

MINUTES

SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION BOARD OF COMMISSIONERS MEETING

Thursday, October 12, 2006

A regular meeting of the Board of Commissioners for South Central Planning and Development Commission was called to order at approximately 10:45 a.m. on Thursday, October 12, 2006, at the Thibodaux Regional Medical Center, Thibodaux, Louisiana.

Chairman C. Randolph called the meeting to order and requested roll call. Members present or represented by proxy were B. Warren representing M. Triche, C. Sargent representing C. James, W. Reed, D. Jupiter, C. Randolph, M. Atzenhoffer, B. Lafont representing C. Caillouet, R. Champagne, C. Lefort representing J. Bouziga, E. Matherne representing A. Laque, D. Vial, D. Hymel, N. Monica, D. Schwab, A. Williams, and P. Gordon representing J. Palmisano. Members absent were D. Hilaire, E. Aubert, H. Jones, H. Bourgeois, T. Poche, and A. Tatje. Staff members present were K. Belanger, M. Menuet, and L. Marretta. Guests in attendance were: W. Steib, J. Delaune of the State Fire Marshall, and L. Bell of Napoleonville Police.

Corporate Sponsor: Thibodaux Regional Medical Center

It was moved by D. Schwab, seconded by R. Champagne to approve the minutes of June 22, 2006. Motion carried.

K. Belanger discussed the unaudited financial statement ending June 30, 2006.

N. Monica, D. Jupiter and L. Bell entered the meeting during discussion of the financial statement.

It was moved by D. Hymel, seconded by R. Champagne to approve the unaudited financial statement ending June 30, 2006. Motion carried.

P. Gordon asked if the radar guns purchased for the Sheriff's department had a requirement to show performance. He said that there are no requirements to show performance but that there probably should be. P. Gordon asked that K. Belanger follow-up with the LHSC to see if performance measures should be collected.

The next item discussed was the revised quotes for official journal services. K. Belanger informed the Board that he was contacted by the Courier regarding the limiting factors that the Tri-Parish Times submitted in its quote for official journal services. SCPDC is limited to submitting information for publication to the Tri-Parish Times by electronic media for the price of \$3.83 per square of 100 words. He informed the Board that the agency requested new quotes and the rates were as follows:

Houma Courier: \$3.25 per legal square of 100 words

Daily Comet: \$2.75 per square of 100 words

Tri-Parish Times: \$3.38 per square of 100 words

It was moved by D. Hymel, seconded by D. Schwab to approve the Daily Comet to serve as the official journal for SCPDC. Motion carried.

Discussion ensued on the proposed amendment to the Administrative Procedures Manual per the request of EPA. The proposed changes were:

- 1) Disbursement of Grant Funds – Normally the SCPDC will request reimbursement of grant funds for expenses incurred. However, occasionally a grantor may allow SCPDC to request funds in advance of payment. In such cases, the grant funds will be disbursed as soon as possible upon receipt in accordance with the time limits specified in the individual grant contract (e.g. funds will be disbursed within three (3) working days, five (5) working days, or other as identified in the specific grant). If no time limits are specified, the funds will be disbursed on the next accounts payables run.
- 2.) Professional Services Fee Limitation – Whenever SCPDC has a grant contract that specified an hourly rate limitation for engineering/architectural or other professional services eligible for reimbursement under the specific grant program, the hourly rate limitation shall be identified in any solicitation or sub agreement issued pursuant to the specific grant.

It was moved by D. Hymel, seconded by D. Schwab, to adopt the proposed changes to the Administrative Procedures Manual with the correction on the last sentence under Disbursement of Grant Funds to correct the typo. The word not should be no. Motion carried.

The next item for discussion was the Revolving Loan Fund Plan rewrite. E. Matherne of St. Charles Parish entered the meeting during the discussion.

It was moved by N. Monica, seconded by W. Reed to approve the rewrite of the Revolving Loan Fund Plan. Motion carried.

K. Belanger gave an update on the status of the N/S Interstate Corridor.

K. Belanger next introduced J. Delaune of the State Fire Marshal's office. J. Delaune addressed the Board's concerns regarding the International Building Codes. D. Vial and M. Atzenhoffer entered the meeting during discussion of the building codes. B. Warren, C. Sargent, B. Lafont, and R. Champagne left during the discussion. After much discussion on the matter K. Belanger asked the Board for approval to hire W. Steib part-time to prepare a business plan to submit the State Fire Marshal.

It was moved by N. Monica, seconded by D. Jupiter to give K. Belanger the authority to hire W. Steib on a part-time basis for a period of 3 months. Once the salary is negotiated, K. Belanger is required to get the approval of the Management Committee. Motion carried.

It was moved by P. Gordon, seconded by D. Schwab to approve the Management Committee Minutes of October 10, 2006. Motion carried.

K. Belanger notified the Board that the agency is currently advertising for employment for a GIS position.

C. Randolph notified that Board that in their packet is a form that needs to be completed and returned to SCPDC for the Audit.

There being no further business to discuss, it was moved by D. Schwab to adjourn.
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
October 12, 2006.

Charlotte Randolph, Chairman
South Central Planning & Development Commission

Dale J. Hymel, Secretary/Treasurer
South Central Planning & Development Commission