

**MINUTES
OF THE
RED RIVER WATERWAY COMMISSION MEETING
February 20, 2019
10:00 AM
COMMISSION HEADQUARTERS
NATCHITOCHEs, LOUISIANA**

1. CALL TO ORDER

The meeting of the Red River Waterway Commission was called to order by Vice Chair, Commissioner Paul Fleming, in the Board Room of the Red River Waterway Commission Office located at 5941 Highway 1 By-Pass in Natchitoches, Louisiana.

2. ROLL CALL

Roll was called and a quorum was present. Others in attendance were asked to identify themselves and offer any comments they may have regarding the agenda. However, no comments were offered.

Present: Commissioner Roy A. Burrell, Commissioner David L. Crutchfield, II, Commissioner Michael P. Deville, Commissioner Paul Fleming, Commissioner Charles R. Greer, Commissioner Ronald Lattier, Commissioner James F. Maxey, Commissioner Michael Simpson.

Absent: Chair Designee, Thomas M. Clark, Commissioner Randell Fletcher, Commissioner David Jones and Commissioner Larry K. Sayes

RRWC Staff Members Present: Mr. Colin Brown - Executive Director, Mr. Mike Boydston - Operations & Maintenance Director, Ms. Stephanie Bonnette - Executive Assistant, Mr. Luke Pearson - Real Estate Manager, Mr. Ryan Ingles - Engineering Supervisor, Mr. Eric Gilmore - Marketing Director, Mr. Greg Upton - Legal Counsel.

3. INTRODUCTION OF GUESTS AND PUBLIC COMMENT PERIOD PURSUANT TO LRS 42:14

Others Present: None

4. APPROVAL OF AGENDA

By motion of Commissioner Greer, seconded by Commissioner Crutchfield, the agenda was unanimously approved. Comments from the public were called for, however, none were offered.

5. APPROVAL OF MINUTES

By motion of Commissioner Crutchfield, seconded by Commissioner Simpson, the minutes of the January 16, 2019 meeting were unanimously approved.

6. TREASURER'S REPORT

By motion of Commissioner Crutchfield, seconded by Commissioner Lattier, the Financials and Fund Balance Report for December 2018 and the Expenditures, Financials, Investment Reports, & Fund Balance Report for the month of January 2019 were unanimously approved.

7. COMMITTEE REPORTS

a) Contracts

Consideration of Authority to Advertise for Construction Bids and Request to Increase the Budget/RRWC Project No. 19-04/Contract No. RRW-763/Colfax RV Park-Pavilion Replacement: By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the Commission unanimously approved granting authority to staff to advertise for construction bids to replace two pavilions at the Colfax RV Park and increase of the associated budget to \$150,000.00

Consideration of Proposals for Purchase of Office Copier: By motion of Commissioner Lattier, seconded by Commissioner Deville, the Commission unanimously approved the purchase of a Toshiba e5506 ACT copier under State Contract from C.F. Briggs Company for \$8,317.00 including installation and setup, purchase of the State Contract monthly maintenance package and authorized staff to surplus, and dispose of as necessary, the current copier, Xerox Workcentre 7545 PS.

Consideration of Mowing Proposals/South & Central Areas: By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the Commission unanimously approved award of 3-year mowing contract to Natchez Lawn & Landscape, dba U.S. Lawns at a cost of \$4,870.75.

Consideration of Proposals for Playground Surfacing Materials/Colfax RV Park: By motion of Commissioner Lattier, seconded by Commissioner Greer, the Commission unanimously approved award to RMP USA at a cost of \$12,194.00 for 26 tons of rubber nuggets for the Colfax RV Park playgrounds.

Consideration of Approval of Marine Contracts Insurance Requirements: By motion of Commissioner Lattier, seconded by Commissioner Deville, the Commission unanimously approved authorizing staff and legal counsel to amend the insurance requirement in the dredging, spud barge and excavator contracts to comply with the latest recommendations from LA Companies.

b) Land Management, Legal Affairs & Affirmative Action

Consideration of Award of Land Lease/Lock & Dam 4 Tracts 2, 3 & Part of 8/65 Acres: By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the Commission unanimously approved award of a 5-year land lease to Mr. Christopher Turner for the amount of \$6,511.25.

Consideration of Award of Land Lease/Hadden Ft. DeRussy Tracts 45, 46 & 47/235 Acres: By motion of Commissioner Greer, seconded by Commissioner Lattier, the Commission unanimously approved award of a 5-year land lease to Mr. Aubrey McNeal for the amount of \$23,500.00.

Consideration of Award of Leaseback Renewal/Pool 5 Tract 4/60.3 Acres: By motion of Commissioner Simpson, seconded by Commissioner Deville, the Commission unanimously approved award of 5-year leaseback renewal agreement with Mr. Orlando G. Pipkin, III and Mrs. Mary L. Pipkin Nicholas for \$4,522.50 for the 5-year term.

Consideration of Cancellation of Leaseback Agreement, Lock & Dam 5 Tract 4/10.4 Acres: By motion of Commissioner Deville, seconded by Commissioner Lattier, the Commission unanimously approved cancelling the 5-year leaseback with Mr. Jimmy Ray Martin, Jr. on Lock & Dam 5, Tract 4, containing 10.4 acres.

Consideration of Request to Cancel Land Lease/Once More Realignment/646 Acres: By motion of Commissioner Lattier, seconded by Commissioner Simpson, the Commission unanimously approved cancellation of the 5-year land lease agreement, to expire March 31, 2022, with Mr. Travis Cusimano and approved cancellation fee of \$200.00 per policy. The Commission granted authority to the staff to re-advertise property for Public Bid Lease at a minimum bid of \$15.00 per acre.

c) **Recreation**

Recreation Area Status Report - Mr. Mike Boydston highlighted the prepared report provided in the meeting packet, noting that there had been 78,000 visitors to the District recreation areas during the month of February 2019. Updated maintenance items include, but not limited to:

- South and central boat ramps have been cleaned
- Northern and southern boat ramps are open

d) **Ports**

Consideration of Funding Request/Central Louisiana Regional Port/Real Estate Acquisition: No action taken.

e) **Public Awareness & Marketing**

Consideration of Approval/Economic Impact Study Update/Loren C. Scott & Associates, Inc.: By motion of Commissioner Simpson, seconded by Commissioner Greer, the Commission unanimously approved updating the Economic Impact Study (and corresponding budget amendment to \$90,000.00 for this study) done by Loren C. Scott & Associates, Inc. in 2013. The complete study will consist of economic impacts through 2018 including the impact of Casinos.

Marketing Update - A prepared report was provided in the meeting packet. In addition, Marketing Director, Eric Gilmore discussed:

- Corps of Engineers Future Leaders meeting, Red River Waterway Headquarters
- Bassmaster Classic Outdoors Expo/Bassmaster Classic
- Family Motor Coach Association International Convention & RV Expo
- Kayak Bass Fishing Tournament to be held in Shreveport with full Red River usage down to Colfax, Louisiana
- Mary Jones with the Natchitoches Parish Sheriffs' office and emergency coordinator requesting use of Grand Ecore boat ramps April 5, 2019 for their exclusive use for the State's Emergency Preparedness training session

f) **Personnel**

Consideration of Budget Amendment/Park Maintenance North-Part Time and Summer Intern: By motion of Commissioner Simpson, seconded by Commissioner Lattier the Commission unanimously approved a budget amendment of 15,000.00 for the Park Maintenance-North part time position and \$11,000.00 to add the Summer Intern position.

Consideration of Personnel Policy Revisions/Anti-Harassment Policy: By motion of Commissioner Simpson, seconded by Commissioner Deville, the Commission unanimously approved the revised anti-harassment policy to the employee handbook of the Red River Waterway Commission.

g) **Revenue, Banking & Budget**

Consideration of Surplus Property Declaration and Authority to Dispose/Scrap Metal and Aluminum: By motion of Commissioner Crutchfield, seconded by Commissioner Greer, the Commission unanimously approved authorizing staff to surplus and dispose of through any legal means the miscellaneous scrap metal and aluminum.

Consideration of Surplus Property Declaration and Authority to Dispose/Ramp Washing Equipment: By motion of Commissioner Crutchfield, seconded by Commissioner Greer, the Commission unanimously approved authorizing staff to surplus and dispose of through any legal means the ramp washing equipment.

h) **Legislative** - None

8. **EXECUTIVE DIRECTOR'S REPORT**

- Auditors have completed their field work

9. **STATUS OF RIGHTS-OF-WAY/ENGINEERING REPORT** - Prepared reports were provided in the meeting packets.

- Teague Parkway and Stoner Avenue Dock Rehabilitation projects have been hampered by high water levels since October 2018
- Boyce Recreation Area/Dock Construction project – working around the high water hindrance, driving the pilings for the floating dock
- Brouillette Ramp Widening project progress affected by the high water
- Coushatta Picnic Shelter project is in the design phase
- Poland Access Road Rehabilitation project is in the design phase

10. **GENERAL COUNSEL REPORT** – In the matter with the Attorney General, all briefs have been filed by all parties and received by the judge.

11. **CORPS OF ENGINEERS REPORT** - None

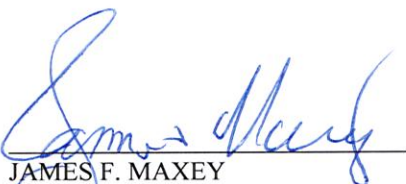
12. **RED RIVER VALLEY ASSOCIATION** - None

13. **OTHER BUSINESS** - None

14. **COMMENTS FROM THE PUBLIC** - None

15. **ADJOURNMENT**

There being no further business to conduct at this time, by motion of Commissioner Greer, seconded by Commissioner Crutchfield and unanimously approved, the meeting was adjourned.


JAMES F. MAXEY
SECRETARY/TREASURER


THOMAS M. CLARK
CHAIR DESIGNEE