

MINUTES

SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION BOARD OF COMMISSIONERS MEETING

Thursday, October 16, 2008

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 16, 2008, at Envie Restaurant & Oyster Bar, Thibodaux, Louisiana.

Vice-Chairman M. Claudet called the meeting to order and requested roll call. Members present or represented by proxy were M. Triche, R. Animashaun, M. Atzenhoffer, C. Caillouet, R. Champagne, V.J. St. Pierre, B. Boe representing W. Hubbard, and M. Claudet. Members absent were C. James, W. Reed, C. Randolph, J. Bouziga, B. Raymond, Sr., A. Tregre, D. Hymel, K. Brass, H. Bourgeois, R. Scott, A. Williams and M. Marmande, Jr. Staff members present were K. Belanger, J. Boudreaux, C. Curole, J. Jones and E. Bergeron. Guests in attendance were: M. Black and Dr. Zeng of Providence Engineering, M. Hunnicut, D. Casey Levy and F. Coons of FEMA, and A. Perry and P. Whittey of Louisiana Economic Development.

K. Belanger introduced and welcomed guests to the meeting.

It was moved by M. Atzenhoffer, seconded by VJ St. Pierre to approve the minutes of January 31, 2008. Motion carried.

Vice-Chairman Claudet introduced the second item on the agenda for discussion: the Ratification of Management Committee Minutes of October 1, 2008. K. Belanger clarified the three typos found within the Management Committee Minutes. It was motioned by M. Atzenhoffer, seconded by VJ St. Pierre to ratify the minutes of October 1, 2008 Management Committee meeting with the corrections having been duly noted. Motion carried.

The third item for discussion was the review and approval of the Financial Statement ending June 30, 2008. K. Belanger gave a brief overview of the financial statements. It was motioned by R. Champagne, seconded M. Atzenoffer by to approve the Financial Statement ending June 30, 2008. Motion carried.

Review and approval of the Financial Statement ending August 31, 2008 was the fourth item on the agenda for discussion. K. Belanger apologized to the board that unfortunately the Financial Statement ending August 31, 2008 was not complete in time for the meeting. He asked that the item be removed from the meeting and tabled to the next meeting. It was motioned by M. Atzenhoffer, seconded by R. Champagne to table Financial Statement ending August 31, 2008 until next meeting. Motion carried.

The fifth item for discussion was the review and approval of the FY08 Budget Adjustments as of October 16, 2008. Copies of the FY08 Budget Adjustments were accidentally left behind at SCPDC office. Mr. Belanger apologized for the snafu and requested the item be tabled until the end of meeting after copies of the FY08 Budget Adjustment has been made. Everyone agreed.

A resolution authorizing the CEO to establish a line of credit with a local lender was the sixth item on the agenda for discussion. K. Belanger explained to the committee need for the CEO to establish a line of credit. It was motioned by R. Champagne, seconded B. Boe to authorize the CEO to establish a line of credit with a local lender. Motion carried.

A resolution to surplus equipment no longer being used was the seventh item on the agenda for discussion. It was motioned by M. Atzenhoffer, seconded by VJ St. Pierre to pass the resolution declaring equipment as surplus property and setting the minimum acceptable bid for the sale of said equipment. Motion carried.

The eighth item on the agenda for discussion was the yearly resolution of adopting System Survey and Compliance Questionnaire. It was motioned by M. Atzenhoffer, seconded by R. Champagne to adopt the System Survey and Compliance Questionnaire. Motion carried.

A resolution certifying that the Revolving Loan Fund 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 the next item on the agenda for discussion. It was motioned by R. Champagne, seconded by R. Animashaun to adopt said resolution. Motion carried.

Both items ten and eleven on the agenda were resolutions pertaining to the HT-MPO. Item ten was a resolution authorizing the CEO to enter into a contract for Metropolitan Planning for fiscal year 2009, between SCPDC and the LA DOTD for the Houma-Thibodaux MPO, Transit Funds. It was motioned by VJ St. Pierre, seconded by R. Champagne to accept said resolution. Motion carried. Item eleven on the agenda was a resolution authorizing the CEO to enter into a contract for Metropolitan Planning for fiscal year 2009, between SCPDC and the LA DOTD for the Houma-Thibodaux MPO, continuing planning phase. It was motioned by M. Atzenhoffer, seconded by VJ St. Pierre to accept resolution. Motion carried.

Proposed changes to SCPDC's By-Laws were the next item on the agenda. There were two proposed changes for discussion. The first proposed change pertained to the membership plan. K. Belanger briefed the forum on the make-up of the board and how it was derived. Two board meetings ago, M. Claudet pointed out that there were less populated parishes that had more representation than Terrebonne Parish whose population is greater. Membership representation was examined to give each respective Parish more equal representation as per the populations, while at the same time trying to meet the objectives set forth in the EDA regulations. The additions and deletions to the Article 3 – Membership will allow for continued involvement from both the Parish and Municipality level, and allowing a fairer representation of population. Three scenarios based on population were presented to the board for discussion and review. Discussion ensued. It was motioned by VJ St. Pierre, seconded by R. Champagne to amend the By-Laws of SCPDC in line with scenario 2 and making the changes immediately affective. M. Triche opposed. Motion carried.

The second proposed change to the SCPDC By-Laws pertained to a newly placed succession plan. K. Belanger informed the forum of the Management Committee's concern for having a Succession Plan in the event the CEO is discharged or incapacitated for any excessive length of time without prior notice. Discussion ensued.

It was motioned by M. Atzenhoffer, seconded by M. Triche to accept the addition of the Succession Plan to the SCPDC By-Laws. Motion carried.

The next item on the agenda for discussion was the acceptance of 2009 Comprehensive Economic Development Strategy (CEDS). K. Belanger briefed the forum on the CEDS and its impact to the Region. He acknowledged all the hard work Ms. Jones has done on the CEDS. It was motioned by R. Champagne, seconded by B. Boe to accept the 2009 Comprehensive Economic Development Strategy. Motion carried.

Item fourteen was the review of Transportation Enhancement Plan. K. Belanger informed the forum on the 4 grants awarded to our Region through the Transportation Enhancement Program. Terrebonne Parish was awarded two; both St. Charles Parish and Assumption Parish were each awarded one. These grants are to be utilized for bicycle/pedestrian paths. No action was needed.

K. Belanger updated the forum on SCPDC building expansion plan. We are in the process of applying for Capital Outlay and working very closely with Representative Joe Harrison on expanding SCPDC's building. Terrebonne EOC utilized SCPDC office during Hurricane Gustav and Hurricane Ike. Use of SCPDC's office building was very instrumental to the continue operation of Terrebonne Parish Government during the time of devastation and recovery.

C. Caillouet exited meeting at this time.

At this time it was requested the board deviate from the agenda to revisit and discuss item five on the agenda. It was agreed upon by everyone to do so. Item five on the agenda was the review and approval of the budget adjustment. E. Bergeron handed out a copy of the budget adjustment to each member of the board. K. Belanger explained the budget adjustment. It was motioned by R. Champagne, seconded by B. Boe to approve the budget adjustment. Motion carried.

M. Claudet exited meeting at this time.

The Agency Activity Report was the seventeenth item on the agenda for discussion. K. Belanger offered to briefly overview the Agency Activity Report for everyone. It was suggested that each individual read it at their own accord.

Guest Speaker, Mr. Michael Hunnicut of FEMA was introduced to the board. He in turn introduced his colleagues F. Coons and C. Levy. Mr. Hunnicut gave a PowerPoint presentation on FEMA's process for flood mapping. Ms. Coons and Mr. Levy presented a PowerPoint presentation on FEMA's Hazard Mitigation process. Everyone found both presentations very informative.

K. Belanger introduced Mr. Mart Black of Providence Engineering to the board. Providence Engineering was the corporate sponsor for this quarter's board meeting. Mr. Black along with Dr. Zeng of Providence gave a PowerPoint presentation on the types of services provided by Providence Engineering.

K. Belanger announced to the board two public meetings which will be held in reference to the South Louisiana Coalition Brownsfields FY09 Revolving Loan Fund application

and the FY09 Brownfields Assessment application which will be held November 6, 2008 at SCPDC.

There being no other business to discuss, it was moved by M. Atzenhoffer, seconded by C. Champagne 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 16, 2008.

Dale J. Hymel, Chairman
South Central Planning & Development Commission

Mark Atzenhoffer, Secretary/Treasurer
South Central Planning & Development Commission