

Administrative Committee Meeting  
Minutes  
June 13, 2019

**I. Call to Order**

The Administrative Committee of the Capital Area Ground Water Conservation Commission (CAGWCC) met for an administrative meeting at 8:30 a.m. on June 13, 2019 in the CAGWCC conference room at 3535 South Sherwood Forest Blvd., Suite 137, Baton Rouge, Louisiana. The meeting was called to order by the Administrative Chairman, Mr. John Jennings.

**II. Roll Call**

The following committee members were present: William Daniel, Barry Huggins, Mark Frey, John Jennings and Nelson Morvant.

Others attending the meeting were: Todd Talbot, Hays Town & Joey Normand, CAGWCC Commissioners; Patrick Courreges, DNR; and Anthony Duplechin and Shawn Scallan, CAGWCC staff.

**III. Approval of Minutes**

Mr. Jennings made a motion to approve the March 12, 2019 administrative minutes. Mr. Morvant seconded this motion and it passed unanimously.

**IV. CAGWCC Financial Conditions**

The financial conditions as of April 30, 2019 were reviewed.

**V. Financial Audit**

The Louisiana Compliance Questionnaire was presented for review. This questionnaire is a required part of a financial audit of Louisiana state agencies. Mr. Huggins made a motion to recommend to the full board the approval of the questionnaire for the financial audit for fiscal year 2018-2019. Mr. Daniel seconded this motion and it passed unanimously.

**VI. Amend Budget for Fiscal Year 2018-2019**

Mr. Daniel made a motion to recommend amending the budget for fiscal year 2018-2019 to the full board. The amendments were: CPA - \$6,600; Legal Notices - \$4,000; USGS Subsidence Wells - \$9,500; USGS Data Collection - \$9,000; LSU Modeling Study #2 - \$40,000; and On-Line Bill Payment System - \$9,000. Mr. Frey seconded this motion and it passed unanimously.

**VII. Proposed Budget for Fiscal Year 2019-2020**

Mr. Daniel made a motion to approve the proposed budget for fiscal year for 2019-2020. Mr. Morvant seconded this motion and it passed unanimously. A public hearing for the budget was held on June 12, 2019.

**VIII. Amend the Agenda**

Mr. Daniel made a motion to amend the agenda to add the item to consider hiring a consultant to write operating procedures and regulations on how the Commission should

conduct some of its field and administrative operations. Mr. Huggins seconded this motion and it passed unanimously.

Mr. Daniel then made a motion to recommend to the full Commission to allow the Administrative Committee to hire a consultant to develop rules and regulations for the field and administrative operations of the Commission and give the Administrative Committee the authority to accept the procedures with final approval by the full board. Mr. Huggins seconded this motion and it passed unanimously.

**IX. Committee Member Comments**

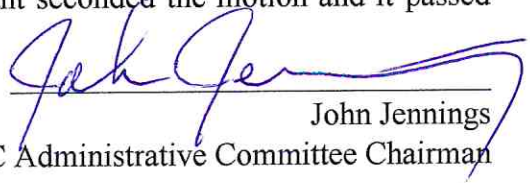
Mr. Frey asked when phase 1 of the Water Institute project will be completed. Mr. Morvant stated by December 2019 – January 2020.

**X. Public Comment**

Mr. Normand stated that he did not agree with the responses of some of the performance audit findings and that the full board should have reviewed the responses prior to the publication of the audit.

**XI. Adjournment**

Mr. Huggins made a motion to adjourn. Mr. Morvant seconded the motion and it passed unanimously.



John Jennings  
CAGWCC Administrative Committee Chairman