**Committee Meeting**

**August 21, 2019**

**The Committee Meeting of the Lafourche Basin Levee District met at the official domicile of the Board in Vacherie, Louisiana and was called to order by President James P. Jasmin at 6:00 pm.**

**The following Commissioners were in attendance: Craig Carter, Assumption Parish; Whitney Jasmin, Jr., St. John the Baptist Parish; Eric Matherne, St. Charles Parish; Stanley Folse, St. James Parish; Marlin Rogers, St. Charles Parish; Michael McKinney, Sr., Ascension Parish; Russell Loupe, St. Charles Parish; Gary Watson, St. John the Baptist Parish; James Jasmin, St. James Parish; Jeffery Henry, Ascension Parish and Kevin Hebert, St. Charles Parish. Donald Henry, Executive Director and Ivy Chauvin, Assistant Executive Director were present. Larry Buquoi, Attorney was absent.**

**There were no comments from the audience on the agenda items.**

**Safety Committee Report: Marlin Rogers, Chairman**

**Commissioner Rogers reported there are no lost time accidents to report to the Board. The Safety Meeting for the Maintenance Department was held on August 19, 2019. Four films from the National Safety Council were shown and discussed at the Vacherie location and three at the Sunset location. The four films at the Vacherie location were: Preventing Sexual Harassment for Employees, Harassment in the Workplace, First Aid – Until Help Arrives and Materials – Handling Safety. The three films shown at the Sunset location were: Slips, Trips, and Falls, Heat Stress, Don’t Lose Your Cool, and Sexual Harassment – Workplace Hustle. The next safety meeting will be held on Monday, September 23, 2019.**

**Equipment Committee Report: Stanley Folse, Chairman**

**Commissioner Folse reported that all of the district’s light and heavy-duty equipment is presently operational. All equipment is located on their respective job sites or here at the maintenance shop. The Ford F150 4x4 Crew Cab Pick-Up was delivered to Lafourche Basin Levee District on Monday, August 19, 2019.**

**Upper Barataria Project Committee Report: Eric Matherne, Chairman**

**Vice-President Matherne reported that the engineers are currently working on the Sunset Levee Project. A meeting is supposed to take place among the heirs of the Dufrene Estate. The engineers questioned about the task order for 2020.**

**Finance Committee Report: Kevin Hebert, Chairman**

 **A meeting is scheduled to take place at the offices of Burk-Kleinpeter that will include the engineers, Mr. Donald Henry and himself to discuss the APTIM invoices.**

**A discussion took place for the Board to recommend the 2020 Draft Budget to be placed on the** **September 4, 2019 Regular Meeting Agenda. Mr. Wayne Theall, accountant, reviewed the draft budget with the Commissioners. The item will be placed on the September 4, 2019 Regular Meeting Agenda.**

**Personnel Committee Report: Michael McKinney, Sr., Chairman**

 **A discussion took place for the Board to recommend to grant or not to grant a cost of living salary increase and/or to grant or not to grant a merit performance salary increase to the Assistant Executive Director, Ivy Chauvin, based on his evaluation performance in July 2018, as required by his contract. A notice was given that an Executive Session will be held to discuss this item unless waived by Mr. Chauvin. Mr. Chauvin waived the choice so an Executive Session was not held. The item will be placed on the September 4, 2019 Regular Meeting Agenda.**

 **A discussion took place for the Board to recommend to grant or not to grant a cost of living salary increase and/or to grant or not to grant a merit performance salary increase to the Executive Director, Donald Henry, based on his evaluation performance in July 2018, as required by his contract. A notice was given that an Executive Session will be held to discuss this item unless waived by Mr. Henry. Mr. Henry waived the choice so an Executive Session was not held. The item will be placed on the September 4, 2019 Regular Meeting Agenda.**

**Recommendation to add to the September 4, 2019 Regular Meeting Agenda:**

1. **Authorization to renew the Greater Grace Charter Academy, Inc. agreement with the Lafourche Basin Levee District to use our building as a safe refuge for the children and teachers of their academy in the case of sudden emergency**
2. **Approval to attend the AOLBOL Meeting in New Orleans, LA on December 3-5, 2019**
3. **Approval to attend the MVFCA Meeting in New Orleans, LA on December 5-7, 2019**
4. **Authorization for approval for the proposal for the United States Army Corps of Engineers to perform its annul maintenance surveys, stone repair, and articulated concrete mattress repair work, as required, along the Mississippi River**

**Commissioner Marlin Rogers questioned Mr. Donald Henry on overtime hours. Mr. Henry explained that the workers are only allowed to work overtime only when necessary, not just be here.**

**There were no additional committee matters to discuss, Commissioner Russell Loupe moved to adjourn and was seconded by Commissioner Jeffery Henry.**

 **Executive Director**