

CAPITAL REGION PLANNING COMMISSION

Minutes of the Regular Commission Meeting Wednesday, June 12, 2019 11:00 A.M.

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

Commissioner Roll Call List:

Kenny Matassa (Ascension Parish President), Dwight Hill (E Feliciana), Larry Hofstad (E Feliciana), Richard Howell (E Feliciana), Charles Vincent (EBR), Darnell Waites (Mayor, City of Baker), Tara Wicker (EBR-Councilwoman District 10), Rowdy Gaudet (Baton Rouge/EBR), Gerard Landry (Mayor, City of Denham Springs), Jamie Etheridge (City of Walker), Donald Burgess (Livingston Parish), Mary Gourdon (Village of Port Vincent), David McCreary (Mayor, Town of Livingston), Major Coleman (Police Jury-St. Helena), Billy D'Aquilla (Mayor-St. Francisville), Richard Lee III (Mayor, City of Port Allen), Riley Berthelot (President, WBR) Jamie Setze (Executive Director, CRPC),

The meeting was also attended by:

Scott Lazaroue (Faulk & Winkler), Marta Castro de Sa` (CRPC), Ryan Decker (CRPC), Torri Duhe` (CRPC), Kendra Hendricks (CRPC), Kim Marousek (CRPC), Chris Shalohm (CRPC), Kenyatta Robertson (CRPC), J.T. Sukits (CRPC), Adam Tatar (CRPC), Dana Weidman (CRPC), Betty Burgess (Livingston Parish), Casey Lewis (LA-DOTD), Bob Jacobsen (BJPE), Susan Bradley (USACE), Kaitlyn Camiere (USACE), Nick Sims (USACE), Kathy Sites (BREC).

Action Items:

- 1. Call to Order:** The meeting was called to order at 11:05 AM by Chairman Riley Berthelot.
- 2. Roll Call:** Roll was recorded via sign-in and self-introductions. It was established that a quorum was present.
- 3. Minutes:** Minutes from the March 20, 2019 regular commission meeting were approved. A motion to approve the minutes was made by Gerard Landry and seconded by Major Coleman. Without objection so moved.
- 4. Financial Report: LeJeune, Faulk & Winkler**
Scott Lazaroue (Faulk & Winkler) presented the financial report.

A. February-April 2019 for FY 18-19 Report.

As of April 20, 2019, the financial report shows the following position:

- **Total Cash and Cash Equivalent** – ~\$1,098,267, which is ~\$213,000 below where we were from the prior fiscal year.
- **Accounts Receivable** – Receivables decreased from ~\$480,000 in the prior fiscal year to ~\$460,000.
- **Total Liability** – ~\$628,000 compared to the prior fiscal year total of ~\$838,000.

- **Fund Balance** – ~\$912,600
- **Statement of Revenue and Expenditures**
 - Revenue to date ~\$1.853 M – Grants represent ~60.6% - Direct costs ~54% (\$1,135,697)
 - Indirect Costs ~\$784,700, or ~86% of budget which is in line
 - ~\$1.9M in expenditures year-to-date

B. FY 2018-2019 Proposed Budget Amendment

Commissioners were presented with and reviewed the proposed 2018-2019 Budget Amendment.

C. FY 2019-2020 Proposed Annual Budget

Commissioners were presented with and reviewed the proposed 2019-2020 Budget.

There being no questions, a motion to accept the Financial Report in its entirety including February-April 2019, 2018-2019 Proposed Budget Amendment and 2019-2020 Proposed Annual Budget as presented was made by Darnell Waites and seconded by Billy D'Aquila. Without objection so moved.

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

Jamie Setze passed out a detailed quarterly activity report. Highlights discussed from the report include:

- Capital Region Safety Coalition shared 23 Public Service Announcements (PSAs) regarding bike/ped safety messages that received over 1600 views/insights
- Continued to research operational and funding opportunities for a regional vanpool program. Held meeting with CATS and DOTD and Enterprise to learn more about their turn-key service.
- Participated in a meeting of the Cybersecurity Commission's Public Sector and Economic Development Committee. CRPC will be participating in the committee's initiatives around cybersecurity training and education for the private sector, encouraging cybersecurity startups, and developing a state cybersecurity program for the private sector.
- The next Planning Commissioner Training will be held on June 22, 2019 in Central. Space is still available! Please contact Dana Weidman if you need additional information about the training, would like to pre-register; or, would like to host a future training.
- Held kickoff meeting with the City of Baker and CATS for the transit facility/park and ride project. Had several meetings with consultant team and city to help evaluate potential sites along Plank Road. Met with FTA to further understand both the environmental review process and any potential encumbrances should the property value be used toward the required match of future federal project funds.
- Marketing/Branding initiative moved into the next phase with a series of stakeholder meetings/conversations held by Rannah Grey. Staff will be meeting with Rannah in early July to review the results and prioritize strategies.

- CRPC's Household Travel Survey (HTS) Project:
 - Secured additional planning (PL) funds of \$500K for conducting HTS project.
 - Developed Scope of Work for the same
 - Advertised RFP to solicit professional services. Received three proposals.
 - Reviewed and ranked the proposals and made a recommendation to MPO Policy Committee.
- Provided technical assistance on various topics not limited to the following:
 - Provided technical assistance to 11 municipalities/non-profits and submitted nine applications to Delta Regional Authority for the States' Economic Development Assistance Program (SEDAP) grant.
 - Provided data and technical assistance to the Cities of Denham Springs and Baker to aid in their recovery planning process. Provided technical assistance to Denham Springs with regard to their GIS data layers.
 - Provided technical assistance to the City of Plaquemine to help them update and modernize their zoning ordinance. First round of zoning amendments was completed and adopted. Met with city to discuss/prioritize second round of amendments.

6. Guest Speaker – USACE Current Projects

- Nick Sims, US Army Corps of Engineers, Program/Project Management Office
Mr. Sims discussed the Corps Civil Works Study/Construction Process, the Bipartisan Budget Act of 2018 and ongoing efforts in the capital area, including the Amite River and Tributaries Feasibility Study (east of the Mississippi River); the Comite River Diversion West Baton Rouge Flood Control.

7. Other Business

Chairman Berthelot provided a brief update of the recently adjourned Legislative Session.

8. Adjournment

There being no further business the meeting was adjourned at 12:00 PM on a motion by Major Coleman and seconded by Mary Gourdon.

Chairman Berthelot thanked everyone for attending the meeting. All were reminded of the TPC meeting to be held following lunch.