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**PARISH COUNCIL**  
**PARISH OF TERREBONNE**

**Dirk Guidry**  
**CHAIRMAN**

**Steve Trosclair**  
**VICE-CHAIRPERSON**  
**DISTRICT 1**

**John Navy**

**DISTRICT 2**  
**Arlanda J Williams**

**DISTRICT 3**  
**Gerald Michel**

**DISTRICT 4**  
**Scotty Dryden**



2nd Floor, Council Meeting Room  
Government Tower, 8026 Main Street  
Houma, Louisiana

**AGENDA**

Wednesday, December 20, 2017  
6:00 PM

In accordance with the Americans with Disabilities Act, if you need special assistance,  
please contact Venita H. Chauvin, Council Clerk, at (985) 873-6519 describing the  
assistance that is necessary.

**Venita H. Chauvin,**  
**COUNCIL CLERK**

**DISTRICT 5**

**Christa Duplantis-Prather**  
**DISTRICT 6**

**Darrin Guidry**

**DISTRICT 7**

**Al Marmande**

**DISTRICT 8**

**Dirk Guidry**

**DISTRICT 9**

**Steve Trosclair**

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**NOTICE TO THE PUBLIC:** If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

**ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL MEETING TO ORDER**

**ROLL CALL**

**APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON NOVEMBER 29, 2017**

**DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON DECEMBER 13, 2017**

**APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 12/18/2017**

**1. GENERAL BUSINESS:**

- A.** Presentation and update by Parish President Gordon Dove on Parish's pump stations.
- B.** Coastal Restoration & Preservation Director Mart Black will give a presentation on Coastal Restoration Project.

- C. RESOLUTION: Authorizing the Parish President to execute, on the behalf of the Terrebonne Parish Consolidated Government, an amendment to the lease by TPCG to South Central Louisiana Human Services Authority of certain premises at 521 Legion Avenue, in Houma, Louisiana.

## **2. PUBLIC WISHING TO ADDRESS THE COUNCIL:**

- A. As per speaker cards submitted prior to the beginning of the meeting.

## **6:30 O'CLOCK P.M. - PUBLIC HEARINGS RELATIVE TO:**

- A. An ordinance to amend Article II, Comprehensive Solid Waste Management, Program to allow for the collection of limited bulky waste from Small Commercial Units, to authorize small commercial units and residential units to apply for collection from private rights-of-way; to authorize residential units to pay for collection services for more than one container; to provide for related matters.
  - 1. Consider adoption of ordinance.

## **3. COMMITTEE REPORTS:**

- A. Accept the minutes of the Terrebonne Parish Sales and Use Tax Advisory Board meeting dated December 7, 2017 and consider ratification of the actions relative to:
  - 1) Recommendation for the adoption of a resolution accepting the Louisiana Compliance Questionnaire for the 2017 year end audit.
  - 2) Recommendation to accept the 2017 Projected Year End Budget.
  - 3) Recommendation to accept the 2018 Proposed Budget.
- B. Public Services Committee, 12/18/17\*
- C. Community Development & Planning Committee, 12/18/17
- D. Budget & Finance Committee, 12/18/17\*  
(Ratification of minutes calls public hearings on \*1/10/18 at 6:30 p.m.)

## **4. STREET LIGHTS:**

- A. Light installations, removals, and/or activations.

## **5. APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:**

- A. **Bayou Cane Fire District:** Five expiring terms. Mr. Ronney Picou, Mr. Nicholas Hebert and Mr. Travis Gravois wish to be considered for re-appointment. Mr. Edward Lawson submits application and resume.
- B. **Coteau Fire Protection District:** Three expiring terms. Mr. Robert Parr, Mr. Stuart Vitter & Mr. Roy Trahan requests consideration of re-appointment to said board.
- C. **Fire Protection District No. 4:** Three expiring terms. Mr. Louis Pitre and Mr. Cyril "Kirby" Verret wish to be considered for re-appointment.
- D. **Fire Protection District No. 5:** Three ~~Four~~ expiring terms.
- E. **Fire Protection District No. 6:** Two expiring terms.
- F. **Fire Protection District No. 7:** Three expiring terms.
- G. **Fire Protection District No. 8:** Three expiring terms. Mr. Mike Anthony and Mr. Johnny Marks wish to be considered for reappointment to said board.
- H. **Fire Protection District No. 10:** One expiring term.
- I. **Schriever Fire Protection District:** Two expiring terms. Mr. Jed Gramier and Ms. Melinda Duncan submit applications and resumes'.
- J. **Village East Fire Protection District:** Three expiring terms. Mr. John Roy wishes to be considered for re-appointment.
- K. **Houma Area Convention & Visitors' Bureau:** One expiring term on 12/31/17.

- L. Recreation District No. 1:** One expiring term. Ms. Wenda McCoy expresses an interest to be re-appointed.
- M. Recreation District No. 3 Board:** One vacancy to fill an unexpired term.
- N. Recreation District No. 4:** Two expiring terms. Ms. Pamela Carlos and Mr. Lawrence Gautier request consideration of re-appointment.
- O. Recreation District No. 5:** One expiring term.
- P. Recreation District No. 6 Board:** One vacancy due to resignation.

**6. VACANCIES TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:**

- A. Houma-Terrebonne Public Trust Finance:** One expiring term.  
Interested citizens should be a resident of the Parish and interested in overseeing a financial program for the parish.

**7. COUNCIL MEMBERS REQUEST DISCUSSION OF:**

- A. Mr. Steve Trosclair:**
  - 1. Discussion and possible action regarding the operation of public libraries.

**8. ANNOUNCEMENTS:**

- A. Council Members**
  - 1. Mr. Gerald Michel:** Congratulating Mr. Phil Schexnayder upon his retirement.
- B. Parish President**

**9. ADJOURN**

Category Number:  
Item Number:



Wednesday, December 20, 2017

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**Item Title:**

INVOCATION

**Item Summary:**

INVOCATION

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Category Number:  
Item Number:



Wednesday, December 20, 2017

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**Item Title:**

Pledge

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Category Number:  
Item Number:



Wednesday, December 20, 2017

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**Item Title:**

REGULAR SESSION MINUTES, APPROVE

**Item Summary:**

APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON NOVEMBER 29, 2017

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Category Number:  
Item Number:



Wednesday, December 20, 2017

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**Item Title:**

REGULAR SESSION MINUTES, DISTRIBUTE

**Item Summary:**

DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON DECEMBER 13, 2017

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Category Number:  
Item Number:



Wednesday, December 20, 2017

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**Item Title:**

Accounts Payable Bill Lists for 12/18/2017

**Item Summary:**

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 12/18/2017

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**ATTACHMENTS:**

**Description**

**Upload Date**

**Type**

Accounts Payable Bill Lists for 12/18/2017 12/15/2017

Executive Summary





# EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
ACCOUNTS PAYABLE BILL LISTS FOR 12//18/2017

PROJECT SUMMARY (200 WORDS OR LESS)
TO PROVIDE THE COUNCIL A LIST OF PAYMENTS MADE TO VENDORS FOR GOODS AND SERVICES - BILL LIST ON FILE WITH THE FINANCE AND COUNCIL CLERK DEPARTMENTS.

PROJECT PURPOSE & BENEFITS(150 WORDS OR LESS)
OPERATION OF GOVERNMENT

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

s/Kandace M. Mauldin, CFO

December 15, 2017

Signature

Date

Category Number: 1.  
Item Number: A.



Wednesday, December 20, 2017

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**Item Title:**

Pump Station Update

**Item Summary:**

Presentation and update by Parish President Gordon Dove on Parish's pump stations.

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**ATTACHMENTS:**

**Description**

Pump Sttation Update

**Upload Date**

12/15/2017

**Type**

Backup Material

**From:** [Debbie Ortego](#)  
**To:** [Suzette Thomas](#)  
**Cc:** [Gordon Dove 2](#)  
**Subject:** Council Wednesday  
**Date:** Friday, December 15, 2017 8:23:12 AM

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Morning: Can you please add at the Beginning of the meeting a pump station update by Mr. Dove? It will be a short presentation/update.

Thanks  
Debbie Ortego

Get [Outlook for iOS](#)

Category Number: 1.  
Item Number: B.



Wednesday, December 20, 2017

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**Item Title:**

Update on Coastal Restoration Projects

**Item Summary:**

Coastal Restoration & Preservation Director Mart Black will give a presentation on Coastal Restoration Project.

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**ATTACHMENTS:**

**Description**

Request

**Upload Date**

11/27/2017

**Type**

Backup Material

## Venita Chauvin

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**From:** Mart Black  
**Sent:** Monday, November 27, 2017 10:16 AM  
**To:** Venita Chauvin  
**Cc:** Suzette Thomas; Debbie Ortego  
**Subject:** Dec. 20 Parish Council Agenda

Venita: Mr. Dove has asked me to update the Council on all the coastal restoration projects currently underway in the parish. I would like to have this under general business at the December 20, 2017 Council meeting. I envision a short slide presentation to provide the update, and possibly some handouts. Thanks.

Mart J. Black, AICP, Director  
Coastal Restoration & Preservation  
Terrebonne Parish Consolidated Government  
985-873-6889 (Office)  
985-637-8017 (Cell)  
985-580-7279 (fax)  
[mblack@tpcg.org](mailto:mblack@tpcg.org)



TERREBONNE PARISH

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Wednesday, December 20, 2017

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**Item Title:**

So. Centr. LA Human Serv.

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute, on the behalf of the Terrebonne Parish Consolidated Government, an amendment to the lease by TPCG to South Central Louisiana Human Services Authority of certain premises at 521 Legion Avenue, in Houma, Louisiana.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
SCLHS Lease	12/14/2017	Resolution
SCLHS Lease Agreement	12/14/2017	Backup Material

OFFERED BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE ON BEHALF OF TERREBONNE PARISH CONSOLIDATED GOVERNMENT AN AMENDMENT TO THE LEASE BY TPCG TO SOUTH CENTRAL LOUISIANA HUMAN SERVICES AUTHORITY OF CERTAIN PREMISES AT 521 LEGION AVENUE, IN HOUMA LOUISIANA**

WHEREAS, Article VII, Section 14 of the Louisiana Constitution provides that, “[F]or a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual”; and

WHEREAS, the Terrebonne Parish Consolidated Government is authorized to provide for the safety and welfare of the citizens of Terrebonne Parish; and

WHEREAS, the South Central Louisiana Human Services Authority (SCLHSA) operates a mental health clinic and provides other human services at 521 Legion Avenue, in Houma Louisiana, 70360, which is owned by the TPCG; and

WHEREAS, in the spirit of cooperation and for the welfare of the citizens of Terrebonne Parish, the TPCG entered into a lease agreement for the above stated premises, wherein TPCG is leasing the premises SCLHSA; and

WHEREAS, the current lease is set to expire on December 31, 2017, and SCLHSA has requested that the TPCG extend the term of the lease until and through February 28, 2018, under the same terms and conditions as the original lease agreement, including the monthly payments set forth therein; and

WHEREAS, TPCG desires to extend the said lease term for the purposes subscribed in the lease agreement; and

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the TPCG, that the Parish President, Gordon E. Dove, be and is hereby authorized to execute an amendment to the existing lease agreement by and between the TPCG and the SCLHSA, for the lease of space at 521 Legion Ave., Houma, LA 70360, said lease amendment to be substantially in accordance with the draft lease amendment attached to this resolution.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman of the Terrebonne Parish Council declared this Resolution ADOPTED / NOT ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIR

I, VENITA H. CHAUVIN, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2017

subsequently ratified by the assembled Council in Regular Session on the \_\_\_\_ day of \_\_\_\_\_, 2017 at which meeting a quorum was present.

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VENITA H. CHAUVIN  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL



AMENDMENT NO. 1  
TO LEASE BETWEEN  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND  
SOUTH CENTRAL LOUISIANA HUMAN SERVICES AUTHORITY

THIS AMENDMENT NO. 1 is made and entered into on this \_\_\_\_\_ day of December 2017 by and between:

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT** ("Lessor"), a political subdivision of the state of Louisiana, with a mailing address of PO Box 2768, Houma, LA 70361, represented herein by its duly authorized Parish President, Gordon E. Dove, by virtue of Terrebonne Parish Council Resolution No. \_\_\_\_\_, and

**SOUTH CENTRAL LOUISIANA HUMAN SERVICES AUTHORITY** ("Lessee"), pursuant to Louisiana Revised Statutes 28:874(D), a body corporate and a political subdivision in the State of Louisiana, whose mailing address for the purposes herein is 5593 Highway 311, Houma LA 70360, herein represented by Lisa Schilling, its Executive Director;

WHEREAS, the Lessor and Lessee are parties to a certain Lease agreement, dated September 12, 2017, for the lease of "6502 square feet of usable space located at 521 Legion Ave., Houma, LA, to be used by the [Lessee], as an administrative office, with 25 parking spaces provided" which contract is filed for record with the Terrebonne Parish Clerk of Court at COB 2514, Page 193, Entry No. 1542603; and

WHEREAS, the term of the Lease agreement is scheduled to expire on December 31, 2017, and Lessee has requested an extension of the lease term; and

WHEREAS, because the Lessor is authorized to provide for the safety and welfare of the citizens of Terrebonne Parish, and because the Lessee operate a mental health clinic and provides for other human services at the least premises, the Lessor wishes to extend the lease term for the benefit of the welfare of the citizens of Terrebonne Parish;

WHEREAS, the parties have agreed to extend the lease term of the Lease agreement to and through February 28, 2018, under the same terms and conditions of the original lease, including monthly rental payments of \$4,150.44 being due and payable on the first of each month.

NOW THEREFORE BE IT RESOLVED, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged by each party hereto, the Lessor and the Lessee do hereby agree to amend the above stated Lease agreement as follows:

SECTION I

The paragraph numbered "1" on the first page of the said Lease agreement shall be and is hereby amended as follows, with strikeout representing deletions, and underlining representing additions to the provisions:

For the consideration and upon the term and conditions hereinafter, the Lessor has this day rented, let and least unto Lessee, here present and excepting the same, **for a month-to-month lease for a period of up to ~~four (4)~~six (6) months**, commencing **September 1, 2017**, and ending **~~December 31, 2017~~February 28, 2018**, the following described property:

**6502 square feet of usable space located at 521 Legion Ave.,  
Houma, Louisiana, to be used by the South Central Louisiana**

**Human Services Authority, as an administrative office, with  
twenty-five (25) parking spaces provided.**

SECTION II

These amended provisions shall be incorporated into the original Lease agreement dated September 12, 2017, as if originally prescribed. All other terms and conditions of the original agreement shall remain in full force and effect.

SECTION III

Upon execution and approval of this Amendment, it will be the responsibility of the Lessor to have this Amendment recorded in the office of the parish recorder of the parish where the property herein leased located. **The Terrebonne Parish Recorder of Conveyances and Mortgages is hereby requested and directed to make a note in the margin of the original Lease agreement, COB Entry Number 1542603, of this Amendment, to serve as occasion may require.** Lessor shall provide a copy of the recorded Amendment to the Lessee.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment as of the date and year first written above.

South Central Louisiana Human Services Authority:

X: \_\_\_\_\_

BY: Lisa Schilling

TITLE: Executive Director

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Terrebonne Parish Consolidated Government:

X: \_\_\_\_\_

BY: Gordon E. Dove

TITLE: Parish President

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_



Wednesday, December 20, 2017

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**Item Title:**

Public to address Council

**Item Summary:**

As per speaker cards submitted prior to the beginning of the meeting.

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Wednesday, December 20, 2017

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**Item Title:**

Small Commercial Waste Pick-up

**Item Summary:**

An ordinance to amend Article II, Comprehensive Solid Waste Management, Program to allow for the collection of limited bulky waste from Small Commercial Units, to authorize small commercial units and residential units to apply for collection from private rights-of-way; to authorize residential units to pay for collection services for more than one container; to provide for related matters.

1. Consider adoption of ordinance.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Small Commercial Waste Pick-upo	11/7/2017	Ordinance

OFFERED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ORDINANCE NO \_\_\_\_\_**

**AN ORDINANCE TO AMEND ARTICLE II, COMPREHENSIVE SOLID WASTE MANAGEMENT PROGRAM, OF CHAPTER 11 OF THE TERREBONNE PARISH CODE OF ORDINANCES TO ALLOW FOR THE COLLECTION OF LIMITED BULKY WASTE FROM SMALL COMMERCIAL UNITS, TO AUTHORIZE SMALL COMMERCIAL UNITS AND RESIDENTIAL UNITS TO APPLY FOR COLLECTION FROM PRIVATE RIGHTS-OF-WAYS, TO AUTHORIZE RESIDENTIAL UNITS TO PAY FOR COLLECTION SERVICES FOR MORE THAN ONE CONTAINER, AND TO PROVIDE FOR RELATED MATTERS.**

WHEREAS, Sec. 1-06 of the Home Rule Charter for the Parish of Terrebonne provides that parish government shall have the right, power and authority to pass all ordinances requisite or necessary to promote, protect and preserve the general welfare, safety, health, peace and good order of the parish, including, but not by way of limitation, the right, power and authority to pass ordinances on all subject matter necessary, requisite or proper for the management of parish affairs, and all other subject matter without exception, subject only to the limitation that the same shall not be inconsistent with the constitution or expressly denied by general law applicable to the parish; and

WHEREAS, Section 11-26 of the Terrebonne Parish Code regulates the criteria for the collection of refuse, garbage, and bulky waste from residential units and small commercial units within the parish of Terrebonne; and

WHEREAS, Section 11-26(c)(2) currently does not allow for the collection of bulky waste for small commercial units within the parish, and the Terrebonne Parish Consolidated Government wishes to revise this section to authorize the collection of limited bulky waste from small commercial units; and

WHEREAS, Section 11-26(b) and (c) does not currently allow for the collection of garbage and trash from residential units unless that trash is placed along public road rights-of-way, and the Terrebonne Parish Consolidated Government wishes to revise this section to authorize an application process for the collection of waste from residential units who cannot access public road rights-of-way; and

WHEREAS, Section 11-25(b)(5) currently authorizes the use of only one container for collection services for residential units, with the option to use another, non-parish container for extra garbage, and the Terrebonne Parish Consolidated Government wishes to revise this section to provide residential units with an option to pay for services for collection of additional containers; and

WHEREAS, Terrebonne Parish Consolidated Government further wishes to revise the definitions and other sections of Article II of Chapter 11 of the Code to provide for consistency throughout; and

NOW, THEREFORE BE IT ORDAINED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that Article II of Chapter 11 of the Terrebonne Parish Code of Ordinances be amended as follows:

**SECTION I**

Article II of Chapter 11, from Section 11-21 through Section 11-26, of the Terrebonne Parish Code of Ordinances shall be and is hereby amended (using ~~strike through~~ to indicate deletions and underlining to indicate additions) as follows:

## ARTICLE II. - COMPREHENSIVE SOLID WASTE MANAGEMENT PROGRAM

### Sec. 11-21. - Definitions.

The following words, terms and phrases, when used in ~~this Article~~~~sections 11-21—11-34~~, shall have the following meanings unless such sections clearly indicate otherwise:

*Bulky wastes* means large items of refuse such as appliances (plug-in types such as washers, dryers, refrigerators, freezers, and window air conditioning units), furniture, children's toys, and trees.

*Contamination* means the degradation of natural water, air or soil quality as a result of man's activities, to the extent that its usefulness is impaired.

*Contractors' refuse* means waste material or debris resulting from fires or construction, repairs, or alterations to, or demolition of, buildings or other structures and pavements. Sanitary fixtures, furnaces, hot water heaters, central air conditioners and other allied objects which are permanently attached to structures are considered to be contractors' refuse.

*Dead animals* means animals that have died from any cause, except those slaughtered or killed for human use.

*Department* means the Louisiana Department of Environmental Quality.

*Disposal* means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or water so that such solid waste or hazardous waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

*Disposal site* (see "facility") means any place at which solid waste is disposed of by incineration, landfilling, composting or any other method, and which has been approved by the department and the parish.

*Dump* means a land site where solid waste is disposed of in a manner that does not protect the environment and is not in compliance with applicable federal and state rules and regulations.

*Facility* means any land and appurtenances thereto used for the disposal of solid waste.

*Food waste* means the organic residues generated by the handling, storage, sale, preparation, cooking and serving of foods, commonly called garbage.

*Garbage* (see "food waste").

*Generation* means the act or process of producing solid waste.

*Hazardous waste* means a solid waste, or combination of solid wastes, which because of its quantity, concentration, or physical, chemical or infectious characteristics, may:

- (1) Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- (2) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

Hazardous waste includes, but is not limited to, such items as petroleum wastes, paints, plastics, explosives, acids, caustics, chemicals, poisons, drugs, radioactive materials, asbestos fibers, pathogenic wastes from hospitals, offal waste and the like which, by virtue of their particular composition and inherent dangers, require handling and disposal methods different from those used in other waste material. (Residential solid waste normally contains some hazardous material, but because such materials are usually present in very small quantities, their safe disposal either in a sanitary landfill or incinerator presents no special problem. Therefore, residential waste is not considered to be "hazardous waste" as used in this article.)

*Hazardous waste generation* means the act or process of producing hazardous waste.

*Household refuse* means garbage, rubbish, trash, etc., resulting from the normal activities of households.

*Industrial solid waste* means all solid waste which results from industrial processes and manufacturing operations such as factories, processing plants, shipbuilding and repair yards, and refineries.

*Infectious waste* means:

- (1) Equipment, instruments, utensils, and fomites of a disposable nature from the rooms of patients who are suspected to have or have been diagnosed as having a communicable disease and must, therefore, be isolated as required by public health agencies.
- (2) Laboratory wastes, such as pathological specimens (e.g., all tissue, specimens of blood elements, excreta, and secretions obtained from patients or laboratory animals) and disposable fomites (any substance that may harbor or transmit pathogenic organisms) attendant thereto.
- (3) Surgical operating room pathologic specimens and disposable fomites attendant thereto, and similar disposable materials from outpatient areas and emergency rooms.

*Institutional solid waste* means all solid waste emanating from institutions such as hospitals, nursing homes, orphanages, schools and universities.

*Land clearing debris* means any waste generated by removal of debris, logs, trees, brush or demolition material from any site in preparation for land improvement or construction projects.

*Litter* means a discarded material only.

*Littering* means the casting, depositing, dropping, scattering, sweeping or leaving, or causing of any such acts, of any waste matter of any kind, on any private or public water or land premises, in other than appropriate storage containers or areas designated for such purposes.

*Manure* means primarily the excreta of animals but may contain some spilled feed or bedding.

*Nonputrescible* describes solid waste that is not liable to spoil, decompose or putrefy and become offensive.

*Offal waste* means waste animal matter from butchers, slaughter and packinghouses, and dead animals.

*Open dumping* means the depositing of solid waste into a body or stream of water or into the surface of the ground at a location which is not designed or operated to guard against environmental pollution, has inadequate or no management, and may have associated with it such problems as vector breeding, fires, air pollution, water pollution, odors, unsightliness, wasted land, nuisances, disease and accident potential, and which is not approved by the department and parish.

*Outdoor burning (open burning)* means any fire or smoke producing process not conducted in a boiler plant, furnace, high temperature processing unit, incinerator or flame, or in any such equipment designed for the combustion of fuel or waste material which is not approved by the department of health and the parish government.

*Owner/operator* means the owner of a solid waste treatment, storage, or disposal facility, as well as any person with whom rests ultimate decision-making authority over the facility.

*Pollution* means the condition caused by the presence in the environment of substances of such character and in such quantities that the quality of the environment is impaired or rendered offensive to life.

*Private point of collection* means an area immediately adjacent to the property owned or occupied by the unit placing the material for collection, at curbside on a privately owned street, which meets or exceeds the minimum standards for streets applicable to the type of subdivision in which the unit is situated, as established by Appendix A of the Terrebonne Parish Code of Ordinances, Section 24.7.1.1.1, Section 24.7.1.2.1, Section 24.7.1.4.2, Section 24.7.2.1 or Section 24.7.3.1., and which has been pre-approved by the Solid Waste Administrator in an application process authorized by Section 11-27(d) of this Article.

*Public point of collection* means an area immediately adjacent to the property owned or occupied by the unit placing the material for collection, at curbside on an accessible public road in a location and manner readily accessible to the collectors and which presents no hazards to the public, the collectors, or the collectors' equipment.

*Prima facie evidence* means evidence adequate to establish a fact or raise a presumption of fact unless refuted.

*Putrefaction* means the decomposition of organic matter by microorganisms and oxidation, resulting in odors.

*Putrescible wastes* means solid wastes which contain organic matter capable of being decomposed by microorganisms and of such a character and proportion as to be capable of attracting or providing food for birds, and potential disease vectors (such as rodents and flies).

*Refuse* (see "solid waste").

*Residential unit* means a dwelling unit such as a home, trailer, or multifamily dwelling of four (4) or fewer units, not including hotels or motels. Each unit of a multifamily dwelling shall be considered a separate dwelling unit for purposes of billing.

*Rubbish* means a general term for solid waste, excluding food waste and ashes, taken from residences, commercial establishments, and institutions.

*Salvage* means the utilization of waste materials.

*Salvaging* means the controlled removal of waste materials for utilization.

*Sanitary landfill* means a method of disposing of solid waste on land, without creating nuisances or hazards to public health, by utilizing the principles of engineering to confine the solid wastes to the smallest practical volume and to cover such wastes, as approved by the parish or other agencies having competent jurisdiction.

*Sanitation* means the control of all the factors in man's physical environment that exercise a deleterious effect on his physical development, health, and survival.

*Scavenger* means a person who participates in the uncontrolled removal of material at any point in the solid waste stream.

*Scavenging* means the uncontrolled and unauthorized removal of materials at any point in the solid waste management system.

*Service site* means a residential unit, commercial establishment, or other pickup point that receives periodic solid waste collection service.

*Small commercial unit* means a commercial establishment, serviced twice per week, producing not more than one-half cubic yard of garbage and trash refuse per subscribed container per collection and not more than 15 cubic yards of vegetative debris for each call-for-service collection.

*Solid waste* means individually or collectively, any garbage, trash, refuse, contractor's refuse, or bulky waste with insufficient liquid contents to be free flowing, which results from domestic, commercial, agricultural, governmental and community operations. Solid waste does not include sewage, industrial waste, infectious waste, and hazardous waste.

*Solid Waste Administrator* means the Administrator of the Solid Waste Division of the Department of Utilities of the Terrebonne Parish Consolidated Government.

*Solid waste management* means the systematic administration of activities which provide for the collection, source separation, storage, transportation, transfer, processing, treatment, and disposal of solid waste.

*Solid waste storage* means the handling and holding of solid waste near the point of generation pending collection.

*Solid waste transportation* means the conveying of solid waste from one (1) place to another by means of a vehicle, rail car, water vessel, conveyor or other means.

*Trash* means nonputrescible solid waste consisting of both combustible and noncombustible waste. Combustible trash includes paper, rags, cartons, rubber, plastic, yard trimmings, leaves and similar materials. Noncombustible trash includes glass, crockery, cans, dust and like material which will not burn at ordinary incinerator temperatures (one thousand six hundred (1,600) degrees Fahrenheit to two thousand (2,000) degrees Fahrenheit).

*Vector (of disease)* means an animal or insect which transmits infectious diseases from one (1) person to another by biting the skin or mucous membrane or by depositing infective material on the skin or food or on another object.



Vegetative debris means yard trimmings, stumps, weeds, leaves, branches, and similar material, all of a manageable size and weight.

*Waste matter* means discarded, used or leftover substances including but not limited to a lighted or nonlighted cigarette, cigar, match, or any flaming or glowing material, or any garbage, trash, refuse, paper containers, packaging or offensive matter of any kind, or any object determined to endanger the public health, safety or welfare.

*Waste processing* means an operation such as shredding, compacting, composting, and incinerating, in which the physical or chemical properties of wastes are changed.

*Waste sources* means agricultural, residential, commercial, or industrial activities that generate wastes.

#### **Sec. 11-22. - Mandatory provisions for participation in the system.**

(a) *Mandatory collection.*

- (1) It shall be unlawful for the owner or occupant of a residential unit or units to have solid waste removed and disposed of by any means other than those provided in this article. The parish government shall provide uniform fees and charges for collection and disposal services.
- (2) It shall be unlawful for the owners or occupants of commercial establishments to dispose of solid waste by any means other than those provided by this article.

(b) *Disposal.* Solid waste, garbage, offal, dead animals, manure, or any combination thereof shall be disposed of by incineration, burial, sanitary landfill or other method approved by the parish government and other agencies having competent jurisdiction. No solid waste shall be placed in any natural or artificial body of water or on the watersheds of any surface public water supply; nor within one-half mile of any habitation or place of business where such disposal may create a nuisance or menace to health through the breeding of flies and/or harboring of rodents; nor shall any solid waste be dumped on any highway, road, alley or other place not authorized by this article. The owner or occupant of any residence or business establishment shall be responsible for disposal of dead animals and other solid waste not authorized for collection by this article.

(c) *Evidence of accumulation.*

- (1) The fact that any residential dwelling or any place of business is occupied shall be prima facie evidence that solid waste is being produced and accumulated upon such premises.
- (2) Accumulation of solid waste at any residential unit or commercial unit for more than seven (7) days shall be prima facie evidence of a violation of this article. The parish government, upon finding an occupied residence or business which is not receiving solid waste collection service and, therefore, violating applicable provisions of this article, shall notify the person or persons committing the violation to remove or cause to be removed the accumulated waste within forty-eight (48) hours. Notice shall be issued either by certified United States mail, hand delivered, or by posting of the notice in a conspicuous place at the residential unit or commercial establishment.
- (3) If a violation of this article is not remedied within the time prescribed in the notice, the parish government or other enforcement agents may undertake correctional procedures, including the removal of the accumulated waste, if necessary. The cost or expense of such removal or correctional procedure shall be paid by the person or persons committing, creating, keeping or maintaining such violation.

(d) *Penalty.* A violation of this article shall constitute the commission of a misdemeanor. Any person convicted for violating this article shall be fined not more than one hundred dollars (\$100.00) and not less than fifty dollars (\$50.00), or be imprisoned for not more than thirty (30) days, or both, at the discretion of the court. Expenses incurred by any duly constituted agent and/or law enforcement officer, including the cost of determining the legal owner or owners of the property on which the violation has occurred, shall be assessed to the convicted violator as costs. Each day a violation is committed or permitted to continue shall constitute a separate offense.

#### **Sec. 11-23. - Purpose; scope.**

- (a) It is the purpose of this article and it is hereby declared to be the policy of the Terrebonne Parish Consolidated Government to implement a comprehensive solid waste management

program to regulate the storage, collection, transportation, processing and disposal of solid waste in a manner that will:

- (1) Protect the public health, safety and welfare;
  - (2) Prevent land, water or air pollution;
  - (3) Prevent the spread of disease and the creation of nuisances;
  - (4) Conserve natural resources; and
  - (5) Enhance the beauty and quality of the environment.
- (b) This article applies to all solid waste storage, collection, transportation, processing and disposal within the parish, including the City of Houma.

**Sec. 11-24. - Responsibility.**

- (a) The owner and/or occupant of any premises shall be responsible for the clean and sanitary appearance and condition of the premises.
- (b) No person shall place, deposit, or allow to be placed or deposited on his premises or on any other premises, including any public street, road, or alley, any solid waste, except in a manner described in this article.
- (c) The owner and/or occupant of any premises, and other persons having responsibility under this article, shall provide for the proper storage, collection, transportation and final disposal of all solid waste on the premises, by a method or methods described in this Article.

**Sec. 11-25. - Solid waste storage, approved containers.**

- (a) General. Each person or persons having authority to control the storage and disposal of solid waste generated by a residential unit or small commercial unit shall:
  - (1) ~~The owner and/or occupant of any premises shall provide proper storage containers to accommodate all solid waste material accumulated on the premises; between regularly scheduled collections,~~
  - (2) cause all solid waste authorized for collection under Section 11-26 to be placed in approved containers as defined by subsections (b) or (c) of this Section or, in the case of certain bulky waste authorized for collection under Section 11-26, properly bundled and disposed of under the applicable parts of Section 11-26.
  - (3) maintain approved containers in a clean, healthy manner, free of obnoxious odors, maggots, insects and rodents, and free from any other condition which may render it unhealthy to the environment or the neighborhood;
  - (2)(4) store solid waste in proper containers such a manner to prevent the attraction, harborage or breeding of insects or rodents and to eliminate conditions which are harmful to public health or which create safety hazards, odors, unsightliness and public nuisances; and. Containers that are broken or otherwise fail to meet the requirements of this article shall be immediately replaced with acceptable containers.
  - (3)(5) ~~Where garbage and other putrescible wastes are stored in combination with nonputrescible refuse, containers for the storage or the mixture shall meet the requirements for garbage containers described in subsections (b), (c), (d) and (e) of this section. ensure garbage and trash shall be are drained of all free liquid prior to being placed in containers for storage or collection;~~
- (b) ~~Household garbage containers furnished by the parish. Approved containers for small commercial units.~~
  - (1) Small commercial units shall use containers furnished by the Parish. Each small commercial unit shall be limited to the number of approved containers for the subscribed level of service, not to exceed four (4) containers.

~~The person or persons having authority to control the disposal of refuse (garbage) and other putrescible solid waste generated by a at residences and small businesses shall cause all refuse (garbage) and other putrescible solid waste to be placed only in receptacles supplied and/or approved by the parish government.~~

- ~~(2)a~~ The parish government shall retain ownership of all containers so furnished, and which are provided for refuse (garbage) collection. Such these containers supplied by the parish government shall not be removed from the premises of the assigned unit.
- ~~(3)b~~ Any container provided by the parish government which is lost ~~or stolen~~ shall be replaced by the parish government, and shall be paid for by the property owner or occupant of the unit to whom the container is assigned. In the event a container provided by the parish government is stolen, and the owner or occupant of the unit to whom the container is assigned presents the parish government with a police report evidencing the theft, the parish government will issue a replacement container, free of charge. Garbage collection Collection services shall be suspended until such time as the lost or stolen container is replaced and /or paid for.
- ~~(4)~~ It shall be the responsibility of the user to whom a container is assigned, or other approved for use container, to maintain such container in a clean, healthy manner, free of obnoxious odors, maggots, insects and rodents, or in any other condition which may render it unhealthy to the environment or the neighborhood.
- ~~(5)~~ Each residential unit shall be limited to one ~~(1)~~ approved container supplied by the parish government. Small commercial units shall be limited to the number of approved containers for the subscribed level of service, not to exceed four ~~(4)~~ containers.
- (c) Approved containers for residential units. The following containers are approved for use by residential units:
- (1) Parish-owned containers. Each residential unit shall be furnished one (1) container by the parish government as part of the mandatory collection services provided under this Article.
- a. Each residential unit may obtain a second container from the parish government for a user fee as set forth in Section 11-34 of this Article.
- b. The parish government shall retain ownership of all containers so furnished, and these containers shall not be removed from the premises of the assigned unit.
- c. Any container provided by the parish government which is lost shall be replaced by the parish government, and shall be paid for by the owner or occupant of the unit to whom the container is assigned. In the event a container provided by the parish government is stolen, and the owner or occupant of the unit to whom the container is assigned presents the parish government with a police report evidencing the theft, the parish government will issue a replacement container, free of charge. Collection services shall be suspended until such time as the lost or stolen container is replaced and/or paid for.
- ~~(2)~~ Resident-owned containers. Household garbage containers provided by residents for occasional use. Each residential unit may occasionally use its own container for the ~~The person or persons having authority to control the occasional disposal of excessive solid waste authorized for collection under Section 11-26, provided the resident-owned container complies with refuse (more than can be properly placed in the parish government supplied approved container) shall cause all excessive refuse (garbage) and other putrescibles to be placed only in those containers which shall have the following physical characteristics:~~
- ~~(4)a.~~ Construction shall be of durable metal or plastic, be tapered, rust-resistant, nonabsorbent, watertight and leakproof, easily cleanable, with close-fitting lids which are insect- and rodent-proof, and shall have adequate handles or bails to facilitate handling.
- ~~(2)b.~~ Covers for containers ~~should~~ shall be secured or fastened to the containers.
- ~~(3)c.~~ Containers shall be not less than ten (10) gallons or more than thirty-two (32) gallons in capacity, and the combined weight of a container and its contents shall not exceed seventy-five (75) pounds.
- ~~(4)(3)~~ Disposable containers provided by residents for occasional use. The person or persons having authority to control the occasional disposal of Each residential unit may occasionally use its own single-use disposable container, excessive refuse (garbage) and other putrescible solid waste at residences finding the use of disposable containers more convenient or economical than those described in subsection (c) of this section shall cause all excessive refuse to be placed only in those single-use disposable containers

such as paper or plastic (polyethylene) bags, for the disposal of which shall have the solid waste authorized for collection under Section 11-26, provided the disposable container complies with following physical characteristics:

- ~~(1)~~a. Only heavy duty bags, specifically designed for storage and collection, shall be used.
  - ~~(2)~~ b. Plastic bags shall conform to the recommended standards of the National Sanitation Foundation, Standard Number 21, "Thermoplastic refuse containers."
  - ~~(3)~~ c. Containers shall be protected against precipitation, vandalism, animal damage and overloading, to prevent littering or vector attraction.
  - ~~(4)~~ d. Containers shall have a holding strength capable of withstanding normal stress while being handled and collected.
  - ~~(5)~~ e. Container openings shall be securely closed prior to setting out for collection.
  - ~~(6)~~ f. Container capacity shall not exceed fifty (50) pounds.
  - ~~(7)~~ g. Nonputrescible material which cannot be properly contained in bags shall be stored in one of the other types of approved containers, above household garbage containers approved by the parish government.
- ~~(d) No residential unit or small commercial unit shall deposit more than one-half cubic yard of authorized solid waste per approved container per collection.~~
- ~~(e) Containers that are broken or otherwise fail to meet the requirements of this Article shall be immediately replaced with approved containers.~~

*~~Temporary storage of certain nonputrescible waste matter: bundling.~~*

- ~~(1) Magazines, newspapers, cardboard containers and light tree debris shall be tied securely in bundles not exceeding four (4) feet (one hundred twenty (120) centimeters) in length, two (2) feet (sixty (60) centimeters) in diameter and fifty (50) pounds (twenty-two point sixty-eight (22.68) kilograms) in weight. Yard, gardening wastes and similar material must be easy to handle by collection system personnel, secured to minimize littering and shall not exceed seventy-five (75) pounds.~~
  - ~~(2) Furniture, appliances, trees, stumps and other large items shall be stored to prevent safety hazards or the collection of water and to prevent the harborage of insects or rodents. Persons storing objects with doors shall have the doors removed to provide minimum safety standards.~~
- ~~(f) Hazardous wastes. Hazardous wastes shall be handled, stored, transported and disposed of in a manner approved by the parish government, the hazardous waste management division of the state department of environmental quality, and other agencies having competent jurisdiction.~~

**Sec. 11-26. – Solid waste authorized for collection.**

- ~~(a) Parish responsibility. The parish government, through the use of its contractors, is responsible for the collection of garbage and trash from residential and small commercial units.~~
- ~~(b) Criteria for residential units.~~
  - ~~(1) Volume of refuse. Each residence shall be limited to a reasonable amount of solid waste authorized for collection, not to exceed one-half cubic yard per residence per collection.~~
  - ~~(2) Solid waste authorized Standards for residential collection; method.~~
    - ~~(1) The parish government shall collect Ggarbage and other putrescible material shall be collected from residential units, and only from approved containers as described in section 11-25(b), (c) and (d). Nonputrescible~~
    - ~~(2) The parish government shall collect trash material shall be collected from residential units, and only from approved containers or in compliance with the following: as described in section Section 11-25(b), (c), (d), and (e).~~
      - a Magazines, newspapers, cardboard containers and light tree debris shall be tied securely in bundles not exceeding four (4) feet (one hundred twenty (120)

centimeters) in length, two (2) feet (sixty (60) centimeters) in diameter and fifty (50) pounds (twenty-two and sixty-eight/one hundredths (22.68) kilograms) in weight.

b Yard, gardening wastes and similar material must be easy to handle by collection system personnel, secured to minimize littering and shall not exceed seventy-five (75) pounds.

(3) The parish government shall collect bulky waste from residential units, provided the bulky waste is nonputrescible, contains limited combustible waste, and does not contain contractor's refuse. Persons disposing of objects with doors shall have the doors removed to provide minimum safety standards.

(4) The parish government shall collect vegetative debris from residential units in an amount not to exceed thirty (30yd<sup>3</sup>) cubic yards per calendar month.

(5) All solid waste authorized for residential collection under this subsection shall originate and be generated from the residential unit for which collection services are provided.

~~(3) *Point of collection.* Containers and other material authorized for collection shall be placed on or immediately adjacent to the property owned or occupied by the person placing the material for collection, at curbside on an accessible public road. Containers shall be readily accessible to the collectors and shall present no hazards to the public. Underground containers shall be removed from their wells and placed aboveground at curbside by the owners or occupants of the premises.~~

~~(4) *Frequency of collection.* Residential units shall be provided two (2) collections per week on a schedule to be determined by the parish government.~~

~~(5) *Hours of collection.* Collection shall not commence before 5:00 a.m. on any collection day. Containers and materials to be collected shall be set out not sooner than twelve (12) hours before collection at curbside. Emptied containers and uncollected material exceeding collection standards shall be removed from the curbside within twelve (12) hours after collection.~~

~~(6) *Responsibilities for disposing of unauthorized quantities or types of waste.* Any residence generating or accumulating solid wastes in quantities greater or types other than those specified for collection shall dispose of such solid wastes at their own expense in a manner consistent with this article.~~

(b) (e) *Solid waste authorized Criteria for small commercial units collection; method.*

~~(1) *Volume of refuse.* Each small commercial unit shall be limited to one-half cubic yard of refuse per subscribed container per collection.~~

The parish government shall collect garbage and trash from small commercial units, and only from approved containers.

~~(2) *Standards for small commercial units.* Refuse and other material shall be collected only from containers as described in section 11-25(b).~~

The parish government shall collect vegetative debris, in an amount not to exceed fifteen (15yd<sup>3</sup>) cubic yards per collection, from small commercial units paying user fees in accordance with Section 11-34 of this Article. Vegetative debris, if not placed in an approved container for collection, shall be bundled and placed for collection in such a manner to facilitate handling by collection system personnel and secured to minimize littering. The person or persons responsible for disposing of a small commercial unit's solid waste shall, upon placing the vegetative debris for collection, request a service call from the parish government for collection.

~~(3) *Point of collection.* Containers authorized for collection shall be placed on the property owned or occupied by the person placing the material for collection, at the curbside on an accessible public road. Containers shall be readily accessible to collectors and shall present no hazards to the public nor to the container.~~

~~(4) *Frequency of collection.* Small commercial units shall be collected twice per week.~~

All solid waste authorized for small commercial collection under this subsection shall originate and be generated from the small commercial unit for which collection services are provided.

~~(5) *Hours of collection.* Collection shall not commence before 5:00 a.m. on the collection day. Containers to be collected shall be set out not sooner than twelve (12) hours before collection at curbside. Emptied containers and uncollected material exceeding collection standards shall be removed from the curbside within twelve (12) hours after collection.~~

~~(c) (6) *Responsibility for disposing of unauthorized quantities or types of waste.* Any residential unit or small commercial unit generating or accumulating solid wastes in quantities greater or types other than those authorized specified for collection shall dispose of such wastes at their own expense in a manner consistent with this article Article.~~

## **SECTION II**

Section 11-27 through Section 11-34 shall be and are hereby renumbered and re-enacted, verbatim, and in full force and effect, at Sections 11-28 through 11-35, in accordance with the following conversion chart:

2016 Section Number	New Section Number
Section 11-27	Section 11-28
Section 11-28	Section 11-29
Section 11-29	Section 11-30
Section 11-30	Section 11-31
Section 11-31	Section 11-32
Section 11-32	Section 11-33
Section 11-33	Section 11-34
Section 11-34	Section 11-35

## **SECTION III**

A new Section 11-27 of Article II, Chapter 11 of the Terrebonne Parish Code of Ordinances shall be and is hereby enacted as follows:

### **Sec. 11-27. – Solid waste collection services; point of collection**

- ~~(a) *Parish responsibility and authority.* The parish government, whether through the use of its contractors or parish personnel, is responsible for the collection from residential and small commercial units of solid waste authorized for collection in the manner provided for in this Article. The Solid Waste Administrator shall have the final decision regarding whether and what solid waste qualifies as authorized for collection under this Article, and the Solid Waste Administrator has authority to refuse to collect any solid waste not authorized for collection.~~
- ~~(b) *Certain solid waste excluded from collection.* Notwithstanding any other provision in this Code to the contrary, the parish government shall not be responsible for the collection of construction debris, demolition debris, concrete, tires, land clearing debris, and closed containers, including, but not limited to, butane bottles or any closed container which contains or may contain gas, liquid, or hazardous substances.~~
- ~~(c) *Public point of collection.* The owner or occupant of a residential unit or small commercial unit shall place solid waste authorized for collection under this Article at the Public Point of Collection, using the methods authorized under Section 11-26. Containers and other solid waste authorized for collection placed curbside shall be readily accessible to the collectors and shall present no hazards to the public, the collectors, or the collectors' equipment.~~
- ~~(d) *Private point of collection.* The owner or occupant of a residential unit or small commercial unit, currently in good standing with the parish government for payment of user fees under Section 11-34 of this Article, without reasonable access to any public point of collection within the parish, may apply to the Solid Waste Administrator for authorization to place authorized solid waste at a Private Point of Collection. All of the following items must be submitted to the Solid Waste Department for an application to be complete:~~

(1) The owner or occupant of the residential unit shall submit an application, on a form approved by the Solid Waste Department, to propose a location for a Private Point of Collection.

(2) The location proposed for the Private Point of Collection shall be, and shall be maintained, in such a manner that containers and other solid waste authorized for collection may be placed curbside, readily accessible to the collectors, and presenting no hazards to the public, the collectors, or the collectors' equipment.

(3) The owner of the private street(s) shall give written approval, using a form approved by the Solid Waste Department, for TPCG and its contractors to enter upon and use the street or streets being offered for use for these purposes.

(4) The street(s) offered for use for these purposes shall meet or exceed the minimum standards for streets applicable to the type of subdivision in which the unit is situated, as established by Appendix A of the Terrebonne Parish Code of Ordinances, Section 24.7.1.1.1, Section 24.7.1.2.1, Section 24.7.1.4.2, Section 24.7.2.1 or Section 24.7.3.1.

(5) The Solid Waste Administrator shall have the sole final authority to reject any application which does not meet the standards required herein and has the authority, but not the obligation, to inspect the street(s) offered for use and the location(s) proposed for the purposes hereunder.

(e) The parish government shall not be responsible for the collection of any waste placed, stored in, or disposed of in an underground container.

#### **SECTION IV**

Subsection (d) of Section 11-32, as renumbered and reenacted herein, of the Terrebonne Parish Code of Ordinances, entitled "Solid waste disposal; permit; bond; fees," shall be and is hereby amended (using ~~striethrough~~ to indicate deletions and underlining to indicate additions) as follows:

##### **Sec. 11-32. - Solid waste disposal; permit; bond; fees.**

\* \* \*

- (d) No person shall dispose of solid waste within the parish if the solid waste is generated outside the parish's boundary without first obtaining a permit from the parish government, except, however, that solid waste generated by the residents who live on property lying directly contiguous to the parish boundary and whose residences are located within two hundred (200) feet of the parish's boundary shall not be subject to this provision. Any person who violates the provision of this subsection shall, in addition to the penalties prescribed in ~~sections~~ Sections 11-22(d) and ~~11-28(b)(7)e-11-29(b)(7)(e)~~, be prohibited from disposing of any solid waste at the parish sanitary landfill and/or any other approved parish disposal site.

\* \* \*

#### **SECTION V**

Section 11-34 entitled "Disposal charges," and 11-35 entitled "User charges," of the Terrebonne Parish Code of Ordinances, as renumbered and reenacted herein, shall be and are hereby amended (using ~~striethrough~~ to indicate deletions and underlining to indicate additions) as follows:

##### **Sec. 11-34. - Disposal charges.**

- (a) Except as provided in any contractual agreement to which the parish is a party and excepting the application of a schedule of volumetric charges as hereinafter provided, any person, firm or corporation, individually, or collectively, disposing of solid waste which is generated upon the premises of their business or personal household within the parish, at any parish solid waste facility, shall pay a disposal fee ~~of not less than twenty-seven dollars (\$27.00) per ton, which rate shall be increased in increments of five dollars (\$5.00) per year each succeeding January 1 to a maximum of forty-two dollars (\$42.00) per ton. Such fee shall be prorated and paid, as set forth in this subsection.~~ Any person, firm or corporation, individually or

collectively, disposing of solid waste which is generated outside the parish, at any parish solid waste facility, under a permit issued pursuant to section ~~11-32(d)~~ ~~11-31(d)~~, shall pay a disposal fee of not less than forty-five dollars (\$45.00) per ton or the actual cost to the parish of waste handling, transportation and disposal, whichever is greater.

- (b) Any person desiring to dispose of tires at the parish ~~sanitary landfill~~ transfer station at Ashland, Louisiana, shall pay a disposal fee as set forth in this subsection. This provision shall not be applicable to persons disposing of four (4) or fewer small tires per trip, if such tires are removed from that person's personal nonbusiness vehicle.
- (1) Small size tires up to but not to include tire size 700, each ..... ~~\$1.00~~ \$3.00
- (2) Tire size 700 and up to but not to include tire size 900, each ..... ~~1.50~~ \$5.00
- (3) Tire size 900 and up to but not to include tire size 1200, each ..... ~~3.50~~ \$7.00
- (4) No tires size 1200 and over shall be accepted for disposal ~~unless they are cut into pieces not to exceed three (3) feet in length.~~
- (c) The utilities director or his designee shall develop rules and regulations governing the collection and payment of the disposal charges set forth herein. Additionally, the schedule of charges to be applied to residential and small commercial drop-off waste on a volumetric basis shall be presented to the parish council and effective upon adoption by resolution.

#### Sec. 11-35. - User fees ~~charges~~.

- (a) It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the public to collect fees ~~charges~~ from all residential units and small commercial units within the entire parish who contribute to the parish-operated solid waste collection and disposal system. The proceeds of such fees ~~charges~~ so derived shall be used for the purpose of operating and maintaining public solid waste collection and disposal.
- (b) Each residential user shall pay eight dollars and fifty cents (\$8.50) per month for services provided herein effective for the first billing cycle of January 2017. Each residential user who obtains a second container from the parish government shall pay an additional fee of three and 00/100 \$3.00 per month.
- (c) Each small commercial user shall pay eight dollars and fifty cents (\$8.50) per container per month for services provided herein for the first container and twenty-eight dollars (\$28.00) per month for each additional container effective for the first billing cycle of January, 2017.
- (d) The Parish may enter into an agreement with one or more waterworks districts providing water services within the parish of Terrebonne for the purposes of billing and collecting user fees on behalf of the Parish.
- (e) The Parish may invoice and collect user fees directly from those residential and small commercial units within this parish who are receiving solid waste collection services but are not billed for those services through a water company. Customers billed for services in accordance with this subsection (e) shall deposit the following amounts in order to obtain solid waste collection services:
- (1) A \$25.00 deposit for any residential unit.
- (2) A \$50.00 deposit for any small commercial unit.
- (3) Any customer who has established parish-direct billing for solid waste collection, and whose account is in good standing, on or before January 1, 2018, shall be exempt from paying a deposit.

A deposit shall be returned to the customer upon discontinuation of services associated with that customer's unit, provided no amounts are due for collection fees. The Parish may apply any deposit made by a customer to any overdue amount at the time services are discontinued.



~~(f)(e)~~ Statements for services under this Section shall be due and payable on the due date(s) provided therein as rendered, in full, to the appropriate billing agency. There shall be no discount for prompt payment.

~~(g)(d)~~ All ~~fees charges~~ not paid within a period of fifteen (15) days shall be subject to a penalty of ten (10) percent of the full amount thereof. All ~~fees charges~~ not paid after this period of fifteen (15) days shall be subject to an additional five (5) percent for each thirty (30) days or fraction thereof during which the failure continues, not to exceed twenty-five (25) percent in the aggregate. Failure to receive a bill will not alter any of the provisions of this subsection.

~~(h)(e)~~ Additionally, nonpayment of the ~~fees charges~~ within fifteen (15) days will result in notice by certified mail addressed to the customer, as listed on the records of the billing agency ~~water company or water district servicing such customer~~, that said customer's water service or solid waste collection service may be shut off or terminated for nonpayment should such customer subsequently continue to refuse payment for a period of thirty (30) days. After such thirty (30) days, the customer's water service or solid waste collection service may be shut off or terminated without further notice. Pursuant to this provision, the notice by certified mail will include notice that the failure to pay the subject ~~fees charges~~ within a period of thirty (30) days may result in the filing of a notice of nonpayment of service charge for garbage and trash collection and disposal services by the Terrebonne Parish Consolidated Government in the public records of the parish, thereby creating a privilege on such customer's property. The privilege created by the filing of the notice of nonpayment shall be prior in rank to mortgages, vendor's privileges and all other privileges except tax privileges. The notice of nonpayment will be filed in the mortgage records of the parish in which such person's property is located.

~~(g)(f)~~ The funds derived shall be deposited in the sanitation fund of the parish government.

## **SECTION VI**

In order to facilitate consistency throughout the Code of Ordinance of Terrebonne Parish, Section 23-32, "Septage collection, transportation and disposal," shall be and is hereby amended (using ~~strike through~~ to indicate deletions and underlining to indicate additions) as follows:

### **Sec. 23-32. - Septage collection, transportation and disposal.**

(a) No person shall engage in the business or practice of collecting, transporting and/or otherwise disposing of the contents of septic tanks, cesspools, vaults, grease traps or similar facilities without first obtaining a license from the parish. Licenses shall be issued in accordance with the procedure outlined in Section 11-29 ~~section 11-28~~ (a) and (b) of this Code, provided, however, that a temporary license may be issued pursuant to the provisions of paragraph (h) of this section.

\* \* \*

(h) A temporary license, not to exceed fourteen (14) days, shall be issued to a person desiring to obtain a license to engage in the business or practice of collecting, transporting and/or disposing of any waste materials described in paragraph (a) of this section for a temporary period of time upon compliance with the following conditions:

- (1) The applicant must fully comply with Section 11-29 ~~section 11-28~~ (a) and (b) of this Code, except as the same pertains to the term of the license;

\* \* \*

## **SECTION VII**

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

**SECTION VIII**

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for Terrebonne Parish Consolidated Government, whichever occurs first.

This ordinance, having been introduced and laid on the table for at least one month, was voted upon as follows:

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

NOT VOTING:

ABSENT:

The Chairman declared the ordinance adopted on this, the \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
DIRK GUIDRY, CHAIRMAN  
TERREBONNE PARISH COUNCIL

\_\_\_\_\_  
VENITA H. CHAUVIN  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*

Date and Time Delivered to Parish President:

\_\_\_\_\_

Approved \_\_\_\_\_ Vetoed \_\_\_\_\_  
Gordon E. Dove, Parish President  
Terrebonne Parish Consolidated Government

Date and Time Returned to Council Clerk:

\_\_\_\_\_

\* \* \* \* \*

I, VENITA H. CHAUVIN, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on \_\_\_\_\_, 2017, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2017.

\_\_\_\_\_  
VENITA H. CHAUVIN  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL



Wednesday, December 20, 2017

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**Item Title:**

Sales & Use Tax Advisory Board Meeting-Dec. 7, 2017

**Item Summary:**

Accept the minutes of the Terrebonne Parish Sales and Use Tax Advisory Board meeting dated December 7, 2017 and consider ratification of the actions relative to:

- 1) Recommendation for the adoption of a resolution accepting the Louisiana Compliance Questionnaire for the 2017 year end audit.
- 2) Recommendation to accept the 2017 Projected Year End Budget.
- 3) Recommendation to accept the 2018 Proposed Budget.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Minutes for December 7, 2017 Meeting	12/14/2017	Cover Memo
Resolution	12/14/2017	Cover Memo
Budget	12/14/2017	Cover Memo
2017 Questionnaire	12/14/2017	Cover Memo

**TERREBONNE PARISH  
SALES AND USE TAX ADVISORY BOARD MEETING**

**December 7, 2017**

1. The Chairman, Parish President, Mr. Gordon Dove, called the meeting to order at 9:10 a.m. in the Parish President's Conference Room. Following the Invocation, led by Mr. Philip Martin, the Pledge of Allegiance was said.
2. Upon roll call, Board Members recorded as present were: Mr. Gordon Dove, Parish President; Mr. Roger Dale DeHart, School Board President; Mrs. Vicki Bonvillain, School Board Vice-President; Mr. Jerry Larpenfer, Terrebonne Parish Sheriff; Mr. Philip Martin, Superintendent of Schools; Mrs. Mary Cosper LeBoeuf, Library Board of Control; Mr. Jack Moore, Terrebonne Levee & Conservation District. Also present were: Mr. Mark Daigle, Director, Sales & Use Tax Department; Mrs. Ann Thibodaux, Secretary, Sales & Use Tax Department. Recorded as absent was Mr. Dirk Guidry, Parish Council Chairman, Ms. Arlanda Williams, Budget & Finance Committee Chairwoman. A quorum was declared present.

3. **Item 1** – Adoption of a resolution accepting the Louisiana Compliance Questionnaire for the 2017 year-end audit.

Motion was made to accept as by Mr. Roger Dale DeHart, seconded by Mr. Jack Moore.

The Chairman called for a vote on the motion offered by Mr. Roger Dale DeHart.

UPON ROLL CALL THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Roger Dale DeHart, Mrs. Vicki Bonvillain, Mr. Jerry Larpenfer, Mr. Philip Martin, Mrs. Mary Cosper LeBoeuf, Mr. Jack Moore

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Dirk Guidry, Ms. Arlanda Williams

The Chairman declared the motion passed.

4. **Item 2** – Accept the 2017 final budget

Motion was made to accept the 2017 final budget by Mr. Jack Moore, seconded by Mr. Jerry Larpenfer.

The Chairman called for a vote on the motion offered by Mr. Jack Moore.

UPON ROLL CALL THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Roger Dale DeHart, Mrs. Vicki Bonvillain, Mr. Jerry Larpenfer, Mr. Philip Martin, Mrs. Mary Cosper LeBoeuf, Mr. Jack Moore

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Dirk Guidry, Ms. Arlanda Williams

5. **Item 3** – Presentation and request for acceptance of Proposed 2018 Budget for the Sales and Use Tax Department.

Mr. Daigle explained the 2018 operating budget reflects an overall increase of 4%. Notable increases were in payroll, group insurance and equipment purchases. Payroll was increased due to the abrupt departure of our accountant. We brought in our former accountant on a part-time basis to train the new accountant. We also intend to hire a part-time worker to assist with the front counter. Group insurance was increased due to the addition of 2 employees with family coverage to replace an employee not on our group insurance and one employee on single coverage. We were also informed by finance there would be a 12% increase. We usually replace our computers every 3 years however ours are going on 5 years so they are in need of updating.

Discussion ensued regarding walk in traffic for the department, parking options and possibly utilizing the drive up windows in the parking garage to collect payments from taxpayers.

Motion was made to accept by Mr. Roger Dale DeHart, seconded by Mr. Jerry Larpenfer.

The Chairman called for a vote on the motion offered by Mr. Roger Dale DeHart.

UPON ROLL CALL THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Roger Dale DeHart, Mrs. Vicki Bonvillain, Mr. Jerry Larpenfer, Mr. Philip Martin, Mrs. Mary Cosper LeBoeuf, Mr. Jack Moore

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Dirk Guidry, Ms. Arlanda Williams

The Chairman declared the motion passed.

6. **Item 4 – Bank Charges**

Mr. Daigle explained the department has just about completed the transition from JP Morgan Chase to Coastal Commerce Bank and is in the process of closing out our accounts with JP Morgan. Everything is being delivered as promised by Coastal. There was some money left in the budget to account for any unforeseen banking charges however if no charges are assessed in the upcoming year, there will be no need to allocate money for bank fees in subsequent years.

As this matter was introduced for discussion, no action was taken.

7. **Item 5 – Sales Tax Collections**

Mr. Daigle explained collections for 2017 seem to be running neck in neck with what was collected in 2016 which was 115.7 million dollars. Audit collections are lagging behind last year by roughly 300K. Although collections for November 2017 compared to November 2016 was .5% down, we seem to be leveling off. Unless something drastically changes in the oilfield industry we may never see collection totals from past years (2014 was 134.6 million and 2014 was 125.7 million).

As this matter was introduced for discussion, no action was taken.

8. **Item 6 – Other Business**

Mr. Roger Dale DeHart asked Mr. Larpenter about property tax collections. A brief discussion ensued in regards to property tax collections and overall cuts the state has been making and how it's affecting Terrebonne Parish.

As this matter was introduced for discussion, no action was taken.

9. Mr. Roger Dale DeHart moved, seconded by Mr. Jerry Larpenter, "That there being no further business to come before this Board, the meeting be adjourned."

The Chairman called for a vote on the motion offered by Mr. Roger Dale DeHart.

UPON ROLL CALL THERE WAS RECORDED:

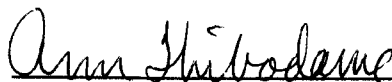
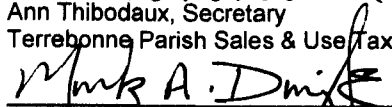
YEAS: Mr. Gordon Dove, Mr. Roger Dale DeHart, Mrs. Vicki Bonvillain, Mr. Jerry Larpenter, Mr. Philip Martin, Mrs. Mary Cosper LeBoeuf, Mr. Jack Moore

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Dirk Guidry, Ms. Arlanda Williams

The Chairman declared the motion passed.

  
Ann Thibodaux, Secretary  
Terrebonne Parish Sales & Use Tax Dept.  
  
Mark A. Daigle, Director  
Terrebonne Parish Sales & Use Tax Dept.

OFFERED BY: Mr. Dale DeHart

SECONDED BY: Mr. Jack Moore

### RESOLUTION

WHEREAS, the Louisiana Legislative Auditor's Office has requested the staff of the Terrebonne Parish Sales and Use Tax Office complete a Louisiana Compliance Questionnaire, and

WHEREAS, Mr. Mark A. Daigle, Sales and Use Tax Director, has completed said survey and has recommended that the Sales and Use Tax Advisory Board adopt said survey.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Sales and Use Tax Advisory Board that Mr. Gordon Dove, Parish President, be hereby authorized to sign the Louisiana Compliance Questionnaire to verify the acceptance of this document by the Advisory Board.

THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Roger Dale DeHart, Mrs. Vicki Bonvillain, Mr. Jerry Larpenter, Mr. Philip Martin, Mrs. Mary Cosper LeBoeuf, Mr. Jack Moore

NAYS: None.

ABSENT: Mr. Dirk Guidry, Ms. Arlanda Williams

The Chairman declared the resolution adopted on this, the 7th day of December 2017.

**Terrebonne Parish Sales and Use Tax Dept**  
**PROPOSED BUDGET FOR YEAR ENDING DECEMBER 31, 2017**

	Current Year - 12/31/2017						Upcoming Year - 12/31/2018	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Original Budget	Last Adopted Budget	Actual Year-to-Date as of: 10/31/17	Estimated Remaining for Year	Projected Actual Result at Year End	% Change Last Adopted Budget vs. Projected Actual Result at Year End	Proposed Budget	% Change Projected Actual Result at Year End vs. Proposed Budget
					[C + D]	[E / B - 1]		[G / E - 1]
<b>SUMMARY OF REVENUES - BY SOURCES</b>								
<b>Local sources:</b>								
Sales and use taxes	\$ 1,121,306.50	\$ 1,121,306.50	\$ 680,941.78	\$ 253,309.98	\$ 934,251.76	-16.7%	\$ 1,158,623.59	24.0%
Total Revenues from Local Sources	1,121,306.50	1,121,306.50	680,941.78	253,309.98	934,251.76	-16.7%	1,158,623.59	24.0%
<b>Other sources</b>								
Hotel/motel collection fee	35,000.00	35,000.00	24,039.70	4,758.35	28,798.05	-17.7%	31,800.00	10.4%
Licenses and permits	5,200.00	5,200.00	4,200.00	400.00	4,600.00	-11.5%	5,200.00	13.0%
Interest revenue	-	-	123.22	0.00	123.22	#DIV/0!	0.00	-100.0%
Bingo reimbursement	200.00	200.00	107.05	16.00	123.05	-38.5%	200.00	62.5%
Occupational license revenue	75,000.00	75,000.00	67,564.22	20,178.00	87,742.22	17.0%	90,000.00	2.6%
Attorney fee revenue	3,000.00	3,000.00	5,450.57	650.00	6,100.57	103.4%	7,500.00	22.9%
Total Revenues from Other Sources	118,400.00	118,400.00	101,484.76	26,002.35	127,487.11	7.7%	134,700.00	5.7%
Total Revenues by Sources	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,293,323.59	21.8%
<b>SUMMARY OF EXPENDITURES - BY AGENCY</b>								
<b>Agency</b>								
TPSUTD	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,293,323.59	21.8%
Total Expenditures by Agency	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,293,323.59	21.8%
<b>SUMMARY OF EXPENDITURES - BY DEPARTMENTS</b>								
<b>Department</b>								
<b>Administration Dept</b>								
<b>General:</b>								
Yearly payroll	350,000.00	350,000.00	256,720.58	62,366.45	319,087.03	-8.8%	375,000.00	17.5%
Payroll Taxes	27,156.50	27,156.50	19,134.98	4,200.00	23,334.98	-14.1%	30,000.00	28.6%
Life, Hosp, and Disability	135,000.00	135,000.00	78,214.39	25,603.94	103,818.33	-23.1%	160,000.00	54.1%
Retirement expenses	27,500.00	27,500.00	18,831.66	6,900.00	25,731.66	-6.4%	27,500.00	6.9%
W/C	1,000.00	1,000.00	634.44	176.33	810.77	-18.9%	1,000.00	23.3%
Total General Administration	540,656.50	540,656.50	373,536.05	99,246.72	472,782.77		593,500.00	25.5%

**Terrebonne Parish Sales and Use Tax Dept**  
**PROPOSED BUDGET FOR YEAR ENDING DECEMBER 31, 2017**

	Current Year - 12/31/2017						Upcoming Year - 12/31/2018	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Original Budget	Last Adopted Budget	Actual Year-to-Date as of: 10/31/17	Estimated Remaining for Year	Projected Actual Result at Year End	% Change Last Adopted Budget vs. Projected Actual Result at Year End	Proposed Budget	% Change Projected Actual Result at Year End vs. Proposed Budget
					[C + D]	[E / B - 1]		[G / E - 1]
Occupational:								
Yearly payroll - Occupational	39,000.00	39,000.00	37,995.09	0.00	37,995.09	-2.6%	40,000.00	5.3%
Payroll Taxes - Occupational	3,000.00	3,000.00	2,648.50	0.00	2,648.50	-11.7%	3,000.00	13.3%
Life, Hosp, and Disability - Occupational	18,500.00	18,500.00	16,587.58	0.00	16,587.58	-10.3%	20,000.00	20.6%
Retirement expenses - Occupational	3,400.00	3,400.00	3,039.61	0.00	3,039.61	-10.6%	3,400.00	11.9%
W/C - Occupational	100.00	100.00	62.75	0.00	62.75	-37.3%	100.00	59.4%
Total Occupational Administration	64,000.00	64,000.00	60,333.53	0.00	60,333.53	-5.7%	66,500.00	10.2%
Total Administration Department	604,656.50	604,656.50	433,869.58	99,246.72	533,116.30	-11.8%	660,000.00	23.8%
Operations Dept								
General:								
Office supplies	6,500.00	6,500.00	3,940.06	1,175.00	5,115.06	-21.3%	6,000.00	17.3%
Postage	20,000.00	20,000.00	10,545.33	5,300.00	15,845.33	-20.8%	17,000.00	7.3%
Printing and stationary	6,000.00	6,000.00	2,084.31	1,200.00	3,284.31	-45.3%	5,500.00	67.5%
Bingo expenses	250.00	250.00	107.05	38.00	145.05	-42.0%	250.00	72.4%
Machine rentals	23,250.00	23,250.00	11,085.56	3,300.00	14,385.56	-38.1%	21,000.00	46.0%
Machine maintenance	6,000.00	6,000.00	2,239.48	1,800.00	4,039.48	-32.7%	5,500.00	36.2%
Director's bond	2,000.00	2,000.00	1,750.00	0.00	1,750.00	-12.5%	2,000.00	14.3%
Employees' blanket bond	500.00	500.00	500.00	0.00	500.00	0.0%	500.00	0.0%
General liability insurance	27,000.00	27,000.00	28,135.00	0.00	28,135.00	4.2%	28,500.00	1.3%
Contents insurance	1,000.00	1,000.00	615.15	0.00	615.15	-38.5%	1,000.00	62.6%
Travel	8,000.00	8,000.00	1,940.19	1,250.00	3,190.19	-60.1%	6,500.00	103.7%
Office rent	47,200.00	47,200.00	35,375.94	11,191.98	46,567.92	-1.3%	47,200.00	1.4%
Attorney fees	42,000.00	42,000.00	23,483.00	12,000.00	35,483.00	-15.5%	40,000.00	12.7%
Other	1,000.00	1,000.00	594.00	315.00	909.00	-9.1%	3,000.00	230.0%
Telephone	12,500.00	12,500.00	4,323.51	2,350.00	6,673.51	-46.6%	8,000.00	19.9%
Bank charges	12,500.00	12,500.00	3,812.29	1,250.00	5,062.29	-59.5%	5,000.00	-1.2%
Contract auditing	400,000.00	400,000.00	206,410.19	134,500.00	340,910.19	-14.8%	400,000.00	17.3%
Dues & subscriptions	2,600.00	2,600.00	3,751.15	750.00	4,501.15	73.1%	4,500.00	0.0%
Miscellaneous	1,000.00	1,000.00	677.06	315.00	992.06	-0.8%	1,500.00	51.2%
Continuing education	1,000.00	1,000.00	0.00	0.00	0.00	-100.0%	1,000.00	#DIV/0!
Office equipment	-	-	0.00	0.00	0.00	-100.0%	13,623.59	#DIV/0!
Total General Operations	620,300.00	620,300.00	341,369.27	176,734.98	518,104.25	-16.5%	617,573.59	19.2%
Occupational:								
Legal fees	150.00	150.00	0.00	0.00	0.00	-100.0%	1,500.00	#DIV/0!
Office supplies	1,000.00	1,000.00	0.00	0.00	0.00	-100.0%	750.00	#DIV/0!
Postage	7,100.00	7,100.00	4,181.16	2,460.00	6,641.16	-6.5%	7,000.00	5.4%



**Terrebonne Parish Sales and Use Tax Dept**  
**PROPOSED BUDGET FOR YEAR ENDING DECEMBER 31, 2017**

	Current Year - 12/31/2017						Upcoming Year - 12/31/2018	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Original Budget	Last Adopted Budget	Actual Year-to-Date as of: 10/31/17	Estimated Remaining for Year	Projected Actual Result at Year End	% Change Last Adopted Budget vs. Projected Actual Result at Year End	Proposed Budget	% Change Projected Actual Result at Year End vs. Proposed Budget
					[C + D]	[E / B - 1]		[G / E - 1]
Printing and stationary	3,000.00	3,000.00	875.00	713.00	1,588.00	-47.1%	3,000.00	88.9%
Office machine maintenance	3,500.00	3,500.00	2,131.53	157.63	2,289.16	-34.6%	3,500.00	52.9%
Total Operations Department Expenditures	14,750.00	14,750.00	7,187.69	3,330.63	10,518.32	-28.7%	15,750.00	49.7%
Total Operations Department	635,050.00	635,050.00	348,556.96	180,065.61	528,622.57	-16.8%	633,323.59	19.8%
Total Expenditures by Departments	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,293,323.59	21.8%
<b>SUMMARY OF EXPENDITURES - BY FUNCTIONS</b>								
Function								
General Government	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,293,323.59	21.8%
Total Expenditures by Functions	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,293,323.59	21.8%
<b>SUMMARY OF EXPENDITURES - BY CHARACTERS</b>								
Character								
Current Expenditures								
Personal Services	604,656.50	604,656.50	433,869.58	99,246.72	533,116.30	-11.8%	660,000.00	23.8%
Supplies and Materials	43,600.00	43,600.00	21,625.86	10,848.00	32,473.86	-25.5%	39,250.00	20.9%
Other Services and Charges	581,950.00	581,950.00	322,560.09	167,259.98	489,820.07	-15.8%	571,450.00	16.7%
Repairs and Maintenance	9,500.00	9,500.00	4,371.01	1,957.63	6,328.64	-33.4%	9,000.00	42.2%
Total Current Expenditures	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,279,700.00	20.5%
Capital Outlays								
Office equipment	0.00	0.00	0.00	0.00	0.00	#DIV/0!	13,623.59	#DIV/0!
Total Capital Outlays	0.00	0.00	0.00	0.00	0.00	#DIV/0!	13,623.59	#DIV/0!
Total Expenditures by Characters	1,239,706.50	1,239,706.50	782,426.54	279,312.33	1,061,738.87	-14.4%	1,293,323.59	21.8%
<b>SUMMARY OF FUND BALANCE</b>								
Net change in fund balance	0.00	0.00	0.00	0.00	0.00		0.00	
Estimated Beginning Fund Balance	0.00	0.00	0.00	0.00	0.00		0.00	
Estimated Ending Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00	

**LOUISIANA COMPLIANCE QUESTIONNAIRE**  
**(For Audit Engagements of Government Entities)**

**December 7, 2017**

**Bourgeois Bennett, LLC**  
**Certified Public Accountants**  
**Post Office Box 2168**  
**Houma, LA 70361**

In connection with your audit of our financial statements as of **December 31, 2017** and for **the year then ended** for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of **December 7, 2017**.

**PART I. AGENCY PROFILE**

1. Name and address of the organization.

**Terrebonne Parish Sales & Use Tax Department**  
**P. O. Box 670**  
**Houma, LA 70361**

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

**111,860 – Estimated by Suburban Stats, found by Google search.**

3. List names, addresses, and telephone numbers of entity officials. [Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

**Gordon E. Dove – 5 Glen Oaks Drive, Houma, LA 70360, 985-873-3154**  
**Philip E. Martin – 129 Lake Mechant Court, Houma, LA 70360, 985-868-9398**  
**Mary Cosper LeBoeuf - 1400 Levee Drive, Houma, LA 70360, 985-851-3933**  
**John Schoonenberg - 300 Lafayette Street, Houma, LA 70360, 985-868-7214**  
**Jerry Carpenter - 107 Sandalwood Drive, Gray, LA 70359, 985-851-5795**  
**Dirk Guidry – 5114 Bayouside Dr., Chauvin, LA 70344, 985-594-9292**  
**Jack W. Moore – P. O. Box 318, Montegut, LA 70377, 985-991-9430**  
**Roger Dale DeHart – 661 Bayou Dularge Rd., Houma, LA 70363, 985-860-1078**  
**Viki Bonvillain – 530 Aragon Rd., Montegut, LA 70377, 985-804-0313**  
**Arlanda Williams – 343 Polk Street, Houma, LA 70360, 985-870-0847**

4. Period of time covered by this questionnaire:  
**January 1, 2017 – December 31, 2017**

5. The entity has been organized under the following provisions of the Louisiana Revised Statute (s) (LSA-RS) and, if applicable, local resolutions/ordinances.

**Title 47 Sections 301-317 As Amended**

6. Briefly describe the public services provided:

**Collection & distribution of 5.5% parish-wide sales and use taxes, hotel/motel taxes, occupational license taxes and local bingo permits.**

7. Expiration date of current elected/appointed officials' terms.

**Parish President -Term expires 12:00 noon 01/09/2020**

**Council Chairman and Budget & Finance Chairman -Terms expire 12/31/2017**

**School Board Superintendent - Contract expires 12/31/2020**

**School Board President & Vice President - Terms expire 12/31/2017**

**Sheriff -Term expires 6/30/2020**

**Member - Library Board of Control - Serves until replaced by Library Board**

**Member - Levee District – serves concurrently with the governor**

**LEGAL COMPLIANCE**

**PART II. PUBLIC BID LAW**

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$100,000 have been publicly bid.

B) All material and supply purchases exceeding \$20,000 have been publicly bid.

**Yes [ X ] No [ ]**

**PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS  
AND PUBLIC EMPLOYEES**

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

**Yes [ X ] No [ ]**

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

**Yes [ X ] No [ ]**

#### **PART IV. LAWS AFFECTING BUDGETING**

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-16) R. S. 39:33, or R.S. 39:1331-1342, as applicable:

##### **A. Local Budget Act**

1. We have adopted a budget for the General Fund and all special revenue funds (R.S. 39:1305).
2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the General Fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).
3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).
4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).
5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).
7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).
8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified in writing the governing authority during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).
9. The governing authority has amended its budget when notified, as provided by R.S.9:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven-primarily federal funds-from the requirement to amend revenues.).

Yes [ ☒ ] No [ ☐ ]

##### **B. State Budget Requirements**

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes [ ☐ ] No [ ☐ ] **N/A**

##### **C. Licensing Boards**

1. The licensing board has complied with the budgetary requirements of R. S. 39:1331-1342.

Yes [ ☐ ] No [ ☐ ] **N/A**

#### **PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS**

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513

and 515, and/or 33:463.

**Yes [ X ] No [ ]**

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

**Yes [ X ] No [ ]**

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

**Yes [ ] No [ ] N/A**

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

**Yes [ X ] No [ ]**

16. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

**Yes [ X ] No [ ]**

#### **PART VI. MEETINGS**

17. We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

**Yes [ X ] No [ ]**

#### **PART VII. ASSET MANAGEMENT LAWS**

18. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

**Yes [ X ] No [ ]**

#### **PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS**

19. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

**Yes [ X ] No [ ]**

#### **PART IX. DEBT RESTRICTION LAWS**

20. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

**Yes [ X ] No [ ]**

21. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes ☒ No ☐

22. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:11410.62).

Yes ☐ No ☐ **N/A**

#### **PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS**

23. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes ☒ No ☐

24. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

25. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes ☒ No ☐

#### **PART XI. ISSUERS OF MUNICIPAL SECURITIES**

26. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes ☒ No ☐

#### **PART XII. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS**

##### **Parish Governments**

27. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the legislative auditor, R.S. 48:758.

Yes ☐ No ☐ **N/A**

##### **School Boards**

28. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-401.

Yes ☐ No ☐ **N/A**

29. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes ☐ No ☐ **N/A**

30. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will

be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenues Sources
- Schedule 2, Education Levels of Public School Staff
- Schedule 3, Number and Type of Public Schools
- Schedule 4, Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Schedule 5, Public School Staff Data: Average Salaries
- Schedule 6, Class Size Characteristics
- Schedule 7, Louisiana Educational Assessment Program (LEAP)
- Schedule 8, The Graduate Exit Exam (GEE)
- Schedule 9, iLEAP Tests

Yes [ ] No [ ] **N/A**

#### Tax Collectors

31. We have complied with the general statutory requirements of R.S. 47.

Yes [ ] No [ ] **N/A**

#### Sheriffs

32. We have complied with the state supplemental pay regulations of R.S. 33:2218.8

Yes [ ] No [ ] **N/A**

33. We have complied with R.S. 33:1432 relating to the feeding and keeping of prisoners.

Yes [ ] No [ ] **N/A**

#### District Attorneys

34. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [ ] No [ ] **N/A**

#### Assessors

35. We have complied with the regulatory requirements found in Title 47.

Yes [ ] No [ ] **N/A**

36. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [ ] No [ ] **N/A**

#### Clerks of Court

37. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [ ] No [ ] **N/A**

#### Libraries

38. We have complied with the regulations of the Louisiana State Library.

Yes [ ] No [ ] **N/A**

#### Municipalities

39. Minutes are taken at all meetings of the governing authority. R.S. 42:7.1.

Yes [ ] No [ ] **N/A**

40. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal. R.S. 43:141-146 and A.G. 86-528.

Yes [ ] No [ ] **N/A**

41. All official action taken by the municipality is conducted at public meetings. R.S. 42:11 to 42:28.

Yes [ ] No [ ] **N/A**

#### Airports

42. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [ ] No [ ] **N/A**

43. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [ ] No [ ] **N/A**

44. All project funds have been expended on the project and for no other purpose (RS 2:810).

Yes [ ] No [ ] **N/A**

45. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [ ] No [ ] **N/A**

#### Ports

46. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [ ] No [ ] **N/A**

47. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [ ] No [ ] **N/A**

48. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [ ] No [ ] **N/A**

49. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [ ] No [ ] **N/A**

50. We have certified to the legislative auditor, on an annual basis, that we have expended



project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [ ] No [ ] **N/A**

**Sewerage Districts**

51. We have complied with the statutory requirements of R.S. 33:3881-4159.10.

Yes [ ] No [ ] **N/A**

**Waterworks Districts**

52. We have complied with the statutory requirements of R.S. 33:3811-3837.

Yes [ ] No [ ] **N/A**

**Utility Districts**

53. We have complied with the statutory requirements of R.S. 33:4161-4546.21.

Yes [ ] No [ ] **N/A**

**Drainage and Irrigation Districts**

54. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.

Yes [ ] No [ ] **N/A**

**Fire Protection Districts**

55. We have complied with the statutory requirements of R.S. 40:1491-1509.

Yes [ ] No [ ] **N/A**

**Other Special Districts**

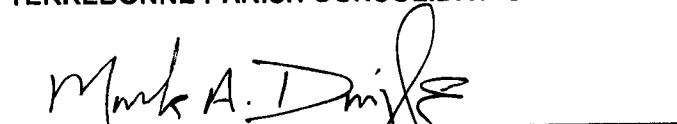
56. We have complied with those specific statutory requirements of state law applicable to our district.

Yes [ ] No [ ] **N/A**

The previous responses have been made to the best of our belief and knowledge.



**GORDON E. DOVE**  
**TERREBONNE PARISH CONSOLIDATED GOVT.**



**MARK A. DAIGLE**  
**TERREBONNE PARISH SALES & USE TAX DEPT.**

Category Number: 3.  
Item Number: B.



Wednesday, December 20, 2017

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**Item Title:**

Public Services Committee

**Item Summary:**

Public Services Committee, 12/18/17\*

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Category Number: 3.  
Item Number: C.



Wednesday, December 20, 2017

---

**Item Title:**

Community Development & Planning

**Item Summary:**

Community Development & Planning Committee, 12/18/17

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Wednesday, December 20, 2017

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**Item Title:**

Budget & Finance Committee

**Item Summary:**

Budget & Finance Committee, 12/18/17\*

(Ratification of minutes calls public hearings on \*1/10/18 at 6:30 p.m.)

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Category Number: 4.  
Item Number: A.



Wednesday, December 20, 2017

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**Item Title:**

Street Lights

**Item Summary:**

Light installations, removals, and/or activations.

---

**ATTACHMENTS:**

**Description**

List and backup

**Upload Date**

12/20/2017

**Type**

Backup Material

**STREET LIGHT LIST**  
**12-20-17**

INSTALL 250 W HPS STREET LIGHT IN FRONT OF 226 ST. PETER ST.; ENTERGY; RLD  
# 3A; JOHN NAVY; DISTRICT 1



# Entergy

## ENTERGY LOUISIANA, INC. STREET LIGHTS

[builder@entergy.com](mailto:builder@entergy.com)

### Install/Removal/Upgrade Request

FAX NUMBER 1-800-898-3143

Date: 12/20/17

Phone Number: (985) 873-6519

Account Name: TPCG RLD #3A

Confirmation Fax Number: (985) 873-6521

Account Number: 22718550

Name (PRINT) JOHN NAVY

Authorized Signature: \_\_\_\_\_

**\*\* Is this a State Highway? Yes XX No If YES, please provide DOTD Permit# \_\_\_\_\_**

### Company Owned Streetlights (ENTERGY)

INSTALL REMOVAL

_____	_____	100w HPS streetlight(s)*	rate code	LA CHSV 2A
_____	_____	150w HPS streetlight(s)*	rate code	LA CHSV 2E
<u>1</u>	_____	250w HPS streetlight(s)*	rate code	LA CHSV 2C
_____	_____	400w HPS streetlight(s)*	rate code	LA CHSV 2D
_____	_____	1000w HPS streetlight(s)*	rate code	LA CHSV 2E

\* Lights will have a facility maintenance charge applied to them.

### Customer Owned Streetlights (MUNICIPALITY)

INSTALL REMOVAL

_____	_____	100w HPS streetlight(s)	rate code	LA HPSV 1A
_____	_____	150w HPS streetlight(s)	rate code	LA HPSV 1B
_____	_____	250w HPS streetlight(s)	rate code	LA HPSV 1C
_____	_____	400w HPS streetlight(s)	rate code	LA HPSV 1D
_____	_____	1000w HPS streetlight(s)	rate code	LA HPSV 1E

\*\*\*\*Mercury Vapor no longer available for install, REMOVE ONLY \*\*\*\*

### Company Owned Streetlights (ENTERGY)

_____	_____	175w MV open bottom streetlight(s), 30" bracket	rate code	LA CMV 1E
_____	_____	175w MV open bottom streetlight(s)	rate code	LA CMV 1D
_____	_____	250w MV open bottom streetlight(s)	rate code	LA CMV 1C
_____	_____	250w MV enclosed streetlight(s)	rate code	LA CMV 1B
_____	_____	400w MV enclosed streetlight(s)	rate code	LA CMV 1A

### Customer Owned Streetlights (MUNICIPALITY)

_____	_____	175w MV open bottom streetlight(s)	rate code	LA MV 2E
_____	_____	250w MV enclosed streetlight(s)	rate code	LA MV 2D
_____	_____	400w MV enclosed streetlight(s)	rate code	LA MV 2C
_____	_____	1000w MV enclosed streetlight(s)	rate code	LA MV 2A

LOCATION OF LIGHT(s): INSTALL 250W HPS STREET LIGHT IN FRONT OF 226 SAINT PETER STREET.

If light is to be installed, will requested light be installed on an existing pole with available facilities (Transformers, Secondary wires) to serve the light?

X Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure

#### Company Use Only

Order Generated: YES \_\_\_\_\_

Sent To: Construction \_\_\_\_\_ Engineering \_\_\_\_\_

Estimated completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Flo Dumas

Lighting Coordinator

985-479-2011 Office

985-479-2018 fax

225-206-7646 Cell

[fdumas@entergy.com](mailto:fdumas@entergy.com)



Wednesday, December 20, 2017

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**Item Title:**

Bayou Cane Fire District

**Item Summary:**

**Bayou Cane Fire District:** Five expiring terms. Mr. Ronney Picou, Mr. Nicholas Hebert and Mr. Travis Gravois wish to be considered for re-appointment. Mr. Edward Lawson submits application and resume.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Requests to be re-considered, application and resume	12/6/2017	Backup Material
Notice of not wishing to be re-appointed	12/6/2017	Backup Material



## **Venita Chauvin**

---

**From:** pic4@charter.net  
**Sent:** Monday, December 4, 2017 2:05 PM  
**To:** Venita Chauvin  
**Subject:** Bayou Cane Fire District Reappointment

I am submitting my name, Ronney Picou, for reappointment to the Bayou Cane Fire District .  
Thanks

Ronney Picou  
3979 Hwy 311  
Houma,La. 70360

## Venita Chauvin

---

**From:** Nicholas P. Hebert [nhebert@qualityenergy.net]  
**Sent:** Monday, December 4, 2017 11:37 AM  
**To:** Venita Chauvin  
**Cc:** khebert@bayoucanefd.org  
**Subject:** Renewal Appointment on Bayou Cane Fire Protection District Board

Good Morning Mrs. Chauvin:

I hope all is well. I would like to re-apply/renew my appointment on Bayou Cane Fire Protection District's Board of Directors. Please advise if there is anything I need to do to get that accomplished.

Sincerely,

*Nicholas Hebert, Esq.*  
CFO and General Counsel

Corporate Office  
5342 Hwy 311  
Houma, La 70360  
Office: (985) 850-0025  
Cell: (985) 209-4316  
[www.qualityenergy.net](http://www.qualityenergy.net)



Slickline & Braided Line Services	Flowcontrol and Rental Services
Liftboat & Marine Services	Subsea Intervention & P&A
E-Line & Cased Hole Services	Remediation & Abandonment Services
Wellhead & Production Valve Services	Reservoir Evaluation Services
Hot Tap Services	Dockside & Offshore Cleaning
Environmental Solutions	Manufacturing Services

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## Venita Chauvin

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**From:** Travis Gravois [travis.statefarm@gmail.com]  
**Sent:** Monday, December 4, 2017 11:22 AM  
**To:** Venita Chauvin  
**Subject:** Bayou Cane FD board renewal

Vanetta, please let me know what I need to do to renew my board seat for Bayou Cane. Thanks!

Travis Gravois

RETURN TO:

DATE: 12/6/11

Mrs. Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
P.O. Box 2768  
Houma, LA 70361  
E-Mail: [vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
FAX: 985-873-6521

The application of Edward Lawson  
(Name)

of the full age of majority, whose primary residence and permanent mailing address, email address, and phone # is :

117 Richard Drive (Lisa Park Subd) - Houma, La. 70364  
elawson@tpcg.org - (985) 873-6465 (cell #)

Applicant wishes to qualify for appointment as a member of The Bayou  
Cane Fire Protection District in this Parish, and states the following:  
(Name of Board/Commission)

A. Applicant has maintained their primary residence in the Parish of Terrebonne at 117 Richard Drive - Houma, La. 70364  
(current address)  
for Twenty-nine (29) years  
(number of consecutive years)

B. Applicant resides in and is a registered voter of council district number 5.

C. Applicant, applying for membership to the Fire Protection District Board, is a resident property taxpayer in his/her respective district.

D. Applicant has not been convicted of a felony.

E. To the best of his/her knowledge, Applicant will receive no personal economic benefit by serving on BCFPD  
(Name of Board/Commission)

F. To the best of his/her knowledge, no member of applicant's immediate family will receive any personal economic benefit from applicant's service on the BCFPD  
(Name of Board/Commission)

G. Applicant is aware of the meeting requirements of the BCFPD  
(Name of Board/Commission)

H. Applicant shall be a Terrebonne Parish registered voter.

\*A copy of your resume shall be attached for our consideration

[Signature]  
(Signature of applicant)

*Providing false information on this application is grounds for immediate removal from any board or commission.*

1. "personal economic benefit" for purposes of this application, means that no applicant or his immediate family will receive any economic benefit from the applicant's service on said Board or Commission. Simply put, the applicant's actions/transactions while serving on the Board/Commission may result in profits for himself or his immediate family. A per diem received by applicant for his/her service on any board or commission does not constitute personal economic benefit within the meaning of provision E.  
2. "immediate family" for purposes of this application means his children, the spouses of his children, brothers, sisters, parents, spouse, and the parents of his spouse.  
3. If any applicant is not aware of the meeting requirements of the particular Board/Commission to which he/she is applying for membership, he/she should determine this information by contacting a Board/Commission member or by contacting the office of the Council Clerk.  
01/05/11

## EDWARD LAWSON

### OBJECTIVE

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To secure employment with a professional organization that'll allow me to utilize my skills and training to the maximum, plus advancement opportunities.

### EDUCATION

---

1999            **Louisiana State University**            Baton Rouge, La.  
*Certificates of Completion (CEU) – Division of Continuing Education*

- Human Resources & the Law
- Fundamentals of Supervision
- Developing Your Managerial Effectiveness

1994 – 1999    **American Management Association**  
*Certificates of Completion (CEU)*

- Successful Managerial Skills for Black Managers            Chicago, IL.
- Employee Attitude Problems, Firing, and the Law            New Orleans, La.
- Credit, Collection and Financial Management            Atlanta, Ga.

1995 – 1999    **Council On Education in Management**  
*Certificates of Completion (CEU)*

- Personnel Law Update (s) [95' – 99']            New Orleans, La.
- How to Conduct an Internal Investigation            Baton Rouge, La.
- Understanding Personnel Laws            New Orleans, La.

1998            **Tennessee Valley Public Power Association**            Lafayette, La.  
*Certificate of Completion (CEU)*

- Communicating Effectively with Utility Customers

1996 – 1997    **Dale Carnegie Training Institute**            New Orleans, La.  
*Certificates of Completion (CEU)*

- Human Relations / Employee Development Training
- Leadership Training For Managers

1995            **American Public Power Association**            Orlando, FL.  
*Certificate of Completion*

- Accounting, Finance, Rates, & Information Systems Workshop;
- Field of Study: Management, Specialized Knowledge & Applications

1991-1993                      **Fred Pryor Seminars**                      New Orleans, La.

*Certificates of Completion (CEU)*

- Management Problems of the Technical Person In A Leadership Role
- Interpersonal Skills
- How To Build and Improve Customer Service
- Business Writing Workshop

1991                      **The National Seminars Group**                      New Orleans, La.

*Certificates of Completion (CEU)*

- Building Budgeting Skills
- Customer Service
- "How To Supervise People

1988 – 1990                      **Nicholls State University**                      Thibodaux, La.

- Field of Study: Business Management

1979                      **Terrebonne High School**                      Houma, La.

- Diploma

#### PROFESSIONAL EXPERIENCE

---

January 1991, to Present                      Customer Service Manager  
**Terrebonne Parish Consolidated Government [TPCG]**  
**Department of Finance; Customer Service Division**  
Houma, Louisiana

October 1987, through January 1991                      Coordinator  
**TPCG Dept. of Planning & Economic Development; Div. of LAJET**  
Houma, La.

February 1987, through September 1987                      Interviewer  
**Jobs Training Partnership Act [JTPA]**  
Houma & Thibodaux, La.

February 1983, through September 1987                      Firefighter 1<sup>st</sup> Class  
**Houma Fire Department**  
Houma, La.

June 1984, through March 1985                      Security Guard  
**Hub Enterprises**  
Houma, La.

November 1982, through January 1983                      Driver's Helper  
**United Partial Services [U.P.S.]**  
New Orleans, La.

June 1982, through December 1992  
**AAA Bonding Company**  
Houma, La.

Licensed Bail Bondsman / Recovery Agent

May 1982, through November 1982  
**Terrebonne Parish Sheriff's Office**  
Houma, La.

Corrections Officer

June 1980, through April 1982  
**United States Marine Corp**  
Camp Pendleton, Ca.

Field Artillery Batteryman (0811)

**Honorably Discharged**

---

#### PROFESSIONAL MEMBERSHIPS

**The American Management Association**

**American Public Power Association**

**Council On Education and Management**

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#### COMMUNITY ACTIVITIES

**Graduate of Leadership Terrebonne**

Class of 1999

**Louisiana High School Athletic Association** (H.S. Official 1994 – 1999)

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#### VOLUNTEER EXPERIENCE

**Louisiana Youth Challenge Program**

(Mentor 1990 – 2004)

**Terrebonne Association of Retarded Citizens**

1991 – 1995

- Board of Director
- Chairman of Foundation Committee

**Boy Scouts of America**

Cub Master, Pack 109 (1992 – 1993)

**Houma Housing Authority / Senator Circle After School Program** (Mentor 1994 – 1995)

**Downtown Parking Committee**

1999 – 2000

- Chairman (Appointed by Terrebonne Parish Council)

**Leonard J. Chabert Medical Center Foundation**

2000, to Present

- Vice President of Foundation Sept. 03, through Sept. 05
- President of Foundation Sept. 05, through Sept. 06

**Bayou Cane Fire Protection District**

January 28, 2004 – 01/06

Board of Director [Secretary] (Appointed by Terrebonne Parish Council)

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## Venita Chauvin

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**From:** Gerald Michel  
**Sent:** Thursday, November 30, 2017 9:23 AM  
**To:** Venita Chauvin  
**Subject:** fire board bc

Bob Bergeron is currently on Bayou Cane FIRE Board  
His term is about up and he does not wish to be considered for reappointment  
He just called and so informed me.

Gerald Michel  
Councilman





Wednesday, December 20, 2017

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**Item Title:**

Coteau Fire

**Item Summary:**

**Coteau Fire Protection District:** Three expiring terms. Mr. Robert Parr, Mr. Stuart Vitter & Mr. Roy Trahan requests consideration of re-appointment to said board.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Reappt Robert Parr	12/15/2017	Backup Material
Re-appointment request	12/18/2017	Backup Material
Re-appointment request	12/18/2017	Backup Material

**Venita Chauvin**

---

**From:** Robert [parr@cajunnet.com]  
**Sent:** Tuesday, December 12, 2017 10:40 PM  
**To:** Venita Chauvin  
**Cc:** Terri P. St. Peter  
**Subject:** Coteau Fire Protection District Board - Robert Parr  
**Attachments:** Coteau Fire Protection District Board - Robert Parr.pdf

Venita,

I would like to be reappointed to the  
Coteau Fire Protection District Board.

Thank you very much!

Best regards,

Robert Parr  
985.852.2409

**DIRK J. GUIDRY, CHAIRMAN**

**DISTRICT 1**

**JOHN NAVY**

**DISTRICT 3**

**GERALD MICHEL**

**DISTRICT 5**

**CHRISTA M. DUPLANTIS-PRATHER, RN**

**DISTRICT 7**

**ALIDORE "AL" MARMANDE**

**DISTRICT 9**

**STEVE TROSCLAIR**



**STEVE TROSCLAIR, VICE CHAIRMAN**

**DISTRICT 2**

**ARLANDA J. WILLIAMS**

**DISTRICT 4**

**SCOTTY DRYDEN**

**DISTRICT 6**

**DARRIN W. GUIDRY, Sr.**

**DISTRICT 8**

**DIRK J. GUIDRY**

**COUNCIL CLERK**

**VENITA H. CHAUVIN**

Post Office Box 2768 • Houma, LA 70361  
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360  
Telephone: (985) 873-6519 • FAX: (985) 873-6521  
vchauvin@tpcg.org www.tpcg.org

December 4, 2017

**MEMO TO:** Venita H. Chauvin  
Council Clerk

**FROM:** Tammy Triggs *TT*  
Senior Minute Clerk

**RE:** Term Expirations

This is to advise that the following persons' terms on their respective boards/committees/commissions will expire during the month of January 2018:

Fire Protection District No. 9 Board	Riley Gros	01-01-18
	Lynn Giroir	01-01-18
	Michael J. Armit	01-01-18
Bayou Cane Fire Protection	Nicholas Hebert	01-01-18
	Jeff Teuton	01-01-18
	Ronney Picou	01-01-18
	Robert Bergeron	01-01-18
	Travis Gravois	01-01-18
Fire Protection District No. 10 Board	Melvin Malbrough	01-01-18
	Shirley Liner	01-01-18
	Dwayne Knight	01-01-18
Schriever Fire Protection District	Claude Hebert	01-01-18
	Ronnie Thibodaux	01-01-18
Village East Fire Protection	Louis Prosperie, Jr.	01-01-18
	John Roy	01-01-18
	Mike Pinell	01-01-18
Coteau Fire Protection	Roy S. Trahan	01-01-18
	Robert Parr	01-01-18
	Stuart Vitter	01-01-18

## Venita Chauvin

---

**From:** Stuart Vitter [csvitterhjh@yahoo.com]  
**Sent:** Friday, December 15, 2017 4:13 PM  
**To:** Venita Chauvin  
**Subject:** Coteau Fire Protection Board

I would like to be reappointed to coteau fore protection board.

Thanks,  
Stuart Vitter

Sent from Yahoo Mail on Android

## Venita Chauvin

---

**From:** Russell Di Salvo [coteaufireprotectiondistrict@outlook.com]  
**Sent:** Monday, December 18, 2017 1:26 PM  
**To:** Venita Chauvin  
**Cc:** parr@cajunnet.com  
**Subject:** Coteau Fire Protection District Board

**Importance:** High

In response to the expiring terms on the Coteau Fire Protection District, Mr. Roy Trahan would like you to accept this as his request to be reappointed as a commissioner on the Board.

If you have any questions, please feel free to contact me at 985-868-4355 or Mr. Trahan at 985-876-0500.

Thanks again,

  
Russell Di Salvo, Jr.  
Fire Chief



Coteau Fire Protection District  
2325 Coteau Road  
Houma, LA 70364

985-868-4355  
985-868-3971 Fax

[coteaufireprotectiondistrict@outlook.com](mailto:coteaufireprotectiondistrict@outlook.com)  
[www.coteaufire.org](http://www.coteaufire.org)

5B



Wednesday, December 20, 2017

---

**Item Title:**

Fire Protection District 4

**Item Summary:**

**Fire Protection District No. 4:** Three expiring terms. Mr. Louis Pitre and Mr. Cyril "Kirby" Verret wish to be considered for re-appointment.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Reappt Louis Pitre and Kirby Verrett	12/15/2017	Backup Material

## Venita Chauvin

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**From:** Venita Chauvin  
**Sent:** Monday, December 11, 2017 1:58 PM  
**To:** Venita Chauvin  
**Cc:** Tammy Triggs  
**Subject:** Fire 4

Mr. Louis Pitre would like to be considered for re-appointment or Fire 4.

Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
[vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
(985) 873-6519



## **Venita Chauvin**

---

**From:** Verret, Kirby [KirbyVerret@tpsd.org]  
**Sent:** Tuesday, December 12, 2017 9:07 AM  
**To:** Venita Chauvin  
**Cc:** Verret, Kirby; Louis Chockey Pitre (chockeyatt.net@att.net)  
**Subject:** re-appointments to Fire and Recreation Boards

Good morning Mrs. Chauvin,

I would like to express my interest in continuing to serve on the Board for the community of Dulac- Grand Caillou. District 4A Fire

We have accomplished a lot for our constituents and I would like to continue to be a part of that progress for this community and Terrebonne Parish.

Please forward me any paper I need to fill out, if it is needed.

Thank You for Your help,

Cyril A. "Kirby" Verret  
183 Coast Guard Road  
Dulac, Louisiana 70353  
(985) 856-5037





Wednesday, December 20, 2017

---

**Item Title:**

Fire District No. 5

**Item Summary:**

**Fire Protection District No. 5:** Three ~~Four~~ expiring terms.

---

**ATTACHMENTS:**

**Description**

Notice to public

**Upload Date**

12/15/2017

**Type**

Cover Memo

## NOTICE TO THE PUBLIC

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. \*At at upcoming meeting of the Parish Council, individuals are scheduled to be appointed to each of the following entities:

**Recreation District No. 1 Board:** One expiring term. \*(12/20/17)

**Recreation District No. 3A Board:** One vacancy to fill unexpired term. \*(12/20/17)

**Recreation District No. 4 Board:** Two expiring terms. \*(12/20/17)

**Recreation District No. 5 Board:** One expiring term. \*(12/20/17)

**Recreation District No. 6 Board.** One vacancy to fill unexpired term. \*(12/20/17)

(Interested individuals must be a resident of the recreation district and be willing to attend regularly-scheduled meetings to discuss and take action on matters pertaining to recreational facilities and activities.)

**Bayou Cane Fire District Board:** Five expiring terms. \*(12/20/17)

**Coteau Fire District Board:** Three expiring terms. \*12/20/17)

**Schriever Fire District Board:** Two expiring terms. \*(12/20/17)

**Village East Fire Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 4:** Three expiring terms. \*(12/20/17)

**Fire District No. 5:** Four expiring terms. \*(12/20/17)

**Fire District No. 6 Board:** Two expiring terms. \*(12/20/17)

**Fire District No. 7 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 8 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 10 Board:** One expiring term. \*(12/20/17)

(Interested individuals applying for Fire District Boards must be resident property taxpayers of the Fire Districts they are applying for and interested in the administration of fire protection services in the area.)

**Houma Area Convention & Visitors' Bureau:** One expiring term on 12/31/17. Individuals must be nominated by a private, nonprofit group that has an interest in one or more aspects of the tourist industry. \*(12/20/17)

**Houma-Terrebonne Public Trust Finance:** One expiring term on 12/26/17) Interested citizens should be a resident of the parish and interested in overseeing a financial program for the parish. \*(12/20/17)

Anyone interested in serving or nominating an individual to serve on these boards should contact the Council Clerk's Office (985-873-6519) or [vchauvin@tpcg.org](mailto:vchauvin@tpcg.org). A board application may be downloaded from the Parish's webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed form should be returned to the Council Clerk's Office no later than 4:00 p.m. on the Monday immediately prior to the Council Meetings indicated above. A brief résumé and/or letter of interest in serving should also be prepared and submitted.

VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*

Category Number: 5.  
Item Number: E.



Wednesday, December 20, 2017

---

**Item Title:**

Fire District No. 6

**Item Summary:**

**Fire Protection District No. 6:** Two expiring terms.

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**ATTACHMENTS:**

**Description**

Notice to Public

**Upload Date**

12/15/2017

**Type**

Cover Memo

## NOTICE TO THE PUBLIC

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. \*At at upcoming meeting of the Parish Council, individuals are scheduled to be appointed to each of the following entities:

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**Recreation District No. 5 Board:** One expiring term. \*(12/20/17)

**Recreation District No. 6 Board.** One vacancy to fill unexpired term. \*(12/20/17)

(Interested individuals must be a resident of the recreation district and be willing to attend regularly-scheduled meetings to discuss and take action on matters pertaining to recreational facilities and activities.)

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**Village East Fire Board:** Three expiring terms. \*(12/20/17)

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**Fire District No. 5:** Four expiring terms. \*(12/20/17)

**Fire District No. 6 Board:** Two expiring terms. \*(12/20/17)

**Fire District No. 7 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 8 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 10 Board:** One expiring term. \*(12/20/17)

(Interested individuals applying for Fire District Boards must be resident property taxpayers of the Fire Districts they are applying for and interested in the administration of fire protection services in the area.)

**Houma Area Convention & Visitors' Bureau:** One expiring term on 12/31/17. Individuals must be nominated by a private, nonprofit group that has an interest in one or more aspects of the tourist industry. \*(12/20/17)

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VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*

Category Number: 5.  
Item Number: F.



Wednesday, December 20, 2017

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**Item Title:**

Fire Protection District 7

**Item Summary:**

**Fire Protection District No. 7:** Three expiring terms.

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**ATTACHMENTS:**

**Description**

Notice to Public

**Upload Date**

12/15/2017

**Type**

Backup Material

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**Village East Fire Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 4:** Three expiring terms. \*(12/20/17)

**Fire District No. 5:** Four expiring terms. \*(12/20/17)

**Fire District No. 6 Board:** Two expiring terms. \*(12/20/17)

**Fire District No. 7 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 8 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 10 Board:** One expiring term. \*(12/20/17)

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VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*



Wednesday, December 20, 2017

---

**Item Title:**

Fire Protection District No. 8

**Item Summary:**

**Fire Protection District No. 8:** Three expiring terms. Mr. Mike Anthony and Mr. Johnny Marks wish to be considered for reappointment to said board.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Fire 8 Mike Anthony Johnny Marks	12/15/2017	Backup Material

## Venita Chauvin

---

**From:** Venita Chauvin  
**Sent:** Monday, December 11, 2017 4:02 PM  
**To:** Venita Chauvin  
**Cc:** Tammy Triggs  
**Subject:** Fire 8

Mike Anthony with Fire 8 would like to be considered for reappointment.

Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
[vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
(985) 873-6519





## Venita Chauvin

---

**From:** Venita Chauvin  
**Sent:** Tuesday, December 12, 2017 4:19 PM  
**To:** Venita Chauvin  
**Cc:** Tammy Triggs  
**Subject:** Fire 8

Mr. Johnny Marks would like to be considered for re-appointment to the Fire Dist. 8 Board.

Venita

Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
[vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
(985) 873-6519





Wednesday, December 20, 2017

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**Item Title:**

Fire District No. 10

**Item Summary:**

**Fire Protection District No. 10:** One expiring term.

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**ATTACHMENTS:**

**Description**

NOtice to Public

**Upload Date**

12/15/2017

**Type**

Backup Material

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**Fire District No. 4:** Three expiring terms. \*(12/20/17)

**Fire District No. 5:** Four expiring terms. \*(12/20/17)

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**Fire District No. 7 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 8 Board:** Three expiring terms. \*(12/20/17)

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VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*



Wednesday, December 20, 2017

---

**Item Title:**

Schriever Fire Protection District

**Item Summary:**

**Schriever Fire Protection District:** Two expiring terms. Mr. Jed Gramier and Ms. Melinda Duncan submit applications and resumes'.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Notice not to be considered for re-appointment	12/6/2017	Backup Material
Application	12/6/2017	Application
Application and resume	12/7/2017	Application

## Venita Chauvin

---

**From:** Claude Hebert [tclaudhebert@yahoo.com]  
**Sent:** Tuesday, November 7, 2017 9:58 PM  
**To:** Venita Chauvin  
**Subject:** Appointment to Schriever Fire Protection District Board

Venita, my appointment to the Schriever Fire Protection District Board will expire on December 31, 2017. Please accept this E-Mail as my request to not be reappointed to the Board. I have served this board for many years and was honored to have been appointed by the Parish Council but I feel it is time for someone else to serve on the board.

Thanking you in advance for handling this matter!

Claude J. Hebert  
Cel 985-665-9335

RETURN TO:

DATE: 11/28/17

Mrs. Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
P.O. Box 2768  
Houma, LA 70361  
E-Mail: [vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
FAX: 985-873-6521

RECEIVED  
NOV 29 2017

TERREBONNE PARISH  
COUNCIL

The application of Jed M. Granier  
(Name)

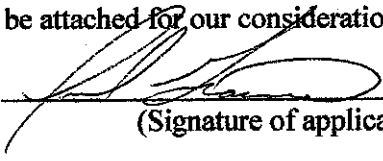
of the full age of majority, whose primary residence and permanent mailing address,  
email address, and phone # is :

106 Brier St Schriever, LA 70395  
(985) 790-0544 jed.granier@yahoo.com

Applicant wishes to qualify for appointment as a member of Schriever  
(Name of  
Fire Protection District in this Parish, and states the following:  
Board/Commission)

- A. Applicant has maintained their primary residence in the Parish of  
Terrebonne at 106 Brier St. Schriever, LA 70395  
(current address)  
for 1  
(number of consecutive years)
- B. Applicant resides in and is a registered voter of council district number  
4.
- C. Applicant, applying for membership to the Fire Protection District  
Board, is a resident property taxpayer in his/her respective district.
- D. Applicant has not been convicted of a felony.
- E. To the best of his/her knowledge, Applicant will receive no personal  
economic benefit by serving on Schriever Fire Prot Dist  
(Name of Board/Commission)
- F. To the best of his/her knowledge, no member of applicant's immediate  
family will receive any personal economic benefit from applicant's  
service on Schriever Fire Protection District.  
(Name of Board/Commission)
- G. Applicant is aware of the meeting requirements of Schriever Fire Prot Dist  
(Name of Board/Commission)
- H. Applicant shall be a Terrebonne Parish registered voter.

\*A copy of your resume shall be attached for our consideration

  
(Signature of applicant)

*Providing false information on this application is grounds for immediate  
removal from any board or commission.*

1. "personal economic benefit" for purposes of this application, means that no applicant or his immediate family will receive any economic benefit from the applicant's service on said Board or Commission. Simply put, the applicant's actions/transactions while serving on the Board/Commission may result in profits for himself or his immediate family. A per diem received by applicant for his/her service on any board or commission does not constitute personal economic benefit within the meaning of provision E.

2. "immediate family" for purposes of this application means his children, the spouses of his children, brothers, sisters, parents, spouse, and the parents of his spouse.

3. If any applicant is not aware of the meeting requirements of the particular Board/Commission to which he/she is applying for membership, he/she should determine this information by contacting a Board/Commission member or by contacting the office of the Council Clerk.

01/05/11

# Jed M. Granier

106 Brier Street, Schriever, LA 70395

Phone: 985-790-0544

E-mail: jed.granier@yahoo.com

## **Education**

**High School Diploma** (2008) H.L. Bourgeois High School, Gray, LA

**Certified Emergency Medical Technician** (2009) National EMS Academy

## **Experience**

**Emergency Medical Technician** (2009 –present)

Acadian Ambulance Services

**Firefighter/EMT** (2009-present)

Schriever Volunteer Fire Department

RETURN TO:

DATE: 12-6-17

Mrs. Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
P.O. Box 2768  
Houma, LA 70361  
E-Mail: [vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
FAX: 985-873-6521

The application of Melinda L. Duncan  
(Name)

of the full age of majority, whose primary residence and permanent mailing address,  
email address, and phone # is :

1926 Butcher Rd Schriever, LA 70395  
mduncan@mdsanitation.com 985-414-4255

Applicant wishes to qualify for appointment as a member of Schriever  
(Name of  
Fire Protection Dist. in this Parish, and states the following:  
Board/Commission)

A. Applicant has maintained their primary residence in the Parish of  
Terrebonne at 1926 Butcher Rd Schriever, LA 70395  
(current address)  
for 7  
(number of consecutive years)

B. Applicant resides in and is a registered voter of council district number  
4

C. Applicant, applying for membership to the Fire Protection District  
Board, is a resident property taxpayer in his/her respective district.

D. Applicant has not been convicted of a felony.

E. To the best of his/her knowledge, Applicant will receive no personal  
economic benefit by serving on Schriever Fire Prot. Dist.  
(Name of Board/Commission)

F. To the best of his/her knowledge, no member of applicant's immediate  
family will receive any personal economic benefit from applicant's  
service on Schriever Fire Protection Dist.  
(Name of Board/Commission)

G. Applicant is aware of the meeting requirements of Schriever Fire Prot. Dist.  
(Name of Board/Commission)

H. Applicant shall be a Terrebonne Parish registered voter.

\*A copy of your resume shall be attached for our consideration

Melinda L. Duncan  
(Signature of applicant)

*Providing false information on this application is grounds for immediate  
removal from any board or commission.*

1. "personal economic benefit" for purposes of this application, means that no applicant or his immediate family will receive any economic benefit from the applicant's service on said Board or Commission. Simply put, the applicant's actions/transactions while serving on the Board/Commission may result in profits for himself or his immediate family. A per diem received by applicant for his/her service on any board or commission does not constitute personal economic benefit within the meaning of provision E.

2. "immediate family" for purposes of this application means his children, the spouses of his children, brothers, sisters, parents, spouse, and the parents of his spouse.

3. If any applicant is not aware of the meeting requirements of the particular Board/Commission to which he/she is applying for membership, he/she should determine this information by contacting a Board/Commission member or by contacting the office of the Council Clerk.

01/05/11



# Melinda L Duncan

[1926 Butcher Road] | [Schriever, Louisiana 70395] | [985.414.4255] | [mduncan@mdsanitation.com]

## Education

- Leesville High School  
General Education advance completion | Class of 1981
- Northwestern State University  
Associate of Business Management

## Experience

- March 2005 – Current  
Owner | McDonald Sanitation Services, LLC | Thibodaux, Louisiana  
Overseeing all aspects of operations, management and personal  
Emergency Response for natural and manmade disasters
- March 2005 – March 2012  
Sherriff Deputy Mounted Patrol Instructor | Lafourche Parish Sherriff Office |  
Thibodaux, Louisiana  
Fully commissioned officer  
Instructor of mounted patrol for LPSO and Thibodaux Police Department

## Awards & Acknowledgements

- Medal of Honor awarded by Sheriff Craig Webre

1.3  
**Venita Chauvin**

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**From:** mvince@mdsanitaton.com [mvince@mdsanitation.com]  
**Sent:** Wednesday, December 6, 2017 4:09 PM  
**To:** Venita Chauvin  
**Subject:** Attached Image  
**Attachments:** 2147\_001.pdf



Wednesday, December 20, 2017

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**Item Title:**

Village East Fire

**Item Summary:**

**Village East Fire Protection District:** Three expiring terms. Mr. John Roy wishes to be considered for re-appointment.

---

Category Number: 5.  
Item Number: K.



Wednesday, December 20, 2017

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**Item Title:**

Houma Area Convention & Visitors' Bureau

**Item Summary:**

**Houma Area Convention & Visitors' Bureau:** One expiring term on 12/31/17.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Term Expiration	10/5/2017	Backup Material

DIRK J. GUIDRY, CHAIRMAN

DISTRICT 1

JOHN NAVY

DISTRICT 3

GERALD MICHEL

DISTRICT 5

CHRISTA M. DUPLANTIS-PRATHER, RN

DISTRICT 7

ALIDORE "AL" MARMANDE

DISTRICT 9

STEVE TROSCLAIR



STEVE TROSCLAIR, VICE CHAIRMAN

DISTRICT 2

ARLANDA J. WILLIAMS

DISTRICT 4

SCOTTY DRYDEN

DISTRICT 6

DARRIN W. GUIDRY, Sr.

DISTRICT 8

DIRK J. GUIDRY

COUNCIL CLERK

VENITA H. CHAUVIN

Post Office Box 2768 • Houma, LA 70361  
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360  
Telephone: (985) 873-6519 • FAX: (985) 873-6521  
vchauvin@tpcg.org www.tpcg.org

October 3, 2017

MEMO TO: Venita H. Chauvin  
Council Clerk

FROM: Tammy Triggs *tex*  
Senior Minute Clerk

RE: Term Expirations

This is to advise that the following persons' terms on their respective boards/committees/commissions will expire during the month of November 2017:

Downtown Development Corp.	Carmen E. Waitz (President)	11-01-17
	Mary Jane Peters	11-01-17
	Dale Norred (Historical Society)	11-01-17
	Ronald Lirette	11-01-17
Planning Commission	Wayne Thibodeaux	11-30-17*
Houma Terrebonne Convention Bureau	Mary Wayne	12-31-17
	Anne Picou	12-31-17

By copy of this memo, individuals are being requested to *contact Council Clerk Venita H. Chauvin* at (985) 873-6520 or *vchauvin@tpcg.org* to express their wishes with regards to (re)appointment to said positions *prior to the term expiration date*.

/tet

cc: Council Agenda File  
Organizations/Individuals



Wednesday, December 20, 2017

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**Item Title:**

Recreation District No. 1

**Item Summary:**

**Recreation District No. 1:** One expiring term. Ms. Wenda McCoy expresses an interest to be re-appointed.

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**ATTACHMENTS:**

**Description**

Rec. 1 Wenda McCoy

**Upload Date**

12/15/2017

**Type**

Cover Memo

## **Venita Chauvin**

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**From:** Wenda McCoy [win1dee@bellsouth.net]  
**Sent:** Monday, December 11, 2017 10:57 AM  
**To:** Venita Chauvin  
**Subject:** Reinstatement  
**Attachments:** Scan.pdf; ATT00001.txt

I would love to be reinstated to the Recreation Board District 1 Wenda McCoy  
985-688-2641



Wednesday, December 20, 2017

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**Item Title:**

Recreation District No. 3 Board

**Item Summary:**

**Recreation District No. 3 Board:** One vacancy to fill an unexpired term.

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**ATTACHMENTS:**

**Description**

Notice to Public

**Upload Date**

12/15/2017

**Type**

Backup Material



## NOTICE TO THE PUBLIC

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. \*At at upcoming meeting of the Parish Council, individuals are scheduled to be appointed to each of the following entities:

**Recreation District No. 1 Board:** One expiring term. \*(12/20/17)

**Recreation District No. 3A Board:** One vacancy to fill unexpired term. \*(12/20/17)

**Recreation District No. 4 Board:** Two expiring terms. \*(12/20/17)

**Recreation District No. 5 Board:** One expiring term. \*(12/20/17)

**Recreation District No. 6 Board.** One vacancy to fill unexpired term. \*(12/20/17)

(Interested individuals must be a resident of the recreation district and be willing to attend regularly-scheduled meetings to discuss and take action on matters pertaining to recreational facilities and activities.)

**Bayou Cane Fire District Board:** Five expiring terms. \*(12/20/17)

**Coteau Fire District Board:** Three expiring terms. \*12/20/17)

**Schriever Fire District Board:** Two expiring terms. \*(12/20/17)

**Village East Fire Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 4:** Three expiring terms. \*(12/20/17)

**Fire District No. 5:** Four expiring terms. \*(12/20/17)

**Fire District No. 6 Board:** Two expiring terms. \*(12/20/17)

**Fire District No. 7 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 8 Board:** Three expiring terms. \*(12/20/17)

**Fire District No. 10 Board:** One expiring term. \*(12/20/17)

(Interested individuals applying for Fire District Boards must be resident property taxpayers of the Fire Districts they are applying for and interested in the administration of fire protection services in the area.)

**Houma Area Convention & Visitors' Bureau:** One expiring term on 12/31/17. Individuals must be nominated by a private, nonprofit group that has an interest in one or more aspects of the tourist industry. \*(12/20/17)

**Houma-Terrebonne Public Trust Finance:** One expiring term on 12/26/17) Interested citizens should be a resident of the parish and interested in overseeing a financial program for the parish. \*(12/20/17)

Anyone interested in serving or nominating an individual to serve on these boards should contact the Council Clerk's Office (985-873-6519) or [vchauvin@tpcg.org](mailto:vchauvin@tpcg.org). A board application may be downloaded from the Parish's webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed form should be returned to the Council Clerk's Office no later than 4:00 p.m. on the Monday immediately prior to the Council Meetings indicated above. A brief résumé and/or letter of interest in serving should also be prepared and submitted.

VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*



Wednesday, December 20, 2017

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**Item Title:**

Recreation No. 4

**Item Summary:**

**Recreation District No. 4:** Two expiring terms. Ms. Pamela Carlos and Mr. Lawrence Gautier request consideration of re-appointment.

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**ATTACHMENTS:**

**Description**

Rec. 4 Carlos and Gautier

**Upload Date**

12/15/2017

**Type**

Backup Material

## Venita Chauvin

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**From:** Patricia [patricia@tprd4.com]  
**Sent:** Saturday, December 9, 2017 12:30 PM  
**To:** Venita Chauvin  
**Cc:** kirbyverret@tpsd.org  
**Subject:** Board Members Expiring Appointments

Hi Venita

Pamela Carlos and Lawrence Gautier recreation board appointments will expire on 1-29-18. They both would like to be re-appointed, what do they need to do to get re-appointed?

If any other information is needed, please let me know.

Thanks  
Patricia

Patricia "Teetsie" Domangue  
email [patricia@tprd4.com](mailto:patricia@tprd4.com)  
Terrebonne Parish Recreation District No 4  
Phone 985-563-2177  
Fax 985-563-2178

## Venita Chauvin

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**From:** Venita Chauvin  
**Sent:** Monday, December 11, 2017 2:00 PM  
**To:** Venita Chauvin  
**Cc:** Tammy Triggs  
**Subject:** Rec. 4

Mr. Lawrencw Gautier would like to be considered for re-appointment to the Rec. 4 Board.

Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
[vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
(985) 873-6519



Category Number: 5.  
Item Number: O.



Wednesday, December 20, 2017

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**Item Title:**

Recreation District 5

**Item Summary:**

**Recreation District No. 5:** One expiring term.

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**ATTACHMENTS:**

**Description**

Notice to Public

**Upload Date**

12/15/2017

**Type**

Backup Material

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VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*



Wednesday, December 20, 2017

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**Item Title:**

Recreation District No. 6 Board

**Item Summary:**

**Recreation District No. 6 Board:** One vacancy due to resignation.

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**ATTACHMENTS:**

**Description**

Notice to Public

**Upload Date**

12/15/2017

**Type**

Backup Material

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VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*





Wednesday, December 20, 2017

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**Item Title:**

Public Trust Finance

**Item Summary:**

**Houma-Terrebonne Public Trust Finance:** One expiring term.

Interested citizens should be a resident of the Parish and interested in overseeing a financial program for the parish.

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Category Number: 7.  
Item Number: A.



Wednesday, December 20, 2017

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**Item Title:**

Public Libraries

**Item Summary:**

**Mr. Steve Trosclair:**

1. Discussion and possible action regarding the operation of public libraries.

---

**ATTACHMENTS:**

**Description**

Public Libraries

**Upload Date**

12/15/2017

**Type**

Backup Material

<b>MEETING DATE:</b>	12/20/17
<b>COUNCIL MEMBER:</b>	Steve Trosclair
<b>SECTION OF AGENDA:</b>	<div style="text-align: right;"> <b>MEMORIALS</b> _____  <b>GENERAL BUSINESS</b> _____  <b>PUBLIC HEARINGS</b> _____  <b>PUBLIC TO ADDRESS THE COUNCIL</b> _____  <b>COMMITTEE REPORTS</b> _____  <b>STREET LIGHTS</b> _____  <b>NOTICE OF MEETINGS</b> _____  <b>LIQUOR PERMITS</b> _____  <b>APPOINTMENTS/VACANCIES</b> _____  <b>COUNCIL MEMBERS' DISCUSSION</b> <u>  X  </u> _____  <b>ANNOUNCEMENTS</b> _____  <b>STAFF REPORTS</b> _____  <b>PETITION SUBMISSIONS</b> _____  <b>ENGINEERS' REPORTS</b> _____  <b>OTHER (SPECIFY)</b> _____ </div>
<b>TOPIC:</b>	Discussion and possible action regarding the operation of public libraries.

**BACKUP INFORMATION:**

<b>ATTACHED:</b>	<b>FORTHCOMING:</b>	<b>NOT NEEDED: XX</b>
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<b>TO BE PREPARED BY:</b>	N/A
<b>PERSON COMPLETING FORM:</b>	Suzette Thomas
<b>DATE:</b>	12/15/17



Wednesday, December 20, 2017

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**Item Title:**

Council Members

**Item Summary:**

**Council Members**

1. **Mr. Gerald Michel:** Congratulating Mr. Phil Schexnayder upon his retirement.
-

Category Number: 8.  
Item Number: B.



Wednesday, December 20, 2017

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**Item Title:**

Parish President

**Item Summary:**

**Parish President**

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