

Terrebonne ARC
Board of Directors Meeting
Tuesday, October 13, 2020

Tracy Schwab, 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 Tracy Schwab-President, Dr. Ruthanne Gallagher, Mike Allemand, Donell Donaldson, Larry Pete, and Richard Watkins. Board member absent was Karen Chauvin. A **quorum was present**. Staff present were Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Herb Ledet, Rodger Shelton, Erica Pellegrin, Kristy Harson and Tiffany Brunet. Mary L. Bisland led the group in **prayer**, followed by the **pledge**.

Let the record show that Karen Chauvin entered the meeting at 6:35 p.m.

Approval of the Agenda-Mike Allemand moved, seconded by Larry Pete, to approve the agenda, as presented. Motion carried.

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

Dr. Ruthanne Gallagher presented the **Secretary's report of September 8, 2020**.

Donell Donaldson moved, seconded by Mike Allemand, to accept the Secretary's report of September 8, 2020. Motion carried.

Risk Management, Technology and Accessibility Plan.

Mary L. Bisland presented the 2020-2021 Risk Management Plan.

Mike Allemand moved, seconded by Larry Pete, to accept the Risk Management Plan for 2020-2021. Motion carried.

Deanna Zeringue presented the 2020 Technology and Systems Plan.

Mike Allemand moved, seconded by Dr. Ruthanne Gallagher, to accept the 2020 Technology and Systems Plan. Motion carried.

Rodger Shelton presented the 2019-2020 Accessibility Plan.

Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the 2019-2020 Accessibility Plan. Motion carried.

Richard Watkins presented the following **2019-LaDotd Authorizing Resolution**.

AUTHORIZING RESOLUTION

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:

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NOW, THEREFORE, BE IT RESOLVED by Terrebonne ARC

1. That the Executive Director 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 the Executive Director 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 the Executive Director 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 the Executive Director is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.
5. That the Executive Director 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 or 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 September 10, 2019.

Tracy Schwab, Board of Directors, President.

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to ratify the signing of the 2019 LaDotd Authorizing Resolution. Motion carried.

Richard Watkins presented the following **2020-LaDotd Authorizing Resolution**.

AUTHORIZING RESOLUTION

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, Fo11:11ula 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 the Executive Director 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.

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2. That the Executive Director 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 the Executive Director 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 the Executive Director is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.
5. That the Executive Director 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 or 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 October 13, 2020.

Tracy Schwab, Board of Directors, President.

Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the 2020 LaDotd Authorizing Resolution. Motion carried.

Rodger Shelton presented the **2020-LaDotd Grant Project Assurance**.

Richard Watkins moved, seconded by Donell Donaldson, to approve the 2020 LaDotd Grant Project Assurance. Motion carried.

Dr. Ruthanne Gallagher 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 13th day of October 2020, 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 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 2020 for 2021. The formula will continue to be 50% of the employee's deferral up to 8% of compensation for the 2021 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 13th day of October 2020.

Ruthanne Gallagher, MD., Secretary of TARC's Board of Directors.

Richard Watkins moved, seconded by Donell Donaldson, to accept the 403-B Employer Match Resolution. Motion carried.

Tiffany Brunet presented **change order #4** for the Bayou Country Café to increase the contract by thirty-eight days due to inclement weather. This would revise the substantial completion date from October 2, 2020 to November 16, 2020.

Mike Allemand moved, seconded by Larry Pete, to accept change order #4. Motion carried.

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Mary L. Bisland presented a **Capital Budget amendment** of \$89,788.80, to purchase four Dodge vans, for the Option Plus program.

Mike Allemand moved, seconded by Larry Pete, to approve the Capital Budget amendment for four vans, at a cost of 89,788.80. Motion carried.

Erica Pellegrin presented an **Organizational Chart Change** to add a Project Coordinator position for the Options Plus program.

Mary L. Bisland presented an Organizational Chart Change to change a QDDP position to a QDDP/Manager position for the Options Plus program.

Mike Allemand moved, seconded by Dr. Ruthanne Gallagher, to approve the Organizational Chart changes, as presented. Motion carried.

Deanna Zeringue requested to authorize the **Chairman** of the Finance Committee to sign on **TARC's checking account**.

Mike Allemand moved, seconded by Donell Donaldson, to authorize the Chairman of the Finance Committee to sign on TARC's checking accounts. Motion carried.

Credential Representative- Larry Pete will be participating in the ARC National Convention. The Convention will be done virtually this year. TARC has nine votes.

Dr. Ruthanne Gallagher moved, seconded by Richard Watkins, to designate Larry Pete to cast TARC's vote at the ARC National Convention in 2020. Motion carried.

President's Report- Tracy Schwab reviewed a detailed definition of a quorum.

Executive Directors Report- Directors present reported on their Departments.

Committee Reports:


Deanna Zeringue presented the **Finance Committee report** of October 13, 2020.

Richard Watkins moved, seconded by Mike Allemand, to accept the Finance Committee report of October 13, 2020. Motion carried.

Mike Allemand moved, seconded by Dr. Ruthanne Gallagher, to **adjourn**. Motion carried. The meeting adjourned at 7:25 p.m.

Respectfully Submitted,


Dr. Ruthanne Gallagher, Secretary


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


Approved: Tracy Schwab, President