

 **ATCHAFALAYA BASIN LEVEE DISTRICT**

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 Port Allen, Louisiana

October 5, 2011

A Regular Board Meeting of the Board of Commissioners for the Atchafalaya Basin Levee District was held at the Office of the Board in Port Allen, Louisiana at 4:00 p.m., Wednesday, October 5, 2011. President John Grezaffi called the meeting to order. Mrs. Janice Jarreau called the roll. The following members were present:

COMMISSIONER PARISH

Glenn Angelle Iberia

Gerald Alexander Ascension

Cory Chustz West Baton Rouge

Bill Flynn West Baton Rouge

John Grezaffi Pointe Coupee

Daniel Hebert Iberville

Karen Jewell Iberville

 Stephen Juge Pointe Coupee

Gerald LeGrand St. Martin

Harry Marionneaux Iberville

Earl Matherne Assumption

Barry Soileau St. Landry

Absent:

Moise LeBlanc St. Martin

Also Present:

INDIVIDUAL REPRESENTING

Sue Hebert PPI

Kristine Hebert PPI

Verna Roberts PPI

L. E. Buddy Roberts PPI

Rick Dugas OCPR

Dustin Dorsey Brown & Brown Insurance

Dwayne LeBlanc American Bankers Flood Insurance

David Mougeot Architect

Bruce Guidry Levee Board Police Captain

Richard Sparks Levee Board Operations Superintendent

Mark Saucier Levee Maintenance Superintendent

Kristy Marcantel Human Resources Analyst

Janice Jarreau Administrative Program Manager

Crissi Canezaro Administrative Coordinator

Tiffany Weber Administrative Coordinator

Will Tyson Executive Director

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President John Grezaffi advised the board of three items that needed to be added to the agenda: (1) Authorization of a Memorandum of Understanding with FEMA on the Belle River Boat Landing Parking Lot (2) Request for oil and gas lease; and (3) Matters relative to our architect. Commissioner Gerald Alexander moved, seconded by Commissioner Earl Matherne and unanimously carried to approve adding these items to the agenda.

Ms. Sue Hebert of the Promotion and Preservation Board of Iberville Parish addressed the board. Ms. Hebert advised the board that their group is in the process of placing historic markers at three cemeteries in Iberville, which include the Indian Mound at Bayou Sorrell, along with St. Raphael at Point Pleasant and the African-American Cemetery in Bayou Goula. She asked for permission to place the marker at the Indian Mound at Bayou Sorrell. Commissioner Glenn Angelle so moved, seconded by Commissioner Harry Marionneaux and unanimously carried. Commissioner Harry Marionneaux thanked the group for their work in preserving our history.

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The commissioners reviewed the minutes of the Board Meeting held September 7, 2011. Commissioner Glenn Angelle moved, seconded by Commissioner Earl Matherne and unanimously carried to approve the minutes of the September 7, 2011 board meeting and that they be published in the Official Journal of this Board.

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Commissioner Steve Juge moved, seconded by Commissioner Karen Jewell and unanimously carried to authorize the President of the Atchafalaya Basin Levee District to sign the document authorizing the continuation for the Belle River Boat dock to operate inside the U.S. Army Corps of Engineers navigation easement.

Mr. Tyson advised the board that the Levee Inspection Schedule for the Corps of Engineers has been set. He asked if the commissioners would like to join the inspection and to contact the

office staff for scheduling.

Commissioner Cory Chustz moved, seconded by Commissioner Earl Matherne and unanimously carried to approve a request by the Corps of Engineers to do soil borings in connection with the National Levee Safety Evaluation Report, West Atchafalaya River Levee, St. Landry and St. Martin Parishes.

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A meeting of the Insurance/Finance Committee of the Board of Commissioners for the Atchafalaya Basin Levee District was held at 3:30 p.m., Wednesday, September 14, 2011, at the Board Office in Port Allen, Louisiana. Chairman Daniel Hebert called the meeting to order. The following members were present:

Daniel Hebert, Chairman

Earl Matherne, 1st Vice Chairman

Gerald Alexander, 2nd Vice Chairman

Moise J. LeBlanc, Member

Karen Jewell, Member

Bill Flynn, Ex-Officio Chairman

John Grezaffi, Ex-Officio Chairman

Absent:

None

Also Present:

Commissioner Cory Chustz

Commissioner Glenn Angelle

Commissioner Harry Marionneaux

Steve Marionneaux, Levee Board Attorney

Mary Sue Stages, CPA

George Delaune, CPA

Cecil Tessier, Assistant Executive Director

Mark Saucier, Levee Maintenance Superintendent

Janice Jarreau, Administrative Program Manager

Bruce Guidry, Levee Board Police Captain

Richard Sparks, Levee Board Operations Superintendent

Kristy Marcantel, Human Resource Analyst

Tiffany Weber, Administrative Coordinator

Will Tyson, Levee Board Executive Director

Discuss 2010-2011 Audit and AFR - Mr. Will Tyson reviewed the recent audit and AFR with the Commissioners. He noted the following exceptions: (1) The District did not have written policies and procedures for contracts and related party transactions. (2) The person responsible for cash collections is also responsible for posting accounts receivable. (3) For an expense report examined, copies of transportation receipts were submitted for reimbursement instead of the original receipt. (4) During a review of the five highest paid employees, it was noted that one employee was underpaid by $27.44 during the period examined. Mr. Tyson said that corrective action is being taken, or has already been taken, on all four items. He said we do not have a current contract with our attorney or stenographer, and we need to get that in place. He said we should have everything addressed by the next Executive Committee meeting.

Ms. Mary Sue Stages reported on the financial statement ending June 30, 2011. She noted that the post employment benefits totaled $3,971,837. The District is not required to fund this amount, but is required to report the amount. Ms. Stages pointed out that the District fell within budget for the year.

2. Any other matters - Mr. Tyson said he got a quote on flood insurance as requested by the board. He said it has a $1,000 deductible and costs $1,659 under qualified preferred status. Commissioner Karen Jewell said we need to get this written on the new building, and the premium should be different. She said he should also ask about the construction date, as they may need to write a new policy. Mr. Tyson said we will get a $900 credit on last years policy. He agreed to look into this, to see if we need another policy quote with the new building.

There being no further business to come before the committee, upon motion by Commissioner Karen Jewell and unanimously carried, the meeting adjourned.

Respectfully submitted,

/s/Daniel Hebert, Chairman /s/Earl Matherne, 1st Vice Chairman

/s/Gerald Alexander, 2nd Vice Chairman /s/Moise LeBlanc, Member

/s/Karen Jewell, Member /s/Bill Flynn, Ex-Officio Chairman

/s/John Grezaffi, Ex-Officio Chairman

Commissioner Daniel Hebert moved, seconded by Commissioner Earl Matherne and unanimously carried to approve the minutes as presented.

Mr. Tyson advised the board that he had the insurance company run the quote for flood insurance on the new building, with a new date as directed, and it came out the same. Commissioner Karen Jewell moved, seconded by Commissioner Gerald Alexander to approve purchasing the flood insurance on the new building as noted.

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A meeting of the Executive Committee of the Board of Commissioners for the Atchafalaya Basin Levee District was held on Wednesday September 14, 2011, at the Board Office in Port Allen, Louisiana. 1st Vice Chairman Daniel Hebert called the meeting to order. The following members were present:

Steve Juge, Chairman (arrived late)

Daniel Hebert, 1st Vice Chairman

Harry Marionneaux, 2nd Vice Chairman

Moise LeBlanc, Member

Barry Soileau, Member

Bill Flynn, Ex-Officio Chair

John Grezaffi, Ex-Officio Chair

Absent:

None

Also Present:

Commissioner Gerald Alexander

Commissioner Glenn Angelle

Commissioner Karen Jewell

Commissioner Earl Matherne

Commissioner Cory Chustz

David Allemond, McGees Landing (arrived late)

George Delaune, CPA

Richard Sparks, Levee Board Operations Superintendent

Mark Saucier, Levee Maintenance Superintendent

Bruce Guidry, Levee Board Police Captain

Janice Jarreau, Administrative Program Manager

Kristy Marcantel, Human Resource Analyst

Cecil Tessier, Assistant Executive Director

Tiffany Weber, Administrative Coordinator

Crissi Canezaro, Administrative Coordinator

William Tyson, Executive Director, Levee Board

Steve Marionneaux, Levee Board Attorney

1. Discuss a permit request from Mr. David Allemond for McGees Landing - Mr. Allemond was not present. The committee passed on this item.

2. Discuss Engineering maps from Chustz Engineering - Mr. Tyson said he thought the drafts would be ready in time for this meeting, but they were not. He asked that the committee pass on this item at this time. Commissioner Steve Juge arrived at the meeting.

3. Discuss professional service agreements - Mr. Tyson said this item was a carry over from the audit. He said we will need a professional service agreement with our attorney. He will work on this.

4. Discuss Ford 6.0 L Engine Class Action Lawsuit - The committee members reviewed an article in the newspaper relative to a class action lawsuit being filed on the Ford Trucks with 6.0 L Power Stroke Diesel Engines. Mr. Tyson advised the committee we have several of these trucks, and we have had significant problems with these engines. The committee asked Mr. Steve Marionneaux if he feels we should proceed with entering this lawsuit. He said we are not automatically in the suit, but we should do so, as this is the most economical way to go forward with the claim. Commissioner Barry Soileau moved, seconded by Commissioner Harry Marionneaux and unanimously carried to enter the class action lawsuit.

Mr. David Allemond arrived at the meeting. The committee referred back to item #1 on the agenda relative to his request for a permit for McGees Landing. Mr. Allemond said they are asking for a permit for a pedestrian/recreational vehicle access to the shoulder area along the West Atchafalaya Basin Protection Levee near the existing exit ramp to McGees Landing. He said the purpose of the project is to accommodate a safe passage across LA Hwy. 352 for pedestrians and golf carts to reach the Allemond Point Campground facility. Commissioner Steve Juge said this is a state highway, and if we gave permission to cross it in a vehicle that is illegal to run on the highway, it would create a huge liability for the District. Mr. Steve Marionneaux said we do not want anything to do with this, as it is a real concern. He said if it is going on now, it should stop. We cannot give authorization for someone to break the law. This item was tabled.

5. Discuss hiring a police officer - Commissioner Barry Soileau moved to authorize the staff to hire a police officer. It was noted that the board would need to authorize the funding. President John Grezaffi advised the committee that he and other members of the board had discussed recently the fact that due to increased costs for insurance, workers compensation, etc., they thought we should scale back financially, and not hire any additional employees. He said the board would need to make the final decision, but if the board decides to go forward with this, we should advertise in-house first. Commissioner Soileau said he is concerned that if we do not have an adequate police force, we open ourselves up for more liability. Mr. Tyson said we could never have enough personnel to eliminate our liability. He said we have two men, and they each have 160 miles of levee to cover. Mr. Tyson said a lot of this work is done by our crews on the levees. He said in the past we have used a levee inspection system, and he feels it was more beneficial and cost effective. Commissioner Harry Marionneaux said he rides the levees in his parish once each month and he has not seen any problems. Commissioner LeBlanc noted that St. Martin Parish has miles of camps and people on four wheelers, and they have problems the other parishes do not have. Commissioner Soileau moved to authorize the staff to hire a police officer, adding that we should advertise in-house first, and to form a committee with the police captain and two or three commissioners to decide how to go forward with this task. Commissioner LeBlanc seconded the motion. Commissioner Steve Juge noted the position was in the budget. A roll call vote was called as follow:

Yeas - Commissioners LeBlanc and Soileau

Nays - Commissioners Hebert and Commissioner Marionneaux

Chairman Steve Juge was asked to vote. He voted yes.

The motion passed 3 yeas to 2 nays.

6. Request permission to declare Tag #1107 2003 F450 Crew Truck as surplus equipment and add to the sealed bid list. - Commissioner Barry Soileau moved, seconded by Commissioner Harry Marionneaux and unanimously carried to approve the request to declare the truck surplus equipment.

There being no further business to come before the committee, upon motion by Commissioner

Harry Marionneaux, and unanimously carried, the meeting adjourned.

Respectfully submitted,

/s/Steve Juge, Chairman /s/Daniel Hebert, 1st Vice Chairman

/s/Harry Marionneaux, 2nd Vice Chairman /s/Moise LeBlanc, Member

/s/Barry Soileau, Member /s/Bill Flynn, Ex-Officio Chairman

/s/John Grezaffi, Ex-Officio Chairman

Commissioner Steve Juge said that in reference to Item #5 on the minutes the motion passed with 3 yeas and 2 nays, and he asked that a committee be formed with the Police Captain and two others. Commissioners Barry Soileau and Glen Angelle were added to the committee, along with the Vice Chairman Bill Flynn. Commissioner Steve Juge moved, seconded by Commissioner Barry Soileau and unanimously carried to approve the minutes as amended.

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Mr. Steve Marionneaux advised the board of the status on the dump truck order. It seems there was a problem with the hydraulic reservoir on the new dump trucks that were delivered. They were sent back and were returned today, and it appears they are working properly at this point.

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Commissioner Harry Marionneaux moved, seconded by Commissioner Earl Matherne and unanimously carried to approve the lowest bid for fuel at Stevensville, which was opened and reviewed at the last meeting.

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Commissioner Karen Jewell moved, and unanimously seconded to adopt a sympathy resolution for a former Levee Board employee, Mr. Badeaux. The resolution will be presented to his family at the next meeting.

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Commissioner Barry Soileau moved, seconded by Commissioner Glenn Angelle and unanimously carried to authorize the President to sign the memorandum of understanding with FEMA relative to the boat landing parking lot.

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Commissioner Steve Juge moved, seconded by Commissioner Barry Soileau and unanimously carried to authorize the staff to advertise for an oil and gas mineral lease for 70 acres in upper Pointe Coupee Parish, pending review and approval of our legal counsel. Mr. Tyson said we have always used the states oil and gas mineral lease form. He asked for Mr. Steve Marionneaux to review the form and make any adjustments to meet our needs, including the minimum bid to be accepted.

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Mr. David Mougeot, Architect, addressed the board. He indicated that the building is now complete, and that there was an additional $8,363.69 due for approved change orders. Commissioner Harry Marionneaux moved, seconded by Commissioner Steve Juge and unanimously carried to approve payment for the change orders. Mr. Tyson said they will need some shutters on some of the windows to maintain the temperature in the building, but they will handle this separately.

Mr. Tyson said that we had bid an alternate backup generator for the building. He said he believes we could be able to get a grant with a 75/25 reimbursement from Homeland Security for this purpose. He asked if the board is interested in putting a permanent generator in place. Commissioner Barry Soileau said he feels this would be a necessity since this building would be the control center in case of high water or a disaster. Mr. Mougeot said the bid was for $109,000 for a natural gas generator. Mr. Bruce Guidry said the grant we requested through FEMA allowed $86,000 for a generator. Since this bid was received through a package, it may not be accepted by FEMA. If not, we will have to do a separate bid package, and Mr. Mougeot could help with that. Commissioner Barry Soileau moved, seconded by Commissioner Gerald LeGrand and unanimously carried to authorize the staff to contact Homeland Security to see if they can use the current bid instead of rebidding the generator, but if not, to rebid to meet their criteria for the grant.

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There being no further business to appear before the board, upon motion by Commissioner

Harry Marionneaux and unanimously carried, the meeting adjourned.

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Janice Jarreau, Secretary John Grezaffi, President

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Linda E. Alwood, Contract Stenographer