

Administrative Committee Meeting  
Minutes  
September 6, 2018

**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 September 6, 2018 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: Barry Hughhins, John Jennings and Julius Metz.

Others attending the meeting were: Todd Talbot, Tom Stephens and Matthew Reonas, CAGWCC Commissioners; Anthony Duplechin and Shawn Scallan, CAGWCC staff.

**III. Approval of Minutes**

Mr. Hughhins made a motion to approve the June 12, 2018 administrative minutes. Mr. Metz seconded this motion and it passed unanimously.

**IV. CAGWCC Financial Conditions**

The financial conditions as of August 31, 2018 were reviewed.

**V. Audit**

Mr. Hughhins made a motion to recommend to the full board to accept the Louisiana Compliance Questionnaire for the audit for fiscal year 2017-2018. Mr. Metz seconded the motion and it passed unanimously.

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

Mr. Hughhins made a motion to recommend to the full board to amend the legal contract with the Attorney General's office and amend the budget for legal fees in the amount of \$8,000 for fiscal year 2018-2019, and also to amend the budget for land acquisition to \$15,000. Mr. Metz seconded this motion and it passed unanimously.

**VII. CAGWCC Officers for 2019**

Mr. Metz made a motion to recommend to the full board the following members for CAGWCC officers for 2019: Nelson Morvant – Chairman, William Daniel – Vice-Chairman, and Mark Frey – Treasurer. Mr. Hughhins seconded this motion and it passed unanimously.

**VIII. Other Business**

Mr. Jennings questioned as to whether or not the agenda item, "Other Business", needs to be included on the agenda since there is a public comment item. Mr. Hughhins stated that the public comment item was limited to comment on that particular item. And that the public comment at the end of the agenda can be on any subject regarding ground water protection

and/or Commission business. Mr. Huggins suggested that the item “Other Business” should be replaced with “Committee Member Comments”.

**IX. Public Comment**

There was no public comment.

**X. Adjournment**

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

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John Jennings  
CAGWCC Administrative Committee Chairman