**MINUTES OF NOVEMBER 20, 2018 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 Trotter Hunt, Bruce Hampton, Steve Cagle, and Jake Halley. Terri Towns, Cary Brown, and Guy Fortenberry were absent. Also present were Ron Riley, Neal DeForest, Robert Lemoine, and Jon McKinney.
2. Invocation/Pledge of Allegiance – Jake Halley 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 Steve Cagle and seconded by Bruce Hampton to approve the November 2018 Agenda. The motion passed unanimously.

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

F. Financial Reports/Budget/Audit:

1. Approve October 2018 Bank Account Summary – Motion was made by Bruce Hampton and seconded by Steve Cagle to approve the October 2018 Bank Account Summary. The motion passed unanimously.
2. Approve October 2018 Bank Statement Reconciliation – Motion was made by Jake Halley and seconded by Steve Cagle to approve the October 2018 Bank Statement Reconciliation. The motion passed unanimously.
3. Approve October 2018 Financial Report – Motion was made by Bruce Hampton and seconded by Steve Cagle to approve the October 2018 Financial Report. The motion passed unanimously.
4. 2017 Audit - Policy for Primary Financial and Business Functions – Trotter Hunt indicated that he sent out an initial draft of the Policies and Procedures for Primary Financial & Business Functions several months ago, and did not get much feedback. He said that he sent the final version this morning which included some revisions by Bill Carter. Mr. Hunt indicated that after any discussion tonight regarding potential changes it would be good to have these in place before the end of the year.

Motion was made by Bruce Hampton and seconded by Jake Halley to approve the Policies and Procedures for Primary Financial & Business Functions as presented. The motion passed unanimously.

G. Old and New Business:

1. Channel Markers Project – Ron Riley indicated that bids were received today and bid tabulation distributed before the meeting. He said the last column shows the estimate and the first column shows $128,330 as the only bid received. Mr. Riley said that the plans and specifications were given to three contractors but only one of the contractors was interested in the project. He also indicated that two of the contractors who have done similar work in the past are no longer in business. He said the only bid received is less than his estimate but approximately $1,725.00 higher than FEMA’s estimate. He said there was only one bid FEMA would require a cost analysis be done to ensure a standard price. Mr. Riley contacted Keithan Williams of GOHSEP and asked how much time it would take for a cost analysis and Mr. Williams informed him it would be anywhere from one day to two months. Trotter Hunt inquired about the budget total, as he recalled it being $160,000.00. Mr. Riley said $160,00.00 is to cover the whole project. Mr. Riley suggested the Commission take the bid based on FEMA’s concurrence. Bruce Hampton asked if FEMA insisted that the contract price be lowered by approximately $1,725.00 could the Lake Commission pay the difference and Mr. Riley said yes.

Motion was made by Bruce Hampton and seconded by Steve Cagle to accept the bid, subject to FEMA approval and the Commission attorney’s approval, and in the event the Commission is required to pay the additional approximate $1,725.00, the President and Treasurer of the Commission are authorized to pay that amount. The motion passed unanimously.

Trotter Hunt asked what the proposed work schedule looked like. Mr. Riley said the bid documents gave the contractor 19 working days and he thought the work would be done in less than three months provided the water and waves are not too high. He indicated that the more realistic work time would be seven or eight days.

1. Spillway Beach Area Improvements Project – Neal DeForest said that Phase I of the project is complete. He said the view and visibility of the lake is much better. Mr. DeForest indicated he is working on Phase II and would like to have it out for bid shortly after the first of the year to have the project complete by mid-May of 2019. Steve Cagle asked for consideration of an additional $1,000 for the project to add SB2 rock to the parking area Neal DeForest agreed. He indicated this could be done as a change order to the current contract of Skylnek Contractor, L.L.C.

Motion was made by Steve Cagle and seconded by Bruce Hampton to approve a change order to the current contract with Skylnek Contractor, L.L.C. to place and grade SB2 rock on the parking area for a cost of $1,000.00. The motion passed unanimously.

1. Proposed Joint Revised Lake Regulations – Steve Cagle said that he sent Jimmy Atherton some notes based on the Commission’s thoughts regarding the proposed regulations, but he has not heard back from him. Trotter Hunt suggested that Steve Cagle attempt to discuss the proposed amendments directly with Jimmy Atherton.
2. Sediment Erosion Near Mann Road/D’Arbonne Bluffs Subdivision –

Neal Deforest said he spoke with Matt Henry, a DEQ inspector who works out of the Monroe office. Mr. DeForest asked Mr. Henry if he has inspected anything on Mann Road in Farmerville and Mr. Henry said that he has and indicated that DEQ has done an investigation and had fined the developer, the fine has been paid and DEQ is no longer concerned with the matter. Mr. DeForest informed him that there is still damage to the property and damage to the lake. Mr. Henry told Mr. DeForest that further action would need to involve a civil suit. Mr. DeForest said he plans to gather the information on how much the developer was fined, when it was paid, and so forth.

Trotter Hunt said he thought it was a good idea to gather more information so that the landowner could file suit and the Commission can demand the developer to dredge the lake. Mr. DeForest said he found it odd that DEQ is collecting fines and are not reimbursing the people that are damaged. Bruce Hampton asked if the Corps of Engineers has been involved and Mr. DeForest said he spoke with the Corps first and they deferred to the West Monroe DEQ office. Mr. DeForest said he made the initial complaint through the DEQ website. Mr. DeForest said he plans to get the documentation from Mr. Henry about the fine. Bruce Hampton said that the Commission should look into taking steps to restore the lake. Mr. DeForest indicated that he has not given any of this information to the land owner yet because he wanted to get the documents first and with commission approval, he will then provide to the landowner.

5. Louisiana Watershed Council Outreach – Jake Halley said there is nothing to report at this time.

6. Claiborne Electric Disaster Planning – Trotter Hunt said that he forwarded the request from Claiborne Electric to use the park area at the spillway as a disaster site and he asked Steve Cagle his thoughts. Mr. Cagle said that Claiborne Electric has worked with the Commission in the past for certain events and he suggested the Commission approve Claiborne Electric’s request to use the park at the spillway for disaster recovery.

Motion was made by Steve Cagle and seconded by Bruce Hampton to approve the use of the park at the spillway by Claiborne Electric for disaster recovery, subject to receiving more information from Claiborne Electric for the Commission to review and written agreement prepared by the Commission attorney. The motion passed unanimously.

7. Bookkeeping & Financial Items – Trotter Hunt said that Janet Cowart is no longer available to do the bookkeeping. He said that Bill Carter suggested his assistant, Jessica Hollingsworth. Mr. Hunt said that would be helpful since Mrs. Hollingsworth is in Mr. Carter’s office. Mr. Hunt said Jake Halley expressed concern about trying to pick up checks in Farmerville and bringing them to Ruston to have signed and returning to Ruston for deposit since Marion State Bank in in Farmerville and not Ruston. Jake Halley said that Marion State Bank offers online banking but those services have not been utilized. Steve Cagle suggested the Commission could change to a bank having branches in Farmerville and Ruston to make it more convenient for everyone. Mr. Hunt suggested a process of email approval and having Mrs. Hollingsworth sign the checks instead of having one or two Commission members’ signatures required on the checks. Bruce Hampton asked if auditor approval is necessary. Mr. Hunt said he doesn’t think that auditor approval for that process is required. Steve Cagle suggested using a signature stamp. Mr. Hunt said that was a possibility. Jake Halley said that in any event, the Commission should purchase its own laptop computer and QuickBooks software which should cost around $700 to $800.

Motion was made by Steve Cagle and seconded by Bruce Hampton to authorize Jake Halley to purchase the necessary computer and software for transitioning the bookkeeping responsibilities to Jessica Hollingsworth. The motion passed unanimously.

8. Bruce Hampton Resignation – Bruce Hampton said that he emailed everyone a copy of his letter of resignation from the Commission he sent to Governor Edwards effective on December 21, 2018. He informed the Commission that because he was elected as Judge he must resign. Trotter Hunt congratulated Mr. Hampton and told him that he appreciated his service. Mr. Hampton said that he appreciates serving with everyone and wishes everyone the best. He said that if he can ever do anything for anyone to please let him know.

Steve Cagle asked about possible replacements for Mr. Hampton. Trotter Hunt said that he and Cary Brown met with Mike Walsworth last week and shared some ideas for replacements. Mr. Hunt also stated that the terms of he and Cary Brown will end in April and neither are planning to request reappointment.

1. Public Comment – No one signed up for public comment.

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