**Minutes of June 19, 2018 Regular Meeting of the Board of Commissioners of**

**the Bayou D’Arbonne Lake Watershed District**

Union Parish Courthouse Annex

303 East Water Street

Farmerville, LA 71241

1. Roll Call – Trotter Hunt called the meeting to order. Commission members present were Terri Towns, Bruce Hampton, Steve Cagle, Cary Brown, and Jake Halley. Guy Fortenberry was absent. Also present were Bill Carter, Ron Riley, Neal DeForest and Jon McKinney.
2. Invocation/Pledge of Allegiance – Cary Brown led the invocation, and Bruce Hampton led the Pledge of Allegiance.

C. Public Comment Registration – No one signed up for public comment.

D. Agenda Approval – Motion was made by Cary Brown and seconded by Terri Towns to approve the June 2018 Agenda. The motion passed unanimously.

E. Approval of Minutes – Motion was made by Steve Cagle and seconded by Bruce Hampton to approve the minutes of the May 2018 meeting. The motion passed unanimously.

F. Treasurer's Report:

1. Approve May 2018 Bank Account Summary – Motion was made by Bruce Hampton and seconded by Cary Brown to approve the May 2018 Bank Account Summary. The motion passed unanimously.
2. Approve May 2018 Bank Statement Reconciliation – Motion was made by Cary Brown and seconded by Jake Halley to approve the May 2018 Bank Statement Reconciliation. The motion passed unanimously.
3. Approve May 2018 Financial Report – Motion was made by Cary Brown and seconded by Bruce Hampton to approve the May 2018 Bank Statement Reconciliation. The motion passed unanimously.
4. 2017 Audit – Trotter Hunt passed out copies of the audit summary and indicated that there are a few identified findings. The first is that the District does not have adequate controls over cash. The second is the District does not have written policies and procedures for its primary financial and business functions to include those for cash reconciliation, budgeting, revenues and receipts, purchasing, disbursements, contracting, related parties, and ethics. Mr. Hunt stated he has a better idea of what the auditor was looking for on these items and he would continue working on policies and procedures with a goal to have those in place by November. The last finding is that the District made payments for services where there was no contract in place. Mr. Hunt stated that he disputed this finding because it is the Commission’s decision to have a written contract or not.

Bruce Hampton stated that anyone could view the full audit report on the legislative auditor’s website and the website is written at the bottom of the summary.

1. Policy for Primary Financial Business Functions to Include those for Cash

This item was discussed in connection with the 2017 Audit item above.

1. Amend 2017 Budget – Trotter Hunt asked Bill Carter if the 2017 budget should be amended to reflect the actual numbers and Mr. Carter indicated that it should.

Motion was made by Bruce Hampton and seconded by Cary Brown to amend the 2017 Budget to the actual numbers. The motion passed unanimously.

7. Adopt 2018 Budget – Trotter Hunt asked Jake Halley if he has looked at a 2018 budget and he had not. Mr. Hunt stated that a proposed budget would be sent and discussed at the next meeting.

G. Old and New Business:

1. Channel Markers – (a) FEMA/GOSEPH Claims, and (b) Repair Status – Ron Riley said that the grant has been approved and that FEMA is asking for invoices. He stated that the issue is going to construction and telling a contractor he has to wait two to four months to get paid. Mr. Riley said that the best turnaround is two months. Mr. Riley said that the commission should consider borrowing the money and paying it back as reimbursement comes in from FEMA. Bruce Hampton asked if all the money would be required at one time to which Mr. Riley answered no. Mr. Riley said the first payment, at the maximum could be $20,000 and is more likely to be $10,000. The next payment would be approximately $50,000 to $80,000. He stated that the total contract will be around $140,000 and it will take some time to complete, with an estimated three months to do the job. Trotter Hunt stated that invoices turned in to FEMA over $10,000 are reimbursed along the way. Mr. Hunt also said that 45-60 days is the normal time frame for reimbursement, but if you try to expedite the process, it could be 30 days. Mr. Riley suggested using a line of credit from the bank. Bruce Hampton inquired if bond commission approval was needed. Bill Carter stated he would contact the bond commission to see if approval was required. Mr. Carter also said the commission needs to make a loan arrangement with a bank. Bruce Hampton asked about bids to which Mr. Riley said that advertising has not taken place. Steve Cagle stated that there are three barge crews on the lake and none of them can afford a delayed payment. He suggested borrowing the money and asking for a line of credit. Trotter Hunt suggested stretching the contract over nine months and Mr. Cagle agreed. Bruce Hampton asked Mr. Riley if FEMA would allow the contract to be extended over nine months. Mr. Riley said FEMA would not have an issue with that. Mr. Riley said that the commission can set the amount of time for the contractor to do the job and set a penalty in the event that the work is not complete in that timeframe. Bruce Hampton suggested contacting the financial institutions to get things going. Trotter Hunt asked if they should get the bids in first. Mr. Hampton said that the initial process with the bank has to be done now because of loan applications, bond commission approval and so forth. Bill Carter stated that there is a cutoff date for each bond commission meeting and that he will contact them and then the commission can decide if they want to seek a proposal from a few different banks. Bruce Hampton asked what amount would be needed for the line of credit. Mr. Riley stated that the total project amount from FEMA is $140,000, so he suggested $100,000.00 to $110,000.00.

Motion was made by Steve Cagle and seconded by Terri Towns to authorize Trotter Hunt and Bill Carter to contact financial institutions for loan proposals and request bond commission approval of such loan. The motion passed unanimously.

Motion was made by Steve Cagle and seconded by Terri Towns to authorize Trotter Hunt to sign any and all documents related to said loan and related to the channel marker project. The motion passed unanimously.

1. New Lake Maps – Motion was made by Steve Cagle and seconded by Bruce Hampton to have Ron Riley order 2,000 to 2,500 maps without advertising. The motion passed unanimously.
2. Repairs at Various Boat Ramp Sites, Including Piers – Steve Cagle said that every pier has been repaired.

Steve Cagle asked to bring up an issue not on the Agenda regarding restoration of a swimming area. He stated that the lake no longer has a swimming area and people are swimming around docks where “no swimming” signs are posted. Mr. Cagle said that he and Jake Halley went to meet with a contractor about refurbishing a 390-foot long area of the lake near the boat ramp. Mr. Carter said that there are numerous hanging limbs, as well as dead trees and stumps that need to be removed and there is grass growing in the beach bed. Also, the edge of the asphalt of the parking lot needs repairs. He said that the quote from the contractor included making all of these repairs as well as cleaning the lake where grass has grown and making a beach of sand. He said that the commission would have to purchase the sand and approximately 5 tractor trailer loads would be needed. He said that the contractor suggested putting up a 12-inch seawall to hold the sand and it would cost another three to four thousand dollars for that. Mr. Cagle said that the Chamber mentioned that they would like to see this happen. Terri Towns asked about the possibility of using Union Parish Tourist Commission funds. Bruce Hampton said that Quentin Durr with the Union Parish Chamber had previously said he would be willing to help raise private funds to help pay for restoration of this area. Jon McKinney stated that he has discussed this with Quentin and that he is still willing to help raise funds. Robert Lemoine asked if this would qualify for a grant. Bruce Hampton asked if there was only one contractor contacted and asked Bill Carter if they needed more than one. Mr. Carter stated that there was no requirement, but two or three is better and they will need the same written specifications in order to provide a quote.

Cary Brown stated he was not familiar with the area or the project and had questions about previous use and the cost. Terri Towns stated that there was no designated swimming area on the lake. Cary Brown asked about providing life guards since there will be a designated swimming area. Bill Carter said that he would check with DOTD and the Attorney General if necessary and signs can be placed around the area. Mr. Carter also suggested getting the Union Parish Tourist Commission and the Chamber of Commerce involved so the responsibility is shared.

Bruce Hampton initially made a motion to table the matter which was seconded by Cary Brown, which was thereafter withdrawn with Mr. Brown’s consent. Motion was made by Bruce Hampton and seconded by Steve Cagle to authorize the President to execute all documents necessary enter into acontract with the lowest responsible quoter and proceed with the construction with a maximum cost of $20,000.00. The motion passed unanimously.

1. Damage to Dock at Highway 2 West Ramp – Steve Cagle stated that this repair is now complete. Cary Brown said that he sent the adjuster the invoice and he requested a more itemized invoice with respect to hours and materials. Cary Brown asked Steve Cagle to send another one and he would submit it.
2. Public Survey(s) Related to Lake Topics – No discussion or action taken.
3. Proposed Joint Revised Lake Regulations – Trotter Hunt passed out documentation showing highlighting areas which are the proposed changes. He stated that Black, Clear, Prairie, Lafourche, St. Joseph, DeChene and Saline lake commissions have all agreed on these changes. Bill Carter asked if Trotter had received the updated summary showing which commissions had approved the changes and passed out the updated summary. Mr. Carter suggested appointing a committee to go through the changes and come back to the commission with a recommendation. Mr. Hunt asked for volunteers and Terri Towns, Steve Cagle and Jake Halley volunteered. Bill Carter stated that these regulations are in the brochures published by the Department of Wildlife and Fisheries and also contains special regulations for particular lakes. Bruce Hampton wanted to know if DWF has approved the changes and Mr. Carter stated he spoke to Ryan Daniels who stated that if all of the commissions agreed on the changes, DWF will take them through a comment period and recommend they be adopted.
4. Dam Inspection – Ron Riley stated the state has a new dam inspector, Denmon Engineering out of Monroe. He said that they were in Farmerville last Thursday, June 14 for an inspection. Mr. Riley said that the gallery had not been entered into in three years because the inspection had been taking place in the spring and the water was so high they could not get into it. Mr. Riley said the inspection showed only one small leak in the dam and the repairs done years ago are working. Mr. Riley said Neal DeForest accompanied him on the inspection.
5. Ron Riley Recognition – The commissioners took a photograph with Mr. Riley and thanked him for his service.
6. New Watershed District Engineer - Trotter Hunt said that Neal DeForest, who was recommended by Ron Riley, is interested in the position of engineer for the Commission. He asked Mr. DeForest to introduce himself.

Mr. DeForest stated that he is a civil engineer and graduated from Louisiana Tech. He started a business 10 years ago in which he does a lot of land development work and drainage reports are a big part. Mr. DeForest said that he has a history in studying watersheds and rainfall events. Mr. DeForest said that he was involved in the walkthrough of the dam. He is very interested in the position with the lake commission. Mr. Hampton stated that he has reviewed Mr. DeForest’s work for some of his clients and knows that he does very good detailed work. Mr. Hampton said he is very knowledgeable about regulations and working with regulatory bodies and he is a highly skilled civil engineer. Mr. Carter concurred with Mr. Hampton and indicated that he is also familiar with Mr. DeForest’s work and that he has been involved with him on various projects. He is impressed with and also recommends Mr. Deforest for the new position. Mr. Hampton asked Mr. Carter to comment on the law with respect to hiring an engineer, which he understands involves professional services and the commission would not be required to have any bids or proposals. Mr. Carter agreed. Mr. Carter stated that the transition between Mr. Riley and Mr. DeForest, if chosen, would also need to be addressed in the future.

Motion was made by Cary Brown and seconded by Bruce Hampton to approve Neal DeForest as the new engineer for the Commission and allow Bill Carter to facilitate the transition period with a contractual form. The motion passed unanimously.

1. Public Comment – Ron Riley thanked the commission for working with and helping him as engineer for the Commission.

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