

**OFFICIAL PROCEEDINGS OF THE
COUNCIL OF THE PARISH OF ST. JAMES, STATE OF LOUISIANA
TAKEN AT A REGULAR MEETING HELD ON MARCH 18, 2020**

The Council of the Parish of St. James, State of Louisiana, met in regular session in the Council Chambers of the Parish Courthouse in Vacherie, Louisiana, on Wednesday, March 18, 2020, at 6:30 p.m.

On roll call, the following were recorded present: Council Members Jason Amato, Ryan Louque, Mason Bland, Clyde Cooper, Vondra Etienne-Steib, Donald Nash, and Chairman Alvin St. Pierre.

Those also in attendance were; Linda Hubbell, Secretary; Peter Dufresne, Parish President; Felix Boughton, Finance Director; Richard Webre, Operations Director; Ingrid Leblanc, Human Resources Director; Eric Deroche, Emergency Preparedness Director; and Cody Martin, Legal Advisor.

Councilman Amato offered the invocation and Councilwoman Etienne-Steib led the Pledge of Allegiance.

The Honorable Alvin St. Pierre, Chairman, duly convened the Council of the Parish of St. James, State of Louisiana, and stated that the Council was ready for the transaction of business.

MINUTES

On a motion offered by Councilman Louque and seconded by Councilman Amato, the minutes of the March 4, 2020 regular meeting were approved as distributed, and the reading of these minutes dispensed with.

PRESIDENT'S REPORT

President Dufresne presented this report to the council:

- We have been in constant communication with State and Federal authorities to receive the latest information of the coronavirus.
- I want to give special thanks to all of my Directors and Administration for their guidance and hard work during this time.
- We have been in meetings as a unified command group every day at 2PM. During our discussion today, Patrick St. Pierre, with the Town of Lutcher, proposed facilitating a drill of sharing water between our plants, to ensure our basic needs are met.
- Out of an abundance of caution, I signed an Executive Order yesterday declaring that all of our employees work remotely, from their homes, and have gone to an on-call basis. We have skeleton crews in different offices to keep up with the day-to-day necessities.
- Our routine public works services have been suspended and are on call-out services only for emergencies scenarios during this time.
- Due to the rapidly spreading virus, I found it in the best interest of our residents to post a live Facebook yesterday with Ms. Mary Ellen Pratt and the Sheriff to go over the medical precautions and public safety enforcements made throughout the Parish. The intent behind the live stream video was for the residents to be able to see and get more of a warmer feeling from the Administration and Officials, other than just an announcement. It was also for the public to be made aware of the medical circumstances behind why we are doing what we are doing, and to inform the public of how dangerous the coronavirus is and can be to our community.
- We are currently assisting the ARC with receiving their meals every day. We will continue to assist them until this pandemic is over.
- The senior centers are closed, but we are still providing meals to them.
- Met with BKI last week concerning the airline project, trying to get up to speed with the surge protection project.
- Met with the Corps of Engineers and they are continually working toward an alternative alignment for our St. James section of the West Shore Alignment.

Councilman Amato said they did a great job with the livestream video, adding it was very informative and had the right amount of information. He encouraged them to think about making another one next week.

Chairman St. Pierre also said it was great. He said he has been on conference calls with the Parish and said this is changing daily. He thanked President Dufresne and Director for all they are doing.

PUBLIC COMMENT - No public comments were received on agenda items that required a vote.

PRESENTATIONS – None

CORRESPONDENCE RECEIVED - None

APPOINTMENTS TO BOARDS AND COMMISSIONS

RESOLUTION 20-62, A RESOLUTION AUTHORIZING THE ST. JAMES PARISH COUNCIL AND THE ST. JAMES PARISH PRESIDENT TO APPOINT MR. STANLEY BAZILE TO THE COMMISSION OF THE PORT OF SOUTH LOUISIANA, was offered and moved for adoption by Councilman Bland and was seconded by Councilwoman Etienne-Steib. After a unanimous roll call vote, the resolution was adopted.

Councilman Amato offered and moved for adoption **RESOLUTION 20-63, A RESOLUTION AFFIRMING THE APPOINTMENT OF CARL VICKNAIR TO THE ST. JAMES PARISH COASTAL ZONE ADVISORY BOARD**. Councilman Bland offered a second, and the resolution was unanimously adopted.

Councilman Amato offered and moved for adoption **RESOLUTION 20-64, A RESOLUTION REAPPOINTING SUSAN BAILEY AS A DISTRICT 2 REPRESENTATIVE TO THE KEEP ST. JAMES PARISH BEAUTIFUL BOARD.** Councilwoman Etienne-Steib offered a second, and the resolution was unanimously adopted.

Councilman Cooper offered and moved for adoption **RESOLUTION 20-65, A RESOLUTION APPOINTING HARRY JOSEPH TO THE ECONOMIC DEVELOPMENT BOARD.** Councilman Nash offered a second, and the resolution was unanimously adopted.

OLD BUSINESS – None

NEW BUSINESS

RESOLUTION 20-66, A RESOLUTION TO APPROVE DISBURSEMENT OF PAYROLL FOR THE MARCH 20, 2020 PAYROLL, was offered and moved for adoption by Councilman Bland and seconded by Councilman Louque. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-67, A RESOLUTION TO APPROVE DISBURSEMENT OF FUNDS TO PAY PENDING CURRENT INVOICES AND PAYABLES, was offered and moved for adoption by Councilman Nash and seconded by Councilman Louque. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-68, A RESOLUTION AUTHORIZING PARISH PRESIDENT PETER A. DUFRESNE AND DIRECTOR OF FINANCE FELIX K. BOUGHTON TO SELL, ASSIGN, TRANSFER, CONVEY AND/OR DELIVER INVESTMENT SECURITIES REGISTERED IN THE NAME OF ST. JAMES PARISH, was offered and moved for adoption by Councilman Nash and seconded by Councilwoman Etienne-Steib. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-69, A RESOLUTION AUTHORIZING THE ST. JAMES PARISH PRESIDENT TO SIGN A CONTRACT AMENDMENT WITH EVERBRIDGE, INCORPORATED FOR EMERGENCY AND NON-EMERGENCY NOTIFICATION SERVICES, was offered and moved for adoption by Councilman Louque and was seconded by Councilman Bland. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-70, A RESOLUTION AUTHORIZING THE ST. JAMES PARISH PRESIDENT TO SIGN A CONTRACT WITH TOTAL ENERGY SOLUTIONS FOR PREVENTATIVE MAINTENANCE ON PARISHWIDE GENERATORS, was offered and moved for adoption by Councilman Amato and was seconded by Councilman Louque. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-71, A RESOLUTION APPROVING THE SYSTEM SURVEY AND COMPLIANCE QUESTIONNAIRE FOR THE FINANCIAL AND COMPLIANCE AUDIT OF ST. JAMES PARISH GOVERNMENT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019, was offered and moved for adoption by Councilman Nash. Councilman Louque offered a second, and the resolution was unanimously adopted.

Legal Advisor Martin indicated that the President's declaration to work remotely took effect today so therefore this would be retroactive effective this morning, March 18, 2020, **RESOLUTION 20-72. A RESOLUTION APPROVING AND ADOPTING THE REVISIONS TO THE PERSONNEL POLICY GOVERNING ST. JAMES PARISH EMPLOYEES,** was offered and moved for adoption by Councilman Amato and seconded by Councilman Louque. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-73, A RESOLUTION APPROVING THE SIGNING OF REVISED AND/OR NEW TITLE IIIB, III-C1, IIIC-2, III-D, IIIE, NSIP, PCOA, MPPA AND OTHER CONTRACTS BETWEEN THE GOVERNOR'S OFFICE OF ELDERLY AFFAIRS, THE PARISH PRESIDENT AND/OR THE DIRECTOR OF HUMAN RESOURCES, CAA FOR PROGRAM YEAR 2020-2021, was offered and moved for adoption by Councilman Louque and was seconded by Councilman Nash. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-74, A RESOLUTION APPROVING THE APPOINTMENT OF A DIRECTOR AND AN ALTERNATE DIRECTOR TO REPRESENT ST. JAMES PARISH, STATE OF LOUISIANA, ON THE BOARD OF DIRECTORS OF THE LOUISIANA MUNICIPAL NATURAL GAS PURCHASING AND DISTRIBUTION AUTHORITY, AS PROVIDED BY CHAPTER 10-B OF TITLE 33 OF THE LOUISIANA REVISED STATUTES OF 1950, was offered and moved for adoption by Councilman Nash and seconded by Councilman Louque. After a unanimous roll call vote, the resolution was adopted.

RESOLUTION 20-75, A RESOLUTION ACCEPTING THE BIDS RECEIVED FOR PICKUP TRUCKS THAT WERE ADVERTISED, was offered and moved for adoption by Councilman Bland. Councilman Amato offered a second, and the resolution was unanimously adopted.

RESOLUTION 20-76, A RESOLUTION PROVIDING FOR THE ACCEPTANCE OF WORK PERFORMED BY LA CONTRACTING ENTERPRISE, LLC, IN ACCORDANCE WITH THE CERTIFICATE OF SUBSTANTIAL COMPLETION, FOR CONSTRUCTION OF THE VACHERIE WATER TREATMENT PLANT CHLORINE BUILDING, was offered and moved for adoption by Councilman Cooper. Councilman Bland offered a second, and the resolution was unanimously adopted.

At this time Council Bland offered a motion to amend the agenda to consider an Executive Session with Councilman Nash offering a second. After no public comments were received, and after a unanimous roll call vote, the motion carried.

An EXECUTIVE SESSION convened at 7:02 p.m., with a motion offered by Councilman Amato and seconded by Councilman Louque. After a unanimous roll call vote, the motion carried. Members of the Council, President Dufresne, Cody Martin, and Eric Deroche withdrew to an adjoining chamber to discuss the Emergency Declaration and received a COVID-19 update. All returned at 7:22 p.m., and the regular session reconvened. Chairman St. Pierre informed everyone that no decisions were made.

COUNCIL MEMBER'S REPORT

COUNCILMAN NASH – Councilman Nash asked what process we are using to ensure that the employees who are delivering meals are safe. Mrs. Leblanc indicated that they are following the guidelines from the CDC, hand sanitizer and appropriate equipment have been provided. She said they are not going into any homes and will not have direct contact with anyone. She said right now they are following the State regulations from the Governor's Office of Elderly Affairs and said in the event it becomes necessary to remove our staff from the front line of delivering meals then they will use the National Guard.

COUNCILWOMAN ETIENNE-STEIB – Councilwoman Etienne-Steib expressed condolence to the Lionel Dillon family, Beulah Thomas, and Rev. Leon Franklin's family. She said this is trying times for all of us and we need to stay vigilant and prayerful.

COUNCILMAN COOPER – Councilman Cooper also expressed condolence to the Pastor Leon Franklin family. He asked for everyone to be prayerful and safe, and to look out for one another.

COUNCILMAN BLAND – Councilman Bland expressed condolence to Marie Hymel Simon's family. He said he hopes everyone stays safe.

COUNCILMAN LOUQUE – Councilman Louque had no comment.

COUNCILMAN AMATO – Councilman Amato asked everyone to keep praying

CHAIRMAN ST. PIERRE – Chairman St. Pierre thanked the Parish President and Directors for being proactive with the epidemic. He also thanked the Sheriff and the School Board. He said the power of prayer could help tremendously.

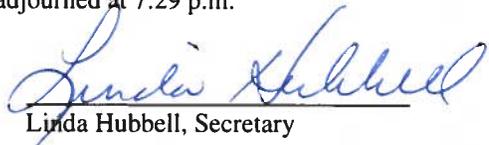
DIRECTOR'S REPORT

ERIC DEROCHE – said if anyone has any questions to please reach out to him.

At this time, Cody Martin said that there will probably be guidance forthcoming on holding public meetings and he will notify everyone before the next meeting.

ADJOURNMENT

After determining there was no additional business to come before the council, on a motion offered by Councilman Amato and seconded by Councilman Bland and carried, the meeting adjourned at 7:29 p.m.


Linda Hubbell, Secretary