

CAPITAL REGION PLANNING COMMISSION

Minutes of the Regular Commission Meeting Monday, June 19, 2017 11:00 A.M.

Hosted by Hon. Riley "Pee Wee" Berthelot,
Chairman and Parish President, West Baton Rouge Parish
West Baton Rouge Community Center

Commissioner Roll Call List:

Hon. Riley "Pee Wee" Berthelot (Chairman and Parish President, West Baton Rouge Parish), Hon. David H. Toups (Mayor, Town of Addis), Mark Debosier (Ascension Parish), Jackie Baumann (City of Gonzales), Travis B. Clark (Livingston Parish), Hon. Michael Chauffe (Mayor, Town of Grosse Tete), Barry Huggins (West Baton Rouge Parish), J. Ashley Mitchell-Carter (East Baton Rouge Parish), Rowdy Gaudet (Asst. CAO, East Baton Rouge Parish), Hon. Darnell Waites (Mayor, City of Baker), Donald Burgess (Livingston Parish), Clif Murphy (East Baton Rouge Parish), Hon. Billy D'Aquila (Vice-Chairman and Mayor, Town of St. Francisville), Hon. Richard Lee, III (Mayor, City of Port Allen), Tom Stephens (East Baton Rouge Parish), Hon. Lori Bell (Mayor, Town of Clinton), and Hon. Edwin Reeves, Jr. (Mayor, City of Plaquemine).

The meeting was also attended by:

Ravi Ponnappureddy (CRPC), Shannon Chiasson (South Central Planning & Development Commission), Robby Miller (Tangipahoa Parish), Pong Wu (CRPC), Jamie Setze (CRPC), Kenyatta Robertson (CRPC), Bailey Powell (CRPC), Kendra Hendricks (CRPC), Phuoc Dang (CRPC), Marta Sa (CRPC), Betty Burgess (Livingston Parish), Zhan Shi (CRPC), Chris Shalohm (CRPC), Edward Robertson (West Baton Rouge), Scott Lazarone (Faulk & Winkler), Cullen Carole, (South Central Planning & Development Commission), Michelle Jones (Faulk & Winkler), Merritt McDonald (W.T. & Associates), Pat Forbes (OCD), Gary Spillman (West Baton Rouge Council), Pete Heine (City of Baker), David Jones (Addis Police Department), W.T. Winfield (W. T. and Associates), Kim Young (East Feliciana Parish), Adam Tatar (CRPC), Courtney Maciasz, (CRPC), Bernadette Settoon (West Baton Rouge Parish), and Lloyd Ellis (East Baton Rouge Parish)

Action Items:

- 1. Call to Order:** The meeting was called to order by Hon. Riley "Pee Wee" Berthelot.
- 2. Roll Call:** It was established that there was a quorum present.
- 3. Minutes:** Minutes from the March 20, 2017 regular commission meeting were approved.

Motion to approve the minutes was made by Hon. David Toups (Mayor, Town of Addis) and seconded by Hon. Edwin Reeves, Jr. (Mayor, Town of Plaquemine). Unanimous in favor.

4. **Financial Reports: Scott Lazarone, Faulk & Winkler**

The report through April 30, 2017 shows the following financial position:

- **Cash**
CRPC's cash is up over \$750,000, mostly due to a grant for purchase of a new building.
- **Accounts Receivable**
Accounts Receivable is down. Fewer people owe CRPC and CRPC owes fewer people money.
- **Fund Balance**
CRPC's balance is around \$1.6 million. About \$600,000 of the balance is reserved for the new building purchase.
- **Revenue**
Revenue is at about \$2.7 million; which is 90% of the original budget. There is a proposed adjustment to the FY2017 budget of \$400,000 which is mostly related to grant revenues that were not expended and will roll over to the following fiscal year.
- **Spending**
Spending is at nearly \$1.9 million which is below 15-18% of what was budgeted for the year. Overall, it is projected that CRPC will end the year with a surplus of about \$183,000.
- **Labor Productivity**
The staff has been billable at 76% to grant tasks and projects.
- **2017-2018 Budget**
Total revenues are projected to increase by 7%. In kind will decrease but CRPC can take the depreciation once the building is purchased. Total expenditures are projected to increase from \$2.45 million to \$2.7 million including 3% for cost of living for salaries, 5% in health insurance, and building related expenses (insurance, utilities, debt service). Still projecting a surplus of \$140,000.

Motion to accept the financial reports was made by Hon. Billy D'Aquila (Vice-Chairman and Mayor, Town of St. Francisville) and seconded by Barry Huggins (West Baton Rouge Parish). Unanimous in favor.

- **Executive Director's Report, Jamie Setze, CRPC**
Passed out a detailed quarterly activity report. The highlights that were discussed from the report include:
 - Provided disaster recovery technical assistance to City of Baker, City of Denham Springs, Livingston Parish, East Baton Rouge Parish, and Tangipahoa Parish.
 - CRPC was awarded a two-year Local Disaster Recovery Manager grant. This position will assist our partner parishes and municipalities recover from the

March and August floods. Additionally, this position will assist in building regional resilience and help dialogue around the issue of watershed planning.

- Provided land use, zoning, and mapping assistance to City of Baker, City of Plaquemine, Village of Tickfaw, and East Feliciana Parish. Conducted free planning commissioner trainings in March and June.
- Assisted member governments to submit grant applications for Delta Regional Authority's 2017 States Economic Development Assistance Program; announcements will be made in late July or August.
- Subscribed to grant finder website in order to assist member governments find new grants.
- Developed and published Summer/Fall 2017 newsletter.
- Kicked off a three-year Travel Demand Management (TDM) Project. Working with larger employers, universities, and general public to reduce congestion by rigorously promoting carpool and vanpool programs.
- Continued to work on the development of the long-range transportation plan MOVE2042

5. Speaker: Patrick W. Forbes, Executive Director, Louisiana Office of Community Development

Executive Director Forbes spoke about watershed planning efforts and August 2016 flood recovery efforts. He mentioned that his office is planning ahead and the recovery efforts will make us better prepared for when/if there is a next time. Right now, there is \$1.7B allocated for recovery efforts but the state needs about \$2 billion more. The August flood was the fourth most expensive flood disaster in the United States. Mr. Forbes discussed the homeowner assistance programs, rental assistance programs, small business loan program, and FEMA public assistance match. Ten million dollars (\$10M) has been set aside for watershed planning.

6. New Business:

Resolution 06-19-17-01 to accept an EDA grant award to create a Local Recovery Disaster Manager position

Motion to approve Resolution 06-19-17-01 was made by Jackie Baumann (City of Gonzales) and seconded by Hon. Edwin Reeves, Jr. (Mayor - City of Plaquemine). Unanimous in favor.

7. Presentation: Restore Louisiana Small Business (RLSB) Program, South Central Planning & Development Commission

Cullen Carole and Shannon Chiasson discussed the RLSB program. Fifty-one million dollars (\$51M) has been allocated to the program and South Central Planning & Development Commission is one of five intermediaries across the state. The program is available to all businesses that can demonstrate impact due to the flood including businesses that have reopened.

8. Adjournment

Motion was placed to adjourn the meeting by Rowdy Gaudet (Asst. CAO, East Baton

Rouge Parish) and seconded by Hon. Michael Chauffe (Mayor, Town of Grosse Tete).
Unanimous in favor.