

**MINUTES
OF THE
RED RIVER WATERWAY COMMISSION MEETING
January 16, 2019
10:00 AM
COMMISSION HEADQUARTERS
NATCHITOCHE, LOUISIANA**

1. CALL TO ORDER

The meeting of the Red River Waterway Commission was called to order by Vice Chair, Commissioner Paul Fleming, in the Board Room of the Red River Waterway Commission Office located at 5941 Highway 1 By-Pass in Natchitoches, Louisiana.

2. ROLL CALL

Roll was called and a quorum was present. Others in attendance were asked to identify themselves and offer any comments they may have regarding the agenda. However, no comments were offered.

Present: Commissioner David L. Crutchfield, II, Commissioner Paul Fleming, Commissioner Randell Fletcher, Commissioner Ronald Lattier, Commissioner James F. Maxey, Commissioner Larry K. Sayes, Commissioner Michael Simpson.

Absent: Chair Designee, Thomas M. Clark, Commissioner Roy A. Burrell, Commissioner Michael P. Deville, Commissioner Charles R. Greer, and Commissioner David Jones.

RRWC Staff Members Present: Mr. Colin Brown - Executive Director, Mr. Mike Boydston - Operations & Maintenance Director, Ms. Stephanie Bonnette - Executive Assistant, Mr. Luke Pearson - Real Estate Manager, Mr. Ryan Ingles - Engineering Supervisor, Mr. Eric Gilmore - Marketing Director, Mr. Greg Upton - Legal Counsel.

3. INTRODUCTION OF GUESTS AND PUBLIC COMMENT PERIOD PERSUANT TO LRS 42:14

Others Present: Mr. Richard Brontoli of the Red River Valley Association, Ms. Jessica Broadway of Thomas, Cunningham, Broadway and Todtenbier CPAs and Ms. Katy Breaux and Jared Minor of the Corps of Engineers, Vicksburg.

4. APPROVAL OF AGENDA

By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the revised agenda was unanimously approved. The revised agenda to include a sixth item under Contracts Committee to read as follows: Consideration of Letter of Engagement/Thomas, Cunningham, Broadway & Todtenbier, CPAs. Comments from the public were called for, however, none were offered.

5. APPROVAL OF MINUTES

By motion of Commissioner Simpson, seconded by Commissioner Fletcher, the minutes of the December 19, 2018 meeting were unanimously approved.

6. TREASURER'S REPORT

By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the Expenditures and Investment Reports for the month of December 2018 were unanimously approved.

7. COMMITTEE REPORTS

a) Contracts

Consideration of Approval of Proposals to Purchase Skid Steer Loader: By motion of Commissioner Lattier, seconded by Commissioner Simpson, the Commission unanimously approved the purchase, and corresponding budget amendment, of a Bobcat T650 Tier 4 Skid Steer loader including all implements and attachments needed to perform all necessary maintenance functions at a cost of \$65,044.79. Staff was also directed to purchase a 60 month/2000 hours extended warranty at a cost of \$2,500.00.

Consideration of Approval of Proposals for Janitorial Contracts for Boyce and Colfax Recreation Areas: By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the Commission unanimously approved award of contract to Jeff's Lawn Service at a cost of \$1,050.00 per month for the Colfax RV Park area and \$425.00 per month for twice weekly service at the Boyce Recreation Area.

Consideration of Approval of Department of the Army License (Contract No. DACW38-3-19-6)/Poland Recreation Area Access Road Rehabilitation/Project No. 19-02: By motion of Commissioner Lattier, seconded by Commissioner Fletcher, the Commission unanimously approved the contract and instructed Executive Director, Colin Brown to execute and sign.

Consideration of Authority to Award Design Contract/Poland Recreation Area - Access Road Rehabilitation/Project No. 19-02/Contract No. RRW 750: By motion of Commissioner Lattier, seconded by Commissioner Maxey, the Commission unanimously approved award of contract to Pan American Engineers, LLC for the design and administration of the project.

Consideration of Contract Name Correction/DBI Services: By motion of Commissioner Lattier, seconded by Commissioner Sayes, the Commission unanimously approved the contract name change to DeAngelo Brothers, LLC.

Consideration of Letter of Engagement/Thomas, Cunningham, Broadway & Todtenbier CPAs: By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the Commission unanimously approved the letter of engagement with Thomas, Cunningham, Broadway & Todtenbier, CPAs formerly known as Johnson, Thomas & Cunningham, CPAs.

b) Land Management, Legal Affairs & Affirmative Action

Consideration of Request to Assign Right-of-Way Agreement/Pool 5 Tract 55: By motion of Commissioner Sayes, seconded by Commissioner Lattier, the Commission unanimously approved the request from QEP Energy to assign the right-of-way to Aethon III BR, LLC.

Consideration of Authority to File Amicus Brief with Louisiana Supreme Court: By motion of Commissioner Sayes, seconded by Commissioner Fletcher, the Commission unanimously approved grant of authority for Mark Begnaud of McCoy, Roberts & Begnaud to file an Amicus Brief on behalf of the Red River Waterway Commission with the Louisiana Supreme Court in the case of Steve Crooks, et ux versus the State of Louisiana, Department of Natural Resources.

c) **Recreation**

Recreation Area Status Report - Mr. Mike Boydston highlighted the prepared report provided in the meeting packet, noting that there had been 70,000 visitors to the District recreation areas during the month of December 2018 and 1.3 million visitors during 2018. Updated maintenance items include, but not limited to:

- All boat ramps are currently closed. Once the Coushatta gauge drops below 27 the centrally located ramps will open.
- Grand Ecore RV Park had a very busy/active December

d) **Ports - None**

e) **Public Awareness & Marketing**

Consideration of Out-of-State Travel Calendar for 2019: By motion of Commissioner Fletcher, seconded by Commissioner Crutchfield, the Commission unanimously approved the 2018 travel calendar.

Marketing Update - A prepared report was provided in the meeting packet. In addition, Marketing Director, Eric Gilmore discussed:

- Grant Parish Port Commission Letter regarding active pursuit of establishing a port facility along the Red River on Grant Parish land
- Looking to March or April for Commission site visits
- Preliminary permit from the Corps for the bank fishing project at the Grand Ecore RV Park
- Awaiting receipt of additional information from a national fishing chain regarding a catfish tournament on the Red
- North Louisiana Economic Partnership being held at Sam's Town on the night of Thursday, January 17th
- RRWC land lease information will be posting to the Commission's Facebook page and Website
- Hampton Road project update. Rock in place and roadway being prepped
- Port Director visits discussing growth of new businesses/new users of the Red
- Preliminary discussion and design of a RRWC mobile application regarding launch openings and closures

f) **Personnel - None**

g) **Revenue, Banking & Budget**

Consideration of Approval of 2018 Audit Engagement Letter: By motion of Commissioner Crutchfield, seconded by Commissioner Simpson, the Commission unanimously approved the 2018 Audit Engagement letter with Payne, Moore & Herrington.

Consideration of Approval of 2018 Audit Compliance Questionnaire: By motion of Commissioner Crutchfield, seconded by Commissioner Lattier, the Commission unanimously approved the 2018 Audit Compliance Questionnaire, further authorizing the Secretary-Treasurer and Executive Director to execute the document.

Consideration of Approval of 2018 Statewide Agreed Upon Procedures Audit Engagement Letter: By motion of Commissioner Crutchfield, seconded by Commissioner Simpson, the Commission unanimously approved the 2018 Statewide Agreed Upon Procedures Audit Engagement Letter with Payne, Moore & Herrington.

h) **Legislative - None**

8. **EXECUTIVE DIRECTOR'S REPORT**

- The Commission received a thank you note from the Littlepage family for the plaque sent in recognition of the passing of Mr. Ben Littlepage
- A preliminary visit with the Commission's 2018 audit firm of Payne, Moore & Herrington has taken place. Firm intends for field work to begin in February. Staff is currently working upon the audit firm's Client Assist letter
- National Waterways Conference, as well as Congressional visits, March 03 – 07, 2018 in Washington, D.C. Commissioners interested in attending should contact the Executive Director
- Annual Waterways Conference being held in Memphis, September 2018
- Red River Valley Association Conference is February 20 – 21. Those Commissioners with interest in attending should notify Eric Gilmore

9. **STATUS OF RIGHTS-OF-WAY/ENGINEERING REPORT** - Prepared reports were provided in the meeting packets.

- Currently no activity is occurring on any active projects due to the high water
- Coushatta Picnic Shelter project – preliminary survey completed
- Poland Access Road Rehabilitation project – Commission approved at today's meeting both the contract with the Department of the Army and award of design contract to Pan American Engineers

10. **GENERAL COUNSEL REPORT** - None

11. **CORPS OF ENGINEERS REPORT**

- 2019 work packet for JBJ did not receive any funding
- Corps has placed stone at the Coushatta closure erosion area
- Loggy Bayou bank caving repair has received full funding
- Avoyelles Parish mitigation property – no action in 2019

12. **RED RIVER VALLEY ASSOCIATION**

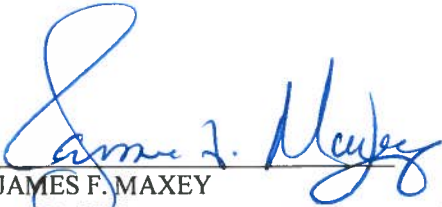
- Corps of Engineers is fully funded
- River status emails, water levels, are going out
- Currently no locks are closed
- Local area is in fairly good shape. Current restrictions are limited to: 500 hp for fully loaded barges and that may lift in the coming week
- Dredge is suspended at Lock 5
- Tuesday, January 22, 2019, begin surveying at Lock 5 working way down river

13. **OTHER BUSINESS - None**

14. **COMMENTS FROM THE PUBLIC - None**

15. **ADJOURNMENT**

There being no further business to conduct at this time, by motion of Commissioner Simpson, seconded by Commissioner Crutchfield, and unanimously approved, the meeting was adjourned.


JAMES F. MAXEY
SECRETARY/TREASURER


THOMAS M. CLARK
CHAIR DESIGNEE