



Louisiana Planning District 5

BOARD OF DIRECTORS' MEETING
Wednesday, May 21, 2025, 12:00 PM
2nd Floor, East Conference Room
HENNING SEED CENTER,
4310 Ryan Street, Lake Charles, LA 70605
ZOOM: <https://us02web.zoom.us/j/9583967845>

MINUTES

- I. Call to Order** Mayor Jacob Dillehay
Chair

- II. Roll Call** Mike Hollier
Director
 - Mr. Jacob Dillehay – Responded Present
 - Mayor Hal McMillin – Responded Present
 - Mayor Nic Hunter – Responded Present
 - Ms. Mary Kay Eason – No Response
 - Ms. Lisa Adams – Responded Present
 - Ms. Katie Armentor - No Response
 - Mr. Ben Boudreaux – Responded Present
 - Mayor Mike Danahay - Responded Present
 - Mayor Henry Guinn – Responded Present
 - Mayor Michael Harris – Responded Present
 - Ms. Kim Monte – No Response
 - Mayor Neal Watkins – Responded Present

- III. Reading and Adoption of Minutes** Mayor Kay Eason
Secretary
 - A. Draft Minutes of Meeting held on December 10, 2024**
Action requested.

A MOTION to accept the December meeting minutes was made by Mayor Hal McMillin and seconded by Mayor Mike Danahay. Hearing no objection, the MOTION carried.

 - B. Draft Minutes of Executive Meeting held on February 20, 2025**
Action requested.

A MOTION to accept the December meeting minutes was made by Mayor Mike Danahay and seconded by Mayor Nic Hunter. Hearing no objection, the MOTION carried.

IV. Financial Reports

Mayor Nic Hunter
Treasurer

A. April 2025 Financial Report
Action requested.

A MOTION to accept the April 2025 Financial Report was made by Mayor Henry Guinn and seconded by Mayor McMillin. Hearing no objection, the MOTION carried.

B. Resolution No. 2303 Approving, Adopting, and Authorizing Administrative Memorandum No. 10
Request Introduction of Resolution No. 2303.
Information only. No action is requested

Mike Hollier

Mr. Mike Hollier reported that the purpose of the resolution under consideration is to adopt a balanced budget for the upcoming fiscal year beginning July 1, 2025. He noted that this is a living document, intended to provide both a snapshot of current activities and an outline of anticipated changes. Mr. Hollier mentioned certain figures listed at the end of the document should be viewed as moving targets. He stated that the organization must continuously reconcile the amount of membership dues received with the matching funds required to support administrative operations. Efforts have been made to gradually build up the agency's cash reserves.

C. Resolution No. 2305 Approving and Authorizing Purchase of a \$50,000 Certificate of Deposit for Reserve Funds.
Action requested.

Jamie Gaines

Ms. Jamie Gaines stated the organization is continuing efforts to build reserves with a Certificate of Deposit (CD) in addition to the existing 3 CDs.

A MOTION to adopt Resolution No. 2305 was made by Mayor Nic Hunter and seconded by Mayor Henry Guinn. Hearing no objection, the MOTION carried.

- D. Resolution No. 2306 Approving and Adopting Signatories and Authorized Representatives with Financial Institutions of the SWLA-RPC requiring accounts, checks, and other requiring discretion.**
Action requested.

Mike Hollier

Mr. Mike Hollier stated current disbursement procedures require two signatures. Currently the organization has identified five (5) members as signatories, which include the four (4) officers on the board and the director. As changes in membership and leadership occur within the board, the corresponding information is required to be updated. The resolution is to request the number of authorized signatories to be reduced from five (5) to four (4) with the authorized signers to be the Chair, the Vice-Chair, the Treasurer, and the Director.

Mayor Nic Hunter questioned if the Secretary would be removed as an authorized user, to which Mr. Mike Hollier responded yes.

A MOTION to adopt Resolution No. 2306 was made by Mayor Hal McMillin and seconded by Mayor Nic Hunter. Hearing no objection, the MOTION carried.

- V. Resolution No. 2298 Approving and Authorizing a Memorandum of Understanding (MOU) between the SWLA-RPC and IRON BOX SRL.**

Mike Hollier

Action requested.

Mr. Mike Hollier recalled Mayor Nic Hunter's request for the Memorandum of Understanding (MOU) with Iron Box SRL, an Italian Company, to be reviewed by the organizations legal counsel. Mr. Hollier reported a review had been completed by legal counsel and all Louisiana laws have been addressed.

Mayor Nic Hunter requested a brief overview of the MOU; what it pertains to and the goal. Mr. Mike Hollier stated the memorandum has evolved from the rail study the organization has almost completed, and this study was spearheaded by Marion Butch Fox. A recommendation from that study stated the need to establish a Rail Research Institute in cooperation with McNeese University, Chenault, SOWELA, and Port of Lake Charles, which has 30 miles of rail. This initiative led to the finding of Iron Box SRL, an Italian company approaching existing rail infrastructure with magnetic traction and powering systems without having to build new infrastructure. This cooperation led to the creation of a working MOU to engage with each other, as the organization may formalize the Rail Research Institute.

Mayor Nic Hunter questioned if there was a commitment of funds, who was the reviewing attorney. Mr. Mike Hollier responded that there are no

funding commitments. Ms. Jamie Gaines identified Mr. Brain Bradford as the legal counsel, and clarified modifications were made by legal counsel.

A MOTION to adopt Resolution No. 2298 was made by Mayor Nic Hunter and seconded by Mayor Mike Danahay. Hearing no objection, the MOTION carried.

VI. Resolution No. 2302 Approving and Authorizing a Memorandum of Understanding (MOU) between the SWLA-RPC and the Louisiana Civil Air Patrol.

Mike DuBois

Action requested.

Mr. Mike Hollier clarified that Mr. Mike DuBois was unable to attend the meeting. Mr. Hollier reported that the Civil Air Patrol (CAP) made a proposal to the Louisiana Planning Districts. The association agreed to a working relationship between the districts, state, and the Civil Air Patrol. The CAP is offering an abundance of aerial photography at a minimal charge, as a governmental entity and service to the state. The draft Memorandum of Understanding (MOU) has been approved by the planning district association's attorney. However, the SWLA Regional Planning Commission's attorney is amid reviewing the document and the draft is still pending.

Mayor Henry Guinn and Mayor Nic Hunter requested further information of the type of aerial photography and if it is similar to GIS. To which Mr. Mike Hollier responded that there are a couple of different standards. They have aerial capacity, even though that isn't their primary purpose. That level of service would have to be negotiated.

A MOTION to defer Resolution No. 2298 was made by Mayor Henry Guinn and seconded by Mayor Hal McMillin. Hearing no objection, the MOTION carried.

VII. Resolution No. 2304 Approving and Adopting the Town of Iowa "5 Page Comprehensive Plan" as a Foundational Component Part of the Southwest Louisiana Regional Plan and Economic Development Strategies.

Mike Hollier

Action requested.

Mr. Mike Hollier stated this is standard document for assisting local governments in drafting and adopting a "5 Page Comprehensive Plan". These plans become foundational work for regional plans. These plans help the staff and board know the needs and wants of each member government.

A MOTION to adopt Resolution No. 2304 was made by Mayor Nic Hunter and seconded by Mayor Henry Guinn. Hearing no objection, the MOTION carried.

VIII. Resolution No. 2300 Approving and Authorizing Preparation of an Intergovernmental Agreement Between the SWLA-RPC and Interested Member Governments for Corridor Development.

Mike Hollier

Action requested.

Mr. Mike Hollier reported that there have been forty-five (45) designated arterial corridors identified by the Lake Charles Metropolitan Planning Organization (LCMPO). This program intensely focuses on these corridors for the next two years with details to seek alternative funding sources. This potential agreement is to be utilized between local jurisdictions to develop these corridors. The LCMPO is focused on the primary corridors which have been identified (I-10, I-210, I-514, and the northern loop). The organization has established and drafted basic framework for the coordination effort for not only the LCMPO but for the region. This will allow staff to facilitate these governmental agreements and Memorandum of Understandings (MOU).

Mr. Ben Boudreaux requested further information on the interested governments and if there was involvement with the Regional Planning Organization (RPO). Mr. Mike Hollier responded there is a mix of interest with progress pending as there has been recent turnover with elected officials. The discussions are open to anyone interested in whatever projects they desire. The LCMPO has about six municipalities. He further clarified that there is involvement with the RPO as there is new state legislation by Ryan Bourriaque, House Bill 556 or 558, the reorganization of the LaDOTD. The secretary of DOTD is supportive of RPOs to complement the MPO areas.

A MOTION to adopt Resolution No. 2300 was made by Mayor Mike Danahay and seconded by Mayor Henry Guinn. Hearing no objection, the MOTION carried.

IX. Resolution No. 2301 of the Board of Directors of the SWLA-RPC and the Policy Committee of the Metropolitan Planning Organization (MPO) Authorizing the Executive Director Michael Hollier to Enter into a Planning Grant Agreement with the Louisiana Department of Transportation and Development for MPO Planning Services.

Jamie Gaines

Action requested.

Ms. Jamie Gaines reported this resolution is a requirement to obtain the Planning Grants for the LCMPO. It requires signatures by the Chair of the Transportation Policy Committee and the Director of the Board.

A MOTION to adopt Resolution No. 2301 was made by Mayor Nic Hunter and seconded by Mayor Mike Danahay. Hearing no objection, the MOTION carried.

X. June Meeting Date and Time

Chair

For information only. No action is requested.

Ms. Jamie Gaines will send a placeholder for Wednesday, June 18, 2025 as the next board meeting.

XI. Public Comment

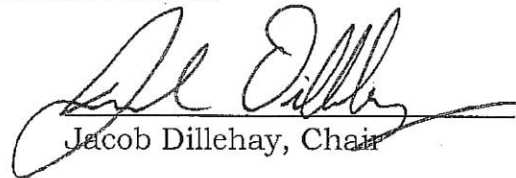
Chair



Mayor Hal McMillin stated that the City of Westlake had recently received communication with an attorney from the I-10 bridge project. The attorney mentioned that they will be providing the city with a loan to relocate water lines and gas lines which have been under the bridge since 1947. Mayor McMillian communicated concerns regarding this issue as the City of Westlake's budget has no room for these additional expenses. The mayor requests future assistance in tackling this matter. Additionally, Mayor Hal McMillian described a recent realization with how short life is and that he will not be rerunning for mayor.

XII. Adjournment

Chair

MOTION to adjourn was made by Mayor Mike Danahay and seconded by Mayor Nic Hunter Hearing no objections, MOTION carried.


Jacob Dillehay, Chair

ATTEST: 
 Jamie Gaines, Assistant Director