all activities associated therewith; and,

WHEREAS the public purpose is described as: recreational, social, and cultural opportunities for St. James Parish and its residents; and should there exist the transfer of public funds, services or property, of any kind, any such transfer is not a gratuitous donation but for the public purpose stated herein; and,

WHEREAS St. James Parish desires to enter into an **Intergovernmental Agreement** attached hereto and made a part hereof pursuant to the terms and conditions and for the stated public purpose as set forth therein; and,

NOW THEREFORE BE IT RESOLVED, by the St. James Parish Council, that the St. James Parish President, Peter A. Dufresne, is hereby authorized to sign and/or execute the Intergovernmental Agreement pursuant to the terms and conditions and for the stated public purpose as set

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 14th day of October 2020.

Signed at Vacherie, Louisiana, this 15th day of October 2020.

(S E A L)

Linda Hubbell
Secretary

INTERGOVERNMENTAL AGREEMENT

UNITED STATES OF AMERICA
STATE OF LOUISIANA
PARISH OF ST. JAMES

BE IT KNOWN, that on this ___th day of _____, 2020.

BEFORE, the undersigned competent witnesses;

PERSONALLY CAME AND APPEARED:

THE ST. JAMES PARISH SCHOOL BOARD, a political subdivision, domiciled in the Parish of St. James, State of Louisiana, whose permanent mailing address is P.O. Box 338, Lutchet, Louisiana 70071, represented herein by its Superintendent, Dr. P. Edward Cancienne, duly authorized by the St. James Parish School Board at its October 14, 2020 meeting, declaring under oath that said authorization has not been rescinded or revoked in any way and is still in full force and effect;

hereinafter referred to as "SCHOOL BOARD," and

ST. JAMES PARISH, a political subdivision, domiciled in the Parish of St. James, State of Louisiana, whose permanent mailing address is P.O. Box 106, Convent, Louisiana 70723, represented herein by its Parish President, Peter Dufresne, duly authorized by Resolution No. ____, of the St. James Parish Council, adopted on the ___th day of _____, 2020, declaring under oath that said authorization has not been rescinded or revoked in any way and is still in full force and effect;

hereinafter referred to as "PARISH," who declared:

1. That the St. James Parish School Board ("SCHOOL BOARD") has available facilities located at sites on both the West Bank and the East Bank of St. James Parish. More specifically, the SCHOOL BOARD has agreed to allow St. James Parish to use the multiple gymnasiums at various SCHOOL BOARD sites on the West Bank and the East Bank of St. James Parish. The PARISH shall be allowed to use said facilities for the St. James Parish Bidy Basketball Program and All Star team(s) and all activities associated therewith. Whereas the public purpose is described as: recreational, social, and cultural opportunity for St. James Parish and its residents.
2. The term of this Agreement for the St. James Parish Bidy Basketball Program shall be for the period of: November 1, 2020 through January 31, 2020. The SCHOOL BOARD and the PARISH reserve the right to terminate this Intergovernmental Agreement at any time - with a minimum of thirty (30) days written notice to the PARISH. Further, the SCHOOL BOARD reserves the right to terminate this Intergovernmental Agreement at any time should the PARISH fail to comply with Federal, State, and/or Louisiana State Board of Elementary and Secondary Education (BESE) COVID-19 safety guidelines and procedures, including but not limited to, such guidelines and procedures regarding wearing masks and capacity limits.
3. PARISH shall provide/pay for all routine maintenance/clean-up at the Facility(ies), only as it relates to the particular usage(s) stated herein. PARISH shall maintain a Comprehensive General Liability policy which shall provide insurance coverage for activities related to the particular usage(s) stated herein. In exchange for the allowed use of SCHOOL BOARD facilities, the PARISH agrees to allow the SCHOOL BOARD to use the Parish's recreation facilities at no charge.
4. PARISH agrees to provide a letter from a law enforcement/security agency indicating that the PARISH has made provisions for traffic, crowd control, etc. for the St. James Parish Bidy Basketball Program. Police officials and the PARISH are responsible for supervising the immediate school campus area during times of use, as stated.

There shall be no alcohol or tobacco sold, consumed or offered at any event that is held at, or in, St. James Parish School Board facility(ies) nor should any foods be prepared outside of the facilities.

5. If any provision of this Agreement is held unenforceable or inoperative by a court of competent jurisdiction, either in whole or in part, the remaining provisions shall be given full force and effect to the extent not inconsistent with the original terms of this Agreement.
6. Authorization for this Agreement has been provided by the St. James Parish School Board at its October 14, 2020, meeting via agenda item _____, and St. James Parish Council Resolution No. - ___ dated _____, 2020, with a certified copy attached hereto and made apart hereof.
7. This Agreement sets forth the entire agreement between the parties and supersedes any and all prior negotiations, understandings and agreements between them concerning the subject matter hereof. No amendment or modification of this Agreement shall be made except by a writing signed by both parties. This agreement is strictly between the parties and shall not be assigned without the express consent of both parties.

THUS DONE AND SIGNED by "SCHOOL BOARD" & "PARISH" on the day, month and year first above written in the presence of the undersigned competent witnesses.

WITNESSES:

Name: _____

Name: _____

ST. JAMES PARISH SCHOOL BOARD:

By: _____
Dr. P. Edward Cancienne, Superintendent

ST. JAMES PARISH:

By: _____
Peter Dufresne, Parish President

The following resolution was offered and moved for adoption by Councilman _____ and seconded by Councilman _____:

**RESOLUTION 20-
ST. JAMES PARISH COUNCIL**

A RESOLUTION AUTHORIZING PARISH PRESIDENT PETER DUFRESNE TO SIGN A COOPERATIVE ENDEAVOR AGREEMENT WITH SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION FOR FY 18 DEPARTMENT OF HOMELAND SECURITY/GOHSEP GRANT

WHEREAS, Department of Homeland Security/GOHSEP Grant Number EMW-2018-SS-00016-SO1, has appropriated funds totaling TWENTY-ONE THOUSAND AND FIFTY-THREE DOLLAR & 48/100 (\$21,053.48) DOLLARS for Homeland Security Equipment; and,

WHEREAS, St. James Parish has purchased equipment for all first responder disciplines with these funds; and,

WHEREAS, St. James Parish used these funds for a microwave back haul for the public safety radio system; and,

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Parish President Peter Dufresne is hereby authorized to sign a Cooperative Endeavor Agreement with the South Central Planning and Development Commission for Department of Homeland Security/GOHSEP Grant Number EMW-2018-SS-00016-SO1.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And the resolution was declared adopted on this, the 14th day of October 2020.

Council Chairman

Secretary

Delivered to Parish President: _____

Approved: _____

Disapproved: _____

Parish President

Returned to Secretary on _____

At _____ AM/PM

Received by _____

* * * * *

C E R T I F I C A T E

I, Linda Hubbell, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 14th day of October 2020.

Signed at Vacherie, Louisiana, this 15th day of October 2020.

(S E A L)

Linda Hubbell
Secretary

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR, made and entered into this _____ day of _____, 20____ by and between SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION, A Political Subdivision of the State of Louisiana, hereinafter referred to as the "SCPDC", and St. James Parish, officially domiciled at 5800 Hwy 44, Convent, LA 70723 hereinafter referred to as the "St. James Parish."

WITNESSETH:

WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions ... may engage in cooperative endeavors with each other ...; "and

WHEREAS, the SCPDC desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided;

WHEREAS, the public purpose is described as:

To perform and provide for public services and protection for the citizens, population and businesses of St. James Parish, Louisiana, so as to be better prepared in emergency situations in order to reduce the loss of life and property through an all-hazards emergency management program of prevention, mitigation, preparedness, response and recovery", that would not otherwise be available to the citizens, population and businesses of St. James Parish.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

In accordance with the Department of Homeland Security/GOHSEP Grant Number EMW-2018-SS-00016-S01, SCPDC does hereby deliver possession and ownership to Parish of those items identified in Attachment 1 hereto, in consideration of St. James Parish immediately putting in to full use said items in such a manner that the citizens, population and businesses of St. James Parish and the Commission's District will be protected in times of emergency, it being recognized by the parties that without which the lives and property of the citizens, population and businesses of St. James Parish and District may be in peril and subject to irreparable harm and damage.

It has been determined by SCPDC and St. James Parish that the accomplishment of the goals of this Cooperative Endeavor Agreement shall help save the lives and property of the citizens, population and businesses of those within the geographic boundaries of both South Central Planning and Development Commission and St. James Parish. SCPDC hereby acknowledges that there is a reasonable expectation that the attainment of the public purpose of this Cooperative Endeavor Agreement will result in the overall economic development of the Commission's District, which will exceed the value of the obligations of the SCPDC contained herein, thereby serving a public purpose.

It has been further determined by SCPDC and St. James Parish, that St. James Parish will be able to carry out emergency services in an enhanced manner that will better protect the lives and property of the citizens, population and businesses of those within the geographic boundaries of both South Central Planning and Development Commission and St. James Parish.

St. James Parish agrees to fully implement and manage a plan of function and use the above referenced items such that the items will be used to their maximum utility.

WITNESSES SIGNATURES:

[Handwritten Signature]
[Handwritten Signature]

South Central Planning and Development Commission:

By: *[Handwritten Signature]*

Title: Chief Executive Officer

WITNESSES SIGNATURES:

ST.JAMES PARISH:

By: _____

Title: _____

