

**Administrative Committee Meeting Minutes
Capital Area Groundwater Conservation District
House Committee Room 4, Louisiana State Capitol
September 15, 2022, 11:00 a.m.**

I. Call to Order

Karen Gautreaux – CAGCD Administrative Committee Chairman

Chairman Gautreaux was not present when the meeting started. Mr. Daniel took her place at and called the meeting to order.

II. Roll Call

Gary Beard – CAGCD Executive Director

MEMBERS PRESENT: William Daniel, Lane Ewing, Jonathan Leo, Angela Machen, Camille Manning-Broome, Matt Reonas, Cyril Vetter.

III. Establishment of a Quorum

Karen Gautreaux – CAGCD Administrative Committee Chairman

Mr. Daniel declared a quorum with 7 members present.

IV. Invocation

Gary Beard – CAGCD Executive Director

V. Pledge of Allegiance

Gary Beard – CAGCD Executive Director

VI. Recognition of Guests

Karen Gautreaux – CAGCD Administrative Committee Chairman

Mr. Daniel recognized the guests present.

- Kathy Wascom – LEAN
- Roy Waguespack – Owen and White
- Catherine Crawford – Boles Law Firm
- Murphy Foster – BSWLLP
- Tara Wicker – W Consulting Group

VII. Amendments to the Agenda

Karen Gautreaux – CAGCD Administrative Committee Chairman

Mr. Daniel suggested an amendment to the agenda. Move Item listed as Modification to the Bylaws to A and the item listed as Update on Litigation to B. There was no objection. The order of the agenda was changed.

VIII. Approval of Minutes – June 16, 2022 – (action required)

Karen Gautreaux – CAGCD Administrative Committee Chairman

Mr. Daniel asked for a motion to approve the minutes of the June 16, 2022 Administrative Committee meeting.

Motion by Ms. Manning-Broome and second by Mr. Leo to accept the minutes as presented. No public comment. Motion passed unanimously.

IX. Executive Director's Report

Gary Beard - CAGCD Executive Director

A. Modification to By-Laws – (action required)

- a. Mr. Beard opened a discussion of consolidation of rules of order, by laws and communications protocols. He suggested to discuss page by page in this meeting and approve at the next meeting after digesting it.

Chairman Gautreaux arrived at the meeting. She was added to the members present making it 8 members for the quorum. Mr. Daniel informed the Committee he was turning over the gavel to Chairman Gautreaux.

- b. The Committee commented and made suggestions. They will review the edited version and then send to the full board for approval. Some of the items discussed included:
 - i. Commission and District are separate.
 - ii. *Quorum* definition shall following state law, majority means majority of the total membership not just those seats that are filled at the time
 - iii. Decorous language – Motion to Censure added.
 - iv. Public comment – added language to clarify public comment opportunity at each action item prior to vote.
 - v. Motion to censure – needs more specific and detailed articulation of conduct considered for motion to censure.
 - vi. Conflicts of interest provisions – Mr. Leo agreed to provide the draft language.
 - vii. Masculine to masculine/feminine throughout the document.

B. Update on litigation (Executive Session)

Mr. Beard asked if there were any objections to entering into Executive Session. With no objections the committee entered Executive Session. By unanimous vote the committee reconvened to regular session.

X. Chairman's Report

Karen Gautreaux – CAGCD Administrative Committee Chairman – none.

XI. Member Agenda Items

Karen Gautreaux – CAGCD Administrative Committee Chairman – none.

XII. Old Business

Karen Gautreaux – CAGCD Administrative Committee Chairman – none.

XIII. New Business

Karen Gautreaux – CAGCD Administrative Committee Chairman – none.

XIV. Commissioner Comments

Karen Gautreaux – CAGCD Administrative Committee Chairman – none.

XV. Announcements

Karen Gautreaux – CAGCD Administrative Committee Chairman – none.

XVI. Public Comment (Non-agenda items only)

Karen Gautreaux – CAGCD Administrative Committee Chairman – none.

XVII. Adjournment

Karen Gautreaux – CAGCD Administrative Committee Chairman- **(action required)**

Motion by Mr. Daniel and second by Ms. Manning Broome to adjourn the meeting. Motion passed.



A handwritten signature in black ink, appearing to read "Gary J. Beard", is written over a horizontal line. The signature is cursive and extends to the right of the line.

Gary J. Beard, Executive Director