

Terrebonne ARC
Board of Directors Meeting
Tuesday, November 9, 2021

Richard Watkins, President, called the meeting **to order**, at 6:30 p.m. in TARC's Bayou Country Café.

Upon roll call, the Board of Directors recorded as present were: Richard Watkins-President, Tracy Schwab, Mike Allemand, Logan Aldridge, Karen Chauvin, Donell Donaldson, Dr. Ruthanne Gallagher, Teresa King and Lyndsay Ocker, Client Representative. Board Member absent was Larry Pete. Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Erica Pellegrin, Herb Ledet, Rodger Shelton, Tiffany Brunet and Danielle Domangue.

Mary L. Bisland led the group in **prayer** followed by the **pledge** by Lindsay Ocker.

Approval of the Agenda-Mike Allemand moved, to amend the agenda, to amend the Operating budget for \$17,400.00, for drainage work on campus, to authorize Mary L. Bisland to file an application with LaDotd for an operating grant, and to sign an engagement letter between TARC and the Law Office of Courtney Alcock, to provide legal services. Roll Call vote to amend the agenda: Richard Watkins-yes, Tracy Schwab-yes, Mike Allemand-yes, Logan Aldridge-yes, Karen Chauvin-yes, Donell Donaldson-yes, Dr. Ruthanne Gallagher-yes and Teresa King-yes. The roll call vote was unanimous.

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

Mike Allemand presented the **Secretary's report of October 12, 2021.**

Karen Chauvin moved, seconded by Tracy Schwab, to accept the Secretary's report of October 12, 2021. Motion carried.

Danielle Domangue presented the **3rd Quarter Outcomes Report.**

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand to accept the 3rd Quarter Outcomes Report. Motion carried.

Deanna Zeringue presented the **403-B Audit Report** for the period ending December 31, 2020.

Donell Donaldson moved, seconded by Mike Allemand to accept the 403-B Audit Report. Motion carried.

Richard Watkins presented the **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 November 2021, 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 2021 for 2022. The formula will continue to be 50% of the employee's deferral up to 8% of compensation for the 2022 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 November 2021.

Mike Allemand, Secretary of TARC's Board of Directors.

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

Deanna Zeringue presented the **Employee Insurance Proposal Summary** for the calendar year January 1, 2022 to December 31, 2022.

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to accept the insurance proposal for the next calendar year and accept the Finance Committee's recommendation, for TARC to absorb the increase in premiums. Motion carried.

Teresa King presented the following resolution:

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF TERREBONNE ARC**

UPON motion duly made, seconded and unanimously carried, it was:

RESOLVED by the Board of Directors of Terrebonne ARC, that Mary Lynn Bisland, Executive Director, be and she is hereby authorized, directed and empowered, for, and on behalf of and in the name of this corporation, to execute a Cash Sale from Mark David Rhodes, Peggy Rhodes Thibodaux, and Kim Rhodes Rome, to purchase the property located at (Physical Address-508 North French Quarter Drive, Houma, La. 70364), for the sum of (\$130,000.00) ONE HUNDRED THIRTY THOUSAND DOLLARS.

Legal Description: Lot Eighteen (18) Block Ten (10), Bayou Terrebonne Estates, Addendum No. 1, Phase "B".

BE IT FURTHER RESOLVED that the said duly authorized representative of this Corporation, be and she is hereby authorized, empowered and directed, for, on behalf of and in the name of this corporation, to execute all such other documents, instruments and writings as may be necessary to carry out the foregoing authorization, or all other such acts and deeds she may deem necessary or prudent in order to affect the intent and purpose of this resolution.

CERTIFICATE

This is to certify that the above and foregoing resolution was duly adopted at a meeting of the Board of Directors of Terrebonne ARC, held at the company's office at Houma, Louisiana, on the 9th day of November, 2021, pursuant to proper notice and call, at which meeting a quorum of the Board of Directors were present and voting throughout.

I do certify that I am the duly elected, qualified and acting Secretary of this company.

I do further certify that the above and foregoing resolution remains in full force and effect and has not been modified, repealed or rescinded in whole or in part.

WITNESS MY HAND in Houma, Louisiana, this 9th day of November, 2021. Mike Allemand, Secretary, ATTEST: Richard Watkins, President.

Tracy Schwab moved, seconded by Mike Allemand, to accept the Resolution, as read. Motion carried.

Teresa King presented the following resolution:

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF
TERREBONNE ARC**

UPON motion duly made, seconded and unanimously carried, it was:

RESOLVED by the Board of Directors of Terrebonne ARC, that Mary Lynn Bisland, Executive Director, be and she is hereby authorized, directed and empowered, for, and on behalf of and in the name of this corporation; to execute a Cash Sale from Mark D. Rhodes and Karen S. Rhodes, to purchase the property located at (Physical Address-310 South French Quarter Drive, Houma, La. 70364), for the sum of (\$156,500.00) ONE HUNDRED FIFTY SIX THOUSAND FIVE HUNDRED DOLLARS.

Legal Description: Lot Six (6) Block Seven (7), Bayou Terrebonne Estates, Addendum No. 1, Phase "A".

BE IT FURTHER RESOLVED that the said duly authorized representative of this Corporation, be and she is hereby authorized, empowered and directed, for, on behalf of and in the name of this corporation, to execute all such other documents, instruments and writings as may be necessary to carry out the foregoing authorization, or all other such acts and deeds she may deem necessary or prudent in order to affect the intent and purpose of this resolution.

CERTIFICATE

This is to certify that the above and foregoing resolution was duly adopted at a meeting of the Board of Directors of Terrebonne ARC, held at the company's office at Houma, Louisiana, on the 9th day of November, 2021, pursuant to proper notice and call, at which meeting a quorum of the Board of Directors were present and voting throughout.

I do certify that I am the duly elected, qualified and acting Secretary of this company.

I do further certify that the above and foregoing resolution remains in full force and effect and has not been modified, repealed or rescinded in whole or in part.

WITNESS MY HAND in Houma, Louisiana, this 9th day of November, 2021. Mike Allemand, Secretary, ATTEST: Richard Watkins, President.

Tracy Schwab moved, seconded by Mike Allemand, to accept the resolution, as read. Motion carried.

Richard Watkins presented an amendment to the **Operating budget** for drainage work on campus.

Dr. Ruthanne Gallagher moved, seconded by Mike, to amend the Operating budget to include \$17,400.00, for drainage work on campus. Motion carried.

Teresa King presented the following 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:

NOW, THEREFORE, BE IT RESOLVED by Terrebonne ARC

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.

1. 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.
2. That the Executive Director is authorized to furnish such additional information as the Louisiana

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Department of Transportation and Development may require in connection with the application or the project.

3. That the Executive Director is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.
4. 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.
5. 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 November 9, 2021. Richard Watkins, Board of Directors, President.

Tracy Schwab moved, seconded by Mike Allemand, to accept the LaDotd Authorizing Resolution. Motion carried.

Richard Watkins presented an **Engagement Letter Agreement** between TARC and The Law Office of Courtney E. Alcock.

Tracy Schwab moved, seconded by Donell Donaldson, to accept the Engagement Letter and authorize Mary L. Bisland to sign it. Motion carried.

Deanna Zeringue presented an agreement for funding through the **American Rescue Plan** for expenses incurred from March 1, 2021 to May 14, 2021, for COVID-19. TARC's reimbursement would be \$730.00.

Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to approve the subrecipient agreement and authorize Mary L. Bisland to sign it. Motion carried.

Richard Watkins presented three **Organizational Chart Changes**, changing the Project Coordinator I position at Cajun Confections to a Project Coordinator II, adding an additional part-time cashier position for the Bayou Country Cafe, and eliminating one Administrative Floater position and adding an Administrative Floater II position.

Teresa King moved, seconded by Karen Chauvin, to accept the Organizational Chart Changes, as presented. Motion carried.

Richard Watkins presented two items for surplus.

Karen Chauvin moved, seconded by Donell Donaldson, to dispose of the surplus. Motion carried.

Hurricane Ida Update- Deanna Zeringue presented an update on the financial aspect.

Presidents Report: There was no report.

Executive Directors Report: Discussed a mandate from the La. Dept. of Health for employees to take the COVID-19 vaccine.

Department Directors reported on their departments.

Committee Reports:

Mike Allemand presented the **Finance Committee report** of November 9, 2021.

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Tracy Schwab moved, seconded by Dr. Ruthanne Gallagher, to accept the Finance Committee report of November 9, 2021. Motion carried.

Lindsay Ocker presented the **Client Representative report** of November 9, 2021.

Tracy Schwab moved, seconded by Mike Allemand, to accept the Client Representative report of November 9, 2021. Motion carried.

Mike Allemand moved, seconded by Teresa King, to **adjourn**. Motion carried. The meeting adjourned at 7:45 p.m.

Respectfully Submitted,



Mike Allemand, Secretary



Approved: Richard Watkins, President



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