

Capital Area Ground Water Conservation Commission
Administrative Committee Meeting
CAGWCC Conference Room
3535 South Sherwood Forest Blvd., Suite 137
Baton Rouge, LA 70816
March 20, 2018 at 8:30 a.m.

Agenda

- I. Call to order
John Jennings – Administrative Chairman
- II. Roll call
Scallan – CAGWCC Staff
- III. Establishment of a quorum
John Jennings – Administrative Chairman
- IV. Approval of Minutes of December 5, 2017 Administrative Meeting
Action required
John Jennings – Administrative Chairman
- V. Audit – Fiscal Year 2016-2017
Margaret Pritchard – Baxley & Associates
- VI. CAGWCC Financial Conditions – as of February 28, 2018
John Jennings – Administrative Chairman
- VII. Recommendation of Online Bill Payment
Action required
John Jennings – Administrative Chairman
- VIII. Adopt CAGWCC Written Policies and Procedures
Action required
John Jennings – Administrative Chairman
- IX. Hiring a CPA to Assist the CAGWCC Staff
Action required
Anthony Duplechin – CAGWCC Director
- X. Engage a CPA to Perform Audit for Fiscal Year 2017-2018
Action required
Anthony Duplechin – CAGWCC Director
- XI. Approval of Performance Evaluation Form for CAGWCC Staff by Administrative Committee
John Jennings – Administrative Chairman
- XII. Discuss Recommendation of CAGWCC Treasurer
Barry Huggins – CAGWCC Chairman
- XIII. Amend 2017-2018 Budget
 - a) Include all pass through funding & expenses (shown on budget)
 - b) CPA Expenses
 - c) Bank Fees (\$425)
 - d) Travel (\$8,000)
 - e) Information Technology (\$10,000)Action required
John Jennings – Administrative Chairman
- XIV. Review Proposed Budget for Fiscal Year 2018-2019
 - a) Schedule Public Hearing for 2018-2019 Budget – June 26, 2018John Jennings – Administrative Chairman
- XV. Public Comment
- XVI. Adjournment
Action required

Please note that public comment will be taken prior to action on agenda items.
It is possible that a quorum of the Capital Area Ground Water Conservation Commission (CAGWCC) may be in attendance at this meeting but no action of the CAGWCC as a whole will be taken.