

CAPITAL REGION PLANNING COMMISSION

Minutes of the Regular Commission Meeting Monday, January 28, 2019 11:00 A.M.

Hosted by Capital Region Planning Commission
BREC Ballroom, 6201 Florida Blvd., Baton Rouge, LA

Commissioner Roll Call List:

Hon. David McCreary (Mayor, Town of Livingston), Lloyd Ellis (BR), Hon. David Barrow (Mayor, Central), Hon. Riley Berthelot (President, West Baton Rouge Parish), Ken Dawson (Ascension Parish), Mike Enlow (Ascension Parish), Hon. Richard Lee III (Mayor, City of Port Allen), Ray Terral (Livingston Parish), Barbara Frieberg (East Baton Rouge Metro Council), Hon. Darnell Waites (Mayor, City of Baker), Blaine Rabalais (Town of Brusly), Jamie Etheridge (City of Walker), Donald Burgess (Livingston Parish), Travis B. Clark (Livingston Parish), Mary Gourdon (Village of Port Vincent), Rowdy Gaudet (East Baton Rouge City-Parish), Fred Raiford (East Baton Rouge Parish), Hon. Gerard Landry (Mayor, City of Denham Springs), Hon. David Toups (Mayor, Town of Addis), Jackie Baumann (City of Gonzales), Cornell Dukes (Police Jury President, City of New Roads), J. Daniels (East Baton Rouge Parish), Hon. Lionel Johnson (Mayor, City of St. Gabriel), Jamie Setze (Executive Director, CRPC).

The meeting was also attended by:

Charles Vincent (City of Baker), Pete Heine (City of Baker), Kendra Hendricks (CRPC), Carondalette Stewart (CRPC), Chris Shalohm (CRPC), Marta Sa' (CRPC), P.K. Dang (CRPC), Kenyatta Robertson (CRPC), Bailey Powell (CRPC), Ravi Ponnappureddy (CRPC), Drew Ratcliff (CRPC), Kim Marousek (CRPC), Adam Tatar (CRPC), Betty Burgess (Livingston Parish), Tommy LeJeune (Faulk & Winkler), Michelle Jones (Faulk & Winkler), Pong Wu (CRPC), Yasooob Zia (LA-DEQ), Danielle Welborn (LSU), Glen Duncan (Professional Engineering Consultants Corporation), Ebony Bowen (CRPC), Ryan Decker (CRPC), Brenda Jackson (City of Baker-Councilman District 5), Terry Bradford (Iberville Parish-Councilman District 9), Carlos McCloud (FHWA), Tom Stephens (East Baton Rouge Parish), Monique Robinson (Vital Resource Solutions), Dana Weidman (CRPC).

Action Items:

- 1. Call to Order:** The meeting was called to order at 11:00 AM by Chairman Riley Berthelot.
- 2. Roll Call:** Roll was recorded via sign-in and self-introductions. It was established that there was a quorum present.
- 3. Minutes:** Minutes from the August 13, 2018 regular commission meeting were approved.

Motion to approve the minutes was made by Ken Dawson (Ascension Parish) and seconded by Pete Heine (City of Baker). Without objection so moved.

4. **Election of Officers:** Members of the Commission were advised of the recommendations for Chairman [Hon. Riley Berthelot (President, West Baton Rouge Parish)] and Vice Chairman [Hon. Billy D'Aquila, Mayor, Town of St. Francisville] from the CRPC Executive Committee. Nominations were opened. There being no additional nominations, Chairman Riley Berthelot and Vice Chairman Billy D'Aquila were elected by acclimation.

Motion to accept the nominations as presented was made by David Toups (Mayor, Town of Addis) and seconded by Fred Raiford (East Baton Rouge Parish).

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

- A. **Financial Report.** Tommy LeJeune presented the financial results through November 2018.

As of November 30, 2018, the financial report shows the following position:

- **Total Cash and Cash Equivalents**-\$1.2M, which is \$74,000 below where [CRPC] was from the prior fiscal year.
- **Accounts Receivable**-Receivables increased from \$408,000 the prior fiscal year to \$524,000.
- **Total Liability**-\$721,000 compared to prior fiscal year total of \$838,000.
- **Fund Balance**-\$1,018,000

After 5 months compared to the budget, total **revenue** is \$948,000 out of \$3M, which is 31% of the operating budget. 83% is the watermark. **Direct costs** total is \$551,000 out of \$2M budgeted, which is 26% and **indirect costs** total \$358,000 out of \$913,000 budgeted, which is 39%.

- B. **Audit Report FYE June 30, 2018.** Tommy LeJeune presented the results of the 2018 Audit as conducted by LaPorte, APAC. Commission members were advised that CRPC received a clean audit report. The only compliance issue identified was inadequate collateralization of deposits, which has been addressed, and securities are now properly collateralized. At the suggestion of the auditors, an Internal Control Policies and Procedures document was produced and will be discussed later in the meeting.

After the Financial and Audit report reviews were completed, Chairman Berthelot advised Committee members that the executive board performed a complete review of both at their meeting last week. The board recommends approval of both the November 2018 financial report and 2018 Audit. There being no further questions, a motion to accept the financial report and FY2018 Audit was made by Ray Terral and seconded by Hon. Gerard Landry. Without objection so moved.

6. Executive Director's Report, Jamie Setze, CRPC

Jamie Setze passed out a detailed quarterly activity report. The highlights that were discussed from the report include:

- CRPC's MOVE 2042 plan was selected by the Louisiana American Planning Association (LA APA) for an "**Excellence Award for a Process.**"
- Partnering with 20 local Valluzzo Companies to share distracted driving pledges.
- Working on developing regional Comprehensive Economic Development Strategy (CEDS) plan for the eleven parish CRPC region.
- The next Planning Commissioner Training will be held in March.
- Received a \$360,000 grant from OCD to work with LSU's Stephenson Disaster Management Institute to study the effects of the 2016 floods and other disruptions on all modes of transportation and deliver a report to OCD, DOTD and the Legislature.
- Worked on developing baseline conditions and future targets for tracking Capital Region's performance of various safety, pavement and bridge conditions.
- Provided technical assistance to CRPC member governments, not limited to the following:
 - Town of Albany - EDA grant application
 - East Baton Rouge - Cost benefit analysis of MOVEBR Tax Proposal, Nicholson/Plank BRT, and All-Hazard's Recovery Plan
 - Ascension Parish - MOVE Ascension transportation plan, comprehensive plan, and transportation projects
 - City of Denham Springs – Recovery Plan Implementation, Bike/Pedestrian Planning, Mapping Assistance
 - City of Baker – Recovery Plan Implementation, Bike/Pedestrian Planning, Mapping Assistance, and Park and Ride analysis
 - City of Plaquemine – Update and modernize their zoning ordinance
 - City of Bogalusa – Implementation strategies for active transportation planning as recommended by Healthy Communities Plan DHH
 - West Baton Rouge Parish – CMAQ analysis and Transportation projects
 - Town of Livingston – Pavement Condition Analysis
 - Livingston Parish – Transportation projects and Pavement Condition Data
 - City of Walker – Transportation projects
- Staff changes at CRPC
 - Courtney Maciasz, our Economic Development Specialist, moved on to pursue other career opportunities.
 - Kendra Hendricks has been promoted as the new Economic Development Specialist.
 - Dana Weidman has been hired as the new Office Manager.
 - Ebony Bowen has been hired an EDA VISTA employee.
 - Ryan Decker has been hired as GIS Intern.

7. New Business

- A. Resolution 01-28-19 01 Authorizing a Grant Application to EDA
- B. Resolution 01-28-19 02 Authorizing a Grant Application to FHWA, FTA & LADOTD
- C. Resolution 01-28-19 03 Authorizing the Executive Director to execute documents under the CDBG-DR Program
- D. CRPC building remodel update
- E. Approval of Internal Control Policies and Procedures (Tabled at August 2018 Meeting)

Commissioners agreed to review and vote on all New Business items at once. Following review of all three resolutions along with information on the building update and the Internal Control Policies and Procedures, which was tabled at August 2018 Meeting, a motion to accept all was called for. A motion to accept all new business items was made by Darnell Waites and seconded by Ken Dawson. Without objection so moved.

8. Speaker, Comprehensive Economic Development Strategy (CEDS)

Kendra Hendricks, CRPC Economic Development Specialist, provided a comprehensive review of the CEDS and reviewed the program's primary goals:

- o Improve infrastructure to sustain viable economy and environment
- o Enhance regional collaboration to promote economic development
- o Improve education and workforce development
- o Develop and expand industrial parks, transportation and distribution centers, ports, research parks and their marketing ability
- o Improve and participate in regional hazard mitigation planning and emergency preparedness and support economic recovery caused by disasters

A SWOT Analysis was set up for attendees to add their comments on Strengths, Weaknesses, Opportunities and Threats.

9. Other Business

None

10. Adjournment

Chairman Berthelot thanked everyone for attending the meeting. All were reminded of the Joint TAC/TPC meeting to be held following lunch. Commission members were encouraged to participate in the SWOT Analysis during the lunch break.

Pete Heine delivered the closing prayer and lunch blessing.

There being no further business the meeting was adjourned at 11:45 AM.