**MINUTES OF DECEMBER 10, 2019 REGULAR MEETING**

**Board of Commissioners of**

**Bayou D’Arbonne Lake Watershed District**

Union Parish Courthouse Annex

303 East Water Street

Farmerville, LA 71241

6:30 p.m.

1. Roll Call – Trotter Hunt called the meeting to order at 6:30 p.m. Commission members present were Steve Cagle, Jake Halley, Clint Graham, Terry Morris and Richard Royal. Todd DeMoss was absent. Richard Royal was welcomed as a new member of the Commission. Also present were Bill Carter, Neal DeForest, Jon McKinnie and Byron Avery.
2. Invocation/Pledge of Allegiance – Clint Graham led the invocation and Jake Halley led the Pledge of Allegiance.

C. Public Comment Registration – Jon McKinnie signed up for public comment.

D. Agenda Approval – Motion was made by Steve Cagle and seconded by Jake Halley to approve the Agenda. The motion passed unanimously.

E. Approval of Minutes – Motion was made by Clint Graham and seconded by Jake Halley to approve the minutes of the November 19, 2019 meeting. The motion passed unanimously.

F. Financial Reports/Budget/Audit:

1. Approve November, 2019 Bank Account Summary – Motion was made by Jake Halley and seconded by Steve Cagle to approve the November, 2019 Bank Account Summary. The motion passed unanimously.
2. Approve November, 2019 Bank Statement Reconciliation – Motion was made by Jake Halley and seconded by Clint Graham to approve the November, 2019 Bank Statement Reconciliation. The motion passed unanimously.
3. Approve November, 2019 Financial Report – Motion was made by Clint Graham and seconded by Steve Cagle to approve the November, 2019 Financial Report. The motion passed unanimously.
4. Adopt 2020 Budget – Trotter Hunt reported that the anticipated FEMA reimbursement amount for the Channel Marker Project was added to the Budget and also said that he received confirmation of the latest reimbursement request was received from FEMA today. Neal DeForest said that Vickie Dennis with GOSEPH has replaced Chris Jarrell as our contact. Mr. DeForest said that the Commission should have the current reimbursement request within two weeks. Mr. Hunt said that Bill Carter suggested listing the projects separately in the Budget to allow visualization of the amounts related to the big project for 2019 which is the channel marker project as well as the others. He stated that he inserted a larger number for ramps and docks in the proposed Budget since 2020 is a drawdown year and it will be a good time to work on the ramps and docks. Mr. Hunt also stated that he added a section for lake drawdown work and said that this is up for discussion because he does not know if there is any work that is proposed at this time. He asked if anyone would consider trimming stumps on the channels or adding additional channel runs and he also said that some of this may require approval from the Corps of Engineers. Bill Carter asked Steve Cagle if anything has been done like this in prior years and Mr. Cagle said no but some boat lanes were moved years ago.

Mr. Hunt said that he added a section under the Budget for Lake Level Gauges to allow for a solution of the gauge behind the spillway.

Clint Graham asked if the $40,000 shown on the Budget under the spillway beach improvements includes the work that is anticipated to take place during the drawdown. Neal DeForest said that $40,000 does cover the total project including before and after the drawdown.

Motion was made by Clint Graham and seconded by Jake Halley to adopt the proposed Budget. The motion passed unanimously. It is noted that a line item in the Budget was amended during the discussion of the Channel Marker Project under Sec. G(1) below.

G. Old and New Business:

1. Channel Markers Project - Reimbursement – Neal DeForest passed out a summary of anticipated FEMA reimbursements and asked that everyone follow along as he reported on the reimbursements. He said that the total project cost recognized by FEMA was $159,992.56 and the portion that FEMA would reimburse was 75% of that amount which is $119,994.42. He said that four reimbursement requests have been made and FEMA combined requests 2 and 3.

Mr. DeForest indicated that the reimbursements for $11,469 and $14,647 have already been received by the Commission and the reimbursement for $76,941 should be received within two weeks. He said that once that reimbursement has been received, the only remaining reimbursement is in the amount of $16,900 which covers the retainage and various closeout items. He projected that the last reimbursement would be received in January or February of 2020.

Mr. DeForest said that Vicki Dennis, the new FEMA representative, has been very helpful in getting the paperwork for the reimbursements finalized. He said that there were items in the cost estimate that FEMA was basing their cost estimate on versus the actual line item payout that the contractor had and that is what was causing the delay for reimbursements.

Mr. DeForest said that 44 channel markers were replaced due to the flood event and 87 poles were remarked with the reflective material, some of which were the 44 that were replaced. He also indicated that a few items at the spillway were included in this project which include a fence repair, erosion control and a staff gauge replacement.

Bill Carter asked Mr. DeForest to clarify about how much the Commission would receive in reimbursements in 2020 and Mr. DeForest indicated that it would consist of 75% of $102,588 ($76,641) and $16,935, which totals approximately $93,877. Several Commission members discussed amending the line item in the Budget for the FEMA channel marker project reimbursement from $102,589 to $93,877.

Motion was made by Clint Graham and seconded by Steve Cagle to amend the line item in the 2020 Budget for the FEMA channel marker project reimbursement to $93,877. The motion passed unanimously.

1. Spillway Beach Area Improvements/Spillway Bayou Access Road Improvements – Neal DeForest said there are a few things he needs to finish up and then the project will be ready to send out requests for quotes. Bill Carter said that Neal DeForest will deliver the plans to all of the Commission members soon.
2. Stowe Creek Ramp Road – Terry Morris said he spoke with Ben Bridges of the Union Parish Police Jury about moving the dumpsters. Bill Carter said that the Commission needs to stay involved and continue to monitor the process.
3. Lake Level Gauges – Neal DeForest said that Jeff Shapiro with DOTD has been discussing a solution to the gauge below the spillway which is not operational. He said that he, Jeff Shapiro, Ben Humphries of Delta Process and Bill Carter recently met to discuss the gauge. He said the gauge needs to be located where it will not submerge when the water is high behind the tainter gate but the problem is that the land behind the spillway is so low. Jeff Shapiro stated that there can be a 30-foot fluctuation of the water level. Mr. DeForest said that when it is operating, Jeff Shapiro looks at the data from the gauge at his office in determining when and how much to open the tainter gate. He said that the water level behind the spillway is just as important as the water level on the lake. Neal DeForest said that the upstream information tells Mr. Shapiro when to open the gates and the downstream information tells Mr. Shapiro how much he can open the gates.

It was decided at the meeting referred to above to meet on site at the spillway with Jeff Shapiro, Marshall Hill and Ben Humphries. Mr. DeForest said that he would let everyone know when the site visit was scheduled so anyone that desired could attend.

1. Elect 2020 Officers – Bill Carter opened the floor for nominations for President. Steve Cagle nominated Jake Halley. There were no other nominations. Jake Halley was elected President unanimously.

Mr. Carter opened the floor for nominations for Vice-President. Steve Cagle nominated Terry Morris. There were no other nominations. Terry Morris was elected Vice-President unanimously.

Mr. Carter opened the floor for nominations for Secretary-Treasurer. Steve Cagle nominated Todd DeMoss. There were no other nominations. Todd DeMoss was elected Secretary-Treasurer unanimously.

Mr. Carter said that the new officers will take office on January 1, 2020.

Mr. Carter stated that Trotter Hunt still planned to resign from the Commission effective December 31, 2019 and that there is another Lincoln Parish resident interested in joining the Commission to replace Mr. Hunt.

1. Select Date, Time and Place of 2020 Regular Meetings – Trotter Hunt said that the Commission meetings have been held on the third Tuesday of every month, excluding December, at 6:30 p.m. at the Courthouse Annex. Mr. Hunt suggested keeping the same date, time and place for 2019.

Motion was made by Steve Cagle and seconded by Clint Graham to continue the same schedule having each regular meeting on the third Tuesday of every month, excluding December, at 6:30 p.m. at the Union Parish Courthouse Annex. The motion passed unanimously.

1. Louisiana Annual Ethics Training/Annual Financial Disclosures – Trotter Hunt said that the Ethics training has to be done by the end of the year and the financial disclosures must be submitted by May 15th. Bill Carter said that members can go to the website at ethics.la.gov to complete the mandatory training. He said that a Certificate is issued after the training has been completed and requested it ben forwarded to the bookkeeper, Jessica Hollingsworth, since the auditor requests a copy for each member. Trotter Hunt said that if a member does not file the financial disclosure, they could be fined. Bill Carter said the members will be reminded to file the disclosure before May 15, 2020.

H. Public Comment – Jon McKinnie reported that three new businesses have opened in Farmerville, (i) Tractor Supply, opened on November 23, 2019 with 15 employees, (ii) a new clinic for Union Parish Schools, and (iii) an Urgent Care facility. Mr. McKinnie also stated that Enviro Services is building a new facility on Wards Chapel Road.

I. Adjourn – A motion to adjourn was made by Steve Cagle and seconded by Clint Graham. The motion passed unanimously and the meeting adjourned.