



Southwest Louisiana Regional Planning Commission (SWLA-RPC)
Imperial Calcasieu Regional Planning & Development Commission (IMCAL)
Louisiana Planning District 5

December 3, 2021
2021028/RPC-2

TO: RPC/IMCAL Board Members and Designated Representatives

FROM: Mike Hollier, Director

REF: RPC/IMCAL Board Meeting Thursday, December 9, 2021 Noon

COMMUNICATION:

The RPC/IMCAL Board is scheduled to meet on Thursday, December 9, 2021 at Noon. Please reference the attached AGENDA. Members may attend in person or utilize a virtual access as noted. The Minutes of the October 28, 2021 meeting were previously distributed as well as draft Personnel Rules of Policy and Procedures and the October Financial Report. The November Financial Report has been added to this transmittal for your reference in addition to a budget amendment for 2020-2021.

Three items of note at this meeting: 1. Election of officers for 2022 who will assume responsibilities on February 1, 2022, 2. Initiating appointments to the Board Permanent Committees with preference given to elected officials who are interested in committee priorities, and 3. Acknowledgment and approval of 2020-2021 Revised Budget through Resolution No. 2021-2187.

In the Director's Report I will be identifying member service enterprises in stages of development and consideration. There are two I am requesting your interest: 1. Adjudicated Properties and 2. Road and Street Overlay Projects. Both items potentially to be addressed from a regional perspective and need.

Contact me if you have any questions or concerns related to the attachments.

Sincerely,

A handwritten signature in blue ink that reads "Michael Hollier".

Michael Hollier, AICP
Executive Director

cc: Chair, Mayor Henry Guinn

ATTACHMENTS: 3



Southwest Louisiana Regional Planning Commission (SWLA-RPC)
Imperial Calcasieu Regional Planning & Development Commission (IMCAL)
Louisiana Planning District 5

BOARD OF DIRECTORS MEETING

Thursday, December 9, 2021, Noon

**PHYSICAL LOCATION: Stockwell Sievert Boardroom, 3rd Floor, SEED
Center, 4310 Ryan Street, Lake Charles, LA 70605**

ZOOM: <https://us02web.zoom.us/j/9583967845>

Meeting ID: 958 396 7845

PHONE: 1-346-248-7799

Meeting ID: 958 396 7845

AGENDA

- | | |
|---|-----------------------------|
| I. Call to Order | Mayor Henry Guinn,
Chair |
| II. Roll Call | Mike Hollier |
| Status of Port, Terminal, & Harbor Directors Board appointment. | |
| III. Reading and Adoption of Minutes | Mike Harper
Secretary |
| A. Minutes of Meeting held on October 28, 2021
Action requested. | |
| IV. Financial Reports | |
| A. October 2021 Financial Report
Action requested. | Debbie Smith |
| B. November 2021 Financial Report
Action requested. | Debbie Smith |
| C. Resolution No. 2021-2186 Approving and Adopting
RPC/IMCAL 2021-2022 Budget Amendment
Action requested. | Mike Hollier |
| D. Resolution No. 2021-2187 Approving and Adopting
Amendment to the Fiscal Year 2020-2021 Budget
Action requested. | Debbie Smith |
| E. Engaging McElroy, Quirk & Burch for Single Audit
in response to RPC/IMCAL exceeding \$750,000 in
Federal and State Passthrough Grants.
Acknowledgement Motion. | Mike Hollier |
| F. Annual Renewal of Commercial Insurance Coverage
with Insurance Unlimited
Acknowledgement Motion. | Mike Hollier |
| G. Point of Contact (POC) Changes
Acknowledgement Motion. | Mike Hollier |

V. Old Business

- A. Transportation Committee** Mike Hollier
Recommendation made to include chair of MPO TAC and chair of MPO TPC on the Regional Transportation Committee. Action requested.
- B. Planning and Community Development Committee** Mike Hollier
Recommendation made to include _____
Action requested.
- C. Housing Committee** Mike Hollier
Recommendation made to include chair of Calcasieu Parish Public Trust Finance Authority on the Regional Housing Committee. Action requested.
- D. GIS and Technology Committee** Mike Hollier
Recommendation made to include Calcasieu Parish Director of Information and Technology. Action requested.
- E. Designated Special/Major Projects Committee** Mike Hollier
Recommendation made to include _____
Action requested.
- F. Resolution No. 2021-2181 Amending Personnel Rules of Policy and Procedure** Mike Hollier & Jamie Gaines
Action requested.
- G. Regional Drainage/Watershed Initiative: Mill Creek Reservoir Pilot Project (Seven Spokes of the Wheel) Status Report** Mike Hollier
Information only. No action is requested.

VI. New Business

- A. Southwest Louisiana Regional Comprehensive Plan** Mike Hollier
Five Page Preparation and Maintenance of Needs, Wants and Shovel Ready Comprehensive Master Plan Template - Intro
Information only. No action requested.
- B. Southwest Louisiana Regional Transportation Plan** Mike Hollier
Information only. No action requested.
- C. IMCAL Name Change Process and Schedule** Jamie Gaines
Information only. No action requested.
- D. Planning District Logo** Jamie Gaines
Information only. No action requested.
- E. Pending Grant Applications** Jamie Gaines
- a. EDA Build Back Better Grant (8 Specific Projects)
 - b. USDA for West Beauregard Multipurpose Center
 - c. USDA Healthy Food Financing Initiative for Cameron Parish
 - d. DRA Broadband Planning District Contract
 - e. DOTD Transportation Alternatives Grant Contract

VII. Other Business

- A. Nominations for 2022 Board Chair** Chair
Action requested.
- B. Election of 2022 Board Chair** Chair
Action requested.
- C. Nominations for 2022 Board Vice Chair** Chair
Action requested.
- D. Election of 2022 Board Vice Chair** Chair
Action requested.

E. Nominations for 2022 Board Treasurer	Chair
Action requested.	
F. Election of 2022 Board Treasurer	Chair
Action requested.	
G. Nominations for 2022 Board Secretary	Chair
Action requested.	
H. Election of 2022 Board Secretary	Chair
Action requested.	
I. Director's Report	Mike Hollier
Membership Enterprise Services Pending or in Review:	
1) Water Utility Optimization Service - Pending	
2) Website Design and Maintenance - Pending	
3) GIS Digital Mapping - Activated	
4) Broadband/Public Fiber - Pending	
5) ETE Centers & Technology Districts - Pending	
6) Tax Increment Financing (TIF) Districts – in Review	
7) Community Development Districts – in Review	
8) NeoGov Dashboard Services - Pending	
9) Multipurpose Centers - Activated	
10) Adjudicated Property Management Services – in Review	
11) Transportation Safety Program – in Review	
12) Regional Street Overlay Coordination Program – in Review	
J. January Board Meeting Date and Time	Chair
VIII. Public Comment	Chair
IX. Adjournment	Chair

Imperial Calcasieu Regional Planning & Development Cm IMCAL

Balance Sheet

As of November 30, 2021

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10 - Cash on Hand	
10150 - Business Checking - Chase	10,378.69
10100 - Money Market Account - Chase	115,141.01
Total 10 - Cash on Hand	125,519.70
10300 - Petty Cash	150.00
10400 - First Federal COD	20,514.75
Total Checking/Savings	146,184.45
Accounts Receivable	
12000 - Grants Receivable	102,805.58
12100 - Dues Receivable	31,470.68
12200 - MPO Dues Receivable	7,526.54
Total Accounts Receivable	141,802.80
Other Current Assets	
14000 - Prepaid Expense	25,240.34
14100 - Amount To Be Provided for LTD	7,274.32
14200 - Deferred Comp Assets	250,316.19
Total Other Current Assets	282,830.85
Total Current Assets	570,818.10
Fixed Assets	
19000 - Fixed Assets Vehicles	33,679.80
19100 - Accum Depr Vehicles	-33,679.80
19600 - General Fixed Asset	6,298.90
19700 - Non-Grant Trackable Asset	26,143.00
19800 - Grant Trackable Asset	27,813.04
19900 - Accumulated Depreciation	-6,298.90
Total Fixed Assets	53,956.04
TOTAL ASSETS	624,774.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20200 - Office Depot Credit	-28.52
Total Credit Cards	-28.52
Other Current Liabilities	
20801 - Accrued FL Unemployment	-2.89
2110 - Direct Deposit Liabilities	4.00
20700 - Accrued Annual Leave	7,274.32
20800 - Accrued LUTA	456.79
21200 - State WH Payable	2,574.27
21300 - Health Insurance WH	552.46
21400 - Dental Insurance WH	-123.35
25000 - Deferred Revenue	124,560.16
24200 - Deferred Comp Payable	250,316.19
Total Other Current Liabilities	385,611.94
Total Current Liabilities	385,583.42
Total Liabilities	385,583.42
Equity	
32000 - Unrestricted Net Assets	-117,233.97
39400 - Fund Balance	129,453.17
39600 - Invested in Fixed Assets	53,956.04

9:19 AM

12/06/21

Accrual Basis

Imperial Calcasieu Regional Planning & Development Cm IMCAL

Balance Sheet

As of November 30, 2021

	Nov 30, 21
Net Income	173,015.48
Total Equity	239,190.72
TOTAL LIABILITIES & EQUITY	624,774.14

**Imperial Calcasieu Regional Planning & Development Cm IMCAL
 Profit & Loss
 November 2021**

	Nov 21
Ordinary Income/Expense	
Income	
40 - Federal & State Grants	
40250 - Safety	
40000 - EDA	20,946.46
40400 - EDA CARES 20-22	
	<u>112,744.96</u>
Total 40000 - EDA	112,744.96
40100 - FHWA	58,807.89
40200 - FTA	4,840.00
40202 - FTA Regional Transit	<u>3,997.00</u>
Total 40 - Federal & State Grants	201,336.31
41000 - Membership Dues Income	9,582.97
41500 - MPO Dues Income	7,526.54
45 - Other Income Accounts	
42100 - Interest Income	12.32
45 - Other Income Accounts - Other	<u>11.00</u>
Total 45 - Other Income Accounts	23.32
Total Income	<u>218,469.14</u>
Gross Profit	218,469.14
Expense	
52350 - Bank Service Fee	25.00
56150 - DATA	19,089.74
50 - Personnel Costs	
50500 - Fringe Benefits	
50701 - FL Unemployment	0.77
50600 - FICA & Medicare Match	6,210.39
50700 - LUTA	85.42
50800 - Health Insurance Match	3,743.69
50900 - Deferred Comp Match	230.78
51000 - Dental Insurance Match	<u>337.85</u>
Total 50500 - Fringe Benefits	10,608.90
50000 - Salaries	<u>82,638.21</u>
Total 50 - Personnel Costs	93,247.11
52000 - Legal & Professional	1,891.69
52200 - Consultants & Contractors	28,500.00
52500 - IMCAL Meeting Expense	148.63
53100 - Travel	419.23
54000 - Space Rental	2,500.00
55 - Office Supplies, Postage, Print	
55000 - Office Supplies	280.28
55100 - Postage Supplies	20.30
55800 - Office Expense	<u>81.33</u>
Total 55 - Office Supplies, Postage, Print	361.91
55400 - Advertising	86.16
55500 - Membership Dues	175.00
56000 - Equipment Purchases over \$500	10,318.88
56300 - Equipment Rental	62.95
57 - Insurance	
57300 - E&O Errors&Omissions Insurance	-344.48
57000 - Public Honesty Bond	-12.95
57200 - Property & Liability Insurance	<u>-120.91</u>
Total 57 - Insurance	-478.34
66000 - Payroll Expenses	<u>-323.75</u>

9:18 AM

12/06/21

Accrual Basis

Imperial Calcasieu Regional Planning & Development Cm IMCAL

Profit & Loss

November 2021

	Nov 21
Total Expense	156,024.21
Net Ordinary Income	62,444.93
Net Income	<u>62,444.93</u>



Southwest Louisiana Regional Planning Commission (SWLA-RPC)
Imperial Calcasieu Regional Planning & Development Commission (IMCAL)
Louisiana Planning District 5

RESOLUTION NO. 2186

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION (SWLA-RPC)/IMPERIAL CALCASIEU REGIONAL PLANNING & DEVELOPMENT COMMISSION FOR LOUISIANA PLANNING DISTRICT 5 APPROVING AND ADOPTING AMENDMENT TO THE FISCAL YEAR 2021-2022 BUDGET INCREASING PERSONNEL RAISES BUDGET FROM \$70,000 TO \$105,000.

WHEREAS, the Executive Director of the Southwest Louisiana Regional Planning Commission/Imperial Calcasieu Regional Planning and Development Commission (IMCAL) prepared and submitted Administrative Memorandum No. 6 including a proposed 2021-2022 fiscal year budget; **AND**

WHEREAS, the RPC/IMCAL Regional Planning Commission Board reviewed and adopted budget recommendations affecting personnel raises in Administrative Memorandum No. 6; **AND**

WHEREAS, there are currently over one dozen employees achieving one year of employment both in temporary and permanent classifications who may or may not remain employed with the planning district; **AND**

WHEREAS, the Executive Director is desirous of upgrading job descriptions and salary ranges both for permanent employees and temporary employees to sustain a professional staff and scope of work; **AND**

WHEREAS, Board members recognize time constraints affecting current and new pending contracts for budgetary continuity;

NOW THEREFORE BE IT RESOLVED BY THE SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION/IMPERIAL CALCASIEU REGIONAL PLANNING AND DEVELOPMENT COMMISSION (IMCAL) THAT THE 2021-2022 RPC/IMCAL BUDGET AUTHORIZATION FOR PERSONNEL RAISES INCREASED FROM \$70,000 TO \$105,000 IS HEREBY APPROVED AND ADOPTED AS AN AMENDMENT TO THE 2021-2022 BUDGET ENDING JUNE 30, 2022.

THIS RESOLUTION BEING APPROVED AND ADOPTED ON THE 9TH DAY OF DECEMBER, 2021.

Mayor Henry Guinn, Chair

ATTEST:

Michael Hollier, AICP
Executive Director



Southwest Louisiana Regional Planning Commission (SWLA-RPC)
Imperial Calcasieu Regional Planning & Development Commission (IMCAL)
Louisiana Planning District 5

RESOLUTION NO. 2187

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION (SWLA-RPC)/IMPERIAL CALCASIEU REGIONAL PLANNING & DEVELOPMENT COMMISSION FOR LOUISIANA PLANNING DISTRICT 5 APPROVING AND ADOPTING A REVISED BUDGET AMENDMENT FOR FISCAL YEAR 2020-2021.

WHEREAS, the Southwest Louisiana Regional Planning Commission/Imperial Calcasieu Regional Planning and Development Commission (IMCAL) experienced an administrative and operational transition during the fiscal budget year 2020-2021; **AND**

WHEREAS, projected revenues were significantly increased and expenses managed effectively through a series of disasters and unexpected hardships; **AND**

WHEREAS, the Board has received and reviewed a full accounting of the budget resources and expenditures needed and utilized during the FY 2020-2021; **AND**

WHEREAS, the Board has determined a final budget amendment is needed to conclude the FY 2020-2021 Budget; **AND**

WHEREAS, members recognize the growth in revenues, staff, productivity and cost is a positive and encouraging transition it is also necessary to provide continuity and accountability on a regular basis and through Budget Amendments;

NOW THEREFORE BE IT RESOLVED BY THE SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION/IMPERIAL CALCASIEU REGIONAL PLANNING AND DEVELOPMENT COMMISSION (IMCAL) THAT A REVISED BUDGET AMENDMENT REFLECTED IN THE ATTACHMENT MADE A PART OF THIS RESOLUTION IS APPROVED AND ADOPTED FOR THE FISCAL YEAR 2020-2021.

THIS RESOLUTION BEING APPROVED AND ADOPTED ON THE 9TH DAY OF DECEMBER, 2021.

Mayor Henry Guinn, Chair

ATTEST:

Michael Hollier, AICP
Executive Director

Legal Notice: In compliance with the Louisiana Budget requirements (LSA-RA-39), the Imperial Calcasieu Regional Planning and Development Commission (IMCAL), submits its 2020-2021 Proposed budget for public review. IMCAL Full Board Members scheduled December 9, 2021 Virtual ZOOM and Telephone Conference Meeting with the S.E.E.D. Center, 3rd Floor, Suite 330 (4310 Ryan Street, Lake Charles, LA 70605). The 2020-2021 IMCAL Board Approved FY 20-21 Budget is available for public viewing on website www.IMCAL.LA.

IMCAL 2020-2021 REVISED Budget

Revenue

EDA	Fed. Grants: EDA 19/21; CARES; REDRM18/20	\$ 226,500.00
DOTD Safety	100%	\$ 141,189.00
MPO FHWA FY21	Fed. 80%	\$ 293,159.00
MPO FTA FY21	Fed. 80% & FTA Regional 100%	\$ 118,672.00
MPO Membership Dues		\$ 165,406.00
District Membership Dues		\$ 282,906.00
Other Income		\$ 1,000.00

TOTAL REVENUE

\$1,063,426.00

Expenses

Permanent Salaries		\$ 450,000.00
Temporary Salaries		\$ 200,000.00
Employee Benefits/Withholding		\$ 80,000.00
Office Space Rental		\$ 32,600.00
Transportation		\$ 20,000.00
Equipment Purchases		\$ 10,000.00
Computer Hardware		\$ 14,000.00
Computer Software		\$ 10,000.00
Insurance		\$ 10,000.00
Legal & Professional		\$ 12,500.00
Audit		\$ 21,000.00
Supplies/Postage/Print		\$ 15,000.00
Employee Professional Dues		\$ 5,000.00
Conference Fees		\$ 10,000.00
Opportunity Funds		\$ 40,000.00
Reserve Funds		\$ 15,000.00
Other Misc. Expenses		\$ 45,000.00

TOTAL EXPENSES

\$ 990,100.00

Fiscal Year End 06/30/2021 (Net Profit)

\$ 73,326.00