



Louisiana Planning District 5

**EXECUTIVE COMMITTEE MEETING MINUTES**

Wednesday, June 26, 2024, 12:00 PM  
2nd Floor, SEED Center,  
4310 Ryan Street, Lake Charles, LA 70605

I. **Call to Order** Mayor Marcus Renfrow,  
Chair

II. **Roll Call** Mike Hollier,  
Executive Director

Mayor Marcus Renfrow – Responded present  
Mr. Jacob Dillehay – Responded present  
Mayor Hal McMillin – Responded present  
Mayor Nic Hunter - Responded present

Guests included Mr. Mike Harper.

Mr. Hollier reported that a QUORUM had been reached.

III. **Reading and Adoption of Minutes** Mayor Nic Hunter  
Secretary

A. **Draft Minutes of Meeting held on May 29, 2024.**  
Action requested.

Minutes for the meeting held on May 29, 2024, are filed separately.

MOTION to adopt the minutes of May 29, 2024, was made by Mayor Nic Hunter and seconded by Mayor Hal McMillin. Hearing no objection, the MOTION carried.

IV. **Financial Reports** Mayor Hal McMillin  
Treasurer

A. **May 2024 Financial Report**  
Action requested.

MOTION to adopt the financial report for May 2024, was made by Mayor Hal McMillin and seconded by Mayor Nic Hunter. Hearing no objection, the MOTION carried.

B. **Resolution No. 2277 Approving, Adopting, and Authorizing Administrative Memorandum No. 9** Mike Hollier  
Action requested.

Mr. Mike Hollier reported that there were specific items in the Administrative Memorandum No. 9 that he would like to discuss, including amending the District

Bylaws to remove the City of DeRidder Board seat and the City of Oakdale Board seat since no representatives of either municipality have attended a Board meeting in over four years, nor paid membership dues.

In addition, Mr. Hollier proposes a "Reserve Fund" (CDs) of \$120,000 by the end of 2024 and requests the addition of a budget line item in the proposed FY 20242025 Budget in the amount of \$30,000 to provide staff time for one year dedicated to securing a viable and permanent revenue stream for the regional housing program and a budget line item in the proposed FY 20242025 Budget in the amount of \$10,000 to potentially fund a "Regional Main Street Coordinator" position. Additional local funding sources will be solicited.

MOTION to adopt Resolution No. 2277 Approving, Adopting, and Authorizing Administrative Memorandum No. 9 was made by Mayor Nic Hunter and seconded by Mayor Hal McMillin. Hearing no objection, the MOTION carried.

Administrative Memorandum No. 9 is attached.

- V.      **Resolution No. 2278 Approving and Authorizing the SWLA-RPC Sponsorship of the Southwest Louisiana Regional Development Organization (SWLA-RDO) (A non-profit corporate entity).**      Mike Hollier  
Discussion. For information only. No action requested.

Mr. Mike Hollier presented an overview of the proposed Southwest Louisiana Regional Development Organization (RDO) for discussion. A non-profit organization, the RDO would represent the five (5) parishes of Southwest Louisiana: Allen, Beauregard, Calcasieu, Cameron and Jefferson Davis,

Mr. Hollier explained that the purpose of the RDO was to potentially serve as the private resource side of the Southwest Louisiana Regional Planning Commission, which is the designated economic development agency for Louisiana Planning District No. 5, the metropolitan planning organization (MPO) for the Lake Charles Urban Area, the administrator for Louisiana Watershed Initiative Region 4, and the comprehensive planning and development entity for Louisiana Planning District 5, representing more than 29 local governmental jurisdictions and multiple subunits within and overlapping these jurisdictions, which are actively working, investing, and implementing many programs and projects common to one another.

The RDO would provide an opportunity for private resources to fund Southwest Louisiana trails network, housing initiative, and roads, among others.

Mayor Nic Hunter noted two existing non-profits, the Community Foundation of Southwest Louisiana and the Southwest Louisiana Alliance Foundation and asked to table the discussion until new leadership is in place at the Alliance. Mr. Jacob Dillehay also asked if the RDO would serve as a legislative entity for Louisiana Watershed Initiative Region 4.

- VI.      **Resolution No. 2279 Approving and Adopting Amendment to the Bylaws of the SWLA-RPC specific to the representative composition and number of Board seats.**      Mike Hollier  
Action requested

As outlined in Administrative Modification No. 9, the City of DeRidder and City of Oakdale have had no representation on the board and have not paid membership dues for more than four years. Staff requests removing those Board positions, which would adjust the Board composition from 13 to 11.

Following discussion, agreed to send a letter rescinding the Board seats and outlining options for returning, should they wish to do so in the future.

MOTION to adopt Resolution No. 2279 Approving and Adopting Amendment to the Bylaws of the SWLA-RPC specific to the representative composition and number of Board seats from 13 to 11 was made by Mayor Hal McMillin and seconded by Mayor Nic Hunter. Hearing no objection, the MOTION carried.

- VII. Resolution No. 2280 Approving and Adopting Amendment to SWLA-RPC Rules of Policy and Procedure.** Mike Hollier  
Discussion. For information only.

Mr. Mike Hollier reported that staff is reviewing potential updates to the SWLA-RPC Rules of Policy and Procedures but has asked for a deferral since the process is ongoing.

- VIII. MPO Transportation Management Center Options?** Mike Hollier  
Multipurpose. Multiple Jurisdictions. Multiple Funding Sources  
Discussion. For information only.

Mr. Mike Hollier reported on the Traffic Management Center (TMC) Feasibility Study recently completed by Intelligent Transportation Systems (ITS) for the Lake Charles Metropolitan Planning Organization (MPO). The study indicated that the metropolitan planning area would in fact benefit from a TMC.

Mr. Hollier anticipates the TMC could be staffed by three employees and housed in the SEED Center. The greatest expense would be technology. The next step, according to Mr. Hollier, is funding, of which carbon reduction funds may be an option, and location.

- IX. July Meeting Date and Time** Chair  
Following discussion, August 14, was selected for the next meeting of the Board of Directors.
- X. Public Comment** Chair
- XI. Adjournment** Chair  
MOTION to adjourn was made by Mayor Hal McMillin and seconded by Mayor Nic Hunter. Hearing no objection, the meeting ADJOURNED.

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Mayor Marcus Renfrow  
Chair

ATTEST:   
Michael Hollier  
Executive Director