

## MINUTES

### SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, June 21<sup>st</sup>, 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, June 21<sup>st</sup>, 2018 at Ellendale Country Club in Houma, LA.

Chairman T. Roussel called the meeting to order. D. Hanagriff led the Board in the Pledge of Allegiance. S. Nosacka said an Invocation.

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, P. Gordon representing J. Bouziga, A. Chiasson representing T. Eschete, J. Fisher-Perrier, T. Roussel, S. Nosacka, P. St. Pierre, L. Toombs representing N. Robottom, D. Hanagriff, H. LaGrange representing L. Ratcliff, R. Grogen, C. Pulaski representing G. Dove, L. Charles, M. Marmande, Jr., and J. Rogers.

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

Members absent were: J. Jones, E. Reinhardt, L. Cochran, W. Bendetto, P. Murray, IV, N. Robottom, Dr. H. Hardy, C. Monica, R. Harris, F. Grizzaffi, S. Carlos, B. Hebert, and A. Williams.

K. Belanger introduced the guests who were in attendance: D. Michel of LED, B. Boudreaux and L. Eschete of Acadiana Ambulance Services.

The first item on the agenda was the Review and Acceptance of minutes of April 19<sup>th</sup>, 2018 Regular Meeting. ***It was motioned by J. Naquin, seconded by J. Fisher-Perrier to accept minutes of April 19<sup>th</sup>, 2018 Regular Meeting. There being no objections motion carried.***

Next on the agenda was a briefing given by K. Belanger in regards to the Management Committee Meeting. K. Belanger explained a quorum was not met for the Management Committee meeting which was held prior to the Board of Commissioner's meeting. He briefed the Board of Commissioners on the discussion which took place. K. Belanger relayed how SCPDC would like to develop a Strategic Plan for the Commission itself to address the needs of the Commission and its members. An in-house Strategic Retreat was held with SCPDC Department Administrators and the CEO. K. Belanger shared the topics discussed at the retreat and requested Management Committee members consideration to recommend to the full Board the ability to apportion \$10,000 for the undertaking of a Strategic Plan. S. Nosacka requested once a budget for the development of the Strategic Plan has been refined to please share with the Board of Commissioner's. Discussion ensued. ***It was motioned by J. Fisher-Pierre, seconded by D. Hanagriff to approve apportioning \$10,000 for the undertaking of the development of a Strategic Plan for SCPDC. There being no objections, motion carried.***

K. Belanger also relayed to the Board of Commissioner's how the Commission is beginning to become aggressive with their lending portfolio in collection of tangible assets from defaulted loans. Storage of these seized items are becoming an issue. It has been suggested for SCPDC to build behind the main building their own storage facility to house these items instead of continuing to rent storage units at various locations. K. Belanger stated he believed the cost for the construction of the storage facility would be approximately \$150,000 - \$175,000. Also, the IT Department has grown beyond its capacity and has begun utilizing the Banker's Board

Room to house ITs Development Staff. K. Belanger stated the processing of the construction of the 2<sup>nd</sup> floor will soon begin.

Item three on the agenda was the Review and Approval of the Financial Statement ending May 31<sup>st</sup>, 2018. K. Belanger reviewed the Financial Statement ending May 31<sup>st</sup>, 2018. He reminded the board how the Commission always begins the fiscal year in a deficit. Only contractual items that have been accounted for are included within the budget, not future work. FY18 began with \$119,000 deficit; however, will end with a surplus. The Commission has done quite well financially. ***It was motioned by J. Naquin, seconded by S. Nosacka to approve the Financial Statement ending May 31<sup>st</sup>, 2018. There being no objections, motion carried.***

Review and Approval of FY18 Budget Adjustments was item four on the agenda. K. Belanger reviewed the FY18 Budget Adjustments. ***It was motioned by A. Chiasson, seconded by M. Atzenhoffer to approve the FY18 Budget Adjustments. There being no objections, motion carried.***

Agenda item five was Review and Approval of FY19 Proposed Budget. K. Belanger announced FY19 was beginning with a surplus. With upcoming project revenues that were not included within the proposed budget, it is projected that FY19 will end with a surplus as well. ***It was motioned by S. Nosacka, seconded by R. Grogen to approve the FY19 Proposed Budget. There being no objections, motion carried.***

D. Michel of LED gave a presentation of LED “Certified Sites” Program. LED’s sites initiative makes the State more competitive for economic development projects by identifying and evaluating the best industrial and business sites in the state and investing in the enhancement of the sites marketability and competitiveness. D. Michel explained how LED assists with action items needed to improve the marketability of approved quality sites. EDRED (Economic Development Site Readiness Program) allows for LED to provide a 75% match for the required work. Certified sites are important because major site consultants prefer only development ready or LED certified sites be submitted for projects. He reviewed the advantages of LED Certified Sites: development ready, essential due diligence completed, significant site information gathered and documented, independent third-party engineering review, more competitive, greater marketability, and granted priority in site proposals. There are 89 quality development ready sites in Louisiana. New LED Certified Business Sites offer more zoning and land use flexibility.

Presenters for agenda item seven, Regional Partnerships, were unable to attend; therefore, a presentation was not given.

K. Belanger explained agenda items eight, nine, ten, and eleven were resolutions required annually.

***It was motioned by A. Chiasson, seconded by J. Naquin to adopt the Resolution Adopting System Survey and Compliance Questionnaire. There being no objections, motion carried.***

***It was motioned by C. Pulaski, seconded by M. Marmande to adopt the Resolution certifying the RLF Program is consistent with the current Regional Economic Adjustment Strategy, is being operated in accordance with the Policies and Procedures contained in the plan; and that all loan portfolios meet plan standards was item nine on the agenda. There being no objections, motion carried.***

***It was motioned by C. Pulaski, seconded by W. Reed to adopt the Resolution authorizing the CEO to enter into a contract for the Metropolitan Planning for FY19 between SCPDC & the LADOTD for the HT-MPO Continuing Planning Phase. There being no objections, motion carried.***

***It was motioned by C. Pulaski, seconded by L. Charles to adopt the Resolution authorizing the CEO to enter into a contract for the Metropolitan Planning FY19 between***

**SCPDC & the LADOTD for the Houma-Thibodaux MPO Transit Funds. There being no objections, motion carried.**

Next on the agenda was the Resolution declaring various equipment as surplus property & authorizing the CEO to appropriately dispose of said equipment and setting the minimum acceptable bid for the sale of the equipment declared as surplus. **It was motioned by S. Nosacka, seconded by W. Reed to adopt the resolution declaring various equipment as surplus property & authorizing the CEO to appropriately dispose of said equipment and setting the minimum acceptable bid for the sale of the equipment declared as surplus. There being no objections, motion carried.**

Acceptance of the Official Journal (July 1, 2018 – June 30, 2019) was item thirteen on the agenda. After reviewing the quotes received for the Official Journal **it was motioned by J. Fisher-Perrier, seconded by A. Chiasson for the Houma Courier to continue as the Official Journal of SCPDC. There being no objections, motion carried.**

Corporate Sponsor was Acadiana Ambulance Services. B. Boudreaux thanked the Commission for the opportunity to be a Corporate Sponsor. He gave a brief overview of the services which Acadiana Ambulance provides.

The Agency Activity Report will be emailed to Commission members to read at their leisure.

Under Other Business, P. Gordon relayed that EDA has released \$588 million for Disaster Recovery Hurricane Harvey. Assumption, Lafourche, St. Charles, and St. James are amongst the parishes eligible for applying for the supplemental funding. He also stated SCPDC has applied for \$159,000 to participate in a District Resiliency Program which would help to insure businesses within the Region is prepared for the next storm and to recover quickly afterwards.

Next meeting date has been set for Thursday, October 18<sup>th</sup>, 2018 in Assumption Parish, location to be determined.

There being no other business to discuss, **C. Pulaski motioned to adjourn the meeting, seconded by L. Charles. There being no objections, motion carried.**

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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 June 21<sup>st</sup>, 2018.

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Timothy Roussel, Chairman  
South Central Planning & Development Commission

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Jeff Naquin, Secretary  
South Central Planning & Development Commission