

**ADMINISTRATIVE COMMITTEE MEETING MINUTES**  
**CAPITAL AREA GROUNDWATER CONSERVATION DISTRICT**

**MARCH 4, 2021**

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**I. Call to Order**

The Capital Area Groundwater Conservation District (the "District") met for an administrative meeting at 1:00 p.m. on March 4, 2021 in the Baton Rouge Marriott Ballroom, 5500 Hilton Avenue, Baton Rouge, Louisiana. The meeting was called to order by the District's Administrative Committee Chairman Todd Talbot.

**II. Roll Call**

The following members were present: Todd Talbot, William Daniel, Hayes Towne, Matt Reonas, Joey Normand, Mark Frey, and Karen Gautreaux.

Others attending the meeting were not introduced, but include and are not limited to: Gary Beard, Capital Area Groundwater Conservation District; Hunter Odom, Marionneaux Kantrow, LLC; Douglas Carlson, Louisiana Geological Survey; Jason Hewitt and Jay Simon, Sustainability Partners.

**III. Establishment of a quorum**

Mr. Beard established that with seven members present, a quorum of the Administrative Committee was present.

**IV. Approval of Minutes of July 23, 2020 Administrative Committee Meeting**

Mr. Talbot requested that a motion be made, and it was, for the minutes of the July, 23, 2020 Administrative Committee Meeting to be approved. The motion passed unanimously. Mr. Normand made a motion to approve the minutes, and it was seconded by Mr. Daniel.

**V. CAGWCD Financial Conditions- as of January 31, 2021**

Mr. Beard discussed the financial conditions of the CAGWCD. Mr. Beard then informed the committee that he was shifting funds that were budget for travel to public outreach/Hometown Productions. Mr. Beard stated this did not affect the overall budget.

**VI. Amendment to the CAGWCD Bylaws**

Committee members discussed the hiring process, and whether it should be put before the full committee. Mr. Talbot stated that job descriptions should be on paper and should be firmed up. Mr. Daniel discussed that the Executive Director is to do the day-to-day work and the Commission should be the overseer. Mr. Towne stated that the Executive Director is responsible for getting things done. Mr. Beard was directed to have legal counsel draft procedures for the termination of employees and the appeal process of such termination. Mr. Normand made a motion to defer agenda item until next meeting. Mr. Daniel seconded the motion, and it passed with no opposition.

**VII. Approval of USGS CEA – water levels & chloride samples for EBR, WBR, PC, WF & City of Plaquemine for 2021**

Mr. Reonas described that the CEA needed to be amended for the City of Plaquemine. Motion was put forth by Mr. Daniel to approve as amended to include the City of Plaquemine. The Motion was seconded by Ms. Gautreaux, and it passed without opposition.

**VIII. Metering Program**

Mr. Gary Beard, Executive Director of CAGWCD, stated that the current metering is performed on the honor system. He stated that he was asking for a system wide metering system. He then asked Jason Hewitt of Sustainability Partners and Jay Simon of Secure Water to make a presentation to the Administrative Committee on the proposed installation of metering system. Mr. Hewitt described that there would be approximately twelve sites for salinity monitors with the ability to expand if necessary. Mr. Hewitt described the business aspects of the system and the obligations of the District if it were to accept, including a month-to-month commitment from the District for the capital expenditure, priced per site. Mr. Hewitt described that the communication would be cloud-based, which would allow for the data to be kept safe and easily accessible. Mr. Hewitt stated that of the twenty or more metering projects across the country, he had never seen a customer see less than a forty percent increase in accuracy. Mr. Simon then outlined and described the engineering and technical aspects of the proposed project, including the costs and benefits of potential flow-meters and chloride meters. Mr. Beard stated that advertisements for RFQ were issued with three verbal responses, and one written submittal.

**IX. Discussion of Need for and Advisability of Establishing Motion Tiers**

Mr. Normand discussed the need for a better procedural system for making motions, discussion items for future meetings.

**X. Performance Evaluation for Executive Director**

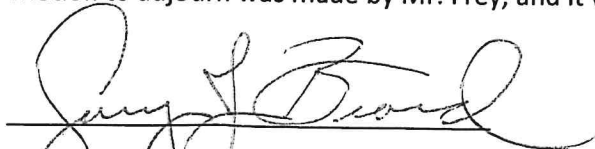
The Executive Committee was called into executive session, with Mr. Odom and Mr. Beard in attendance with the Executive Committee Members.

**XI. Selection of Administrative Committee Chairman for 2021**

Mr. Talbot called for nominations for the Administrative Committee Chairman for 2021. Mr. Daniel nominated Mr. Normand. Mr. Frey nominated Todd Talbot. A roll call vote was called and Mr. Daniel, Mr. Reonas, Mr. Normand, and Mr. Towne voted for Mr. Normand. Mr. Frey and Mr. Talbot voted for Mr. Talbot, and Ms. Gautreaux abstained from voting.

**XV. Adjournment**

Motion to adjourn was made by Mr. Frey, and it was seconded by Mr. Towne.

  
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Gary J. Beard, Executive Director