

MINUTES

SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, February 1st, 2018

A regular meeting of the Board of Commissioners for South Central Planning & Development Commission was called to order at approximately 10:30 a.m. on Thursday, February 1st, 2018 at the Belle Terre Country Club in LaPlace, LA.

Chairwoman A. Williams called the meeting to order. K. Belanger led the Board in the Pledge of Allegiance. Chairwoman Williams requested a moment of silence be taken in remembrance of Mr. Gerald "Buzz" Breaux, former Lafourche Parish President; Mr. Mike Strauser, former Executive Director of SCPDC, and Mr. Arnold Labat, former St. John the Baptist Parish President.

Members present or represented by proxy were: J. Naquin representing M. Triche, W. Reed, M. Blame representing Mayor R. Animashaun, A. LeFort representing J. Cantrelle, M. Atzenhoffer, W. Bendetto, P. Murray, IV, T. Roussel, S. Nosacka, N. Robottom, Dr. H. Hardy, C. Monica, D. Hanagriff, R. Harris, F. Grizzaffi, R. Grogen, and A. Williams.

Staff members present were: K. Belanger, J. Foret, P. Gordon, M. Wich, and E. Bergeron.

Members absent were: J. Jones, T. Eschete, J. Bouziga, E. Reinhardt, L. Cochran, J. Fisher-Perrier, P. St. Pierre, L. Ratcliff, G. Dove, S. Carlos, L. Charles, B. Hebert, M. Marmande, Jr., and J. Rogers.

While waiting for the arrival of S. Nosacka to fulfill the number required for a quorum it was unanimously decided to deviate from the Agenda and allow for Mr. D. Toepfer of Bourgeois-Bennet to review Agenda item #5, the FY17 Audit. Mr. Toepfer relayed that this year due to a change within the State law additional requirements were placed upon SCPDC. The last twenty (20) pages of the audit are new and consist of Statewide Agreed-Upon Procedures. These Agreed-Upon Procedures are statewide requirements of any governmental body subjected to an audit. He stated that SCPDC has very good checks and balances in place. Upon completion of the audit, the auditors recommended the Commission amend its budget to ensure the actual provision for doubtful loans does not exceed budgeted amounts by five or more percent.

S. Nosacka and R. Grogen entered meeting, thus fulfilling the quorum and reverting the meeting to its regular order of business.

K. Belanger introduced the guests which were in attendance: D. Toepfer and M. Palmer of Bourgeois-Bennet, S. Smart and S. Neal of LED, G. Babin and K. Braud of Professional Engineering Consultants, J. Schexnayder and J. Bray of Terrebonne Parish Consolidated Government and M. Boulet of APC.

The first item on the agenda was the Review and Acceptance of minutes of October 19th, 2017 regular meeting. ***It was motioned by W. Bendetto, seconded by J. Naquin to accept minutes of October 19th, 2017 Regular Meeting. There being no objections motion carried.***

Next on the agenda was the Management Committee Meeting Notes of January 12th, 2018. K. Belanger explained that a quorum was not met for an official Management Committee Meeting to be held; however, he, T. Roussel, and J. Boudreaux still met to review meeting agenda items. The notes from said meeting were included in the meeting packets for transparency purposes.

The third item was the Election of 2018 SCPDC Board of Commissioners Officers. A. Williams opened the floor for nominations.

It was motioned by J. Naquin, seconded by S. Nosacka to nominate T. Roussel as Chairman of SCPDC Board of Commissioner's. There being no other nominations, N. Robottom motioned to close nominations for Chairman, J. Naquin seconded. There being no objections motion carried. T. Roussel was elected Chairman of SCPDC Board of Commissioner's.

It was motioned by J. Naquin, seconded by A. Williams to nominate N. Robottom as Vice-Chairwoman of SCPDC Board of Commissioner's. There being no other nominations, W. Bendetto motioned to close nominations for Vice-Chairman, R. Grogen seconded. There being no objections motion carried. N. Robottom was elected Vice-Chairwoman of SCPDC Board of Commissioner's.

A. Williams exited meeting. Newly elected Chairman T. Roussel took over Chair duties.

It was motioned by W. Bendetto, seconded by N. Robottom to re-elect J. Naquin as Secretary of SCPDC Board of Commissioner's. There being no other nominations, W. Bendetto motioned to close nominations for Secretary, S. Nosacka seconded. There being no objections motion carried. J. Naquin was re-elected as Secretary of SCPDC Board of Commissioner's.

It was motioned by J. Naquin, seconded by R. Harris to nominate D. Hanagriff as Treasurer of SCPDC Board of Commissioner's. There being no other nominations, W. Bendetto closed nominations for Treasurer, R. Grogen seconded. There being no objections motion carried. D. Hanagriff was elected Treasurer of SCPDC's Board of Commissioner's.

Item four on the agenda was the Review and Approval of the Financial Statement ending December 31st, 2017. K. Belanger reviewed the Financial Statement ending December 31st, 2017. He stated the projected end of the year balance for FY18 is an estimated \$450,000 to \$500,000 and the Commission was financially healthy. ***It was motioned by S. Nosacka, seconded by W. Bendetto to accept the Financial Statement ending December 31st, 2017. There being no objections, motion carried.***

Review and Approval FY17 Audit was the fifth item on the agenda. The presentation of the FY17 Audit was given at the beginning of the meeting. ***It was at this time S. Nosacka motioned, N. Robottom seconded to approve the FY17 Audit. There being no objections, motion carried.***

Next was the resolution declaring various equipment as surplus property and authorizing the CEO to appropriately dispose of said equipment and setting the minimum acceptable bid for the sale of equipment declared as surplus. K. Belanger relayed there were six 2008 Ford F150 Trucks to surplus. These trucks were used by inspectors for Code Enforcement and were in various stages of disrepair. To replace the surplus vehicles the Code Enforcement Department purchased two new vehicles along with two vehicles from the Loan Department which had been repossessed due to a loan going into default. ***It was***

motioned by J. Naquin, seconded by W. Bendetto to adopt the resolution declaring various equipment as surplus property and authorizing the CEO to appropriately dispose of said equipment and setting the minimum acceptable bid for the sale of equipment declared as surplus. There being no objections, motion carried.

Agenda item seven was a standard resolution needed for SCPDC to stay within compliance for grant funding. ***It was motioned by N. Robottom, seconded by S. Nosacka to adopt the resolution declaring SCPDC has applied for/received Federal Funds and is required to comply with Section 504 of the Rehabilitation Act of 1973. There being no objections, motion carried.***

Proposed Personnel Policy Changes in Fringe Benefits was agenda item seven. K. Belanger explained the change was made to better clarify holiday observance when a holiday falls on a weekend. ***It was motioned by J. Naquin, seconded by D. Hanagriff to approve the suggested Personnel Policy Changes within Fringe Benefits. There being no objections motion carried.***

Agenda item nine was the LED Community Competiveness Resources Presentation given by Mr. S. Smart and Ms. S. Neal. Mr. S. Smart explained how the community competitiveness effort would build local economic development capacity by raising awareness of the process of economic development. He briefly reviewed the sixteen (16) indicators. This initiative was developed to inform, educate, and inspire. The information used to determine the economic development capacity of communities will be used for planning, allocating resources, and developing policies to enhance our state's economic development. This process will also help to determine where LED should focus efforts and resources. Ms. S. Neal spoke briefly upon the Louisiana Development Ready Communities (LDRC) Program. This program encourages and supports selected Louisiana communities to become development ready and competitive. There is an application process which can be downloaded through www.louisianacommunitynetwork.org. The program will open up the application process on February 2, 2018. Deadline is March 15, 2018. Any municipality in Louisiana may apply.

M. Boulet of APC gave a brief presentation on the Vermillion Watershed Project. After the Flood of 2016 FEMA began working with the Acadiana Planning Commission and selected Vermillion as a pilot for a watershed study. This study will examine the impact of flood risk on policy as well as economic development, transportation and community. Needs of the communities in a watershed is what drives this initiative. It will help to identify resilient recovery strategies and coordinate technical assistance at the watershed level. Discussion ensued.

Corporate Sponsor: Professional Engineering Consultants. Mr. G. Babin thanked the Board of Commissioner's for granting him the opportunity to sponsor the meeting.

The Agency Activity Report to be read at the Commissioner's leisure.

Under Other Business, K. Belanger relayed that SCPDC was applying to the Department of Commerce for \$5million for the development of governmental financial software. DRA Application process is from March 1st – June 29th. Training will not be held this year.

Next meeting date has been set for Thursday, April 19th, 2018 in St. Mary Parish, location to be determined.

There being no other business to discuss, ***W. Bendetto motioned to adjourn the meeting, seconded by N. Robottom. There being no objections, motion carried.***

As duly authorized officers of South Central Planning and Development Commission, Board of Commissioners, we do hereby certify that the above and foregoing is the official version of the minutes of the meeting of the Board of Commissioners held on February 1st, 2018.

Timothy Roussel, Chairman
South Central Planning & Development Commission

Jeff Naquin, Secretary
South Central Planning & Development Commission