

**MINUTES  
OF THE  
RED RIVER WATERWAY COMMISSION MEETING  
DECEMBER 18, 2019  
10:00 AM  
COMMISSION HEADQUARTERS  
NATCHITOCHE, LOUISIANA**

**1. CALL TO ORDER**

The meeting of the Red River Waterway Commission was called to order by Chair Designee, Troy Roussell, in the Board Room of the Red River Waterway Commission Office located at 5941 Highway 1 By-Pass in Natchitoches, Louisiana.

**2. ROLL CALL**

Roll was called and a quorum was present. Others in attendance were asked to identify themselves and offer any comments they may have regarding the agenda. However, no comments were offered.

**Present:** Chair Designee, Troy Roussell, Commissioner Roy A. Burrell, Commissioner David L. Crutchfield, II, Commissioner Michael P. Deville, Commissioner Randell Fletcher, Commissioner Charles R. Greer, Commissioner David Jones, Commissioner Ronald Lattier, Commissioner James F. Maxey, Commissioner Larry K. Sayes.

**Absent:** Commissioner Paul Fleming and Commissioner Michael Simpson.

**RRWC Staff Members Present:** Mr. Colin Brown - Executive Director, Mr. Mike Boydston - Operations & Maintenance Director, Ms. Stephanie Bonnette - Executive Assistant, Mr. Luke Pearson - Real Estate Manager, Mr. Ryan Ingles - Engineering Supervisor, Mr. Eric Gilmore - Marketing Director, Mr. Greg Upton - Legal Counsel.

**3. INTRODUCTION OF GUESTS AND PUBLIC COMMENT PERIOD PURSUANT TO LRS 42:14**

**Others Present:** None

**4. APPROVAL OF AGENDA**

By motion of Commissioner Burrell, seconded by Commissioner Crutchfield, the agenda was unanimously approved. Comments from the public were called for, however, none were offered.

**5. APPROVAL OF MINUTES**

By motion of Commissioner Fletcher, seconded by Commissioner Crutchfield, the minutes of the November 20, 2019 meeting were unanimously approved.

**6. TREASURER'S REPORT**

By motion of Commissioner Crutchfield, seconded by Commissioner Fletcher, the Expenditures, Financial Statements, Investment Reports, & Fund Balance Report for the month of November 2019 were unanimously approved.

**7. COMMITTEE REPORTS**

**a) Contracts**

1. **Consideration of Ratification of Change Order No. 1/RRWC Project No. 18-02/Contract No. RRW-741/Boyce Recreation Area - Dock Construction Project:** By motion of Commissioner Lattier, seconded by Commissioner Crutchfield, the Commission unanimously approved the ratification of Change Order No. 1 of the Boyce Recreation Area – Dock Construction project to reflect a decrease in contract cost of \$9,880.60, bringing the final project cost to \$1,134,751.00, and an increase in contract time by 258 days due to adverse weather and sustained river flooding.
2. **Consideration of Ratification of Change Order No. 1/RRWC Project No. 19-14/Contract No. RRW-777/Tauzin Island Road - Maintenance Rehabilitation:** By motion of Commissioner Lattier, seconded by Commissioner Greer, the Commission unanimously approved ratification of Change Order No. 1 of the Tauzin Island Road – Maintenance Rehabilitation project to reflect a decrease in contract cost of \$2,459.90, bringing the final project cost to \$152,995.10.
3. **Consideration of Approval of Janitorial Proposals for the Teague Parkway/Stoner Avenue/Coushatta Recreation Area Comfort Stations:** By motion of Commissioner Lattier, seconded by Commissioner Deville, the Commission unanimously approved award of a 2-year contract to JaniKing of Shreveport in the amount of \$550.00 per comfort station per month.
4. **Consideration of Janitorial Contract for Office Building and Grand Ecore Comfort Stations:** By motion of Commissioner Lattier, seconded by Commissioner Burrell, the Commission unanimously approved award of contract to Home Maids of Natchitoches in the amount of \$1,220.00 per month.

**b) Land Management, Legal Affairs & Affirmative Action**

1. **Consideration of Authority to Re-Advertise Public Bid Leases Expiring in 2020:** By motion of Commissioner Sayes, seconded by Commissioner Crutchfield, the Commission unanimously approved granting staff the authority to re-advertise three Public Bid Leases described as follows: 1. Hudson CutOff, 60 acres 2. Lock & Dam 1, tracts 3 & 6, 5.7 acres 3. Lock & Dam 2, 195 acres.

2. **Consideration of Authority to Re-Appraise Leasebacks Expiring in 2020:** By motion of Commissioner Sayes, seconded by Commissioner Lattier, the Commission unanimously approved granting staff the authority to re-appraise two leasebacks described as follows: 1. Lock & Dam 1, tract 1-upstream, 43 acres in Catahoula Parish 2. Lock and Dam 1, tract 1-downstream, 106.9 acres in Catahoula Parish prior to their expiration dates.

c) **Recreation**

1. **Recreation Area Status Report**

Mr. Mike Boydston highlighted the prepared report provided in the meeting packet, noting that there had been 66,000 visitors to the District recreation areas during the month of November 2019. Updated maintenance items include, but not limited to:

- Dredging will be completed upon completion of one remaining area in Pool 1

d) **Ports - None**

e) **Public Awareness & Marketing**

1. **Marketing Update**

A prepared report was provided in the meeting packet. In addition, Marketing Director, Eric Gilmore discussed:

- Decrease in demand of frac sand
- Still barging steel upriver
- Year-end tonnage numbers will be presented at the January 2020 Commission meeting
- Grand Ecore RV Park has increased its occupancy rate by 39% over last year
- Grand Ecore Bank Fishing project commenced and proceeded in clearing out and cleaning up riverbank frontage until reaching the budgeted maximum expense. Additional recommendations offered for usage of the riverbank frontage.
- March 03, 2020 – Ribbon cutting for Morgan City Port
- 2020 travel calendar will be presented at the January 2020 Commission meeting

f) **Personnel - None**

g) **Revenue, Banking & Budget**

1. **Consideration of Authority to Undesignate-Unreserve Remaining Project Funds:** By motion of Commissioner Crutchfield, seconded by Commissioner Deville, the Commission unanimously approved undesignating-unreserving \$625,243.89 in funds remaining after completion of projects.
2. **Consideration of 2019 Surplus Equipment List:** By motion of Commissioner Crutchfield, seconded by Commissioner Greer, the Commission unanimously approved declaration of all items listed as surplus equipment and further authorized the staff to dispose of in accordance with State guidelines.
3. **Consideration of Approval of 2019 Audit Engagement Letter and 2019 Statewide Agreed Upon Procedures Audit Engagement Letter:** By motion of Commissioner Crutchfield, seconded by Commissioner Lattier, the Commission unanimously approved both the 2019 Audit Engagement Letter and 2019 Statewide Agreed Upon Procedures Audit Engagement Letter with Payne, Moore & Herrington.
4. **Consideration of Funding Request for Feasibility Study/Extension of Navigation into Arkansas** – No discussion or action on this item.
5. **Consideration of Authority to Reserve Funds:** By motion of Commissioner Crutchfield, seconded by Commissioner Greer, the Commission unanimously approved authorizing staff to reserve \$12,000,000.00 in funds for future work. These funds to be allocated as follows: \$9,000,000.00 for Dredging (\$1,000,000.00 for Ports and \$8,000,000.00 for other areas) and \$3,000,000.00 for a 12' Channel Study of the Red River.
6. **Consideration of Approval of 2020 Budget:** By motion of Commissioner Crutchfield, seconded by Commissioner Burrell, the Commission unanimously approved the Red River Waterway Commission 2020 proposed budget and the Resolution for Adoption of the 2020 Budget for the Red River Waterway Commission. Commissioner Crutchfield read the resolution aloud as follows:  
WHEREAS, the Red River Waterway Commission has appointed Executive Director, Colin Brown, to prepare and submit a proposed budget to said governing body; and  
WHEREAS, Executive Director, Colin Brown, has submitted a proposed budget for the Fiscal Year 2020, beginning January 1, 2020 and ending December 31, 2020, to this governing body on December 18, 2019, for its consideration, and;  
WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 18, 2019, and interested taxpayers were given the opportunity to inspect and comment as to said proposed budget, and;  
WHEREAS, the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Red River Waterway Commission of the State of Louisiana:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Red River Waterway Commission for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Secretary/Treasurer and Executive director.

ADOPTED, this 18<sup>th</sup> day of December, 2019 after vote of the Red River Waterway Commission.

h) **Legislative** – None

**8. EXECUTIVE DIRECTOR'S REPORT**

- Words of appreciation to staff and Commissioners during the process of preparing the 2020 proposed budget
- Words of appreciation and presentation to Acting Chair, Troy Russell
- Holiday message given

**9. STATUS OF RIGHTS-OF-WAY/ENGINEERING REPORT**

Prepared reports were provided in the meeting packet. In addition, Engineering Supervisor, Ryan Ingles, discussed the following:

- Tauzin Island Road Rehabilitation Project is at substantial completion and projected full completion should be within a couple of weeks
- Coushatta Recreation Area – Dock Construction is actively in progress. Pile-driving equipment has been mobilized

10. **GENERAL COUNSEL REPORT** - None

11. **CORPS OF ENGINEERS REPORT** - None

12. **RED RIVER VALLEY ASSOCIATION** – Annual conference in Bossier City will be in February

13. **OTHER BUSINESS** - None

14. **COMMENTS FROM THE PUBLIC** - None

**15. ADJOURNMENT**

There being no further business to conduct at this time, by motion of Commissioner Jones, seconded by Commissioner Sayes, and unanimously approved, the meeting was adjourned.

  
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JAMES F. MAXEY  
SECRETARY/TREASURER

  
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TROY ROUSSELL  
CHAIR DESIGNEE