

MINUTES  
OF THE  
RED RIVER WATERWAY COMMISSION MEETING  
DECEMBER 16, 2020  
10:00 AM  
GRAND ECORE RV PARK ACTIVITY CENTER  
1071 TAUZIN ISLAND ROAD  
NATCHITOCHE, LOUISIANA 71457

1. **CALL TO ORDER**

The meeting of the Red River Waterway Commission was called to order by Vice Chair, Commissioner Paul Fleming, in the Activity Center of the Red River Waterway Commission Grand Ecore RV Park located at 1071 Tauzin Island Road 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:** Commissioner Versa Clark, Commissioner David Crutchfield, II, Commissioner Michael Deville, Commissioner Paul Fleming, Commissioner Randell Fletcher, Commissioner David Jones, Commissioner Ronald Lattier, Commissioner Michael Simpson. In accordance with Louisiana R.S.42.17.1 (Act 302) Commissioner Jacques Goudeau, Commissioner Charles Greer, and Commissioner James Maxey, participated virtually.

**Absent:** Chair Designee, Troy Roussell

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

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

**Others Present:** Heidi Stewart with Northwest Louisiana Council of Governments (NLCOG)/Watershed Initiative - participating virtually

4. **APPROVAL OF AGENDA**

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

5. **APPROVAL OF MINUTES**

By motion of Commissioner Deville, seconded by Commissioner Crutchfield, the minutes of the November 18, 2020 meeting were unanimously approved by roll call vote.

6. **TREASURER'S REPORT**

By motion of Commissioner Lattier, seconded by Commissioner Fletcher, the Expenditures, Financial Statements, Investment Reports, & Fund Balance Report for the month of November 2020 were unanimously approved by roll call vote.

7. **COMMITTEE REPORTS**

a) **Contracts**

1. **Consideration of Authority to Award Design Contract - Teague Trails Extension (2020 Request):** By motion of Commissioner Lattier, seconded by Commissioner Jones, the Commission unanimously approved, by roll call vote, award of design contract to Civil Design Group, LLC for the design and administration of the project. Initial expense allotment for construction in the amount of \$1,500,000.00.
2. **Consideration of Change Order No. 1/RRWC Project No. 19-01/Contract No. RRW-749/Coushatta Recreation Area - Dock Construction:** By motion of Commissioner Lattier, seconded by Commissioner Clark, the Commission unanimously approved, by roll call vote, Change Order No. 1 which provides for a decrease in contract cost in the amount of \$3,794.58 establishing the final contract price of \$929,178.80 and for the increase in contract time by 282 days due to adverse weather and sustained river flooding.
3. **Consideration of Addendum No. 1 to Cooperative Endeavor Agreement with Grant Parish Sheriff's Office:** By motion of Commissioner Lattier, seconded by Commissioner Fletcher, the Commission unanimously approved, by roll call vote, the addendum to the Cooperative Endeavor Agreement with the Grant Parish Sheriff's department modifying the originally approved agreement which pertained to the construction of an emergency equipment storage building at the Colfax Recreation Area. The addendum allows the Grant Parish Sheriff's department to construct an additional bay to said building for additional storage and to be done at the Sheriff's Department expense. No financial commitment is being requested of the Red River Waterway Commission.

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

1. **Consideration of Award of Public Bid Land Lease/St. Maurice Cutoff/Part of Tract 2/23.6 Acres:** By motion of Commissioner Deville, seconded by Commissioner Lattier, the Commission unanimously approved, by roll call vote, award of public bid land lease to JH Global Interests, LLC for \$2,950.00 (\$25.00 per acre) for the 5-year lease term. Lease includes stipulation that hunting is limited to shotgun and archery.
2. **Consideration of Award of Public Bid Land Lease/Socot Capout/Phase II/Tract 11/Segment B/91 Acres:** By motion of Commissioner Deville, seconded by Commissioner Lattier, the Commission unanimously approved, by roll call vote, award of public bid land lease to Mr. Rodney Achord for \$9,122.72 (\$20.05 per acre) for the 5-year lease term.

c) **Recreation**

1) **Recreation Area Status Report**

Mr. Mike Boydston highlighted the prepared report provided in the meeting packet, noting that there had been 130,000 visitors to the District recreation areas during the month of November 2020. Updated maintenance items include, but not limited to:

- Dock repairs for Colfax Recreation Area and Grand Ecore Recreation area to begin after the first of the year 2021. St. Maurice and Natchitoches Recreation Areas dock repairs to follow

d) **Ports - None**

e) **Public Awareness & Marketing - None**

1) **Marketing Update**

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

- Participating in discussions for 2021 organizational events on Red River
- Ports continue to move forward with growth and usage as are able through the COVID-19 Pandemic
- Grand Ecore RV Park was at 51% occupancy for November 2020

f) **Personnel** - None

g) **Revenue, Banking & Budget**

1. **Consideration of Approval of 2020 Surplus Equipment List:** By motion of Commissioner Crutchfield, seconded by Commissioner Lattier, the Commission unanimously approved, by roll call vote, the list of items presented to the Commission to be declared surplus and authorized staff to dispose of the items properly.
2. **Consideration of Authority to Undesignate-Unreserve Remaining Project Funds:** By motion of Commissioner Crutchfield, seconded by Commissioner Deville, the Commission unanimously approved, by roll call vote, to increase the undesignated-unreserved fund by \$378,295.68 for projects completed in 2020 that had remaining funding balances.
3. **Consideration of Approval of 2020 Audit Engagement Letter:** By motion of Commissioner Crutchfield, seconded by Commissioner Clark, the Commission unanimously approved, by roll call vote, the 2020 engagement letter with Payne, Moore & Herrington.
4. **Consideration of Approval of 2021 Budget:** By motion of Commissioner Crutchfield, seconded by Commissioner Simpson, the Commission unanimously approved, by roll call vote, the Red River Waterway Commission 2021 proposed budget and the Resolution for Adoption of the 2021 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 Fiscal Year 2021, beginning January 1, 2021 and ending December 31, 2021, to this governing body on December 16, 2020, 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 16, 2020, 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 16th day of December, 2020 after roll call vote of the Red River Waterway Commission.

h) **Legislative** - None

8. **EXECUTIVE DIRECTOR'S REPORT**

- Words of appreciation to staff and Commissioners for their efforts during the process of preparing the 2021 proposed budget and subsequent approval thereof
- Staff will research audio/visual upgrades for the remote meeting location to enhance the quality of both for ongoing and future remote meetings
- Reminder to Commissioners that annual training requirements are due by December 31, 2020
- Holiday message given

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

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

- Presented to the Commission the final change order for the Coushatta Recreation Area – Dock Construction project. Project to be fully completed by mid-January 2021
- Colfax Activity Center Porch Addition project - slab has been poured, posts and framing underway
- Teague Trails Extension project - Entering into design phase. Cooperative Endeavor Agreement being enacted between RRWC and the Bossier Parish Sheriff Police Jury and Memorandum of Understanding with Red River National Wildlife Refuge. Design and survey process will begin now.
- Commission approved Comfort Stations project - probability of having design contract January 2021
- Submitting request to the Corps of Engineers for cost-share ability for previous completed projects that were not originally approved as cost-sharable. Corps of Engineers representative, Katy Breaux, does not foresee any issues with the upcoming submitted requests.

10. **GENERAL COUNSEL REPORT** - None

11. **CORPS OF ENGINEERS REPORT**

- December 18, 2020 budgeting and funding approval before Congress
- Developing budget for fiscal year 2022
- There is capability for funding of the 12' Channel project

12. **RED RIVER VALLEY ASSOCIATION** - None

13. **OTHER BUSINESS** - None

14. **COMMENTS FROM THE PUBLIC** - Comments from the public were called for, however, none were offered.

15. **ADJOURNMENT**

There being no further business to conduct at this time, by motion of Commissioner Crutchfield, seconded by Commissioner Deville, and unanimously approved by roll call vote, the meeting was adjourned.

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JAMES F. MAXEY  
SECRETARY/TREASURER

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TROY ROUSSELL  
CHAIR DESIGNEE