DRAFT

**REGULAR MEETING**

**September 6, 2023**

 The Board of Commissioners for the Lafourche Basin Levee District met this day in regular session at its official domicile at 21380 Highway 20 in Vacherie, Louisiana. The public was invited to attend via Teleconference and at the LBLD office. The meeting was called to order by its President, Eric Matherne, at 6:00 P.M.

 The meeting opened with a prayer and the pledge of allegiance to the flag.

Present: Commissioners… Craig Carter, Assumption Parish; President Eric Matherne, St. Charles Parish; Arthur Bosworth IV, St. James Parish; Gary Watson, St. John the Baptist Parish; Marlin Rogers, St. Charles Parish; James P. Jasmin, St. James Parish; Russell Loupe, St. Charles Parish; Jeffery Henry, Ascension Parish were present. Larry Sorapuru, St. John the Baptist Parish and Kevin Hebert, St. Charles Parish were absent.

 A quorum was present to conduct business.

Messrs. Spencer Long, Attorney; Donald Ray Henry, Executive Director; Ms. Melanie Broden, Accounting Specialist, Ms. Astrea Jupiter, Administrative Assistant, Mrs. Yolanda Brown, Administrative Assistant and Ms. Latasha Pelle, Administrative Assistant, were present.

 Commissioner Craig Carter made the motion to adopt the agenda. The motion was seconded by Commissioner Arthur J. Bosworth, IV. President Matherne called for a vote. The motion passed.

 There were no public comments on the agenda items.

 On motion of Commissioner Arthur J. Bosworth, IV, seconded by Vice-President Jeffery Henry, the minutes of the Regular Meeting of August 2, 2023 be accepted and filed in the minutes of the Board. President Matherne called for a vote. The motion passed.

 On motion of Commissioner James P. Jasmin, seconded by Commissioner Arthur J. Bosworth, IV, the minutes of the Special Call Meeting of August 7, 2023 be accepted and filed in the minutes of the Board. President Matherne called for a vote. The motion passed.

 On motion of Commissioner Craig Carter, seconded by Commissioner Arthur J. Bosworth, IV, the following cash available for distribution of the month of August 31, 2023 be accepted and filed in the minutes of the Board.

**FIRST AMERICAN BANK:**

 **Checking account balance July 2023 $ 335,876.95**

 **Deposits/Transfer In – Aug.**

**Revenues/Refund 168,705.76**

 **Interest on Checking 31.86**

 **Funds transferred in**  **650,000.00 Operating Expenses/Other 1,035,354.27**

 **Funds transferred out 0.00**

 **TOTAL ACCOUNT BALANCE AUGUST 31, 2023 $ 119,260.30**

**LAMP**

 **Account balance – July 3,265,377.59**

 **Funds transferred in 0.00**

 **Funds transferred out 650,000.00**

 **Interest Income Earned 12,279.87**

 **TOTAL ENDING BALANCE AUGUST 31, 2023 $ 2,627,657.46**

**INVESTMENTS: BNY**

 **Discount Notes/T-Bills/Bonds 5,051,422.92**

**TOTAL CASH & INVESTMENTS AS OF AUGUST 31, 2023 $ 7,798,340.68**

 No public comments were made. President Matherne called for a vote. The motion passed.

 On motion of Commissioner Craig Carter, seconded by Commissioner Gary Watson, the following resolution was proposed and approved.

BE IT RESOLVED, that the Board of Commissioners authorize James P. Jasmin, President of the Board of Commissioners, effective September 1, 2023 in addition to Vice-President Arthur J. Bosworth and Executive Director Donald Ray Henry are hereby authorized to sign all checks, vouchers, money transfers at First American Bank and other required documents, be granted.

President Matherne called for a vote. The motion passed.

Former President Eric Matherne exchanged the gavel to newly elected President, James P. Jasmin. President Jasmin thanked the Board for their support for the presidency.

 On motion of Commissioner Craig Carter, seconded by Commissioner Arthur J. Bosworth, IV, the following resolution was proposed and approved.

BE IT RESOLVED, that the Board of Commissioners approve the Annual Operation Budget of the Lafourche Basin Levee District for January 1, 2024 to December 31, 2024.

**LAFOURCHE BASIN LEVEE DISTRICT**

**BUDGET CALENDAR YEAR ENDING 2024**

**REVENUES BUDGET**

**Local Sources 2024**

**Ad Valorem Taxes-Current Year**

 **Ascension 431,000**

 **Assumption 76,000**

 **Lafourche 122,000**

 **St. Charles 3,346,000**

 **St. James 1,139,000**

 **St. John the Baptist** **39,500**

**TOTAL $ 5,153,500**

**Interest on Taxes**

 **Payment in Lieu of Taxes 45,000**

 **TOTAL $ 5,198,500**

**Licenses and Permits**

 **Levee Permits 35,000**

 **TOTAL $ 35,000**

**Use of money and property**

 **Interest Earned-Investments**

 **LAMP 237,130**

**Treasury Bills 34,096**

 **Checking Account Interest 300**

 **Royalties 19,000**

 **Royalties-South Lafourche 0**

 **Miscellaneous 0**

 **TOTAL $ 290,526**

**Refund of Expenditures**

 **Refund-St. Charles Parish 2,000,000**

 **Refunds-CPRA 3,500,000**

 **Refund-State of LA 0**

 **TOTAL $ 5,500,000**

 **TOTAL LOCAL SOURCES $ 11,024,026**

**STATE SOURCES**

**Intergovernmental Revenue**

 **State Revenue Sharing**

 **Ascension 9,200**

 **St. Charles 52,000**

 **St. James 16,000**

 **St. John 4,000**

 **TOTAL STATE SOURCES $ 81,200**

**FEDERAL SOURCES**

 **FEMA (Fed. Emerg. Man. Agency) 0**

 **TOTAL FEDERAL SOURCES $ 0**

 **TOTAL OERATING REVENUES $ 11,105,226**

**EXECUTIVE**

**Personal Services**

 **Salaries and Wages**

 **President’s Salary 12,000**

 **Executive Secretary Salary 6,000**

 **Commissioners’ Per Diem 42,390**

 **TOTAL $ 60,390**

**Employee Benefits**

 **Social Security 3,744**

 **Medicare 876**

 **TOTAL $ 4,620**

 **TOTAL PERSONAL SERVICES $ 65,010**

**OPERATING SERVICES**

**Advertisements, Dues, Subscriptions**

 **Membership Dues 24,000**

 **TOTAL OPERATING SERVICES $ 24,000**

**TRAVEL AND OTHER CHARGES**

 **Travel**

 **President’s Expenses 4,000**

 **Commissioners’ Mileage 11,000**

 **Executive Secretary’s Expense**

 **Conventions, Seminars, Workshops**

 **In-State 36,000**

 **Out-of-State 22,000**

 **TOTAL TRAVEL/OTHER CHARGES $ 73,000**

 **TOTAL EXECUTIVE $ 162,010**

**ADMINISTRATIVE**

**Personal Services**

 **Salaries and Wages**

 **Administrative Salaries**

 **Regular 392,050**

 **Overtime 10,000**

 **TOTAL $ 402,050**

**Employee Benefits**

 **Social Security 24,927**

 **Retirement Contributions 80,410**

 **Group Insurance 105,695**

 **Medicare 5,830**

 **Group Ins. – Surviving Spouse 1,512**

 **Group Insurance-Retires 27,287**

 **TOTAL $ 245,661**

 **TOTAL PERSONAL SERVICES $ 647,711**

**Operating Services**

 **Advertisements, Dues, Subscriptions**

 **Legal Publication 10,000**

 **Subscriptions 1,200**

 **Membership Dues 3,600**

 **Advertisements 1,200**

 **TOTAL $ 16,000**

 **Computer System Expense**

 **Training 1,800**

 **Maintenance & Upgrade 6,500**

 **License Fee 14,000**

 **Software Support 0**

 **TOTAL $ 22,300**

**Communications**

 **Postage 500**

 **Telephone & Upgrade 24,000**

 **Radio Communications 0**

 **TOTAL $ 24,500**

**Rentals**

 **Rental of Equipment 1,000**

 **Uniform Rental 0**

 **TOTAL $ 1,000**

**Property & Equip Repairs/Outside Agent**

 **Building 7,000**

 **Office Machines and Equipment 2,000**

 **TOTAL $ 9,000**

**Maintenance Service-Contractual**

 **Pest Control 300**

 **Janitorial 3,000**

 **Office Machines and Equipment 5,000**

 **TOTAL $ 8,300**

 **Professional Services**

 **Annual Physical & Drug Screening 4,500**

 **Investment Advisor 10,000**

 **Board Attorney 50,000**

 **Accounting Services 40,000**

 **Audit Cost 10,000**

 **External Attorneys 15,000**

 **External Attorneys 8,000**

 **Public Relations 5,000**

 **Website 2,800**

 **TOTAL $ 145,300**

 **General Insurance**

 **Automobile Policy 11,000**

 **Public Official Bond 500**

 **Workmen’s Compensation 27,000**

 **Unemployment 1,000**

 **Fiduciary Liability/Identity Fraud 2,200**

 **Cyber Liability 4,000**

 **TOTAL $ 45,700**

 **TOTAL OPERATING SERVICES $ 272,100**

**MATERIAL AND SUPPLIES
 Office Supplies 22,000**

 **TOTAL $ 22,000**

 **Operating Supplies**

 **Medical & Drugs 100**

 **Materials & Supplies 700**

 **Vehicle Supplies (Gas, Oil) 2,500**

 **Janitorial Supplies 400**

 **TOTAL $ 3,700**

**Miscellaneous 5,000**

 **TOTAL $ 5,000**

 **TOTAL MATERIAL AND SUPPLIES $ 30,700**

**TRAVEL AND OTHER CHARGES**

 **Conventions, Seminars, Workshops**

 **In-State Expenses 35,000**

 **Out-of-State Expenses 10,000**

 **Permit Cost 500**

 **Investment Security Fees 6,000**

 **Unrealized Loss-Investments 0**

 **Miscellaneous 300**

 **TOTAL TRAVEL/OTHER CHARGES $ 51,800**

**CAPITAL OUTLAY**

**Acquisitions for Office**

 **Office Equipment 41,000**

 **Office Furniture 25,000**

 **Office Furniture 60,000**

 **Expedition/Carryall 0**

 **TOTAL CAPITAL OUTLAY $ 126,000**

**INTERGOVERNMENTAL**

 **State Government**

 **Civil Service 10,000**

 **TOTAL $ 10,000**

**Deduction for Pensions**

 **Ascension 17,240**

 **Assumption 3,040**

 **St. Charles 133,840**

 **St. James 45,560**

 **St. John the Baptist 1,580**

 **TOTAL $ 201,260**

 **Parish Government**

 **Parish Government 1,000**

 **TOTAL $ 1,000**

 **TOTAL INTERGOVERNMENTAL $ 212,260**

 **TOTAL ADMINISTRATIVE $ 1,340,571**

**LEVEE MAINTENANCE**

**Personal Services**

 **Salaries and Wages**

 **Maintenance Salaries**

 **Regular 1,408,610**

 **Overtime 80,000**

 **TOTAL $ 1,488,610**

 **Employee Benefits**

 **Social Security 92,294**

 **Retirement Contributions 297,722**

 **Group Insurance 468,079**

 **Medicare 21,585**

 **Group Ins – Surviving Spouse 9,762**

 **Group Insurance – Retires 46,205**

 **TOTAL $ 935,648**

 **TOTAL PERSONAL SERVICES $ 2,424,257**

**OPERATING SERVICES**

 **Advertisements, dues, Subscriptions**

 **Membership Dues 1,500**

 **Advertisements 1,500**

 **TOTAL $ 3,000**

 **Utilities**

 **Electricity 20,000**

 **Gas 1,000**

 **Water 600**

 **Garbage 150**

 **TOTAL $ 21,750**

 **Communications**

 **Telephone 5,000**

 **Radio 0**

 **TOTAL $ 5,000**

 **Rental**

 **Equipment 2,000**

 **Uniform Rental 36,000**

 **$ 38,000**

**Property & Equip Repairs/Outside Agent**

 **Buildings 0**

 **Vehicles 10,000**

 **Equipment and Machinery 20,000**

 **Boat and Motor 2,000**

 **Damage – Personal Property 1,000**

 **TOTAL $ 33,000**

 **Maintenance Service-Contractual**

 **Pest Control 800**

 **Janitorial 3,800**

 **Auction Software Services 300**

 **Furniture & Fixtures 5,000**

 **TOTAL $ 9,900**

 **Professional Services**

 **Research/Surveys 25,000**

 **Annual Physical & Drug Screening 13,000**

 **TOTAL $ 38,000**

 **General Insurance**

 **Automobile Policy 125,000**

 **Buildings/Contents 14,000**

 **Mobile Equipment Floater 32,000**

 **General Liability 95,000**

 **Marine - Hull P & I 17,000**

 **Workmen’s Compensation 80,000**

 **Pollution Liability 26,500**

 **Vessel Pollution Liability 2,800**

 **Terrorism 1,800**

 **Flood Insurance 3,700**

 **TOTAL $ 397,800**

 **TOTAL OPERATING SERVICES $ 546,450**

**MATERIALS AND SUPPLIES**

**Operating Supplies**

 **Shop Supplies 12,000**

 **TOTAL $ 12,000**

 **Equipment Supplies**

 **Gasoline 24,000**

 **Lubricants 30,000**

 **Diesel Fuel 225,000**

 **Tires 20,000**

 **Tubes 400**

 **Batteries 3,200**

 **Janitorial 24,000**

 **Miscellaneous 10,000**

 **TOTAL $ 336,600**

 **Materials**

 **Levee Materials**

 **Limestone 50,000**

 **Sand 50,000**

 **Dirt 50,000**

 **Rock 3,000**

 **Culverts & Concrete 2,000**

 **Equipment & Vehicle Parts 100,000**

 **Chemicals 2,750**

 **Miscellaneous 1,000**

 **Workmen’s Tools 2,500**

 **TOTAL $ 261,250**

**Safety Program**

 **Equipment 12,000**

 **Supplies 2,000**

 **TOTAL $ 14,000**

**Contingencies and Emergencies**

 **Emergencies/Contingencies 6,000**

 **Flood Fight Contingency 2,000**

 **TOTAL $ 8,000**

 **TOTAL MATERIALS AND SUPPLIES $ 631,850**

**TRAVEL AND OTHER CHARGES**

**Conventions, Seminars, Workshops**

 **In-State 2,000**

 **Out-of-State 1,000**

 **Escort Fees 2,000**

 **Miscellaneous 2,000**

 **TOTAL TRAVEL/OTHER CHARGES $ 7,000**

**CAPITAL OUTLAY**

 **Building Improvements 0**

 **TOTAL $ 0**

**Acquisition of Vehicles**

**Pickup Trucks 85,000**

 **TOTAL $ 85,000**

 **Acquisition of Heavy Equipment**

 **Rotary Mowers 60,000**

 **Tractors 220,000**

 **Finishing Mower 18,000**

 **Weed Sprayer 4,000**

 **Utility Vehicle 24,000**

 **Dump Truck 0**

 **Skid Loader 80,000**

 **TOTAL $ 406,000**

**Acquisition of Other Equipment**

 **Power Chain Saws 600**

 **Weed Trimmers 750**

 **Back Pack Blower 600**

 **Riding Mower-61” Turf Tiger 0**

 **Tire Changer 0**

 **TOTAL $ 1,950**

 **TOTAL CAPITAL OUTLAY $ 492,950**

 **TOTAL LEVEE MAINTENANCE $ 4,102,507**

**LEVEE PROJECTS**

 **Materials**

 **Expropriation of Property 0**

 **Lubricants 0**

 **Diesel 0**

 **Parts 0**

 **Supplies 0**

 **Materials** **5,690,088**

 **TOTAL $ 5,690,088**

**Operating Services**

 **Project Engineers Reimbursed 0**

 **Project Engineer Surveying 1,470,500**

 **Rainfall Study**  **0**

 **TOTAL $ 1,471,500**

 **TOTAL LEVEE PROJECTS $ 7,160,588**

 **TOTAL OPERATING EXPENDITURES $ 12,765,676**

**ESTIMATED EXCESS OPERATING**

 **REVENUE/ (DEFICIT) OVER**

 **OPERATING EXPENDITURES $(1,660,451)**

**NON-OPERATING INCOME/DISBURSEMENTS**

**OTHER DISBURSMENTS**

**Transfers**

**Transfers to Other Funds**

 **Lafourche Basin Levee District**

 **Upper Barataria Project Invoices 0**

 **UBP-Ad Valorem Tax (.97 mils) 1,198,000**

 **Sunset Drainage Levee District 0**

 **TOTAL OTHER DISBURSEMENTS $ 1,198,000**

**ESTIMATED SURPLUS/DEFICIT**

**AT DECEMBER 31 $(2,858,451)**

**ESTIMATED FUND BALANCE**

 **At December 31, 2023 7,311,115**

**ESTIMATED FUND BALANCE**

 **At December 31, 2024**

 **TOTAL** **$ 4,452,665**

**LAFOURCHE BASIN LEVEE DISTRICT**

**PROJECT DETAILS**

**Bayou Des Allemands Flood Gate**

 **Expenses**

 **Engineering 970,500**

 **Construction Cost**  **0**

 **Net Expenditures to LBLD** **$ 970,500**

**Sunset Levee Lift – St. Charles Parish**

 **Expenses $ 5,500,000**

 **Reimbursement**

 **CPRA (3,500,000)**

 **St. Charles Parish (2,000,000)**

 **Net Expenditures to LBLD $ 0**

**Ama Levee Enlargement**

 **Expenses**

 **Materials $ 190,088**

 **Net Expenditures to LBLD $ 190,088**

**Total Project Expenditures $ 1,160,588**

Commissioner Marlin Rogers asked if this version of the budget includes what was discussed on the Zoom meeting. Mr. Donald Henry informed him that yes it was.

President Jasmin called for a roll call vote. Roll call vote thereon as follows:

YEAS:

* Arthur Bosworth IV
* Russell Loupe
* Gary Watson
* Jeffery Henry
* Craig Carter
* James P. Jasmin
* Marlin Rogers
* Eric Matherne

NAYS: None

ABSENT:

* Larry Sorapuru
* Kevin Hebert

ABSTAINED: None

By a roll call vote of 8 yeas, 0 nay, 2 absent and 0 abstained. The motion passed.

On motion of Commissioner Jeffery Henry, seconded by Commissioner Arthur J. Bosworth, IV, the following resolution was proposed and approved.

BE IT RESOLVED, that the Board of Commissioners approve the purchase of a new 2023 John Deere 5120m 4x4 tractor with extended warranty in the amount of $87,471.00, under state contract.

President Jasmin called for a roll call vote. Roll call vote thereon as follows:

YEAS:

* Arthur Bosworth IV
* Russell Loupe
* Gary Watson
* Jeffery Henry
* Craig Carter
* James P. Jasmin
* Marlin Rogers
* Eric Matherne

NAYS: None

ABSENT:

* Larry Sorapuru
* Kevin Hebert

ABSTAINED: None

By a roll call vote of 8 yeas, 0 nay, 2 absent and 0 abstained. The motion passed.

Mr. Donald Henry informed the Board that he appreciated Mr. Stokka Brown for showing up at the meeting last minute due to last minute issues. Mr. Brown’s family had car issues. He informed the Board that his wife and kids are safe.

 Mr. Joseph Christopher, CSRS, Inc., gave the highlights on the Upper Barataria Project.

**Segment 2 Sunset Levee Rebid**

**Progress Update**

* **CPRA approved bid package of the Segment 2 Project**
* **Segment 2 – Project Advertisement has begun**
* **Civix continued Chevron Wagner Rd access agreement coordination**

**Next Steps**

* **GIS to administrate bid advertisement and address RFI requests**
* **Civix finalize extension of Wagner Rd access agreement**
* **Bid evaluation, selection of low bidder and approval by LBLD, SCP, and CPRA**

**Schedule (assumes Bid Opening of 10/3/2023)**

* **45 days from Bid Opening to Award Contract 11/17/2023**
* **Less than 60 days from Contract Award to Contract Execution 1/16/2024**
* **Less than 30 days from Contract Execution to Notice to Proceed 2/15/2024**

**Segment 3 – Floodgate**

**Progress Update**

* **FTN provided H&H model preliminary results to LBLD and CPRA on September 6.**
	+ **65% design assumed 9.0 feet of reverse head (based on Hurricane Ida at HNC)**
	+ **Preliminary results estimate reverse head of 8.2 feet**
* **BKI working on MEP 65% Design**
* **GIS executed 100% Structural Design Contract**

**Next Steps**

* **Complete H&H modeling to inform Structural 95% and MEP 65% Designs**
	+ **Reverse Head design elevations**
	+ **Wave design loads**
	+ **Induced flooding evaluation**
* **BKI complete MEP 65% Design**
* **CPRA to review Structural 65% Design comment responses**
* **Structural 95% Design kickoff workshop to address critical 65% design comments**

**Segment 4 – Floodgate to Hwy 90**

**Progress Update**

* **Continued progress of Alternatives Analysis**
	+ **Revisions to BKI H&H model for existing and proposed conditions**

**Next Steps**

* **Finalize model setup**
* **Complete alternatives analysis**
* **Provide CPRA results and identify path forward**

**UBRR USACE Status Update**

**Progress Update**

* **Currently working on 10% Design (H&H Model, Geotechnical Exploration, Cultural Phase 1 Investigation, Topo-Bathy Survey)**

**Next Steps**

* **Completion of the above tasks**
* **Begin Risk Assessment and Value Engineering Study**
* **Begin 35% Design (~September 2023)**

**Schedule**

* **10% Design – Jan 2024**
* **35% Design – May 2024**
* **65% Design – Dec 2024**
* **95% Design – Jul 2025**
* **100% Design – Sep 2025**

Mr. Domoine Rutledge, CSRS, did an update on the master plan.

**STRATEGIC PLANNING PROGRESS**

**REVIEW**

**Through the Strategic Master Plan, LBLD will position itself as a regional leader, allowing LBLD to meet and take advantage of new opportunities and anticipate and plan for emerging challenges.**

**Task 1: Stakeholder Workshops to define vision and context of LBLD**

* 1. **Internal Stakeholder Workshop to identify and prioritize key objectives and mission of the LBLD. Completed 2021.**
	2. **External Stakeholder Workshops to understand Local and Regional context**

**Task 2: Strategic Planning and Comprehensive Visioning**

* 1. **Strategic Planning: Reviewing relevant plans, data, historical documents, and other files to frame Plan content.**
	2. **Comprehensive Visioning: Based on stakeholder input and the strategic planning detailed above, a gap analysis will be created to prioritize future initiatives.**
	3. **Comparison Exercise: CSRS will evaluate revenue best practices from similar entities and provide a matrix comparison report and recommendations.**

**STATUS UPDATE**

**External Stakeholder Status update:**

* + **Met with St. Charles Parish July 26th**
	+ **St. James Parish scheduled for September 13th**
	+ **Still working on scheduling meetings for Assumption, Ascension, St John the Baptist**

**Strategic Planning and Comprehensive Visioning Status update:**

* + **Gather all relevant plans, data, and historical documents – underway, will finalize following external engagement**
	+ **Continue to build out prototype for public facing website – underway, draft expected October 2023**
	+ **Create a draft framework for project prioritization – draft in development; expected completion following external stakeholder meetings**

**Next Steps:**

* + **Finish initial external stakeholder engagement – goal Summer 2023; anticipated Fall 2023 (due to scheduling w/ elected officials)**
	+ **Inventory all projects and associated costs – anticipated Fall/Winter 2023**
	+ **Comparison exercise – anticipated Fall 2023**
	+ **Draft plan content development – anticipated Winter 2023**

Mr. Donald Henry asked the engineering team if there is a meeting plan set up to talk to the rest of the engineering team to discuss the Zoom meeting discussing FTN. Mr. Brown informed the Board that they will meet with LBLD first, then they plan to meet with CPRA to make sure there are no hiccups and then they will get with the engineering team. Commissioner Eric Matherne asked if the New Orleans Corps or the St. Paul Corps office will be doing the work. Mr. Brown stated that both offices will be doing the work. Mr. Donald Henry wanted to make sure the Board was aware of all the work Mr. Stokka Brown and Mr. Joseph Christopher are doing behind the scene from all the questions being asked and relayed.

Commissioner Craig Carter made a motion to adjourn and Commissioner Russell Loupe seconded his motion.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 PRESIDENT

09/11/2023