

**OFFICIAL POLICY AND REGULATIONS OF  
CYPRESS BLACK BAYOU RECREATION  
AND WATER CONSERVATION DISTRICT, BOSSIER PARISH,  
STATE OF LOUISIANA  
REVISED/UPDATED: FEBRUARY 09, 2018**

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## **I. GENERAL GOVERNANCE**

### **a. District Authority**

1. The Legislature of the State of Louisiana created the Cypress Black Bayou Recreation and Water Conservation District (“District”), Bossier Parish, State of Louisiana by Act No. 292 of 1958 as amended and shown as Louisiana Revised Statute Title 38, Section 2610, et seq., as amended.
2. The Cypress Black Bayou Recreation and Water Conservation District is a political subdivision of the State of Louisiana and has all the rights, powers and privileges of a political subdivision of the State of Louisiana. In general its rights are specified in the laws of the State of Louisiana. More specifically its rights, powers and privileges are spelled out in La. R.S. 38:2603 and La. R.S. 2608. It is to have the broadest power as allowed under the laws of the State of Louisiana.

### **b. Governing Board**

1. The District shall be governed and controlled by a board of five commissioners (“Board” or “Board of Commissioners”), each of whom shall be a qualified elector of Bossier Parish, residing and owning property within the District. The successors to the present members of the board of commissioners shall be appointed as follows: one by the police jury of Bossier Parish; one by the mayor and governing authority of the City of Bossier City; one by the mayor and governing authority of the Town of Benton; one by the Bossier Parish School Board and one by the Board of Commissioners of the Bossier Levee District. Any vacancy in the office of commissioner due to death, resignation, or any other cause shall be filled by an affirmative vote of the majority of the remaining commissioners. The person so elected shall serve the unexpired term.
2. Each member of the board of commissioners shall serve a term of five years from the date of his appointment to the board.

### **c. District Powers**

1. In order to accomplish the purposes of the District and to secure the best results for the construction, operation, and maintenance of the works and improvements of the District and to prevent damage to the property of the District, the board of commissioners may make such rules and regulation as it shall deem advisable to:
  - i. Protect and preserve the works, machinery, improvements, and property owned or controlled by the District and to prescribe the manner of their use.
  - ii. Prescribe the manner of buildings, bridges, roads, fences, or other works in, along or across any channel, reservoir or other construction of the District.

- iii. Prescribe the manner in which ditches, sewers, pipelines or other works shall be adjusted to or connected with the facilities of the District or any water course within the District and the manner in which the water courses of the District may be used for the disposal of waste.
  - iv. Prescribe the permissible uses of the waters of the District made available by its facilities and to prevent the pollution or the unnecessary waste of such water.
  - v. Prohibit or regulate the discharge of sewers into the District of any liquid or solid waste deemed detrimental to the waters or facilities of the District.
  - vi. Create, construct, and administer such recreational parks, playgrounds and picnic areas as the Board of Commissioners shall consider necessary for the use and enjoyment of any water facility owned or controlled by the District and shall provide adequate access to any lake or reservoir created by the District for the use of the public.
2. The District reserves its rights to evaluate any request for a permit and to grant, defer, table, deny, revoke, or suspend any and all permits and permit applications in the sole exercise of the District's discretion. If a permit is issued by the District and all other applicable governing authorities, then the person acting in compliance with the permits will not be subject to the penalties for violations as set forth herein. However, said safe harbor is applicable only to conduct, acts or omissions committed on and after the date the last required permit is issued. Any conduct, acts, or omissions in violations of these rules and regulations, which predate the issuance of the last required permit, will still be subject to the penalties set forth herein.

**d. Public Participation at Board Meetings**

1. Comments Invited
  - i. Comments from the public shall be invited at each meeting of the Board of Commissioners for the Cypress Black Bayou Recreation and Water Conservation District.
  - ii. Comments from the public shall be invited on each agenda item, before a final vote is taken on the agenda item. During the discussion of each agenda item, the Executive Director or President of the Board of Commissioners shall recognize any persons present at the meeting desiring to comment on the particular item.
  - iii. At the close of each meeting of the Board of Commissioners, the President of the Board of Commissioners shall ask for and permit comments on any subject, provided that no action shall be taken by the Board of Commissioners, except in cases of emergency, on any item not appearing on the agenda.

- iv. All state laws relating to open meetings and to the posting and filing copies of the agenda shall be complied with.
2. Disruptions Prohibited
- i. Nothing herein shall permit any person or group to disrupt any meeting of the Board of Commissioners.
  - ii. Any person disrupting any meeting shall be advised by the Executive Director, any Commissioner, or any law enforcement officer present to cease the disruption. If the person or group fails to cease the disruption, the offending party or parties may be ejected from the meeting.
3. Time Limits
- i. Persons desiring to speak at a meeting of the Board of Commissioners shall obtain the recognition of the Executive Director before speaking.
  - ii. Unless otherwise authorized or allowed by a majority of the Board of Commissioners present at a meeting, no person shall speak to the Board of Commissioners for more than five (5) minutes on any one topic. The same person may address the Board of Commissioners for five (5) minutes each on more than one topic.
  - iii. The Board of Commissioners shall have the authority to further limit the time for each person addressing the board in order to facilitate an efficient use of time at the meeting.
  - iv. Nothing in this Section shall prohibit any Commissioner of the Board of Commissioners from speaking at any time and at any length, subject to rules of order.
- d. Recognition of and Public Posting of Louisiana’s “Open Meetings Law”
- (1) The Board of Commissioners of the District shall display or cause to be displayed a copy of Louisiana’s “Open Meetings Law,” Louisiana Revised Statutes 42:11, et seq., in a conspicuous location within the District’s Administrative Office, as well as any location in which meetings of the District’s Board of Commissioners are regularly conducted.
  - (2) The Board of Commissioners of the District shall update or cause to be updated the postings required by this Section as amended.

## II. GENERAL POLICIES

### a. Effective Date

1. These policies shall become effective immediately, will be published as required by law and shall remain in effect until amended, revised or rescinded by an official action on the part of the Board of Commissioners.

### b. Review of Policies

1. It shall be the policy of the Board of Commissioners of District that these policies shall be officially reviewed annually.

### c. Use of District Property

1. The policy is herein established that no property owned by the District will be available for private, public or commercial use, so long as such property is required for present or future District uses or purposes.

### d. Property Disposal

1. The policy is herein established that no property owned by the District will be disposed of by sale or transfer of title at any time, unless such property is determined by the Board of Commissioners to be “surplus” and unnecessary to use by the District. In such event, property deemed surplus shall be offered for sale by public sale in accordance with Louisiana Law. The District shall and does reserve the right to reject any and all bids. No property will be declared surplus for which the Soil Conservation Service reimbursed the District for a share of the costs.

### e. Pollutant Disposal

1. The policy is herein established that strict regulation of the use, discharge, dumping, and disposal of animal waste, garbage and pesticides within the watershed of the reservoirs be exercised. Included within this provision are sanitary landfills, garbage dumps, sewage disposal facilities and agricultural operations, such as cattle and hog production areas, chicken houses, the use of manure as fertilizer, feed lot operations, etc. In general these sources of pollution will be regulated by Police Jury Ordinance or State Health Department or Parish Health Unit rules and regulations and enforced by the Bossier Parish Health Unit personnel.

### f. “In Fee” Property

1. The policy is herein established that quality standards, regulation of maintenance standards and abandonment without removal of any type of buildings, facilities, docks, piers, installations or structures on District owned land will be regulated by the Cypress Black Bayou Recreation and Water Conservation District.

**g. Shoreline Property**

1. The policy is herein established that quality standards and regulations of minimum construction standards for any type of buildings or facilities within 800 feet of the shoreline of the reservoirs, other than on lands owned “in fee” by the District, will be controlled by the Bossier Parish Police Jury and the ordinances and procedures established by the Jury for this purpose.

**h. Shoreline Aesthetics**

1. The policies herein established that every effort will be made to retain the natural scenic beauty of the shoreline of the reservoirs. Destruction of trees, shrubs, and natural vegetative screening will be discouraged and where clearing operation on District owned lands are authorized, appropriate measures will be taken to insure proper maintenance and care of the area so cleared in order that the Natural scenic appearance of shoreline is not degraded. Restraint should be exercised toward reduction and destruction of vegetative screening.

**i. Acquired Land Rights by the District**

1. General Acquired Land Rights
  - i. All of the land rights or property required for the recreation area and for Cypress Lake, Black Bayou, the spillway, dam, outfall channels, control structure and appurtenances thereto appertaining, and the reservoir and necessary area owned and administered by the Cypress Black Bayou Recreation and Water Conservation District.
2. Public Access Strip
  - i. In order to provide a public access strip around the periphery of Cypress Lake, the District has acquired land areas above the pool stage (179.6 MSL) to the (in-fee line) which is generally the greater of two feet vertically or one hundred feet horizontally above the 179.6 MSL contour line.
  - ii. There is no public access strip around the periphery of Black Bayou.

**j. Flowage Easement Line**

1. In order to provide for periodic floods which may inundate areas above spillway elevation 179.6 MSL, the District has acquired a flowage easement up to the (flowage easement line) elevation of 187.5 foot MSL on Cypress Lake and up to the (flowage easement line) elevation of 190.3 foot MSL on Black Bayou. No dwellings, including structures for human habitation, or structures of any nature, type or kind, movable or immovable, permanent or temporary, will be allowed to be constructed below the 187.5 foot MSL flowage easement line on Cypress Lake and the 190.3 feet MSL on Black Bayou. Special requests which have a minimal



impact on any flooding that may occur within the flowage easement may be considered by the board on an individual basis. Under no circumstances will permission be given to dig or cut channels across the 187.5 MSL flowage easement line on Cypress Lake and the 190.3 MSL flowage easement line on Black Bayou.

### **III. RECREATIONAL ACTIVIES AND USE OF FACILITIES**

#### **a. General Prohibitions.**

1. Flights of all Ultra-Light aircraft are prohibited under five hundred feet altitude on both the Cypress and Black Bayou Reservoirs.
2. Amphibious aircraft takeoffs and landings on Cypress Reservoir and Black Bayou Reservoir are prohibited.
3. The discharge of a firearm is prohibited on the Black Bayou Reservoir.
4. No person shall exceed the posted speed limits in the District's park or recreational area.
5. No person shall discharge a firearm on Black Bayou Reservoir.
6. No person shall throw, discard, or discharge any kind of refuse, garbage, trash, rubbish or waste into the waters of Cypress Lake or Black Bayou or along the roads, public areas, public sites, or on District owned lands or facilities or anywhere within the zoned area.
7. No person shall discharge any contaminated water or contaminants of any kind into the waters of Cypress Lake or Black Bayou or into any ditches, tributaries, watersheds or other areas, within the zoned area, which in turn run into Cypress Lake or Black Bayou.
8. No person, who is a registered sex-offender or who has been convicted in a court of law of having committed any sexual offense with a minor, shall be allowed to enter any District owned land or facility. Any person who enters any District owned land or facilities in violation of this subsection, in addition to all other penalties set forth herein, shall also be subject to being removed from said land or facility by law enforcement personnel, and to be banned from any further use of the District's facilities. This section shall include the Nature Center.
9. The destruction, damage, defacement or removal of district property, vegetation, rocks or minerals is prohibited. In addition to the issuance of a citation, the offender may be removed and his recreational privileges canceled.
10. It shall be unlawful for any person to throw, discard or discharge into the waters of reservoirs, on or along roads, public areas, private sites, District owned lands and facilities, or anywhere within the general project area, any kind of refuse, garbage, trash, rubbish or waste. All such refuse, garbage, trash, rubbish or waste

shall be disposed of at designated points or places as indicated by marked signs. There shall be no burning of trash or garbage. (This subsection is not intended to suffice or substitute for the Bossier Parish Sanitary Code (Chapter 102).)

11. Gasoline and other inflammable or combustible liquids shall not be stored for commercial purposes in, upon or around the reservoirs or shores thereof without the written permission of the District. No petroleum products whatsoever or similar products shall at any time be dumped in, on or about the reservoir(s). No floating gasoline, oil or so-called "filling stations" will be permitted on the waters of the reservoir(s). Such products may be dispensed from marinas after application for and granting of a permit by the District.
12. All commercial operations or activities in the waters of the reservoir(s) or on lands owned by the District shall be strictly in accordance with existing leases, permits or other written agreements with the District.
13. Alcohol Regulations
  - i. Possession or consumption of alcoholic beverages is prohibited at the recreation area beach, beach parking lots and bathhouse.
  - ii. The Board of Commissioners may enact policies, rules, and regulations that do not conflict with the laws of the State of Louisiana related to the distribution, sale, and consumption of alcohol on its property.
14. Abandonment of Personal Property
  - i. Abandonment of personal property on the land or water areas of the reservoirs is prohibited. Any abandoned personal property may be removed or discarded as the District deems fit.
  - ii. Abandoned property shall include, but is not limited to:
    - A. Personal property left unattended;
    - B. Boats that have not been moored offshore and unattended overnight; and
    - C. Duck blinds that are floating adrift in the water areas.

**b. General Prohibited and Restricted Areas**

1. The following district owned and operated areas shall be prohibited:
  - i. Spillways and control gates.
  - ii. Water Intake Systems
  - iii. Maintenance Shops

2. The following restrictions shall apply within the reservoir areas:
  - i. There will be no swimming, boating, skiing, hunting or other recreational activities within 100 feet of the spillways in the reservoir areas. Fishing from the fenced walkway above the Cypress Reservoir spillway is prohibited.
  - ii. There will be no swimming, skiing, boating, fishing, hunting or other recreational activities within 100 feet from the water intakes at the control structures. Fishing is authorized along the shorelines of the reservoirs.
  - iii. As cities, municipalities or other users obtain permits for water withdrawal plants, additional rules and regulations will be made to protect the withdrawal installations or plants and to better the safety of the general public.
  - iv. Commercial development of any nature is prohibited along the shorelines, except by persons who have leases and permits for commercial use and development from all appropriate agencies, offices, and entities.
  - v. Construction or development of any nature is prohibited on district property and/or within the spillway elevation contour lines on each reservoir, except by persons who have current leases and/or annual permits for such construction or development from all appropriate agencies, offices, and entities.

3. Other Areas

- i. Recreational activities are prohibited in all of the areas designated by "Keep Out" signs, as may be posted from time to time, to protect industrial, municipal, or District property.

**c. Boating Regulations**

1. General Regulations Regarding Operation

- i. The operation of motorboats or other vessels is regulated by Louisiana Revised Statutes 34:851.11-34:851.16, and the duty of enforcement of such regulations has been given to the state Wildlife and Fisheries Commission.
  - ii. No person shall operate any watercraft of any kind in Cypress Lake or Black Bayou, which is unfit, unsafe, or unseaworthy. The District reserves its right, but does not have a duty, to inspect any and all watercraft. If any such watercraft is determined in the sole discretion of the District to be unfit, unsafe, or unseaworthy, then the District, in its sole discretion, has the right, but not the duty, to demand its removal from Cypress Lake or Black Bayou. No person shall refuse the District's instruction to remove any watercraft, which has been determined to be unfit, unsafe, or

unseaworthy. If any person refuses to comply with the District's instruction to remove any watercraft, which has been determined to be unfit, unsafe, or unseaworthy, then in addition to all other penalties set forth herein, said person will also be subject to having their boat sticker removed, or to be banned from further use of the lake facilities, or both, again at the sole discretion of the District; and

- iii. No person shall operate any water craft in Cypress Lake or Black Bayou in any manner which is unsafe, unreasonable, dangerous to the operator, the occupants of said watercraft, or any other person. If any person violates this provision, then in addition to all other penalties set forth herein, said person will also be subject to having their sticker removed from their watercraft, or to be banned from further use of the lake facilities, or both, again at the sole discretion of the District.

## 2. Boat Permits

- i. Application for a permit to operate privately owned boats shall be made on forms provided by the District.
- ii. Such permits will be issued by the District for privately owned pleasure craft upon payment of the permit fee and when inspection has indicated that the pleasure craft is seaworthy and all necessary rules and regulations are understood and required equipment is in order. All boats of whatever size or kind placed on the waters of the District must have a permit with a decal corresponding to the permit number. The decal must be affixed to the port side of the boat, six inches toward the rear of the boat from the state numbers or on the left windshield.
- iii. Permits may be revoked at any time upon failure of the permittee to comply with the terms and conditions of the permit or the regulations pertaining thereto. Boats of any type without valid permits will be removed from the reservoirs.

## 3. Commercial Service Boats

- i. No boat, barge, or other vessel shall be allowed to operate on or be moored around the reservoir for a fee or profit, either as a direct charge to a second party or as an incident to other services provided to a second party, except as specifically authorized by a permit or concession contract with the District.
- ii. In all such instances, commercial service boats, barges or other vessels must apply for and secure a permit to operate in accordance with the prescribed conditions and regulations.
- iii. Application for such permit will be made on a form secured at the District's Administrative Office.

- iv. Permits shall be issued by the District's Administrative Office after an inspection for seaworthiness, safety, adequacy of prescribed equipment, payment of prescribed fees and a determination that such operations and services to be performed are in the public interest.
  - v. Permit decals shall be issued by the District and handled in the same manner as prescribed for privately owned pleasure craft as set forth in (b)(2) in this section.
  - vi. All rules and regulations as prescribed by the state for privately owned pleasure craft and as contained in this division shall apply to boats permitted for commercial service.
4. Permit Fees and Charges
- i. All fees are payable in advance, with a penalty of revocation for failure to comply with such requirement.
  - ii. The fees for permits are shown in the Schedule of Fees, a copy of which is on file in the District's Administrative Office.
5. Prohibited Boat Parking or Launching Activities
- i. If any person parks a boat (or other watercraft) trailer on District property, or launches a boat or other watercraft from District property without paying the required parking fees, the required launch fees, or having the required stickers, then in addition to all other penalties set forth herein, said person will also be subject to having their trailer booted and/or towed at the sole discretion of the District, or to be banned from further use of lake facilities, or both, again at the sole discretion of the District.

**d. Swimming, Water Skiing, Camping, and Other Activities**

1. Swimming and Bathing
- i. Swimming and bathing will be permitted in certain designated areas.
  - ii. Swimming and bathing will not be permitted in areas designated as restricted areas, or within 1,500 feet of occupied, authorized duck blinds during duck hunting season on Cypress Lake.
2. Water Sports
- i. All watersports including but not limited to, waterskiing, knee boarding, wakeboarding, and surfboarding (collectively "waterskiing") will be permitted only in specifically designated and marked areas, and persons waterskiing in such designated areas shall be protected in the best manner

possible. This section does not pertain to fishing, non-motorized paddle boarding, or canoeing.

- ii. Boating and/or waterskiing is prohibited within 1,500 feet of occupied, authorized duck blinds during duck hunting season on Cypress Lake.
- iii. Waterskiing shall be in a counterclockwise direction within the designated areas.

### 3. Camping

- i. Camping on District property will be permitted only in specifically designated areas and by permit only.
- ii. Camping equipment shall not be abandoned or left unattended for a period of more than 24 hours.
- iii. The installation of any permanent facility at any designated public camp will be permitted only upon prior written authorization of the District.
- iv. Campers shall keep their campgrounds clean and shall dispose of all refuse, garbage, trash, etc., in accordance with all instructions contained in, and posted on, the campgrounds.
- v. Due diligence shall be exercised in building and putting out campfires to prevent damage to trees and vegetation, and to prevent forest and grass fires.
- vi. Camps must be completely razed and sites cleared before the departure of campers.

### 4. Mobile Homes or House Trailers

- i. Mobile homes or house trailers are not permitted for any purpose on District property.

### 5. Picnicking

- i. Picnicking will be allowed in specifically designated areas only.

### 6. Special Recreational Activity Programs and Events

- i. Special events, such as water carnivals, fishing rodeos, boating regattas, speedboat races, festivals, trade shows, outdoor presentations and other special recreational programs of interest to the general public will usually be permitted in areas designated by the District.

- ii. A permit must be obtained from the District by the legally responsible public or private agency proposing to hold a special recreational program as indicated in this Article.
- iii. Applications for a permit shall be made in writing to the District, stating all details of the proposed special recreational program or event.
- iv. Charges for said permits shall be as agreed to by the District and the agency sponsoring such special recreational program or event.
- v. The District shall have the right to revoke any permit granted under this Article and to require the removal of any and all equipment upon failure of the permittee to comply with the terms and conditions contained in this Article and in the special permit issued for such recreational activity program or event.

7. Effluent and Waste Permits

- i. Permits to release effluent and waste from industrial plants and factories will be issued by the State Stream Control Commission in its usual manner and in accordance with its established rules and regulations. Copies of the permit applications for and the permits issued should be furnished to the District. The District herein reserves the right to exercise its obligations, duties and functions to prevent pollution and protect its facilities.

**IV. LEASES BELOW THE “IN FEE” LINE ON CYPRESS LAKE**

**a. Scope**

- 1. This section is only applicable to the area below the “in fee” line on Cypress Lake. This section does not apply to Black Bayou.

**b. Issuance of Leases in General**

- 1. Only the following persons may acquire a lease to the adjacent area between the “in fee” line and the pool stage contour line (179.6 MSL) from the District:
  - i. Private landowners that own land adjacent to the “in fee” line on Cypress Lake;
  - ii. Organizations, business establishments, and public agencies owning or having acquired a lease on property adjacent to the “in fee line” on Cypress Lake; or
  - iii. District concessionaires.

**c. Requirements of the Lease**

1. The Lease agreement between the lessee and the District (the lessor) must:
  - i. Be in writing;
  - ii. Expressly waive any and all claims for damages against the District (the lessor);
  - iii. Expressly state that: “The parties hereto agree that in executing this lease, District in nowise surrenders any right in the property herein leased necessary in the construction, operation, maintenance or financing of projects on such leased property or directly or indirectly connected therewith. It does not invest in LESSEE any right or privilege inconsistent with such rights;” and
  - iv. Expressly recognize that the lease is subject to all Policies and Regulations of Cypress Black Bayou Recreation and Water Conservation District.

**d. Right of Ingress and Egress of Public over Leased Property**

1. The general public shall have the right of ingress and egress to, from, and along the water front over the leased area. This right may not in any way be restricted or diminished by the lease contract.
2. The general public’s right of ingress and egress does not include the right to use private structures and facilities placed thereon by the lessee.

**e. The Rights of the Lessee**

1. The lessee may, for its own use only, construct docks, wharves, boat houses, and other installations for boating, fishing, and swimming purposes, if:
  - i. The lessee obtains the express written consent of the District; and
  - ii. All procedures for construction have been followed.
2. The lessee may, for its own use, dredge out small harbors, inlets, and slips for boats and connect such dredges to Cypress Lake, if:
  - i. The lessee obtains the express written consent of the District; and
  - ii. The operations are under the direct supervision of the District.
3. The lessee may enjoy the use of the leased area to grow, cut, or remove timber, subject to any conditions outlined in the lease agreement.
4. The lessee may construct and maintain any roads and paths to the waterfront to ensure the public’s right of ingress and egress.



5. The lessee shall only have the right to use the leased property for commercial use if the express written consent of the District is obtained.

**f. The Obligations of the Lessee**

1. The lessee shall:
  - i. Expressly assume full responsibility for injuries to third parties and damages to their property which may be occasioned by the lessee's construction, maintenance or use of said hereinabove described property, and shall hold the District harmless for any such injuries and damages;
  - ii. Expressly recognize that the property in whole or in part to be at all times subject to flooding as a part of the reservoir, and that expressly assumes the risk of any damage resulting from any and all flooding and shall hold the District harmless therefore.
  - iii. Exercise its rights and privileges in conformity with any and all building, safety, sanitary, and zoning requirements prescribed or to be prescribed hereafter by the District, Bossier Parish Ordinances, or laws of the State of Louisiana.

**g. The District's Right to Occupy and Repossess Leased Property**

1. The lessee expressly agrees that the District shall have the right at any time to occupy or repossess such parts and portions of the leased property for any reason deemed necessary by the Board of Commissioners.
2. The District shall give the lessee at least ninety (90) days written notice prior to exercising its rights of repossession. The lessee shall be entitled to do anything to minimize its damages during that time.
3. In the event the District exercises its right of repossession of any part or portion of the leased property, the District shall issue a reimbursement to the lessee proportionate to the leased property repossessed. Such reimbursement will include the reasonable value of all authorized improvements placed thereon by the lessee. The lessee will not have the right to reimbursement for improvements that were made without the authorization of the District.

**h. Failure to Comply by Lessee**

1. In the event the lessee fails to comply with all existing District regulations, Bossier Parish Ordinances, or laws of the State of Louisiana regarding construction, safety, sanitation, and zoning, the District shall provide the lessee written notice of such breach.

2. If the lessee's actions constitute a continued failure to comply with such rules and regulations for sixty (60) days after written notice has been delivered, such shall be grounds for dissolution of the lease.

**i. Governing Law**

1. The laws of the State of Louisiana and the Bossier Parish Ordinances shall apply with respect to all matters where this lease is silent.

**V. SANITATION**

**a. General Sanitation Prohibitions.**

1. The following are prohibited:
  - i. Open air toilets;
  - ii. Bathroom facilities, septic tanks, and drainage lines below the Flowage Easement line (Cypress Bayou Reservoir 187.5 MSL; Black Bayou Reservoir 190.3 MSL);
  - iii. Oxidation ponds or tanks; and
  - iv. Anything that will render an unsanitary condition or which will affect the sanitation of the lake or pollute the water.

**b. Regulations Regarding Houseboats and Barges.**

1. Houseboats, or any barge-type boat having an enclosed or semi-enclosed area on board that could be used as a sleeping facility, are not authorized on the reservoirs.
2. Barges are authorized, provided no enclosed or semi-enclosed area that could be used as a sleeping facility is provided on board the boat. A canopy or roof may be provided on barges.
3. Boats or barges may contain a self-contained toilet and/or self-contained sanitary facility (stationary, fixed or portable) on board on the reservoirs if authorization is received from the District. All waste from these toilets and/or sanitary facilities must be removed and disposed of on shore in a manner so that it will not contaminate the "reservoir". Sewage or human waste must not be introduced into the reservoirs.
4. Use of an incinolet Toilet will be permitted on a boat or barge only with approval from the Board of Commissioners.

## VI. WATER USAGE

### a. Water Usage Regulations

#### 1. Private Water Availability

- i. In order to provide private property owners and/or lessees with a limited supply of raw or untreated water from Cypress Bayou Reservoir for personal and private uses on their own property and that leased from the District, water will be withdrawn from the lake, providing the following conditions and requirements are observed by the lessee or permittee:
  - A. Written approval has been secured from the District.
  - B. The lessee or permittee must be an individual, or a single family unit or household and the water used for drinking, cooking, laundering, sanitation and other personal comforts and necessities.
- ii. Cypress Black Bayou Recreation and Water Conservation District shall not be responsible for availability, purity, quality, quantity or regularity of flow at any time, it being expressly recognized that this raw water is subordinate to present and future municipal, industrial and irrigation uses.
- iii. Water users shall hold Cypress Black Bayou Recreation and Water Conservation District harmless from any direct or indirect damages, injuries or illnesses that might occur from use of such raw water or from the water system.
- iv. Water withdrawn shall be for the personal and private use of the permittee, family and guests, on his premises only, and in no event shall such water be used for commercial purposes.

#### 2. Public Water Availability

- ii. Those who make application to the District for industrial or commercial use of water from the reservoir and their application is approved by the District, shall be governed by written contract, at a price to be negotiated between the District and the user and in accordance with rules and regulations of the District.

#### 3. Potable Water

- i. Any public or private potable water supply system must be approved in writing by the Bossier Parish Health Unit.

**b. Water Draw Requests and Emergency Conditions**

1. Scope and Purpose

- i. The purpose of this section is to establish the District’s standard procedure for processing Water Draw requests and to establish the District’s policy with regard to Water Draw requests.
- ii. This section shall apply to all persons, whether natural or legal, and all premises, whether residential, commercial, agricultural, or industrial, residing, domiciled, or located within the District or located, residing, or domiciled outside of the District and capable of receiving water from the Reservoirs through any pipe, canal, ditch, creek, stream, or other means of conveyance.
- iii. Notwithstanding any prior rules, regulations, policies or procedures of the District, this section shall exclusively govern the procedures of the District in making any determination with regard to a Water Draw request as defined herein.

2. Definitions

- i. **Agricultural.** The term “Agricultural,” shall mean the production, storage, processing, marketing, or distribution of any agronomic, floricultural, horticultural, vitacultural, silvicultural, or aqua cultural crop, including but not limited to farm products, livestock and livestock products, poultry and poultry products, milk and dairy products, fruit and other horticultural products, and seafood and aqua cultural products.
- ii. **Applicant.** The term “Applicant,” shall mean any person, natural or legal, who, during declared emergency conditions, has properly submitted an Application.
- iii. **Application.** The term “Application,” shall mean a written request set forth on a form approved by the Board of Commissioners.
- iv. **Authorization for Water Draw.** The term “Authorization for Water Draw,” shall mean written authorization granted by a majority of the Board of Commissions.
- v. **Board/Board of Commissioners.** The terms “Board” or “Board of Commissioners,” as employed within this section shall refer to the five-member governing body of Cypress-Black Bayou Recreation and Water Conservation District, as set forth in Louisiana Revised Statutes 38:2601 et seq.
- vi. **District.** The term “District,” as employed within this section shall refer to the Cypress-Black Bayou Recreation and Water Conservation District.

- vii. **Emergency Conditions.** The term “Emergency Conditions,” means any condition of the Cypress-Black Bayou Reservoirs, whether natural or man-made that presents an imminent risk of substantial harm to human life or property within the District; “Emergency Conditions” may include, but are not limited to, the water level for either of the Reservoirs being below Emergency Levels.
  - viii. **Emergency Levels.** The term “Emergency Levels,” means a water level four (4) feet or greater below the Pool Stage of Cypress Bayou Reservoir and/or a water level one (1) foot or greater below the Pool Stage of Black Bayou Reservoir.
  - ix. **Pool Stage.** The term “Pool Stage,” means 179.6’ MSL for Cypress Bayou Reservoir and 185’ MSL for Black Bayou Reservoir.
  - x. **Reservoirs.** “Reservoirs” means the Cypress-Black Bayou Reservoirs.
  - xi. **Water-Control Device.** The term “Water-Control Device,” means any gate, pipe, valve, grate, levee, retaining wall, or any other flood-control device designed to controlling the location, flow, water level, temperature, current, depth, or any other aspect of the Cypress Bayou Reservoir that is now existing or to be installed in the future.
  - xii. **Water Draw.** The term “Water Draw,” means any process intended to draw water from Cypress-Black Bayou Reservoir(s) through the process of opening, widening, manipulating, or otherwise utilizing any water-control device. The term “Water Draw” shall exclude the pumping of water for individual or family purposes by private property owners and/or lessees on their own property or that leased from the District for drinking, cooking, laundering, sanitation, and other personal comforts that are not specifically addressed by this section and that are otherwise governed by the provisions of the Policy and Regulations.
3. Declaring and Action upon Emergency Conditions
- i. The Board hereby vests the Executive Director with the authority to declare that Emergency Conditions exist within the Cypress-Black Bayou Reservoirs.
  - ii. If the Emergency Conditions do not present an immediate substantial risk of harm to human life or property within the District, the Executive Director shall provide at least twenty-four (24) hours’ notice of an emergency public meeting of the Board at which he shall publically declare the existence of the Emergency Conditions. Unless otherwise impracticable, public input and participation shall be permitted. The Executive Director shall cause his intention to declare the existence of the Emergency Conditions to be included in the agenda provided in the notice of the meeting.

- iii. When a substantial risk of immediate harm to human life or property within the District is presented and there is not, in the reasonable discretion of the Executive Director, sufficient time for an emergency public meeting of the Board to be noticed and convened, the Executive Director may take any action, delay or postpone any action, consult with any professional(s), seek the aid of any other entity, corporation, partnership, or governmental agency, whether city, parish, state, or federal that he deems necessary and appropriate in his professional judgment for the protection of the District, subject to his obligation always to act in the best interest of the District. Any such protective or preventative action necessarily includes the power to open any Water-Control Device.
  - iv. After taking any action authorized in this section, the Executive Director shall prepare an informal report generally describing the date and nature of the Emergency Conditions and any measures taken to prevent or ameliorate the harm or threatened harm to human life or property within the District. The Executive Director shall forward his report to the Board. The Board may subsequently ratify or adopt any action taken by the Executive Director or take such further action as it deems appropriate.
4. Water-Draw Requests When Water Levels Are Above Emergency Levels
- i. The Board hereby vests the Executive Director with the authority to process all water draw requests from the Cypress-Black Bayou Reservoirs when the water levels within the Reservoirs are above Emergency Levels.
  - ii. When the water levels within the Reservoirs are above Emergency Levels, any person seeking to draw water from the Cypress-Black Bayou Reservoir(s) shall schedule an appointment with the Executive Director to discuss his or her request in person at the District's Administrative Office.
  - iii. The Executive Director may grant, partially-grant, conditionally-grant, limit, postpone, delay, restrict or deny any Water-Draw request as he may deem appropriate in the exercise of his professional judgment to be in the best interest of the Reservoirs.
  - iv. A person whose Water Draw request has been denied by the Executive Director may, upon the Executive Director's denial, seek authorization for the request from the entire Board through the process set forth for processing Water Draw requests when the water levels within the Reservoirs are below Emergency Levels.
5. Water-Draw Requests When Water Level Is Below Emergency Levels
- i. When the water level for either of the Reservoirs is below Emergency Levels, the Board shall process all Water Draw requests as set forth in this section.

- ii. All such Water Draw requests shall be submitted by delivering same to the Cypress-Black Bayou Administrative Office during the Office's regularly-posted business hours on such written form as required by the Board so that the Water Draw request may be placed on an agenda at a regular meeting of the Board. The completed form shall be forwarded to each Commissioner at least three (3) days prior to the regularly scheduled meeting at which it is to be considered, posted and noticed (including by mail notice to any member of the news media who requests notice of such meetings) as required by law. At the meeting, the applicant will be allowed to present and support his request to the Board. The Board will allow for public comment from those attending the meeting. Following the public comment period, the Board shall determine whether to grant the applicant's request
- iii. When the water level for either of the Reservoirs is below Emergency Levels, no determination regarding the grant or denial of a Water Draw request shall be made by the Board or any member thereof outside of a duly noticed public meeting. Any disposition of a Water-Draw request made in violation of this section shall be void and unenforceable. However, nothing herein shall be construed to prevent individual members of the Board from informally discussing the merits of a request or gathering facts pertinent to the request.
- iv. In making any determination regarding the granting or denying of a Water Draw request, the Board will consider the conservation of the waters located with the Cypress-Black Bayou Reservoirs the benefit of those persons residing or owning property within the District, and the purpose of the request, whether Agricultural, municipal, recreational, industrial or sanitary purposes.
- v. When the water level for either of the Reservoirs is below Emergency Levels, no employee of the District shall cause or allow to be caused a Water Draw without first being presented a written authorization from the Board setting forth the specifications of the action authorized.
- vi. Immediately following any authorized Water Draw, the District employee who implemented the prescribed action shall submit a brief, written report logging the date of the Water Draw, the dimensions of the Water-Control Device opened, the time the Water-Control Device was opened and the time the Water-Control Device was closed, which shall be maintained as a record of the District.
- vii. If an Applicant's Water Draw request is denied, the Board of Commissioners shall immediately so state. An Applicant whose request has been denied is not thereafter prevented from submitting the same or similar request for the next regularly scheduled meeting. However, the Applicant must submit a new application under the procedures set forth herein.

6. Limit on Pipes and Other Water Control Devices
  - i. No pipe or other Water Control Device, including, but not limited to, any pipe or other Water Control Device used for lawn or landscape irrigation or otherwise to draw water from the Reservoirs shall exceed an inside diameter of 1.5 inches in diameter or, if not round in shape, an inside dimension equivalent to a pipe with a round inside diameter of 1.5 inches.

**c. Water Availability for Lawn and Landscape Irrigation**

1. Scope and Purpose
  - i. Lawn and landscape irrigation practices within District, especially during declared Emergency Conditions or the existence of Emergency Levels can cause a waste of valuable water resources.
  - ii. The purpose of this section is to mandate that water be used for lawn and landscape irrigation, during declared Emergency Conditions or the existence of Emergency Levels, in a manner that prevents waste, conserves water resources for their most beneficial and vital uses, and protects the health of the Cypress-Black Bayou Reservoirs.
  - iii. This section shall apply to all persons, residences, businesses, and institutions located within the District.
2. Lawn and Landscape Irrigation During Emergency Levels
  - i. When the Executive Director has publically declared the water levels within the Cypress or Black Bayou Reservoir(s) to be at Emergency Levels, no person shall use any water to water or sprinkle any lawn, or use water through a hose to water any garden, tree or shrub, except between the hours of eight p.m. and midnight or between the hours of six and ten a.m. of any day on which sprinkling is permitted.
  - ii. When the Executive Director has publically declared the water levels, watering or sprinkling will be permitted only on Mondays at all locations having even numbered addresses and on Thursdays at all locations having odd numbered addresses.
  - iii. Under no circumstances may any person use any water from the Reservoir(s) to water or sprinkle any lawn, or use water through a hose to water any garden, tree or shrub when the water levels when the Executive Director has declared that either of the Reservoir(s) are six (6) feet or more below Pool Stage.
  - iv. The restrictions of this Section shall cease immediately upon the expiration or withdrawal by the Executive Director of the declaration of Emergency Levels without any further public action on behalf of the Executive Director or Board of Commissioners.



## **VII. CONSTRUCTION AND SIMILAR OPERATIONS**

### **a. General Prohibition on Construction**

1. No person shall build or cause to be constructed any home, inhabited dwelling, garage, storage building, shop, pool, spa, gazebo, seawall, fence, or any other structure of any kind or nature whatsoever in, on, or attached to any property of the District unless specifically permitted by the District per its rules and regulations, and unless specifically permitted by any other applicable governing authority (for example, Bossier Parish).
2. No such structure of any kind or nature whatsoever will be built below the in fee line of Cypress Lake or Black Bayou as described in the District's rules and regulations unless specifically permitted by the District per its rules and regulations, and unless specifically permitted by any other applicable governing authority (for example, Bossier Parish).
3. No person shall build or cause to be constructed any home, inhabited dwelling, garage, storage building, shop, pool, spa, gazebo, seawall, fence, or any other structure of any kind or nature whatsoever which impinges or affects the flowage easement line of the District unless specifically permitted by the District per its rules and regulations, and unless specifically permitted by any other applicable governing authority (for example, Bossier Parish).
4. This subsection is applicable to all persons including but not limited to the owner or alleged owner of the offending structure, any architect who designed the structure, any engineer who participated in the site selection, and any contractor or subcontractor who participated in the construction of the said structure.

### **b. Construction Regulations**

1. Construction on Flowage Easements
  - i. No dwellings, including structures for human habitation, or structures of any nature, type or kind, movable or immovable, permanent or temporary, will be allowed to be constructed below the 187.5 foot MSL flowage easement line on Cypress Lake or the 190.3 foot MSL flowage easement line on Black Bayou.
  - ii. However, special requests which have a minimal impact on any flooding that may occur within the flowage easement may be considered by the board on an individual basis. Yet, under no circumstances will permission be given to dig or cut channels across the 187.5 MSL flowage easement line on Cypress Lake or the 190.3 foot MSL flowage easement line on Black Bayou.

## 2. Construction Exception

- i. Any contiguous landowner, lessee, or District Concessionaire in the recreation area, may use the area below the 179.6 foot MSL or “pool stage” on Cypress Lake and the 185.0 foot MSL or “pool stage” on Black Bayou, provided that all rules and regulations, prescribed fees, restrictions, and reservations, including waiver of any claims against District for damages, are agreed to by lessee, or concessionaire, in writing.
- ii. Such persons may construct a boathouse, pier, wharf, deck, or any other improvement upon obtaining a permit from the commission.
- iii. Any person who is proposing construction of a boathouse, pier, wharf, deck, or any other improvement where its location begins on the landowner’s property and extends into the property of the District, must submit to the commission the following information before the commission can consider granting a permit for such construction:
  - A. Written approval from adjoining neighbors as to construction and location of proposed construction that will be no less than 10 feet from property line. If neighbors do not consent to location and nature of construction, they must appear before the commission for a hearing and make their objections known either personally, in writing or through a representative. If the parties involved cannot resolve their differences, the board will make the final decision.
  - B. Professional detailed plans of proposed construction along with detailed Plat of location of proposed construction, and stamped with a land surveyor or registered engineer seal.
  - C. If in a subdivision, the landowner must submit approval of any subdivision authority that has authority to approve or disapprove such construction on subdivision lots.
  - D. If the proposed construction is within a wetland area, the landowner must obtain a permit from the Corps of Engineers and submit such in its application for the permit.
  - E. If the proposed construction contains electrical work, the landowner must obtain a permit from the City of Bossier or Bossier Parish.

## 3. Facility Permits

- i. Piers, bulkheads, wharves, floating boathouses, docks and/or barges and other facilities, extending into the Reservoir will be limited to a maximum total length of no more than 100 feet, perpendicular to water line, from the spillway elevation. Exception: with the Board of Commissioner’s

approval, piers may be extended to a maximum length of 125 feet or to a depth of three feet at pool stage, whichever is the lesser of the two. Pool stage is 179.6 feet MSL on Cypress Reservoir and 185.0 feet MSL on Black Bayou Reservoir. Private boat ramps may be allowed, with written permission from the District. They must be on a 13.57% grade.

- ii. Applications must be made for the permits granted by the District to locate piers and wharves, stationary and/or floating and other facilities extending into the reservoir below the spillway elevation (Cypress Bayou Reservoir 179.6 ft. MSL; Black Bayou Reservoir 185.0 ft. MSL).
- iii. All floating piers, docks, boathouses and/or barges and other facilities must be securely moored in an approved manner at all times and anchored properly in order to prevent such from becoming unmoored and floating away during periods of high water. This requirement also applies to floating type fences. Floating fences (which rise and fall with fluctuations in the lake level) must be of standard type and not more than 150 feet in length measured from the spillway elevation (Cypress Bayou Reservoir 179.6 ft. MSL; Black Bayou Reservoir 185.0 ft. MSL). Installation of all piers, wharves, floating boathouses, docks, barges, and floating type fences and other facilities are in all instances subject to the approval of the District. Bulkheads shall be constructed at the pool stage elevation and shall not be constructed more than 22" above pool stage.
- iv. After inspection of property and review of plans contained in application and payment of prescribed fees permit may be issued if the plans conform to the District's specifications.

**c. Land Modification**

1. All owners or lessees of lands around Cypress Bayou Reservoir or Black Bayou Reservoir abutting the District "in fee line" including private, individual, business, commercial organization and developers of Real Estate Subdivision, that desire to alter, change or realign the water line in District property by channeling, digging, scraping or moving of earth, in order to bring the water level closer to their property line and/or to deepen such channel for boating, water in takes, etc. must file an application and a copy of plans with the District and obtain approval by permit prior to doing any work of this type. If additional lands are flooded or become subject to flooding, the owner must first deed to the Cypress Black Bayou Recreation and Water Conservation District a simple title to said lands to be flooded and an additional 100 feet horizontal or 2 foot vertical, whichever is greater, landward in all directions.
2. When it has been determined by the District that such plans are in order, approval will be given and upon payment of any prescribed fees, a permit will be issued to private individual, business, commercial and/or organization property owner or lessee. Work authorized under the permit must be completed with a period of (six)

6 months from date of permit and must be accomplished in accordance with the plans approved by the District.

3. Under no circumstances will permission be given to dig or cut channels across the 190.3 foot MSL flowage easement contour line for Black Bayou Lake and 187.5 foot MSL flowage easement contour line on Cypress Lake.

**d. Clearing Operations**

- a. The destruction, damage, defacement or removal of district property, vegetation, rocks or minerals is prohibited.
- b. Destruction of trees, shrubs, and natural vegetative screening will be discouraged and where clearing operation on District owned lands are authorized, appropriate measures will be taken to insure proper maintenance and care of the area so cleared in order that the Natural scenic appearance of shoreline is not degraded. Restraint should be exercised toward reduction and destruction of vegetative screening.

**e. Duck Blinds**

1. General Registration Requirements

- i. Registration of any duck blind shall only be required once during the lifetime of the duck blind, provided the owner and the contact information remain the same. If the owner or the contact information change, then that information needs to be updated. It will not require annual renewals. No fee will be charged.

2. Registration of Duck Blinds North of Highway 162

- i. Any person who builds, installs, constructs, and/or locates any duck blind on Cypress Bayou Reservoir north of Highway 162 shall register said duck blind with the District office.
- ii. Registration of duck blinds shall consist of submitting duck blind's owner's name, home address, telephone number, and an alternative emergency telephone number to the district office. The District will assign a number to the duck blind which shall be posted prominently on said duck blind at all times.

c. Registration of Duck Blinds South of Highway 162

- i. Any person who builds, installs, constructs, and/or locates any duck blind on Cypress Reservoir south of Hwy 162 shall register said duck blind with the district office.

- ii. Registration of duck blinds shall consist of submitting the duck blind's owner's name, home address, telephone number, and an alternative emergency telephone number to the District Office. The owner will further supply the boat registration number to the District Office.

## **VIII. COLLECTION OF PERMITTING FEES**

### **a. Scope and Purpose**

1. The purpose of this section is to establish the District's standard procedure for collecting those fees owed to the District pursuant to annual permits issued for the household use of District water and the maintenance of private piers, wharves, docks and boathouses on Cypress-Black Reservoirs.
2. Notwithstanding any prior rules, regulations, policies or procedures, whether formal or informal, of the District, this Regulation shall exclusively govern the collection of water permitting fees and fees incurred for the maintenance of private piers, wharves, docks and boathouses.

### **b. Water Permitting Fees**

1. Permittee Responsible for All Charges
  - i. The permittee of record shall be responsible for the payment of all water permitting fees imposed by the District's Policy and Regulations, in addition to any additional delinquency charges assessed pursuant to the provisions of this section.
  - ii. As used herein, the term "Water Permitting Fee(s)" shall refer to the annual fee or fees assessed upon those persons withdrawing water from Cypress-Black Bayou Reservoirs pursuant to the written approval of the District.
2. Payment and Collection of Water Permitting Fees
  - i. All annual water permitting fees are due to the District on the date of mailing or presentation of a statement of the amount due, and become delinquent ten days thereafter.
  - ii. If all charges imposed by this section are not satisfied within seven days of the date of mailing or presentation of the notice of delinquency, the delinquent account holder shall no longer have the authority to withdraw any water from Cypress-Black Reservoirs.
  - iii. If a delinquent account holder's authority has been denied because of a delinquent account, a service fee in the amount of \$25 may be collected before such authority may be restored. If the delinquent account holder

continues to withdraw water from Cypress-Black Bayou Reservoirs, the matter shall be referred to the appropriate law enforcement agency.

**c. Private Pier, Dock, Wharf, and Boathouse Fees**

1. Permittee Responsible for All Charges
  - i. The permittee of record shall be responsible for the payment of all annual fees imposed by the District for the use of any private pier, wharf, dock or boathouse, in addition to any additional delinquency charges assessed pursuant to the provisions of this section.
  - ii. As used herein, the term “Pier, Wharf, Dock and Boathouse Fees” shall refer to the annual fees assessed to landowners on Cypress- Black Reservoirs for the maintenance of previously-approved piers, wharfs, docks and boathouses on District property.
2. Payment and Collection of Private Pier, Wharf, Dock and Boathouse Fees.
  - i. All annual private pier, wharf, dock and boathouse permitting fees are due to the District on the date of mailing or presentation of a statement of the amount due, and become delinquent ten days thereafter.
  - ii. If all charges imposed by this section are not satisfied within seven days of the date of mailing or presentation of the notice of delinquency, the delinquent account holder will thereafter be assessed an additional penalty.

**IX. VIOLATIONS & PENALTIES**

**a. Violations**

1. No person shall violate any other rules or regulations of the District as currently written and as amended from time to time.
2. No person shall violate any of the rules, regulations, and ordinances as set forth in the Bossier Parish Police Jury’s Ordinances Chapter 82, Article II as currently written and as amended or updated from time to time.

**b. Penalties**

1. Pursuant to Section 82-32 and Section 1-13 of the Bossier Parish Code of Ordinances, any person (including, but not limited to owners, architects, engineers, contractors, sub-contractors and sales representatives) who are found to be in violation of any rules and regulations of the District, and/or who are found to be in violation of any provisions of the Bossier Parish Police Jury’s Code of Ordinances Chapter 82, Article II, shall be punished by a fine of \$500 per day for each day that the violation exists.

2. Each day any violation of the District's Rule and Regulations shall continue constitutes a separate offense.
3. Citations issued by the District's Rangers shall be paid by the named violator within ten (10) days from their date of issuance. If the named violator fails to pay the issued citation, he shall be sent a demand letter through certified mail.
4. If the named violator fails to pay the citation within ten (10) days of receipt of the certified demand letter, the Bossier Parish District Attorney's Office shall be contacted and proceedings to obtain payment of the citation will be executed.
5. Any person that has violated the District's Rules and Regulations three times shall be banned from the District.

**c. Ticketing Policy and Procedure**

1. All ticket books will be kept in the safe in the Administrative Office and will be assigned to Rangers by the Director or Administrative Assistant.
2. Each Ranger so receiving a ticket book shall sign for the ticket book, with the number of the book recorded on a SIGN-OUT SHEET.
3. The issuing Ranger shall deliver the hardcopy of the citation to the recipient violator, and the Ranger shall return the yellow copy of the citation to the Entrance Shelter, leaving the original citation in the ticket book.
4. If the violator is not present at the time the citation is to be issued, a Ranger seeking to issue a citation shall contact the Bossier Parish Sheriff's Office to obtain the personal information of the offender, including the name and address of the offender.
5. Upon receiving a copy of the citation, an appointed employee within the Entrance Shelter shall enter the information contained within the citation into the approved computer database established by the District for such purposes.
6. A duly appointed employee within the District's Administrative Office shall conduct a weekly review of all citations issued to determine which citations have not been paid.