

## MINUTES

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

Thursday, October 15<sup>th</sup>, 2020

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, October 15<sup>th</sup>, 2020 at the SCPDC in Houma, LA.

Chairman Naquin called the meeting to order then led the Board in the Pledge of Allegiance.

Members present or represented by teleconference and/or proxy were: J. Naquin, W. Reed, M. Arcenaux representing R. Animashaun, A. Chaisson, M. Atzenhoffer, J. Thibodaux representing T. Eschete, M. Jewel, E. Alexander, S. Nosacka, S. Bienemy representing J. Hotard, Dr. H. Hardy, C. Monica, D. Hanagriff, D. Arthur, E. Foulcard, H. LaGrange representing F. Grizzaffi, C. Pulaski representing G. Dove, L. Charles, M. Larussa, and A. Williams.

Staff members present were: K. Belanger, J. Foret, C. Parker, and E. Bergeron.

Members absent were: J. Jones, J. Bouziga, E. Reinhardt, M. Bellock, C "Bub" Millet, P. Dufresne, P. St. Pierre, R. Grogan, B. Hebert, and D. Prevost.

Guests present online/in person: G. Waggenpack of Duplantis Design Group, J. Picciola of Picciola Construction, A. Arceneaux of NSU, and M. McClean of FCC.

The first item on the agenda was the Review and Acceptance of minutes of June 25<sup>th</sup>, 2020 Regular Meeting. ***It was motioned by D. Arthur, seconded by E. Alexander to accept minutes of June 25<sup>th</sup>, 2020 Regular Meeting. There being no objections motion carried.***

Next item was the Acceptance of Management Committee Minutes of October 13<sup>th</sup>, 2020. ***It was motioned by A. Chaisson, seconded by D. Hanagriff to accept minutes of October 13<sup>th</sup>, 2020 Management Committee Meeting. There being no objections motion carried.***

Review and Approval of Unaudited Financial Statement ending June 30<sup>th</sup>, 2020 was the third item on the agenda. ***It was motioned by D. Arthur, seconded by M. Atzenhoffer to approve the Unaudited Financial Statement ending June 30<sup>th</sup>, 2020. There being no objections motion carried.***

Review and Approval of the Financial Statement ending September 30<sup>th</sup>, 2020 was the next item for discussion. K. Belanger reviewed and explained the Financial Statement ending September 30<sup>th</sup>, 2020. He relayed the ending fund balance to date was \$36,806,090.96. ***It was motioned by S. Nosacka, seconded by E. Alexander to approve the Financial Statement ending September 30<sup>th</sup>, 2020. There being no objections, motion carried.***

Fifth item on the Agenda 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. ***It was motioned by M. Atzenhoffer, seconded by A. Chaisson to accept 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.***

Next on the agenda for discussion was the Resolution authorizing the CEO certain loan management authority when time sensitive matters arise between Loan Board meetings or when Loan Board meetings are not held. K. Belanger explained at times sensitive matters arise which are in need of tending to between Loan Board Meetings. This resolution expands upon the previously

approved Loan Management Resolution authorizing K. Belanger to make decisions. The new resolution states the CEO has the ability to make decisions on loan matters in concurrence of either the SCPDC Board Chairman or Vice-Chairman in these loan management decisions. ***It was motioned by D. Hanagriff, seconded by D. Arthur to accept the Resolution authorizing the CEO certain loan management authority when time sensitive matters arise between loan Board meetings or when Loan Board meetings are not held. There being no objections, motion carried.***

K. Belanger gave a brief update on the planned Storage Facility. He stated in June of 2019 the Board of Commissioner's gave the approval for the building of a storage facility at a cost of \$500,000.00. Since that time bids have been received which were all over the initial amount approved. K. Belanger explained the proposed design cost has increased by approximately \$350,000.00. It was discovered the generator system which was in place had only been tied into the IT system and not the rest of the facility. Also, part of the construction increase is due to the electrification of the entire facility and additional parking in the front as well as in the rear of the building which is greatly needed. ***It was motioned by M. Atzenhoffer, seconded by L. Charles to approve funding for the storage facility to not exceed \$850,000.00 anything above that will presented to the Board of Commissioner's in the form of a change order. There being no objections, motion carried.***

Agenda item eight consisted of two proposed Personnel Policy Amendments. K. Belanger explained SCPDC's Policy Manual did not have anything outlining the expectations of an employee utilizing an SCPDC vehicle in an effort to promote safe driving efforts. Verbiage was added to the Travel Policy in regards to safe driving as well as a Use of SCPDC Vehicle Agreement which all employees must sign, agree, and abide by. A second amendment to the Personnel Policy was proposed regarding Leave Usage Requirements. ***It was motioned by A. Chaisson, seconded by S. Nosacka to approve the Use of SCPDC Vehicle Agreement and Leave Usage Requirements. There being no objections, motion carried.***

K. Belanger relayed to the Board of Commissioner's that the SCPDC Activity Report was transitioning into an SCPDC News Letter which will be shared with all SCPDC's stakeholders and interested public officials.

Under Other Business, was the proposed 2021 meeting dates.

Next meeting date has been set for Thursday, January 21<sup>st</sup>, 2021 in Terrebonne Parish, location to be determined.

There being no other business to discuss, ***A. Chaisson motioned to adjourn the meeting, S. Nosacka seconded. 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 October 15<sup>th</sup>, 2020.

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Jeff Naquin, Chairman  
South Central Planning & Development Commission

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Archie Chaisson, Secretary  
South Central Planning & Development Commission