

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, October 9, 2018

Larry Pete, President, called the meeting **to order**, at 6:30 p.m. in TARC's Administration Building, Conference Room #3.

Upon roll call, the Board of Directors recorded as present were: Larry Pete, Della Hotard, Richard Watkins, Karen Chauvin, Donell Donaldson, Dr. Ruthanne Gallagher, and Tracy Schwab. A **quorum was present**. Other present was: Alred Hotard. Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Erica Pellegrin, Herb Ledet, Kristy Harson, Rodger Shelton, Alison Filce, Lillian LeBouef and Cindy Naquin.

Let the record show that Don Price entered the meeting at 6:33 p.m. and Mike Allemand entered the meeting at 6:45 p.m.

Della Hotard led the group in **prayer**, followed by the **pledge**, by Don Price.

Approval of the Agenda-Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the agenda. Motion carried.

Public to be Heard- There was no public to be heard.

Secretary's Report-Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to accept the Board of Directors report of September 11, 2018, as clarified. Motion carried.

Larry Pete presented the **resignation** of Board member Marie LeBlanc.

Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to accept the resignation of Marie LeBlanc.

It was requested to **change the times of the November Finance and Board meeting**, to as early as possible. The Staff longevity awards will be held on the same night.

Karen Chauvin moved, seconded by Della Hotard, to change the time of the Finance Committee meeting to 5:00 p.m. and the Board of Directors meeting to 5:30 p.m., on November 13, 2018. Motion carried.

President's Report:

Board Development-Larry Pete presented an article from Board Source which referred to Board members questioning and micromanaging the organization.

Alison Filce presented the **2018, 1st and 2nd Quarter Outcomes**. Larry Pete requested to number the pages on the next Outcomes reports and add a list of acronyms.

Tracy Schwab moved, seconded by Karen Chauvin, to accept the 1st and 2nd quarter outcomes reports. Motion carried.

Deanna Zeringue presented the **403-B Audit Report for December 31, 2017**.

Karen Chauvin moved, seconded by Della Hotard, to accept the December 31, 2017 403-B Audit Report. Motion carried.

Della Hotard presented the following **403-B Employer Match Resolution**:

RESOLUTION OF THE BOARD OF DIRECTORS OF TERREBONNE ARC
STATE OF LOUISIANA, PARISH OF TERREBONNE

On the 9th day of October, 2018, at a meeting of the Board of Directors of Terrebonne ARC (TARC), held in the city of Houma, Terrebonne Parish, Louisiana with a quorum of the board

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members present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation do hereby approve the same formula for matching contributions used in 2018 for 2019. The formula will continue to be 50% of the employee's deferral up to 8% of compensation for the 2019 plan year.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Terrebonne ARC held on the 9th day of October, 2018. Date, Della Hotard, Secretary of TARC's Board of Directors

Dr. Ruthanne Gallagher moved, seconded by Richard Watkins, to accept the 403-B Employer Match Resolution. Motion carried.

Deanna Zeringue presented **Change Order No. 2 for Cajun Confections** for additional request that were made for some minor changes that wasn't included in the original building contract.

Tracy Schwab moved, seconded by Donell Donaldson, to accept change order No. 2. Motion carried.

Rodger Shelton presented a **LaDotd Authorizing Resolution for the 2019 Capital and Operating Grant**. Della Hotard read the resolution as follows:

AUTHORIZING RESOLUTION

Resolution No. _____

Resolution authorizing the filing of an application with the Louisiana Department of Transportation and Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development.

• 49 CFR 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities

WHEREAS, the Secretary of Transportation and Development is authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs;

WHEREAS, it is required by the Louisiana Department of Transportation and Development in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment, or consultant and other services;

NOW, THEREFORE, BE IT RESOLVED by: Terrebonne ARC

1. That Mary Lynn Bisland is authorized to execute and file an application on behalf of Terrebonne ARC with the Louisiana Department of Transportation and Development, to aid in the financing of operating and/or capital assistance projects pursuant to FTA transit programs.

2. That Mary Lynn Bisland is authorized to execute and file with such applications an assurance or any other document required by the Louisiana Department of Transportation and Development effectuating the purposes of Title VI of the Civil Rights Act of 1964, as amended.

3. That Mary Lynn Bisland is authorized to furnish such additional information as the Louisiana Department of Transportation and Development may require in connection with the application or the project.
4. That Mary Lynn Bisland is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.
5. That Mary Lynn Bisland is authorized to execute grant contract agreements on behalf of Terrebonne ARC with the Louisiana Department of Transportation and Development for aid in the financing of the operating and capital assistance projects.
6. This resolution is applicable for a period of one year unless revoked by the governing body and copy of such revocation shall be furnished to the DOTD.

CERTIFICATE

The undersigned duly qualified and acting Board of Directors, President of the Terrebonne ARC certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Terrebonne ARC held on Tuesday, October 9th, 2018.
If applicant has an official seal, impress here. (Signature of Recording Officer), (Title of Recording Officer) (Date)

Tracy Schwab moved, seconded by Dr. Ruthanne Gallagher, to accept the Authorizing Resolution.

Rodger Shelton presented the LaDotd **Project Assurances** for the 2019 Capital and Operating Grants.

Richard Watkins moved, seconded by Della Hotard, to authorize Mary Lynn Bisland to sign the LaDotd Project Assurances. Motion carried.

A revision to **Policy #V-02, Emergency Policy**, was presented. Revisions were made to Cedar Chest West emergency procedures. The Donation Center, Donation Crew, and Cajun Confections was added.

Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to accept the revisions to Policy #V-02. Motion carried.

TARC is allotted 10 votes, at The 2018 **Annual Business Meeting**, at this year's National Convention. Larry Pete will be attending the convention with the ARC of La. He can vote on TARC's behalf. Mary Lynn Bisland requested that Larry Pete vote with the majority of people from Louisiana's vote.

Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to credential Larry Pete to be TARC's authorized voting representative at the National Convention. Motion carried.

Executive Directors Report-Lillian LeBouef, Manager at Cajun Confections, updated the Board on the progress of Cajun Confections. They are hoping to open at the end of October.

The Department Directors present reported on their department. Mary Lynn reported that she attended the Planning Commission meeting where she was requesting that TARC's property be rezoned as Commercial property. It will now go to the Terrebonne Parish Council for approval.

Committee Reports:

Deanna Zeringue presented the **Finance Committee Report** of October 9, 2018.

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to accept the Finance Committee report of October 9, 2018. Motion carried.

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Don Price presented the **Client Representative Report** of October 9, 2018.

Karen Chauvin moved, seconded by Della Hotard, to accept the Client Representative Report of October 9, 2018. Motion carried.

Della Hotard moved, seconded by Donell Donaldson, to **adjourn**. Motion carried. The meeting adjourned at 7:30 p.m.

Respectfully Submitted,


Della Hotard, Secretary


Patricia Chauvin, Custodian of TARC records
Meeting tapes will be kept on file for six (6) years


Approved: Larry Pete, President