

MINUTES

CAPITAL AREA GROUND WATER CONSERVATION COMMISSION

March 26, 2018

I. Call to Order

The Capital Area Ground Water Conservation Commission met for a regular meeting at 9:30 a.m. on March 26, 2018 in the U.S. Geological Survey's auditorium at 3535 South Sherwood Forest, Suite 120, Baton Rouge, Louisiana. The meeting was called to order by the Chairman, Barry Huggins.

II. Roll Call

The following members were present: Ronnie Albritton, William Daniel, Johan Forsman, Barry Huggins, John Jennings, Dennis McGehee, Nelson Morvant, Matthew Reonas, Ryan Scardina, Todd Talbot, and Mark Walton. The following members were absent: Henry Davis, Mark Frey, Julius Metz, Jens Rummeler and Tom Stephens.

Others attending the meeting were: Anthony Duplechin and Shawn Scallan, Capital Area Ground Water Conservation District; Roy Waggenpack, Owen & White; Harry Vorhoff, Louisiana Attorney General's Office; Steve Hardy, The Advocate; Lindsay Gouedy, Sparta Ground Water Commission; John Lovelace, U.S. Geological Survey; Deacon Frank Bains; Henry Graham, Louisiana Chemical Association; Stuart Lambert and Bruce Duhe, Layne Christensen; Mary Gentry, Louisiana Department of Environmental Quality and Frank Tsai, Louisiana State University.

III. Minutes

Mr. Reonas made a motion that the minutes of the December 12, 2017 meeting be approved. Mr. Jennings seconded this motion. The motion passed unanimously.

IV. Report from the Administrative Committee

At the request of the Chairman, Barry Huggins, Mr. Jennings reported on the meeting that was held March 20, 2018 at 8:30 a.m. Following is a summary of items discussed at the meeting and further discussion and action at the regular Commission meeting on March 26, 2018 at 9:30 a.m.

- Ms. Margaret Pritchard, Baxley & Associates, reported on the CAGWCC audit for fiscal year 2016-2017.
- The financial conditions as of February 28, 2018 were reviewed.
- The online bill payment proposals were scored by the Administrative Committee. Mr. Jennings made a motion to hire GeoQuery, Inc. for the online bill payment for \$10,500. Mr. Daniel seconded this motion and it passed unanimously.
- The Administrative Committee reviewed the written policies and procedures required by the Legislative Auditor. Mr. Jennings made a motion to adopt the policies and procedures. Mr. Daniel seconded the motion. Mr. Walton then made a motion to amend the policies and procedures with the following: page 6, change ACH to Automated Clearing House, change PPM No. 49 to Policy & Procedure Memorandum 49 (PPM49); and to add to page 8, under the Budget item, "The Administrative Assistant and Director prepare the annual proposed budget for the fiscal year and present it to the Administrative Committee for review at the March meeting." Mr. Daniel seconded the motion and it passed unanimously. Mr. Reonas then made a motion to amend the policies and procedures with the following wording on page 8 under the Budget item to state, "The Administrative Assistant, Director and CAGWCC Treasurer prepare the annual proposed budget for the fiscal year and present it to the administrative committee for review at the March meeting." Mr. Daniel seconded this motion and it passed unanimously. Mr. Reonas made a motion to amend the policies and procedures on page 4 under Hiring to state, "The Executive Committee consisting of the Chairman, Vice-Chairman, Treasurer and Administrative Committee Chairman may

recommend candidates for the position of Director to the full board, but the full board shall have sole authority to hire and terminate the Director”. Mr. Daniel seconded the motion and it passed unanimously. Mr. Reonas made a motion to amend the policies and procedures on page 5 under Salary Adjustments to establish salary ranges for the current positions based on civil service guidelines along with salary adjustments. Mr. Vorhoff stated that he did not think CAGWCC staff is subject to civil service guidelines. Mr. Huggins stated that all pay increases are approved by the Administrative Committee and then by the full board. Mr. Huggins suggested that this item be tabled for the June Administrative Committee meeting. Mr. Reonas withdrew his motion. Mr. Daniel made a motion that the Commission establish The Advocate as their official journal in the written policies and procedures manual. Mr. Huggins seconded the motion and it passed unanimously. Mr. Jennings made a motion to accept the written policies and procedures as amended. Mr. Walton seconded the motion and it passed unanimously.

- Mr. Jennings made a motion to hire David Shoptaugh to serve as the Commission’s CPA. This would alleviate some of the audit findings. Mr. Daniel seconded the motion and it passed unanimously.
- Mr. Jennings made a motion to engage John McKowen to perform the Commission’s audit for fiscal year 2017-2018. Mr. Walton seconded the motion and it passed unanimously.
- Mr. Jennings made a motion to accept the performance evaluation forms. Mr. Walton seconded the motion. Mr. Reonas expressed his concern that the forms were not specific and could be improved. Mr. Walton stated that evaluations should be performed by one person. Mr. Huggins requested that Mr. Reonas provide in writing suggested improvements to personnel forms and policies for consideration at the next meeting. Mr. Daniel made a motion to table this item for the June Administrative Committee meeting. Mr. Talbot seconded the motion and it passed unanimously.
- Mr. Jennings made a motion to nominate William Daniel as the Commission’s Treasurer. Mr. Walton seconded the motion and it passed unanimously.
- Mr. Jennings made a motion to amend the budget for 2017-2018. Following are the amendments: 1) add all pass through funding and expenses; 2) CPA - \$900; 3) bank fees - \$425; 4) travel - \$8,000; 5) information technology - \$10,000; 6) Online Bill Payment - \$10,500; and 7) Rampart Resources - \$3,200. Mr. Daniel seconded the motion and it passed unanimously.
- Mr. Jennings reported that the proposed budget for 2018-2019 was for review purposes. Mr. Jennings stated that the public hearing for the budget is tentatively scheduled for June 26, 2018.
- Mr. Daniel made a motion to amend the agenda to approve the audit. Mr. Morvant seconded the motion and it passed unanimously. Mr. Reonas made a motion to accept the audit report as presented for 2016-2017. Mr. Talbot seconded the motion and it passed unanimously.

V. Report from the Technical Committee

The report of the Technical Committee was made by Nelson Morvant. Following is a summary of topics discussed at the meeting on March 20, 2018 further discussion and action at the regular Commission meeting on March 27, 2018.

- Mark Walton reviewed the most recent pumping from the “1,500 and 2,000-foot” sand. All pumpage was well within mandated limits.
- John Lovelace, USGS, gave a progress report on “Development and maintenance of a computer model to simulate groundwater flow and saltwater encroachment in the Baton Rouge Sands, Louisiana”.
- Mr. Morvant gave an update on the work of the Planning & Specifications subcommittee.
- Dr. Frank Tsai gave an update for the Board of Regents ITRS Project, “Conjunctive Management of Baton Rouge Multi-Aquifer System for Saltwater Intrusion Mitigation”.

- Mr. Dale Nyman gave a PowerPoint presentation on “An Overview of the Baton Rouge Area Aquifer System”.

VI. Director’s Report

Director Duplechin reported that he made a presentation on the work of the District to the Louisiana Groundwater Association. He also accompanied Commissioners Huggins and Morvant to meet with US Representative Graves and Louisiana Senator Eddie Lambert to explain the Commission’s work. The Director reported that he took part in a tour of the Water Campus, made a presentation to the Louisiana Solid Waste Association, and attended a meeting of the Press Club of Baton Rouge. Mr. Duplechin hosted the 2018 annual meeting of the Groundwater Management Districts Association. He thanked Commissioner Huggins, Morvant and Jennings for attending. Director Duplechin reported that he met with representatives of Freese & Nichols to discuss how they can assist the District and Commission in fulfillment of their respective duties, including educational outreach and long-range water planning. Mr. Duplechin reminded board members of the requirement to complete form 417, financial disclosure tier 2.1 by May 15, 2018.

VII. Chairman’s Report

Mr. Huggins stated that he plans on joining Director Duplechin to the Groundwater Management Districts Association meeting in Savannah, Georgia for their summer conference. Mr. Huggins reported that he will not submit a travel reimbursement form to the Commission. He stated that he will pay for the trip himself. Chairman Huggins reported that he along with Lindsey Gouedy are hosting a meet and greet at the Louisiana State Capitol on Thursday, March 29, 2018 at 7:30 a.m. in the Ellender Room. Mr. Huggins stated that they will be handing out literature on both Commissions and answering questions.

VIII. Other Business

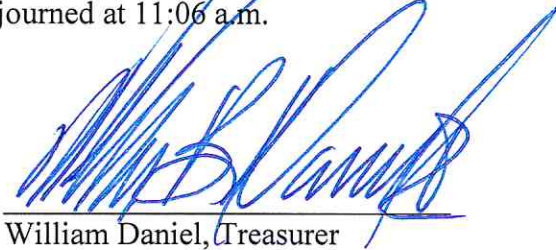
At the request of Commissioner Reonas, Chairman Huggins reported that he is interested in meeting with the Louisiana Water Institute and let them know where the Commission is and see what they can do to assist the Commission.

IX. Public Comment

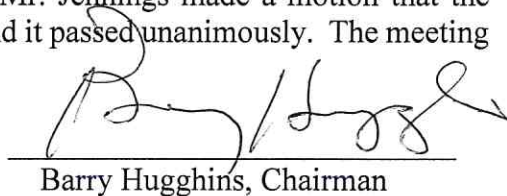
There was none.

X. Adjournment

There being no further business before the Commission, Mr. Jennings made a motion that the meeting be adjourned. Mr. Walton seconded this motion and it passed unanimously. The meeting was adjourned at 11:06 a.m.



William Daniel, Treasurer



Barry Huggins, Chairman