**MINUTES OF JANUARY 15, 2019 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, Steve Cagle, Cary Brown, and Jake Halley. Terri Towns and Guy Fortenberry were absent. Also present were Ron Riley, Neal DeForest, Bill Carter, Robert Lemoine, Jon McKinney, Robert Royal and Sam Hodge.
2. Invocation/Pledge of Allegiance – Cary Brown led the invocation and Steve Cagle 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 Cary Brown to amend the Agenda to discuss grant maintenance and approve the January 2019 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 November 2018 meeting. The motion passed unanimously.

F. Financial Reports/Budget/Audit:

1. Approve November and December 2018 Bank Account Summary – Motion was made by Cary Brown and seconded by Jake Halley to approve the November and December 2018 Bank Account Summary. The motion passed unanimously.
2. Approve November and December 2018 Bank Statement Reconciliation – Motion was made by Cary Brown and seconded by Jake Halley to approve the November and December 2018 Bank Statement Reconciliation. The motion passed unanimously.
3. Approve November and December 2018 Financial Report – Motion was made by Cary Brown and seconded by Jake Halley to approve the November and December 2018 Financial Report. The motion passed unanimously.

G. Old and New Business:

1. Channel Markers Project – Ron Riley indicated that the President signed the construction contract. He said that he is going to meet with the contractor Thursday to talk about the job and issue a notice to proceed before Tuesday, January 22, 2019. He indicated that the project has been assumed by Neal DeForest and Mr. Riley has submitted his invoice to date. Bill Carter stated that Neal DeForest reviewed the invoice, found it in compliance with the contract and recommended that the invoice be approved. Motion was made by Jake Halley and seconded by Steve Cagle to make a payment to Riley Company of La., Inc. in the amount of $10,793.25. The motion passed unanimously.

Trotter Hunt asked Ron Riley if after the contract award meeting on Thursday, if there would be more information about scheduling. Ron Riley said the contract was signed and he has the bond so he will record the contract and bonds tomorrow. He also indicated that the contractor has to order materials, get his piles, channel marker signs, etc.

Ron Riley also said that the President signed a contract reducing the engineering fees. He stated FEMA does not want the inspector to work for the engineer so he took that out of the contract. Mr. Riley indicated that Steve Cagle knows an inspector and the District will pay him directly. Bill Carter stated that a contract would be drafted with the inspector outlining his responsibilities and an hourly rate to pay him. Motion was made by Steve Cagle and seconded by Cary Brown to authorize the President to enter into contract with the inspector to inspect the work of the channel marker project. The motion passed unanimously.

1. Spillway Beach Area Improvements Project – Neal DeForest stated that he is not finished with plans for Phase II of the project. He plans to have them approved at the next meeting and ready to send out for bids. He said he hopes to have the project awarded and finished by Memorial Day.
2. Proposed Joint Revised Lake Regulations – Steve Cagle said that he sent an email to Jimmy Aetherton and Mr. Aetherton did not respond to that email. Mr. Cagle said that he would follow up with a telephone call.
3. Sediment Erosion Near Mann Road/D’Arbonne Bluffs Subdivision – A motion was made by Cary Brown and seconded by Steve Cagle to enter into executive session to discuss potential litigation involving the developers of D’Arbonne Bluffs Subdivision and the sediment erosion occurring in that area. The motion passed unanimously.

***[Entered Executive Session]***

Motion was made by Cary Brown and seconded by Jake Halley to conclude the executive session and move into regular session. The motion passed unanimously.

Motion was made by Cary Brown and seconded by Jake Halley to authorize the District’s attorney, Bill Carter, to make contact with the developers of the D’Arbonne Bluffs Subdivision concerning the erosion and the potential mediation efforts taken by the developers. The motion passed unanimously.

1. Claiborne Electric Disaster Planning – Bill Carter said he would contact Claiborne Electric in reference to drafting an Agreement.
2. Bookkeeping & Financial Items – Trotter Hunt said that Jessica Hollingsworth has taken over all of the bookkeeping matters and will lead in the audit. Mr. Hunt also said that there have been discussions about changing some of the procedures for banking. Jake Halley said that he is in the process of getting Mrs. Hollingsworth set up with online banking and that in the future discussions will should be had about signing checks.
3. Tainter Gate Opening and Closing Plan – Steve Cagle said that the District began using the tainter gates in November of 2015. He indicated that a wider variation had to be used and he suggested modifying the plan to help the residents that live upstream to ensure that the water is always going downward before the gate is shut. Mr. Cagle indicated that the DOTD is running the plan just as it was planned, but people are building more structures around the lake and he suggested getting more water out because of this. Mr. Cagle said that the gate should be opened when it reaches 82’ instead of 82.25’ as it has been. He said that closing the gates at 80.75’ would get all of the water from the upstream areas to the lake before the gates shut. The current level for closing is 81.50’.

Bill Carter stated that typically the floods are later in the spring, but this year there was one in January which is very unusual. He said that there are a few things to remember. The tainter gate is owned, operated and maintained by the DOTD, not the Lake Commission, but the Lake Commission does have a gate opening and closing agreement with the DOTD. He said that the tainter gate ultimately belongs to the DOTD and they are the ones who have the final call. Mr. Carter said that there were hydraulic studies to try to find parameters on how to operate the gate. He also said that the current plan entered into by DOTD and the Lake Commission was done in 2015. However, he stated that there are many variables in each flood event that have to be taken into consideration and no event is the same. He said they are learning each time and getting better each time. Mr. Carter said that Jeff Shapiro is the engineer in Ruston DOTD office and he told Mr. Carter that when inclement weather appears he immediately starts to plan before the rain begins. Mr. Carter also mentioned that Wildlife and Fisheries prefers to keep the water level up (above 80’) in the spring because it is better for the fisheries. Mr. Carter said that he spoke to Jeff Shapiro and he is aware of the recommended changes and agrees with them. Mr. Shapiro indicated that he would talk to Marshall Hill, but Mr. Carter has not heard back from him.

Motion was made by Steve Cagle and seconded by Cary Brown to approve the changes made to the plan conditioned upon approval by Marshall Hill with DOTD. The motion passed unanimously.

1. Commission Engineer and Attorney Contract Approval ­– Trotter Hunt passed out the Engineer and Attorney contracts for review. Bill Carter stated this is a requirement for the audit. Trotter Hunt commented that this will get the commission in line with the policies and procedures.

Motion was made by Steve Cagle and seconded by Jake Halley to approve the contracts for Commission Engineer and Attorney. The motion passed unanimously.

1. 2019 Budget – Trotter Hunt stated that the Commission needs to adopt the 2019 budget and revise the 2018 budget. Bill Carter agreed and said that the 2018 budget needs to reflect the actual revenues and disbursements. He suggested having both of those prepared for the February meeting.
2. Select the Date, Time, and Place of 2019 Regular Meetings – Trotter Hunt said that the Commission meetings have been held on the third Tuesday of every month, excluding December, at 6:30 pm at the Courthouse Annex. Mr. Hunt suggested keeping the same date, time and place for 2019.

Motion was made by Cary Brown and seconded by Jake Halley to continue the same schedule having each meeting on the third Tuesday of every month, excluding December, at 6:30 pm at the Courthouse Annex. The motion passed unanimously.

1. Election of Officers for 2019 – Trotter Hunt stated that he was willing to stay on the Board and serve as President through the end of the year.

Bill Carter asked for nominations for President. Motion was made by Cary Brown and seconded by Steve Cagle to nominate Trotter Hunt as President. There were no other nominations. The motion passed unanimously and Trotter Hunt was elected President.

Bill Carter asked for nominations for Vice President. Motion was made by Jake Halley and seconded by Cary Brown to nominate Steve Cagle as Vice President. There were no other nominations. The motion passed unanimously and Steve Cagle was elected Vice President.

Bill Carter asked for nominations for Secretary-Treasurer. Motion was made by Steve Cagle and seconded by Cary Brown to nominate Jake Halley as Secretary-Treasurer. There were no other nominations. The motion passed unanimously and Jake Halley was elected Secretary-Treasurer.

12. Ramp Maintenance – Steve Cagle indicated that Jake Halley informed him that Jake’s Landing needs maintenance. Mr. Cagle said that he called the parish to ask them to grade the ramp as the Commission has done in the past. The Commission has historically bought the material and the parish lays and grades it. He said that the parish requested a letter requesting their assistance. He also said that the parish informed him that they have material for sale at a cost of $1,000.00. Mr. Cagle said that Neal DeForest looked at the site as well.

Motion was made by Cary Brown and seconded by Jake Halley to authorize the President to send a letter to the parish in an effort to repair the ramp at Jake’s Landing with the commission paying up to $1,000 in materials. The motion passed unanimously.

1. Public Comment – Jon McKinnie stated that Delta Community College is holding its first open community event at Willie Davis Recreational Center. He indicated that they were going to speak to the community about the Chancellor and give an explanation of the classes that will be starting. He stated that this is somewhat of a job fair. Mr. McKinnie said that a representative of Foster Farms indicated that anyone who graduates from this course with a certification for manufacturing would be guaranteed an interview with serious consideration for employment. He has now heard from 12 other employers who say the same and will be at this event. He said that everyone is invited to attend the job fair.

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