**MINUTES OF JUNE 20, 2017**

**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, Cary Brown, Jake Halley and Guy Fortenberry. Trotter Hunt, Steve Cagle, and Terri Towns were absent. Also present were Bill Carter, Ron Riley, and Robert Lemoine.
2. Invocation/Pledge of Allegiance – Cary Brown led the invocation, and Jake Halley led the Pledge of Allegiance.

C. Introduction of New Lake Commission Members – Mr. Hampton stated that some of the members were not at the previous meeting, so he referred to the new Lake Commission members, Jake Halley and Guy Fortenberry.

D. Election of New Secretary/Treasurer – For the benefit of Commission members who did not attend last month’s meeting, Mr. Hampton stated that Jake Halley was elected as the new Secretary/Treasurer.

E. Public Comment Registration – No one signed up to make public comments.

F. Agenda Approval – Motion was made by Cary Brown and seconded by Jake Halley to approve the June 2017 Agenda as presented. The motion passed unanimously.

G. Approval of Minutes – Motion was made by Jake Halley and seconded by Guy Fortenberry to approve the minutes of the May 2017 meeting. The motion passed unanimously.

H. Treasurer's Report:

1. Approve May 2017 Bank Account Summary – Cary Brown made a motion and Guy Fortenberry seconded the motion to approve the May 2017 Bank Account Summary. The motion passed unanimously.

2. Approve May 2017 Bank Statement Reconciliation – Cary Brown made a motion and Jake Halley seconded the motion to approve the May 2017 Bank Statement Reconciliation. The motion passed unanimously.

3. Approve May 2017 Financial Report – Cary Brown made a motion and Jake Halley seconded the motion to approve the May 2017 Financial Report. The motion passed unanimously.

4. Discuss and Take Action, if Necessary, Regarding Amendment of 2017 Budget – There was nothing to discuss.

Robert Lemoine asked since the Treasurer had changed whether the new Treasurer has been authorized to sign checks. Mr. Hampton stated that he was authorized at the last meeting. Jake Halley stated that he needs the Minutes from last month to take to the bank, and he will have authorization at that point. Mr. Hampton stated that in the meantime, he and Trotter Hunt have signed checks, and they are working on a procedure to get to the Bookkeeper.

I. Old and New Business:

1. Channel Markers – (a) FEMA Claims, and (b) Repair Status – Ron Riley stated that he finally learned that the FEMA grant is $159,992.56, and the Commission’s 25% match is right under the $40,000 that was budgeted. The grant has been signed by everyone in Louisiana, which includes the Commission members and GOSEPH, so there is nothing more the State can do. It has been sent to Washington. They may return it this month or next month, but it will happen. We are now waiting for the grant to be awarded. There is nothing new on the repair status, but we will get 75% of our $4,500 back that was spent to straighten the poles. He also believes we will get the funds to put in 47 new poles and green and red markers for the poles. We are also going to put two staff gauges at the spillway on the downstream side. One was supposed to be put on Highway 2 that was lost during the flood, and the fisherman removed the chain link fence that was damaged by the flood. That is what the grant money will be used to repair.

2. Commission Website – Update – Mr. Hampton stated that the website is now live. Cary Brown asked whether Mr. Lemoine has been able to monitor how many views, but he has not yet done so but he will do so soon. Mr. Hampton stated that he had an email from someone asking for the website address. Cary Brown asked if anything was being done to promote the website, and Mr. Lemoine stated that it is linked to the Union Parish Police Jury website but outside of that there has been no promotion. There was some discussion about a PSA announcement on the radio, and Mr. Lemoine was asked to promote the website through his newspaper. Mr. Hampton stated that he will contact Mr. Lemoine’s competitor and ask them to do the same. Mr. Hampton also stated that he would like to add some links to the website to USGS for the lake level and to the National Weather Service for lake predictions. He will get those to Mr. Lemoine to be added. Mr. Riley stated that unless they have corrected it, the Weather Service has pool level at 81 feet.

3. Regulating and Organizing Lake Activities in Conjunction with Chamber of Commerce –Lum Farr said he would be at the meeting to discuss some things but he has not done so. Therefore, this can be removed from future Agendas. If they opt to do it later, it can always be added.

4. New Lake Maps – Ron Riley stated that all the modifications to the lake map were completed about a month ago and we are only waiting for the advertisers. He stated that Steve Cagle will be getting that to Mr. Riley shortly, and Mr. Riley will then coordinate it and send it to the printer. Mr. Carter stated that the Board of Commissioners will need to review those advertisers first to make sure there are no ethical violations. Mr. Carter stated that he would remind Steve Cagle to complete the list of advertisers and send to the Commissioners for review so we can have the maps printed.

5. Discussion and Action, if Necessary, Regarding Policy for Primary Financial and Business Functions to Include Those for Cash – Bruce Hampton stated that he received David Hopkins’ feedback and is still waiting for additional information from Janet Cowart to write this policy and he will have Mr. Carter review it. Mr. Carter asked whether there is a copy of all the policies that have been adopted previously, and Mr. Hampton agreed to furnish Mr. Carter with those.

6. Discussion and Action, if Necessary, Regarding Ramp Below Spillway –Ron Riley stated that there was $13,000 in funds left over from the tainter gate project. DOTD has agreed to use that money to buy the materials to repair Ramp Road, and DOTD employees will then use the materials to repair the road. He suggested that the Board thank Marshall Hill when they see him since he instrumental in getting this approved.

7. Reminder Regarding Filing Financial Disclosure Statements by Commissioners – Mr. Hampton stated that the deadline for this year has passed, but we are leaving this on the Agenda for the new members as a constant reminder.

8. Reminder Regarding Board Member Ethics Training by Commissioners – Mr. Hampton reiterated that ethics training can be done online, and the Board has until the end of the year to do this. Cary Brown asked what the Board members should do with the certificates, and Mr. Hampton stated that they should be emailed to him or Janet Cowart to print for the auditors.

9. Discuss and Take Action, if Necessary, on Temporary Mowing Contract – Bill Carter stated that Mark Bryan will be mowing the ramps on a temporary basis for several months for an amount not exceeding the authorized $2,000. Mr. Carter said Mr. Bryan is insured and a contract has been prepared for Mr. Bryan to sign. Jake Halley made a motion to approve a temporary mowing contract with Mark Bryan, which is to be prepared by Bill Carter and negotiated by Steve Caigle and Bruce Hampton, to mow through August 15, 2017, for up to $1,000 per month. The motion was seconded by Guy Fortenberry, and the motion passed unanimously.

10. Discuss and Take Action, if Necessary, on Permanent Mowing Contract – Bill Carter stated that the Board can contract Mark Bryan to mow on a permanent basis. Bruce Hampton stated that under the bid laws that the Board does not have to bid it out, but it would be good procedure to have two or three proposals. Mr. Hampton was under the impression that Steve Cagle was taking the lead in getting those proposals, but he has not yet heard from him. He stated that if the Board members would get him the names, he would try to get with Mr. Cagle since he has handled it in the past. Mr. Carter agreed. Mr. Carter stated that any proposer must be insured and preferably have been in the business for several years. If someone has an interest in submitting a proposal, they can contact Steve Cagle.

Mr. Carter stated that he found the permanent mowing contracts that he prepared in 2007. Those contracts indicate what work is required and how often. He believes this is probably the same thing Steve Cagle used previously. Mr. Hampton stated that he is in favor of getting the proposals and having the permanent contract in place by August for the remainder of this year. Mr. Carter said they used to put a small ad in the Farmerville paper for proposals. Mr. Hampton stated that we should require that the proposals are submitted by the Monday prior to the August meeting. Guy Fortenberry made a motion obtain a request for mowing, bush hogging and trash pickup services as outlined in the contract package prepared by Bill Carter, which proposals are due by Monday, August 14, 2017. The motion was seconded by Jake Halley, and the motion passed unanimously.

11. Discuss and Take Action, if Necessary, Regarding Purchase of Weed Control Chemicals – Mr. Hampton stated that the lake front has been bush hogged by the city or parish, and Steve Cagle asked to spray chemicals and herbicides there and on the Bernice side, as he did several years ago. Mr. Hampton stated that Mr. Cagle would like approval to purchase the chemicals which would total approximately $250. Cary Brown made a motion to approve Steve Caigle to purchase up to $500 of weed control chemicals on behalf of the Lake Commission. The motion was seconded by Guy Fortenberry, and the motion passed unanimously.

J. Public Comment – There was no public comment.

K. Adjourn – A motion to adjourn was made by Cary Brown and seconded by Guy Fortenberry. The motion passed unanimously and the meeting adjourned.