**Administrative Committee Meeting Minutes**

**Capital Area Groundwater Conservation District**

**CAGCD Office, 3074 Westfork Drive, Baton Rouge, LA 70816**

**June 8, 2023**

1. **Call to Order**

Patrick Hobbins – Capital Area Groundwater Conservation District (CAGCD) Administrative Committee Chairman

1. **Roll Call**

Gary Beard – CAGCD Executive Director

Members present: Mr. Dawson, Mr. Vetter, Mr. Reonas, Ms. Gautreaux and

Mr. Hobbins.

Members absent: Mr. Ewing, Mr. Leo, Ms. Machen and Ms. Manning-Broome.

1. **Establishment of a Quorum**

Patrick Hobbins – CAGCD Administrative Committee Chairman

Quorum declared with 5 members present.

1. **Invocation**

Gary Beard – CAGCD Executive Director

1. **Pledge of Allegiance**

Gary Beard – CAGCD Executive Director

1. **Recognition of Guests**

Patrick Hobbins – CAGCD Administrative Committee Chairman

Guest present: Catherine Crawford- Boles Law Firm

1. **Amendments to the Agenda**

Patrick Hobbins – CAGCD Administrative Committee Chairman

None.

1. **Approval of Minutes of Previous Meeting – 2/16/23 (action required)**

Patrick Hobbins – CAGCD Administrative Committee Chair

Motion by Ms. Gautreaux and second by Mr. Reonas to approve the February 16, 2023, minutes. Motion passed.

1. **Executive Director’s Report**

Gary Beard – CAGCD Executive Director

* 1. FY 2023-2024 Budget **(action required)**

Mr. Beard presented the FY 23-24 budget to the Administrative Committee.

Personnel expenses, rate structure, and permitting fees were approved by the Executive Committee. The permitting fee is the max allowed by law, which will not completely cover the associated costs of the new permitting process but will help to offset them. There will be no more parish CEA’s. Instead of charging the parishes for ongoing monitoring, we will be using the fees paid by the water systems in the various parishes. Existing monitoring wells and new wells will be utilized to monitor water quality with new equipment. $567,000 in reserve funds will be transferred to cover the required match for Capital Outlay and to cover the legal fees incurred due to the lawsuit. Mr. Beard walked through all three categories discussing rational and plans for expenditures.

Mr. Beard discussed plans to apply for future state and federal grants available for the District.

The anonymous complaint to the Legislative Auditor’s Office was discussed. Mr. Beard stated that he has no concerns because of the current accounting consultant, Attracct Accounting Solutions, and auditor, Postlethwaite & Netterville, utilized by the District.

A discussion of developing a government relations strategy that incorporates several line items in the budget was discussed by the Committee.

Mr. Vetter, Mr. Beard and Mr. Reonas discussed jurisdictional constraints of the District and processes for registration of water wells with LDNR.

Motion by Mr. Dawson and second by Mr. Vetter to approve the FY 23-24 budget as presented. Roll Call: Mr. Dawson – Yes, Mr. Vetter – Yes, Mr. Reonas – Yes, Ms. Gautreaux – Yes, Mr. Hobbins – Yes. No opposition. Motion passed.

1. **Chairman’s Report**

Patrick Hobbins – CAGCD Administrative Committee Chairman

None.

1. **Member Agenda Items**

Patrick Hobbins – CAGCD Administrative Committee Chairman

None.

1. **Old Business**

Patrick Hobbins – CAGCD Administrative Committee Chairman

Mr. Reonas brought up finalizing the evaluation process for the Executive Director, which was discussed at the previous Committee meeting. Mr. Beard said his work was reviewed by the Executive Committee and that he did the review for Ms. McNamara and reported back to the Board. The Committee agreed to look over the draft of the new Evaluation form and meet later to approve it.

1. **New Business**

Patrick Hobbins – CAGCD Administrative Committee Chairman

None.

1. **Commissioner Comments**

Patrick Hobbins – CAGCD Administrative Committee Chairman

Mr. Reonas thanked Chairman Hobbins for his hard work and efforts regarding the West Baton Rouge Parish Council and the litigation. The rest of the Committee, Mr. Beard, and the staff also expressed their gratitude.

1. **Announcements**

Patrick Hobbins – CAGCD Administrative Committee Chairman

None.

1. **Public Comment (Non-action items only)**

Patrick Hobbins – CAGCD Administrative Committee Chairman

None.

1. **Adjournment – (action required)**

Patrick Hobbins – CAGCD Administrative Committee Chairman

Motion by Ms. Gautreaux and second by Mr. Dawson to adjourn the meeting. Motion passed.