

CAPITAL REGION PLANNING COMMISSION

Minutes of the Regular Commission Meeting Monday, January 29, 2018 11:00 A.M.

Hosted by Capital Region Planning Commission
BREC Ballroom, Baton Rouge, LA

Commissioner Roll Call List:

Hon. Riley “Pee Wee” Berthelot (Chairman and Parish President, West Baton Rouge Parish), Hon. David Toups (Mayor, Town of Addis), Hon. Gerard Landry (Mayor, City of Denham Springs), Councilwoman Erika Green (East Baton Rouge Metro Council), Councilwoman Barbara Freiberg (East Baton Rouge Metro Council), Ray Terral (Livingston Parish), Travis B. Clark (Livingston Parish), Hon. William “Billy” D’Aquila (Vice Chairman and Mayor, Town of St. Francisville), Hon. Irma Gordon (Mayor, Town of Kentwood), Joshua Joseph, Jr. (East Baton Rouge Parish), Hon. Kenny Matassa (Parish President, Ascension Parish), Hon. Richard Lee, III (Mayor, City of Port Allen), J. Ashley Mitchell Carter (East Baton Rouge Mayor’s Office)

The meeting was also attended by:

Kenyatta Robertson (CRPC), Phuoc Dang (CRPC), Carondalette Stewart (CRPC), Marta Castro de Sa (CRPC), Adam Tatar (CRPC), Kendra Hendricks (CRPC), Chris Shalohm (CRPC), Tommy LeJeune (Faulk & Winkler), Kyle Gautreau (Ascension Parish), Deanne Bingham (FEMA), Jacquelyn Reed (FEMA), Kevin Nelson (FEMA), Kim Marousek (CRPC), Pong Wu (CRPC), Ravi Ponnappureddy (CRPC), Pete Heine (City of Baker), LaKesha Hart (FEMA), Hon. Anthony Daisy (Mayor, City of New Roads), John Russell (FEMA), John Brown (East Baton Rouge Parish), Michelle Jones (Faulk & Winkler), Darrell Ourso (OFG), Phillip Bourgoyne (West Baton Rouge Parish)

Action Items:

- 1. Call to Order:** The meeting was called to order by Vice-Chairman William “Billy” D’Aquila since Chairman Riley Berthelot had not arrived by the start of the meeting.
- 2. Roll Call:** It was established that there was a quorum present.
- 3. Minutes:** Minutes from the September 18, 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. Richard Lee, III (Mayor, City of Port Allen). Unanimous in favor. Vice Chairman D'Aquila asked that Baker Councilman Pete Heine give a blessing for the food. The Commissioners were served lunch at this time.

4. **Election of Officers:** After the group had been served lunch, Chairman Berthelot opened the floor for nominations for chairman and vice chairman. It was moved by Hon. David Toups (Mayor, Town of Addis) to nominate Hon. Riley Berthelot for chairman and it was seconded by Hon. Darnell Waites (Mayor, City of Baker). There were no other nominations for chairman. Nominations for chairman were closed.

It was moved by Hon. David Toups (Mayor, Town of Addis) and seconded by Hon. Gerard Landry (Mayor, City of Denham Springs) to nominate Hon. William "Billy" D'Aquila for vice-chairman. There were no other nominations. Nominations for vice-chairman were closed. Both the chairman and vice chairman were elected by acclamation.

5. **Financial Reports: Tommy LeJeune, Faulk & Winkler**

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

CRPC has \$1.8M in total assets with a little over \$1M in cash. \$600,000 of this amount is dedicated to the building project.

- **Cash**
Operating cash is up \$75,000.
- **Accounts Receivable**
Accounts Receivable down by \$100,000.
- **Accounts Payable**
Accounts Payable decreased by \$170,000.
- **Revenue and expenditures**
Five months into the fiscal year, CRPC has \$1.2M in revenue, which is 42% of the budget for the year. Total expenditures are \$972,000 which is 36% of the budget.
- **Personnel**
40% of the budget; tracking well with the overall budget
- Outsourced Labor is at 28% which is far below budget
- Labor productivity is at 76%. Three out of every four hours is spent on directly planning projects.

Motion to accept the financial report was made by Hon. Kenny Matassa (Parish President, Ascension Parish) and seconded by Hon. Darnell Waites (Mayor, City of Baker). Unanimous in favor.

6. **Audit Report FYE June 30, 2017-Tommy LeJeune, Faulk & Winkler**

Tommy LeJeune discussed the outcome of the audit report. The audit was completed in December and turned in to the Legislative Auditor's Office. CRPC received a clean opinion form the audit on the accuracy of accounting practices. The audit firm recommended enhanced accounting practices that have been implemented since the recommendation.

Also, they recommended additional written procedures over and above what is in place now. CRPC also completed a new Statewide audit procedure set forth by the Louisiana Legislative Auditor.

Motion to accept the audit report was made by Ray Terral (Livingston Parish) and seconded by Hon. Richard Lee, III (Mayor, City of Port Allen). Unanimous in favor.

7. Executive Director’s Report, Jamie Setze, CRPC

Jamie Setze began with introductions from the group which included several new members. He passed out a detailed quarterly activity report. The highlights that were discussed from the report include:

- CRPC helped secure approximately \$450K federal funds going towards infrastructure improvements, entrepreneurship, and workforce development projects regionally and statewide.
- Provided Disaster Recovery and Land Use Planning assistance to
 - City of Denham Springs
 - City of Baker
 - Town of Livingston
 - City of Plaquemine
- MPO will adopt the 25-year long-range plan
- Outreach by the Capital Region Safety Coalition
- Outreach meetings to promote regional travel demand management program
- Entrepreneurial development at the Research Park
- Sewer improvements for the Village of Grosse Tete
- Jobs for America’s Graduates (JAG) Expansion fully funded by Delta Regional Authority
- Adam Tatar earned the American Institute of Certified Planners (AICP) credential
- Ahmed Abdel-Khalek earned his professional engineering license
- Format change for the Technical Advisory Committee meetings. They will now be held monthly at the EBR Main Library

8. Speaker: Disaster Recovery Roundtable led by Mayor Gerard Landry, City of Denham Springs and Mayor Darnell Waites, City of Baker

Mayor Waites discussed the recovery efforts of Baker after the flood of 2016. He mentioned he used the “template” from the City of Denham Springs. Mayor Landry and his staff and CRPC were very helpful. Mayor Waites was able to attend meetings with Mayor Landry and met with FEMA and gave them his vision for rebuilding the city. FEMA was able to communicate that vision on his behalf to several entities. Baker United was formed because citizens of Baker all wanted the same thing. The long-term recovery plan helped businesses rebuild, and new businesses entered the city. Mayor Waites stressed that all the mayors and leaders must learn how to work together.

Mayor Landry also emphasized that we all must work together as he discussed the Denham Strong Plan. In April 2017, Denham Springs partnered with FEMA to implement the National Discovery Framework (NDRF). Denham held a number of community meetings and the main concern was drainage. The input from the citizens is the most important thing you have to get. Then, prioritize projects. Almost 1,000 people attending the three meetings and gave suggestions and voted on the projects they wanted to see happen in Denham Springs. One questions was asked-What was your biggest surprise after the flood? Mayor Landry answered that 80% of the houses and businesses flooded in Denham Springs. The next biggest surprise was how long it has taken to restore Louisiana to pre-flood conditions.

9. New Business

Resolution 01-29-18 01 authorizing a grant application to EDA

Resolution 01-29-18 02 authorizing a grant application to FHWA, FTA, and LADOTD

2018 Quarterly Commission Meeting Schedule

Chairman Berthelot called for a motion to adopt the resolutions. It was moved by Hon. William “Billy” D’Aquila (Mayor, Town of St. Francisville) and seconded by Hon David Toups (Mayor, Town of Addis) to approve the resolution authorizing a grant application to EDA. Unanimous in favor. It was moved by Ray Terral (Livingston Parish) and seconded by Hon. Kenny Matassa (Parish President, Ascension Parish) to approve the resolution authorizing a grant application to FHWA, FTA and LADOTD. Unanimous in favor.

The quarterly commission schedule was emailed but will be sent out again to the commissioners

10. Adjournment

Chairman Berthelot thanked everyone for attending the meeting. He asked were there any other questions or comments. Mayor Waites posed a question to Executive Director Jamie Setze for some clarification about the road transfer program, particularly about Lavey Lane in Baker. After a discussion among the commissioners, it was suggested that someone from DOTD come to a meeting to discuss road transfers.

Motion was placed to adjourn the meeting by Hon. Darnell Waites (Mayor, City of Baker) and seconded by Hon. Gerard Landry (Mayor, City of Denham Springs). Unanimous in favor. The meeting was adjourned.