**Executive Committee Meeting Minutes**

**Capital Area Groundwater Conservation District**

**CAGCD Office, 3074 Westfork Drive, Baton Rouge, LA 70816**

**June 8, 2023**

1. **Call to Order**

Karen Gautreaux – Capital Area Groundwater Conservation Commission (CAGCC)

Executive Committee Chair

1. **Roll Call**

Gary Beard – CAGCD Executive Director

Members present: Ms. Gautreaux, Mr. Reonas and Mr. Dawson.

Members absent: Mr. Hobbins and Mr. Seagraves.

1. **Establishment of a Quorum**

Gary Beard – CAGCD – Executive Director

Mr. Beard declared a quorum with 3 of 5 members present.

1. **Invocation**

Gary Beard – CAGCD Executive Director

1. **Pledge of Allegiance**

Gary Beard – CAGCD Executive Director

1. **Recognition of Guests**

Karen Gautreaux – CAGCC Executive Committee Chair

Chair Gautreaux recognized Ms. Catherine Crawford with Boles Law Firm present at the meeting.

1. **Amendments to the Agenda**

Karen Gautreaux – CAGCC Executive Committee Chair

Chair Gautreaux asked if there were any amendments to the agenda. Mr. Reonas asked to add the evaluation process for the Executive Director to old business.

1. **Approval of Minutes – March 8, 2023 – (action required)**

Karen Gautreaux – CAGCC Executive Committee Chair

Motion by Mr. Reonas and second by Mr. Dawson to approve the minutes of the March 8, 2023, meeting as presented. None opposed. Motion passed.

1. **Executive Director’s Report**

Gary Beard - CAGCD Executive Director

1. Executive Session – Legal Strategy

Mr. Beard asked if the Committee could go to Item B first because Michelle Hall with the Attorney General’s office had not arrived. Committee approved.

1. Amendment to Lisa Manda’s contract **(action required)**

Mr. Beard asked the Committee to approve the amendment of Ms. Manda’s to $55,000. Due to the increase of hours because of work on litigation this is necessary.

Motion by Mr.Dawson and second by Mr. Reonas to approve amending Ms. Manda’s contract to $55,000. None opposed. Motion passed.

1. FY 2023-2024 Budget **(action required)**

Mr. Beard presented the budget and each line item for the Board’s review, including the fee of $65 per million gallons which needed to be approved each year. Mr. Beard said by law the $65.00 per million gallons rate and the $2,000 permit application fee must be approved. Mr. Beard also said there will be no more CEAs with the parishes, and he feels like the $65.00 fee covers this as well as brings all the parishes on board at this time. He said big ticket items of increase from last year to this year were the matching of capital outlay funding and litigation.

Mr. Beard said the $2,000 permit application fee needs to be approved. He said the cost should be more, but he could not exceed this amount by law.

Motion by Mr. Dawson and second by Mr. Reonas to approve the permit application fee of $2,000. None opposed. Motion passed.

There was a discussion on the COLA for the salaries for Mr. Beard and Ms. McNamara. Mr. Beard said he used an inflation index of seven percent for his salary increase and Ms. McNamara was eligible for a step increase that moved her to an Engineer 8.

Ms. McNamara explained that the fee for Mr. Fontenot was a result of a finding from the P&N audit that required an evaluation of employee retirement fund. Mr. Fontenot has experience with other political subdivisions.

Mr. Reonas suggested acquiring an outside consultant to assist Tara Wicker and Paul Rainwater with the strategy and preparation of a packet to get to legislative and congressional delegation as well as staffers and inform them of our message to the public. Chair Gautreaux agreed. Mr. Beard said he will meet with Paul Rainwater and bring back to the Committee an updated plan.

Mr. Dawson and Mr. Reonas asked Mr. Beard about the plan and goals for public outreach. Mr. Reonas suggested something to send to the consumers explaining the water bill specifically the small amount to fund the protection of the groundwater aquifer. Mr. Dawson reiterated the goal is to generate public support; teaching that water is important and how we are protecting it. Mr. Beard said he will come back to the Committee with the plan of action.

Motion by Mr. Reonas and second by Mr. Dawson to approve the budget and send it on to the full board for approval. None opposed. Motion passed.

1. Executive Director Contract renewal **(action required)**

Mr. Beard said his contract must be approved yearly.

Motion by Mr. Dawson and second by Mr. Reonas to approve Mr. Beard’s Executive Director contract. None opposed. Motion passed.

1. Item added to the agenda – **(action required)** Resolution for Executive Director and Secretary Treasurer to approach banks to shift funds and protect the District’s money.

Motion by Mr. Dawson and second by Mr. Reonas to approve the Executive Director and Secretary Treasurer to investigate and open bank accounts to protect the CAGCD funds. None opposed. Motion passed.

1. **Executive Session**: Legal Strategy **(action required)**

Motion by Mr. Dawson and second by Mr. Reonas to approve going into Executive Session. Motion passed.

Motion by Mr. Reonas and second by Mr. Dawson to come out of Executive Session. None opposed. Motion passed.

Motion by Mr. Reonas and second by Mr. Dawson to approve the settlement agreement with West Baton Rouge Parish Council. None opposed. Motion passed.

1. **Chairman’s Report**

Karen Gautreaux – CAGCC Executive Committee Chair

None.

1. **Member Agenda Items**

Karen Gautreaux – CAGCC Executive Committee Chair

None.

1. **Old Business**

Karen Gautreaux – CAGCC Executive Committee Chair

The District executive directoor evaluation process was moved to old business.

Mr. Reonas said there is no need for action now but there needs to be a process before a pay increase occurs.

1. **New Business**

Karen Gautreaux **–** CAGCC Executive Committee Chair

None.

1. **Commissioner Comments**

Karen Gautreaux – CAGCD Executive Committee Chair

None.

1. **Announcements**

Karen Gautreaux – CAGCC Executive Committee Chair

None.

1. **Public Comment (Non-agenda items only)**

Karen Gautreaux – CAGCC Executive Committee Chair

None.

1. **Adjournment**

Karen Gautreaux – CAGCC Executive Committee Chair - **(action required)**

Motion by Mr. Dawson and second by Mr. Reonas to adjourn the meeting. Motion passed. Meeting adjourned.

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Gary J. Beard, Executive Director