



## **Terrebonne Parish Tree Board Agenda**

**May 15, 2024; 11:30 AM**

**TPCG Planning & Zoning Office**

**7836 Park Ave, Houma LA 70364**

- Call to Order
- Invocation
- Pledge of Allegiance
- Roll Call
- Quorum (YES) (NO)
  - Present:
  - Absent:
- Approval of Minutes – April 17, 2024
- Monthly Finance Report
- Announcements:
- Old Business:
  - Amanda Takacs- Louisiana Treesilence Program funding
  - Moss Park Planting-Update
  - Creation of bylaws
  - Tree Plaques (Jim Bowie Park)
- New Business:
  - 2024-2025 Apache Tree Grant Program
- Next Meeting: TBD, June 2024
- Adjourn

## Tree Board Minutes April 17, 2024

Officers: Linda Brashier, Vice Chair, and members Barton Joffrion, Debra Ellender, Connie Bourg, parish advisors: Chris Pulaski and BJ Schmill were present. Jordan Lirette and Pat Gordon was absent. Meeting was called to order at 11:39 at the TPCG Planning and Zoning Office at 7836 W Park Ave, Houma, LA. Amos Mosely and Molly Arrington were present as guests. Quorum was MET.

Minutes from the last meeting, March 2024, were accepted.

Financial Report- Funds available: \$40,547.00 (Error was made on previous budgets showing that \$20,000 was allocated from parish when it was not)

Minutes approved by Barton and seconded by Connie.

### **Announcements:**

Tremendous Award Proclamation- Still waiting to hear back from GIS Engineering to deliver the signs. Also, it has been decided that the Tremendous Award will be given annually.

### **Old Business:**

Amanda Takacs- Louisiana Treesilence Program Funding- The board decided it was best to apply for funding to help get their Canopy Master Plan updated as it has not been done in since 2007. Molly Arrington will check to see if she can collect the aerial photos to help save time and money with the master plan.

Moss Park Planting Request (Scott Lane)- The Board voted to fund the tree plan that is attached at the end of the minutes.

Creation of bylaws- The Board will look at the Planning Commission bylaws and discuss at the May meeting how they will create their own.

Tree Plaques (Jim Bowie Park)- The cost of the plaques will be \$4,830 and installation may be included but it is still to be determined. Due to the shipping taking 3-6 months it has been proposed a Veterans Day Ceremony to unveil the plaques. The plaques will hold the number the tree represents and the registration number from the LA Garden Club Live Oak Society.

Oak Tree Registration- The trees at New Orleans Blvd, 4 trees on Legion Ave, 4 on Williams Ave and 9 on Maple will be registered with the LA Garden Club Live Oak Society.

### **New Business:**

Rotary Centennial Plaza tree planting- Board agrees to fund 4 trees in the plaza.

Glenn F. Pope Park planting-Molly Arrington suggested a tree planting at Glenn F. Pope Park. The Board agreed to fund some plantings (Chris will draw the plans up for later) and Rec. 11 will dedicate a bench for former Tree Board member Sybil Guidry.

Meeting adjourned at 1:12 pm

Next meeting will be on Wednesday, May 15, 2024

Terrebonne Parish Tree Board  
May 14, 2024

Revenues to date:

Parish Allocation

-

Carryover of 2023 Budget to 2024:

42,547.00

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42,547.00

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Expenditures to date:

Vendor:

2/5/2024 Barataria Terrebonne Estuary

2,000.00

Expenditures to date

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2,000.00

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Funds Available:

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40,547.00

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*Prepared by: Melissa Bourgeois, Investment Officer*

# MOSS PARK TREE PLAN

REVISED  
5/14/24.



## TREES:

- LO - LIVE OAK  
(1) QUERCUS VIRGINIANA 'HERITAGE' 10'-12'
- NO - NUTTALL OAK  
(2) QUERCUS NUTTALLI 10'-12'
- PC - POND CYPRESS  
(3) TAXODIUM ASCENDENS 12'-14' MIN 25' O.C.
- SCM - SAUCER MAGNOLIA  
(4) MAGNOLIA SOULANGIANA 8'-10'
- MG - SOUTHERN MAGNOLIA  
(1) MAGNOLIA GRANDIFLORA 10'-12'

**The Nature Conservancy of Louisiana**  
**Urban & Community Forest Restoration Program**

**I. TREESILIENCE DISASTER RELIEF PROJECT APPLICATION OUTLINE**

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**This outline is not the actual application.** The official application can be found at this [LINK](#) and must be completed online. The following outline can be used to help prepare your answers in advance. You will need to complete the application at one time, there is no way to save and come back later.

**SECTION 1: PROJECT CONTACTS**

1. Lead Project Contact Name
2. Project leader phone number for contact purposes
3. Project leader email
4. Community Official name
  - This is the name of the representative of the governing body, mayor, parish president, HOA president, University President, etc., who owns the property the project will take place on and has the authority to sign a Cooperative Agreement for Assistance. This is essentially a secondary contact.
5. Community Official contact email
6. Community Official phone number for contact purposes
7. Are you a non-profit or NGO working on the behalf of a public entity?  
(yes or no)
8. If you answered yes to the above, what is the name of the non-profit organization you represent?

**SECTION 2: COMMUNITY INFORMATION**

9. Community Name
  - The size and boundary of your community is completely dependent on the scope of your project area and can cover a city, parish, neighborhood, school, park, council district, census block, etc. Please be descriptive so we have an understanding of the community your project will serve.
10. What is the population of the community that would benefit from your proposed project? (Please be specific)
  - The number of people you submit should be defined by the community listed above and correlate to the scope of your project.
  - If you have multiple project locations and your project will impact several smaller communities, (i.e., neighborhoods, census blocks, council districts, etc.) please break down your numbers to include the smaller populations along with an overarching total population impacted by your project as a whole.
  - For example, a planting along a roadway, which is a major artery of your town, will most likely reach a higher population than a planting in a small neighborhood park or school. A planning project for the entire city or parish would impact the entire city or parish in ways that a single planting in a neighborhood may not.
  - Your project is not being evaluated based on this number.
11. Parish
12. City or Town if applicable

13. Federal EIN

### **SECTION 3: PROJECT DESCRIPTION**

14. Project name (provide a descriptive name for which your project will be referred ex: “Cypress Island Forest Restoration;” “Dutchtown School Tree Maintenance,” etc.)

15. Which of the following best describes your project? (Select all that apply)

- Tree Planting/Canopy Restoration
- Tree Maintenance/Pruning
- Tree Removal and Replacement
- Tree Inventory
- Management and Long-term Maintenance Planning

16. Project Description (Please provide a brief, precise description of your project. This should not be more than 3-4 sentences.)

17. Did your community’s urban tree canopy experience damage from a hurricane in 2020 or 2021 (Laura, Ida, Zeta, Delta)?

(yes or no)

18. Type of public space your project is located within (ROW, public park, school/university, HOA owned property, Property owned by city/parish, etc.)

19. Enter the closest address to the project location. (If there is more than one location, enter the address with the most amount of work to be done.)

20. Latitude and Longitude of Project area

- If you have a shape file of the project area, please upload the file with your other documents. Instructions can be found in Section 5 File Upload.
- To find the latitude and longitude of your project area, navigate to Google Maps. Navigate to your project area. Right click in the approximate center of your project area. The coordinates will be displayed in decimal format at the top of a pop-up box on the screen.
- Or, in Google Earth, navigate to your project area. Click the yellow, add new placemark (pin) icon and then click the center of your project area. A pin will be added, and coordinates will be displayed in the New Placemark pop-up box in the degrees, hours, minutes format.
- If you have multiple project locations, please provide multiple latitude and longitudes for each location that work will take place. (for ROW’s pick a central location for each logical section that will be worked on).

21. Estimated Project Start Date

22. Estimate Project End Date

- Please take into account that plantings done either for the sole purpose of restoring canopy or as replacements for removed trees, must take place between the months of September and April.

23. Please provide a brief description of your project timeline. (If your project includes different phases, please indicate ideally when each phase will occur. Only 2-3 sentences, 100-word limit)

24. Will your project include tree planting?

(yes/no)

25. If yes to above question, please answer questions 25-30:

- Number of trees to be planted.

26. Estimated size of trees to be planted.

27. Species of trees (If you cannot fit them all here feel free to upload a species list along with your quote and other supplemental information. Direction for the file upload can be found in Section 5.

28. Are these trees replacements for trees removed as part of this project?

29. How many of the total trees planted are replacement trees for trees removed as part of the project?
30. Early Tree Maintenance Plan
  - For tree planting projects, please specify how you plan to care for the trees for the first 3 years. This includes watering, mulching, staking, etc. For guidance see the [U.S. Forest Service's Tree Owner's Manual](#) or International Society of Arboriculture Best Management Practice (ANSI Z60.1 and A300).
  - Try to touch on the following:
    - Who will be responsible for tree maintenance?
    - Mulching regime
    - Watering regime
    - Monitoring program
    - Warranty or maintenance contract
  - 100-word limit
31. Will your project include tree pruning or removal?  
(yes/no)
32. If yes to above question, please answer questions 32-35.
  - Number of trees being pruned.
33. Value of trees being pruned. (Value can be estimated a few different ways. Please indicate method used to calculate value (iTree, online calculator, arborist, etc.))
34. Number of trees being removed (please note that this number must be equal to or less than the number of replacement trees planted in question 11 in order to meet program guidelines)
35. Value of trees being removed.
36. Does your community already have an inventory or management/maintenance plan?  
(yes/no)
37. If yes, does this project align with the goals and action items in your plan? 2-3 sentences 100-word limit.
38. How does your project relate to hurricane damage? (Please provide a short narrative of how your project correlates to damage from one or more hurricanes which took place in 2020 and 2021. Be as descriptive as possible including number of trees lost, amount of restoration work completed to date, and how this project will impact the resilience of your urban forest canopy moving forward and/or better prepare for future storms.) 200-word limit.
39. Describe how your project meets the needs of and benefits your community at large. (Outline long-term results, outputs, deliverables, etc.) 200-word limit.
40. Describe any potential challenges that could impact the project. 200-word limit

#### **SECTION 4: PROJECT FINANCIAL SUMMARY**

41. Project cost/Grant funding request amount
  - Minimum requested amount of \$30,000.00.
  - Although there is no maximum, most projects will not be funded in excess of \$100,000.00. If you are requesting a higher dollar amount, we suggest phasing your project so we can fund phases if the entire amount is not available at this time.
  - Please note that it is important that your project scope can be completed with the amount requested. The quote that you include in Section 5, should be equal or less than your requested amount to allow for slight contingency.
42. In-Kind Match Description
  - Match has been waived for this funding and is not required. However, it is a criterion we are

using to evaluate projects. Please explain your in-kind match contribution if you have one. We suggest focusing on post-installation tree care and/or staff and volunteer hours. If staff or volunteer hours, please indicate an estimated total hour and what they will be going towards. Additional trees or materials that you are providing to add to the scope of this project will be considered in-kind for this funding source.

- For more information on match please see the [Program Guidelines](#).

43. In-kind Match Value (provide an estimated value to your in-kind match.)

44. Has your municipality or organization received funding from the United States Forest Service in the last 3 years for Urban and Community Forest related projects?

(yes/no)

45. If yes to above question, please provide a brief description of the funding including type and amount received and project goals. If possible, please upload a copy of your project proposal with your other documents. 100-word limit.

46. Do you have a quote/bid on official letterhead or via email from contractor/vendor for your project's scope of work? (yes or no)

- Project Quote/Bid Upload in Section 5 (please upload a copy of the quote, bid or cost estimate for this project in which you based your total project budget. Please note that applications without a proper quote, will not be reviewed. Although this bid will not be used to contract the work, it will be used to determine accuracy of project budget and provide TNC with starting point.

## **SECTION 5: FILE UPLOAD/SUPPLEMENTAL DOCUMENTATION**

47. Please enter your email address below and verify it. Upon submitting this form, you will receive an email with a link requesting you to upload the following supplement documentation for your application. Please note that only a quote is required, the rest is optional but could help us better understand your project, its scope, and the impact it will make in your community.

- 1 or more quotes/bids for project scope (REQUIRED)
- Projects maps and/or planting plans, species lists.
- Shape file of your project locations to use with GIS.
- Your municipalities inventory or management plan which supports your project plan.
- Letter of support from partners, NGO's and/or your municipality if administering the project on their behalf.
- Pictures of your project locations.
- If you have received other USFS funding in the last 3 years, please include a copy of your proposal so we can ensure that the scopes do not overlap.

48. Enter email address and verify for file upload.

**Upon submitting your application, if you email addresses' match, you will receive an email with instructions to drag and drop your files for upload. It will help us if you have them in a folder with your project or community name as a file name.**

**THANK YOU** for your interest in the Louisiana Treesilience Program. Please email Amanda Takacs with questions at [Amanda.takacs@tnc.org](mailto:Amanda.takacs@tnc.org).

# Houma - Terrebonne Regional Planning Commission

## By-Laws



Prepared by  
T.P.C.G.  
Department of Planning & Zoning  
For  
Houma-Terrebonne Regional Planning Commission  
Adopted on October 4, 2005  
Revised on March 15, 2012

# HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION

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# HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION

## BY-LAWS

### ARTICLE I - NAME

- 1.1 The name of the organization shall be the HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION referred to in these by-laws as the "COMMISSION."

### ARTICLE II – AUTHORIZATION

- 2.1 The Commission was created and its powers were granted to it by the Terrebonne Parish Council, acting under its Home Rule Charter, and under the authority granted in La. R.S. 33:131 through 33:140 and as contained in Section 20 Article IV of the Terrebonne Parish Code.

### ARTICLE III – PURPOSE

- 3.1 The purpose of the Commission shall be to guide and coordinate the total development of Terrebonne Parish by examining the parish as a whole, through the elevation of population characteristics, economy, natural resources, land uses, transportation system(s), public facilities, utilities, and services. The Commission also serves to monitor special needs and problems, both physical and social, and controls the development of Terrebonne Parish to the extent that these needs and problems are properly addressed to insure the health, safety, and welfare of all its citizens.

### ARTICLE IV – OFFICIAL OFFICE

- 4.1 The Commission shall maintain an official office to conduct business.

### ARTICLE V – OFFICIAL JOURNAL

- 5.1 The official journal of the Commission shall be *The Courier*.

## ARTICLE VI – MEMBERSHIP OF THE BOARD

- 6.1 The Commission shall be comprised of nine (9) members. Each member, during his term of office shall be:
- a. A citizen of the United States;
  - b. A qualified voter residing within the limits of Terrebonne Parish.
- 6.2 **Appointments to the Commission.** Members of the Commission shall be appointed by the Terrebonne Parish Council and the Terrebonne Parish President as provided by applicable law.
- 6.3 **Compensation.** The Commission shall be paid a per diem of fifty dollars (\$50.00) for each attendance at a regular or special meeting of the full Commission. In no event, shall the payment of a per diem exceed two (2) such meetings per month as per Revised Statute La. R.S. 33:140, which states no Commission member shall receive more than \$100.00 per month.
- a. The funds used in payment of the per diem shall be derived from funds of the Commission.
  - b. If it becomes necessary to increase fees charged by the Commission as a result of depleted funds due to the payment of the aforementioned per diem, approval by the Parish Council must be obtained prior to the implementation of any and all such increase(s) in charges.
- 6.4 **Tenure.** Seven (7) Commission members shall be appointed by the Parish Council for (staggered) terms of five (5) years from and after the expiration of the terms of their predecessors. Two (2) Commission members shall be appointed by the Parish President whose terms shall be concurrent with the President's term of office.
- 6.5 **Oath of Office.** All incoming members shall be administered the oath of office by the Terrebonne Clerk of Court, or any other person authorized to administer oaths, prior to assuming the responsibilities as a Commission member.
- 6.6 **Vacancies.** Any vacancy in the membership of the Commission shall be filled in the manner of the original appointment. Upon a vacancy occurring, the Chairman shall forward a letter to the Parish Council and Parish President advising same of the vacancy and requesting that an appointment be made.

## ARTICLE VII – OFFICERS OF THE BOARD

- 7.1 The Commission shall elect from amongst its membership a Chairman, Vice-Chairman and Secretary/Treasurer.

- 7.2 The election of officers shall be made from the floor at the annual organizational meeting of the Commission to be held at any special or regularly scheduled meeting during the month of December.
- 7.3 Nominations shall be made from the floor at the annual organizational meeting and election of officers shall follow immediately thereafter.
- 7.4 A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected, and shall serve for a term of one (1) year, with eligibility for re-election.
- 7.5 Vacancies in an office of the Commission shall be filled immediately by regular election procedures.
- 7.6 **Duties.** The Chairman shall preside at all meetings of the Commission and shall have the duties normally conferred by parliamentary usage on such officer.
- a. The Vice-Chairman shall assume the Chairmanship in absence of the Chairman.
  - b. The Chairman or his designated representative shall keep the minutes and records of the Commission, and with the assistance of such staff (when available), shall prepare the agenda of regular and special meetings, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission and perform such duties as are required.
  - c. The Secretary/Treasurer shall act for the Chairman and Vice-Chairman in their absence. In the event all three officers of the Commission are not present at any official meeting in which a quorum is present, the present members in attendance shall elect any or all officers needed to conduct the official business of the Commission.
  - d. In the event of a vote on any official issue, the Chairman may exercise his prerogative under *Robert's Rules of Order Newly Revised* to break a tie vote or to make a tie vote. The Chairman may exercise his right as a Commission member to debate on a motion only after relinquishing the chair to the Vice-Chairman.
  - e. No subdivision plat shall be valid unless signed by the Chairman or his designated representative.
  - f. The Secretary/Treasurer, along with staff, shall maintain and keep records of all receipts and disbursements of the Commission.

#### ARTICLE VIII – MEETINGS

- 8.1 Regular meetings will be held on the third Thursday of each month. In the event of a conflict with holidays or other event(s), the Chairman may change the date of said meeting.

- 8.2 The place and time of the meeting will be arranged by the Chairman.
- 8.3 **Public Notice.** The Chairman or his designated appointee shall provide for public notice of all regular and special meetings of the Commission which shall include, but not be limited to, the publication of a meeting notice in the official journal stating date, time, and the place of the meeting.
- a. The notice shall be published in the legal section of the official journal in accordance with applicable state statutes.
- 8.4 **Quorum.** A quorum shall consist of five (5) members of the Commission.
- 8.5 **Voting.** Voting shall be *viva voce* and shall be recorded in the minutes of the Commission's meeting. Any Commissioner, including the Chairman, may additionally request a roll call vote, which shall also be recorded in the minutes of the Commission's meeting.
- 8.6 **Parliamentary Procedure.** The current edition of *Robert's Rule of Order Newly Revised* shall govern the proceedings at the meetings of the Commission in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Commission may adopt.
- 8.7 All meetings or portions of meetings shall be open to the general public, except when authorized by applicable law.
- 8.8 **Order of Business.** Prior to each regular or special meeting, the Chairman and the Planning Department staff shall prepare an agenda of all matters to be considered at the meeting. Said agenda should be published according to law. By majority vote of the members present the order of the agenda items may be rearranged. Unless applicable law requires prior and/or public notice, items may be added to the agenda by the affirmative unanimous vote of the quorum present after first allowing the opportunity for public comment on any such motion.
- 8.9 Special Meetings may be called by the Chairman or upon written request of three (3) Commission members. The Chairman shall notify all members of the Commission in writing not less than three (3) days in advance of such special meetings.
- a. Public notice for a special meeting shall conform to the provisions as set forth for regular meetings of the Commission.
- 8.10 **Proxies.** No member of the Commission shall be represented by or vote by proxy.
- 8.11 **Annual Organizational Meeting.** The Commission shall hold its annual organizational meeting at any special or regularly scheduled meeting in December. The Election of Officers and the selection of an Auditor shall take place at any special or regularly called meeting in the month of December of each year.

## ARTICLE IX – POLICIES AND PROCEDURES

- 9.1 The Commission shall adopt, by a two-thirds (2/3) vote of the entire Commission present, By-Laws, fiscal and administrative policies which govern the operation of the Commission at any regular or special meeting. The Chairman shall give thirty (30) days notice prior to proposed changes to the By-Laws. The Parish President and Terrebonne Parish Council shall be notified on all administrative policy proposals and any policies so adopted shall not be effective sooner than thirty (30) days after their adoption.
- 9.2 Any and all actions of the Commission relative to personnel, administrative, and fiscal matters shall be referenced in the minutes according to the appropriate policy and procedure.
- 9.3 In the absence of an applicable policy or procedure, the Commission may take such action as is necessary for the operation of the Commission by two-thirds (2/3) vote. Such action shall become a policy or procedure of the Commission only after being enacted per 9.1 above.
- 9.4 Sections 9.1 and 9.2 shall become applicable no later than six (6) months from the date of adoption of these By-Laws.
- 9.5 **Fiscal Year.** The fiscal year for the Commission shall commence on January 1 and end on December 31.
- 9.6 **Annual Budget.** Prior to the last regular meeting of the fiscal year, the Chairman or his designated representative shall submit to the Commission a proposed operating budget for the upcoming year for review by the full Commission.
- a. The budget shall be adopted no later than the regularly scheduled Commission meeting in December.
- 9.7 **Acceptance of Contributions.** The Commission may accept contributions from individuals, groups, corporations, foundations, or any branch of government. Such contributions shall be regulated according to applicable state law.
- 9.8 **Audit.** The Commission shall conduct a financial audit of the Commission on an annual basis.
- 9.9 The Treasurer shall ensure the preparation of an annual financial report which shall be presented to the Legislative Auditor pursuant to the provisions of La. R.S. 24:513 et seq.

## ARTICLE X – COMMITTEES

- 10.1 **Standing Committees.** The Chairman may present to the Commission his recommendations for the formulation of a standing committee(s) and the applicable functions of same for ratification by the Commission.

- a. The Chairman shall select from the Commission a Chairman of each standing committee subject to the ratification by the Commission.
  - b. Membership of each standing committee shall be no less than three (3) members selected by the Commission Chairman. Committee membership may include members from outside the Commission and ALL members shall serve at the discretion of the Chairman. The Chairman may serve as a non-voting, ex-officio member of all standing committees.
- 10.2 **Special Committees.** Special Committees may be formed to address specific issues of interest to the Commission.
- a. Membership is not restricted to any group and may include elected officials.
  - b. Reporting to the full Commission shall be done in a timely manner. In the event reporting is not done timely, the Chairman may use his discretion to disband the Committee or appoint new Committee representatives.

#### **ARTICLE XI – ANNUAL REPORT**

- 11.1 The Commission shall render annually to the Terrebonne Parish Council and the Terrebonne Parish President a generalized report of its activities, including the status of the Master Plan and goals for the upcoming year, at least one hundred twenty (120) days after each fiscal year.

#### **ARTICLE XII – MISCELLANEOUS**

- 12.1 The Commission shall conform in every way to all applicable local, state, and federal laws in its functioning.

#### **ARTICLE XIII – AMENDMENTS TO BY-LAWS, POLICIES & PROCEDURES**

- 13.1 The By-Laws and administration and fiscal procedures of the Commission may be amended at any regularly scheduled or special meeting provided that:
- a. The proposed amendment is presented, in its entirety, to all Commission members for preliminary consideration at least thirty (30) days prior to the date of the meeting at which official action on the proposed amendment is scheduled.

#### **ARTICLE XIV – ADOPTION**

- 14.1 These By-Laws, in entirety, as revised, were adopted by the Commission on the 15<sup>th</sup> day of March, 2012.



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LA GARDEN CLUB LIVE OAK  
SOCIETY NO. 12345

# Acadia Concrete Products, Inc.

1275 Baratavia Ave.

Houma, La. 70360

Phone: 985-872-4238 Fax: 985-872-4278

Website: [acadiaconcrete.com](http://acadiaconcrete.com)

## CEMENT HEADSTONES



|                             |           |
|-----------------------------|-----------|
| SMALL CEMENT HEADSTONE..... | \$ 120.00 |
| LARGE CEMENT HEADSTONE..... | \$ 150.00 |

## HICKEYS



|          |           |
|----------|-----------|
| 12"..... | \$ 230.00 |
| 16"..... | \$ 250.00 |
| 20"..... | \$ 275.00 |
| 24"..... | \$ 300.00 |
| 30"..... | \$ 350.00 |

*Shipping usually takes 3-6 months*

**From:** Leslie Jones <[ljones@tpcg.org](mailto:ljones@tpcg.org)>  
**Sent:** Tuesday, May 7, 2024 1:46 PM  
**To:** Christopher Pulaski <[cpulaski@tpcg.org](mailto:cpulaski@tpcg.org)>  
**Subject:** FW: Apply Now: 2024-2025 Apache Tree Grant Program

## What do you want to request?

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**From:** Johnston, Chelcie <[Chelcie.Johnston@apachecorp.com](mailto:Chelcie.Johnston@apachecorp.com)>  
**Sent:** Tuesday, May 7, 2024 1:01 PM  
**Subject:** Apply Now: 2024-2025 Apache Tree Grant Program

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

We are excited to announce that the **[2024 – 2025 Apache Tree Grant Program](#)** application is **officially open**. You can now submit your application for tree grants beginning today, **May 7 – July 12, 2024**:

### **[Please Click Here to Submit Your Application](#)**

Since 2005, the program has partnered with more than 1,000 nonprofit organizations and government agencies across the company's U.S. operating areas. Last year, the program surpassed a significant milestone of donating more than 5 million trees to U.S. partners.

In addition to using trees to beautify neighborhoods and preserve natural habitats, non-profit and governmental groups will request trees in order to support a range of conservation efforts, including reforestation in areas affected by natural disasters. Apache is honored to support our community partners in the long-term growth and sustainability of the areas in which we all live and work.

#### Tree Grant Application Guidelines:

- Applicant organizations must be a charitable nonprofit organization, or municipal, state or federal government agency or institution with 501(c)(3) federal tax exemption status to qualify. Individuals, private landowners, for-profit organizations, or political/trade/civic membership-based organizations (including 501(c)(4) or 501(c)(6) federal exemption status) are not eligible.
- Applicant organizations must be based in a U.S. state where Apache Corporation has operations in the United States are eligible to apply. Areas of operation include Texas, New Mexico, Louisiana or Wyoming.
- Requests can be made for sizes varying from bare root seedlings up to five gallon containers.
- Grant recipients must request a **minimum** of 50 one gallon, three gallon or five gallon trees

- per project or a **minimum** of 1,000 bareroot seedlings.
- Grant recipients must work directly with Apache's partner arborist. •  
Grantees will not be granted funds directly.
  - The Apache Corporation Tree Grant Program is designed to provide native/indigenous species to the applicant's local geographical area. Apache Corporation reserves the right, based on economic and environmental conditions, to make substitutions as necessary and/or required.
  - Apache Corporation will assume the cost of the trees and freight delivery to the recipient's designated location. Applicants must agree to receive any and all trees granted to their organization in a single delivery.
  - All trees granted must be distributed by May 15, 2025.
    - Tree grant recipients are required to provide continued maintenance and care for the trees.

For more information about the Apache Tree Grant Program, please visit our web site at [www.apachelovestrees.com](http://www.apachelovestrees.com).

If you have any questions regarding submitting your application, please contact me directly at (281) 302-2064 or by e-mail at [Chelcie.Johnston@apachecorp.com](mailto:Chelcie.Johnston@apachecorp.com). Thank you!

Warm regards,

**Chelcie** JOHNSTON

PUBLIC AFFAIRS REPRESENTATIVE

*direct* 281-302-2064 | *mobile* 713-254-2749 | *office* 07.315