**MINUTES OF APRIL 18, 2017, REGULAR MEETING**

**Board of Commissioners of**

**Bayou D’Arbonne Lake Watershed District Regular Meeting**

Union Parish Courthouse Annex

303 East Water Street

Farmerville, LA 71241

1. Roll Call – President Bruce Hampton called the meeting to order. Commission members present were Bruce Hampton, Trotter Hunt, David Hopkins, Steve Cagle, Terri Towns, and Cary Brown. Mr. Hampton advised that Jake Halley has been appointed to the Board but he was absent. Also present were Bill Carter, Ron Riley, Robert Lemoine, Tracy Ambrose, and Guy Fortenberry.
2. Invocation/Pledge of Allegiance – Cary Brown led the invocation, and Steve Cagle led the Pledge of Allegiance.

C. Introduction of New Lake Commission Member – Jake Halley. Mr. Halley was absent, so Mr. Hampton stated that everyone can meet him at the next meeting. Mr. Hampton also stated that he learned this morning that David Hopkins’ term on the Commission expires on April 20, 2017, but he has agreed to stay and help through the audit. Mr. Hampton expressed his appreciation on behalf on the Board for all Mr. Hopkins’ hard work over the years.

 Although not on the agenda, Mr. Hampton also expressed the Board’s appreciation for all Steve Cagle’s work on behalf of the Lake Commission for the past 17 years, eight of which he served as President. In appreciation for his outstanding leadership and service, Cary Brown presented a plaque of appreciation to Mr. Cagle.

D. Public Comment Registration – No one signed up to make a public comment.

E. Agenda Approval – Terri Towns made a motion and Trotter Hunt seconded the motion to approve the April 2017 Agenda as posted. The motion passed unanimously.

F. Approval of Minutes – Motion was made by Steve Cagle and seconded by Trotter Hunt to approve the minutes of the February 2017 meeting. The motion passed unanimously.

G. Treasurer's Report:

1. Approve February and March 2017 Financial Reports – David Hopkins said we are doing things differently in the future because we first have to approve the financial statement and then approve the bank reconciliation report. This is how it must be done for future audits. This must be added to every agenda from this point forward.

David Hopkins made a motion to approve the February 28, 2017, bank statement summary, and Cary Brown seconded the motion. The motion passed unanimously. David Hopkins then made a motion to approve the February 28, 2017, financial report and the motion was seconded by Cary Brown. The motion passed unanimously.

David Hopkins made a motion to approve the March 31, 2017, bank statement summary, and Terri Towns seconded the motion. The motion passed unanimously. David Hopkins then made a motion to approve the March 31, 2017, financial report and the motion was seconded by Terri Towns. The motion passed unanimously.

2. Bank Statement Reconciliation Approval – David Hopkins made a motion to approve the February 28, 2017, bank reconciliation report, and the motion was seconded by Terri Towns. The motion passed unanimously.

David Hopkins then made a motion to approve the March 31, 2017, bank reconciliation report, and the motion was seconded by Terri Towns. The motion passed unanimously.

3. Continue Current Accounting Firm Services – David Hopkins stated that we previously contracted with a CPA firm to do the audits but now the State is doing the audits. However, we still need that firm to do all our accounting. Janet Cowart sends the firm all the numbers since they know the system and can have everything put together for the auditors. He recommended that we use that same accounting firm (Bosch & Statham), which cost is $1,700 per year and which is reasonable for everything they do. Cary Brown made a motion to utilize and retain Bosch & Statham to continue accounting services for the Lake Commission. The motion was seconded by David Hopkins, and the motion passed unanimously. There was some discussion that there is no state law requiring the Commission to bid the job since these are for professional services.

4. Revise and Amend 2016 Budget – DOTD Capital Outlay Budget. David Hopkins passed out a Profit & Loss Budget vs. Actual sheet. He stated that if you look in the January 19, 2016, Minutes, we approved the DOTD capital outlay income budget of $50,000 but, when it was entered into Quickbooks as shown on this handout under Line 14, it was erroneously entered as $490,000. This needs to be amended to $50,000. This is the only entry that needs to be amended. David Hopkins made a motion to amend the income budget for the DOTD – Spillway from $490,000.00 to $50,000.00, and the motion as seconded by Steve Cagle. The motion passed unanimously.

5. Discuss and Approve 2017 Budget – David Hopkins stated that we could work off the same numbers that were on the 2016 budget sheet that he had passed out. Mr. Hopkins said he thought the DOTD – Spillway money should be entered as zero, but Ron Riley stated that he was notified in December that there is money left over from the Tainter Gate project. They were not sure how much is remaining but it ranges between $13,000 and $16,000. However, it can only be used on the old spillway. Mr. Hampton asked if we could use the money toward our portion of the FEMA money. Mr. Riley was under the impression that we can but we are only talking $10,000 for the spillway. Mr. Hampton suggested that we budget the lower figure. Mr. Riley suggested using the money to gravel the road, if permissible. Mr. Cagle stated that in the capital outlay D’Arbonne Lake was in the budget for $1,300,000 because of the $16,000, and the money is left in there until it is all spent. Mr. Hopkins recommended that the figure on Line 14 be amended to $13,000 for 2017, and at the end of the year you can insert the actual figure in there. There are no other revenue items to be changed.

Under expense figures, Steve Cagle asked Ron Riley how much our part of the FEMA money will be, because the sheet has $50,000. Mr. Riley stated that our commitment was $40,000 but that project may be cut back. Mr. Hampton stated that if we get it, we can amend the budget again.

David Hopkins went down the line of expenses and fees. He recommended that the Transcription/Bookkeeping fees be increased from $2,500 to $5,700. These funds are used to pay the CPA, Janet and Tracy. Mr. Hampton stated that in the past, we had one accounting firm who did our accounting and auditing. But because of these new procedures, we have additional procedures, the cost of the accounting firm, audit fees, and more work for Janet. Mr. Hopkins said the caveat is that we have always been reimbursed in the past but we will no longer be reimbursed. He further stated that we were never reimbursed 2015 but we were reimbursed for 2016.

Mr. Hopkins said the legal fees are fine but we will need to bid the Mowing and Maintenance. Bill Carter stated that we may not be required to do that but we may want to at least get quotes. Mr. Hopkins suggested getting three quotes, but the whole part of the spillway on the Farmerville side needs to be mowed. Steve Cagle said it is mowed once a year. Mr. Cagle had a copy of the bid package from the last time it was bid out, and he said he would send it to Mr. Carter. He also said we need to run it in the paper. Mr. Carter stated that people get in and out of the mowing business frequently for one reason or another. He said we need to hire someone who is insured. Mr. Cagle said they mow once in March, twice a month from April through September, and once in October. This includes all nine ramps. Mr. Hampton suggested leaving this figure as is.

Mr. Hopkins felt the $50,000 figure for Maintenance Projects is good. Steve Cagle felt the Miscellaneous figure needs to be increased to at least $3,000 because of the cost of the 4,000 new maps that are being printed. Mr. Hampton agreed but said we should increase it to $4,500.

Mr. Hopkins stated that the utilities should be fine, and the DOTD – Spillway should be lowered to $13,000.

Mr. Hopkins stated that no other changes were needed, and he would get these numbers to Janet for the next meeting. A motion was made by Steve Cagle to approve budget as discussed, and the motion was seconded by Terri Towns. The motion passed unanimously.

Ron Riley questioned whether the cost of the website would go under the Miscellaneous section. After some discussion, it was decided it would be covered there since the fee is only $20/month.

H. Old and New Business:

1. Channel Markers – (a) FEMA Claims, and (b) Repair Status – Ron Riley said we appealed FEMA’s decision to force us to hire a certified archaeologist since it was not budgeted. He has tried for two days to contact someone about the appeal and has had no response at all. The State is supporting us, but FEMA has not yet come around. He further stated that nothing is going on. We had anticipated getting the money in May but it will probably be June or so.

Steve Cagle stated that on February 22-24, they had Flying Jacks straighten poles at a price of $1,500 per day. They straightened 22 poles. They are not 100% but they are much straighter than they were. He has been night fishing and the only dangerous place he has noticed is near the State Park where poles are missing. The Corney pole is unmarked, too. Mr. Riley stated that FEMA will not reimburse us for that work. The poles were GPS’d, and any pole that was GPS’d will come off the list and will lower the project amount.

2. Commission Website – Update – Robert Lemoine said the website is ready for viewing, and we need to update the contact information. To view the website, the instructions are as follows:

1. Go to:                   [www.foreverandalwaysonline.xyz](http://www.foreverandalwaysonline.xyz)
2. Click on Login
3. User name:         136151977
4. Password:           4DArbonne
5. Sign in
6. Click on Website Builder
7. Under that, click on Manage
8. To the right, click on Edit Site

**Please do not hit Publish in the upper right-hand corner or it will become active.**

3. City of Farmerville Old Highway 15 Request – Update – There is nothing new and this may be struck from any future agendas.

4. Regulating and Organizing Lake Activities in Conjunction with Chamber of Commerce – Mr. Hampton got an email from the Chamber that he will forward to everyone, but there is nothing to discuss on this until next month. We will leave this on the Agenda for next month.

5. New Lake Maps – Steve Cagle said he and Ron Riley has looked into this and gotten a quote on the maps of $ .96 for a one-sided map or $1.17 for a two-sided map. When you fold the map, there are 16 squares, and he has sold all the available spots at $300 per spot. There is some question as to the artwork. Mr. Cagle said the advertisers need to provide the artwork ready to go for printing.

When the map is folded, the first thing visible is Bayou Lake D’Arbonne Lake Commission with our web page address. If it is reverse-folded, you will see the advertisers. The back side will be D’Arbonne State Park with their map. He spoke with the Park Manager who is fine with everything. Mr. Cagle would like the State Park to go uncharged. Mr. Cagle said the other 14 spots are all spoken for so we should be ready to start working on the maps. He said the maps will cost around $2,348 with no tax and if we sell the 14 spots for $300 each, we will make $3,700 so the maps will pay for themselves. Mr. Riley said there has to be some coordination because the last time they printed maps he gave them a disc with the map and all the artwork. They can just print it, put it into the equipment, and print, but someone will have to carry the disc for all these advertisers. Robert Lemoine said they should be able to email the artwork. Mr. Lemoine stated if the advertisers send him a .jpg, he can drop them into the space with the right dimensions and location and save it. Mr. Riley said someone needs to send it to them. Mr. Cagle said he will get the advertisers to contact Robert Lemoine and they will send it to Mr. Riley to get to the printer. Bruce Hampton stated if Robert Lemoine will get them to him, he will drop them off at Mr. Riley’s office in Ruston.

Mr. Riley said every time we did a map previously we improved something. He said the city limits in Farmerville have changed a lot. Maricopa, for instance, has a road across there, so you cannot kayak across like you could previously. Steve Cagle said we need to remove the ramps that are not accessible. We need to clean up the legend because some ramps are not public, and we are down to about nine ramps. Bill Carter asked what he meant by saying there are only nine boat ramps. Mr. Cagle said the list has about 15 ramps but there are several that are no longer accessible (like Reddens, Tech Camp, etc.), and the legend needs to be cleaned up. Mr. Carter agreed. Terri Towns said we need to change D’Arbonne Village to Lester’s on the Lake. Mr. Cagle suggested selling ads around the edge of the map, but this was not recommended during the discussion. Mr. Hampton also suggested only printing on one side because some people want to put the maps on walls. Mr. Carter asked Mr. Cagle to make a list of people interested in advertising and send the list to everyone on the Board to make sure there is no ethics violation. Terri Towns was interested in a spot for her store since they sell maps there, but Mr. Carter said this would be discussed to determine if it is okay. Mr. Hampton said we have to make sure there are no relatives or immediate family members advertising. He further stated that we can send the Ethics Board an email request to find out whether Ms. Towns can purchase a spot for her store.

Mr. Cagle asked if we need three quotes for printing maps. Mr. Carter said we are not required by law to do that and can get a quote from someone who has printed them previously, but it is a good business practice to get quotes. Ron Riley checked with two other companies, as did Robert Lemoine, and he recommended the company we used previously (Century out of Monroe) because they had the lowest bid and because he has worked with them on more than one occasion and has been pleased with their work. Mr. Riley said this was a “show and tell” map, not an accurate map, but he does have a map that shows all the channel markers. He won't put GPS coordinates on the map, but we can indicate where the channel markers are located. Mr. Hampton asked if the Board members could all have a map to look at and have it approved by the next meeting. Mr. Riley said to get with the advertisers and he will have the printing started. Robert Lemoine asked if a .pdf file is good for Mr. Riley, and he said yes.

6. Discussion and Action, if Necessary, Regarding Ethics Training and Procedures for Audit Records – Bruce Hampton said he and David Hopkins have talked with Katie (the State Auditor) and she told him that everyone on the Lake Commission must take a one-hour training course from the State Ethics Board (that is approved by the Ethics Board) every year. Mr. Hampton typed the procedure for this and passed it out and said he does his online. Mr. Hampton said we need a policy and procedure regarding this. We need to put this on the Agenda each month as a reminder. There was an issue this year because not everyone took the course or even knew they had to take it. The Board is on notice that they have to take the course, even though they are unpaid volunteers. He stated that Katie advised that a policy/procedure must be passed regarding this.

Ms. Towns asked about the Tier 1.2 Financial Report which is due May 15.

Steve Cagle asked what we are supposed to do if someone has missed the training course in 2016. He cannot get an answer from the State.

Mr. Hampton stated that he will prepare a procedure for the financial disclosure for the next meeting. He further stated that he has to write a response to these findings. He has not responded because he was waiting for this meeting to get these policies and procedures passed so he can tell them he has taken action. Trotter Hunt made a motion to adopt this policy and procedure regarding required ethics training, and Terri Towns seconded the motion. The motion passed unanimously.

Steve Cagle stated that even though David Hopkins is leaving and, even if he did a financial disclosure this year before May, he still will need to do another one by next May.

Mr. Cagle said the Board members always filed the Tier 2.1 report during the spillway project, and he asked whether the Board had to still file that report. Mr. Carter said that the Tier 2.1 report should still be filed.

7. Discussion and Action, if Necessary, Regarding Policy Concerning Obtaining Written Contracts for Services – Bruce Hampton stated this should be for goods and services. He gave a sheet to Mr. Carter to review a two-sentence policy that Mr. Hampton wrote to cover this. Mr. Hampton said we have never had anything happen related to contracts for goods or services. This is just a requirement so he wrote something simple. Mr. Hampton read the policy, which states that other than emergencies, written contracts shall be obtained for goods, materials, equipment and services, including professional services. It shall not apply to de minimis items such as office supplies or stamps. But if we are buying something like poles or something larger, it is necessary. A written contract will just say this is what we're doing for X amount of money. So we need to keep a written record of that and, if someone bids a price and we accept it, then that is a contract that we can sign. Mr. Carter said the policy Mr. Hampton prepared looks good. Motion was made by Terri Towns and seconded by Trotter Hunt to approve the policy. The motion passed unanimously.

8. Discussion and Action, if Necessary, Regarding Policy for Primary Financial and Business Functions to Include Those for Cash – Bruce Hampton said we have never had any problems of misappropriation, but they are requiring us to have a written policy as to how we handle money, how we write checks, how we handle bank reconciliations, who gets the mail, who gets the information to Janet, etc. Mr. Hampton said David Hopkins and Janet has been taking care of this but there is nothing in writing, so we need to get something in writing as soon as possible. Mr. Hampton spoke with the auditor about the response to the finding, and she said it is sufficient to say we are in the process of drafting and approving a written policy with respect to this. This is informational, and we will have to do it. David Hopkins said he will bullet point the process that the Secretary/Treasurer has a key, picks up the mail, how it gets to Janet, how she processes it and writes checks, and sends the checks back for signature. He said Mr. Hampton can then put that in a form. Mr. Hampton appreciated the gesture and said we can then approve it. Mr. Hampton specifically asked the auditor if there was anything we need to change about the Board’s current procedure, and she said no; they just need it in writing. She said we need some written contracts but everything else was okay.

9. Reminder Regarding Filing Financial Disclosure Statements by Commissioners – As outlined in H6 above, Bruce Hampton reminded the Board members that they must file the Tier 2.1 financial disclosure statements by May 15.

10. Reminder Regarding Board Member Ethics Training by Commissioners – This was already discussed, and the policy was adopted. It will be emailed to the Secretary/Treasurer, and Mr. Hampton will send it to Janet.

Steve Cagle again stated that he had asked about the 2016 training course that he forgot to take. He mailed a statement to them to this effect. He asked whether a bill passed that Rob Shadoin initiated last year wherein volunteers cannot be fined, but Mr. Carter did not know. Mr. Carter and Mr. Hampton said currently they can fine you and keep you from running for office if you haven't paid your fees.

David Hopkins added that Katie (the State Auditor) wants to have an exit conference for the audit. Someone besides Janet needs to be there. If it is scheduled next week, Mr. Hopkins said he will do it. If not, Mr. Hampton said he would go. Mr. Hopkins said they need to clean up some things. The Secretary/Treasurer needs to meet with her and get to know the process. Mr. Hampton asked him to do that.

I. Public Comment – None.

J. Adjourn – A motion to adjourn was made by David Hopkins and seconded by Terri Towns. The motion passed unanimously and the meeting adjourned.