

Minutes of the Regular Board Meeting of the Bayou Vermilion District
Held by ZOOM at Vermilionville, 300 Fisher Road Lafayette Louisiana
4:30 pm, August 25, 2021

Call to Order was given by President Michot. The meeting was called at 4:30 pm. The BVD meeting is on ZOOM due to COVID-19. Adhering to Governor's Proclamation, following mandate and guidance.

Pledge of Allegiance

Roll Call: Given by the Secretary: Commissioners Thomas Michot, Calvin Leger, Phyllis Mouton, Jason Sullivan, and Claire Darby were present on ZOOM. Commissioners David Eaton and Mark Wiltz were absent. There was a quorum.

Guest(s): Guests: Ryan Goude Locke, BVD attorney; Deidre Stock, BVD CPA; Claire Taylor, RPF, Phebe Hayes, Karen, C, Jim, Deborah Simeral. Staff: CEO Cherie, Brady McKellar, Elizabeth Daspit, Millicent Norbert, Melanie Harrington, Brenda Lalonde, Chris Benoit, Kim Fournet.

Commissioners Don McConnell and Holden Hoggatt joined on ZOOM at 4:35.

Approval of Minutes: President Michot asked if there were any questions, changes, or issues with the minutes as written from the July 28, 2021, meeting, there were none. **MOTION:** (P. Mouton/J. Sullivan) to accept the minutes from July 28, 2021, meeting as written. All were in favor. Minutes were accepted.

President Michot asked if there were any questions, changes, or issues with the minutes as written from the August 11, 2021, called special meeting. Commissioner Leger asked President Michot why the statement made by Mr. Leger was removed from the original minutes sent by the secretary to the board. President Michot replied he did not think the statement was relevant. Commissioner Leger disagreed and requested that it be added to the minutes. It was added.

MOTION: (C. Leger/C. Darby) to accept the minutes from June 23, 2021, meeting as amended with Commissioner Leger's statement. All were in favor. Minutes were accepted.

Public Comment(s): There were no public comments at this time.

President's Report:

A. Induction of new commissioner Claire Darby

Ms. Darby recited the Oath of Office. President Michot had previously sent the oath, BVD documents and shared drive to Ms. Darby.

B. PIP Committee Progress Report

The committee consisting of Tommy Michot, Jason Sullivan and Phyllis Mouton met. The committee studied, reviewed, and modified a PIP template from Vicky Bowers, special counsel. Commissioner Leger asked that the committee forward any decisions/recommendations to the full board for input.

C. French Culture Day

Commissioner Leger met with staff to make necessary preparations for the event on September 4, 2021. The event will take place in the parking lot near the new Water Quality Lab. There will be bands, a jambalaya cook-off, and canoe races. Honorary Mayor of Vermilionville, President Tommy Michot, will be introduced.

D. Transition of Board after September 30th

President Michot term ends September 30, 2021. According to bylaws, the Vice President, Mark Wiltz, shall preside over the board meetings until a new president is elected. And the Secretary (Calvin Leger) shall call a special meeting as soon as practicable to elect a new president.

CEO Report:

Copies of CEO Cheramie's report and coordinators reports (on file) were e-mailed to the commissioners.

A. Stuller Family Foundation Grant

BVD is applying for this grant to develop and improve the north property in Arnaudville Road. BVD would like to install a canoe/kayak launch with the grant funds.

B. Replacement for the Gardener/Animal Caretaker

Mike Fowler has resigned for another job. The animals and grounds need tending. Brady McKellar would like to replace Mr. Fowler as soon as possible.

C. Bandalong in Coulee Mine

Coulee Mine is being drained to allow the LCG to clean out the bottom of the coulee. The Bayou Ops crew will empty the Bandalong basket before the coulee is drained.

D. Update on Digitalization of Artifact Collection

Elizabeth Daspit reports that as part of the digitization process she is reconciling specific paperwork with specific artifacts in the collection. BVD has had interns since August 2020 who are paid through a grant. There is one more year on the grant, paying for two interns through the Spring of 2022. The dollar amount for artifacts on the BVD books has been the same for many years.

E. ARPA Funding

CEO Cheramie is in contact with Ben Berthelot of the Lafayette Convention and Visitors Commission concerning funding that will be available for tourism through the American Recovery Plan Act. Mr. Berthelot is awaiting guidelines from the state. He is expecting to receive funding since those monies are supposed to be channeled through the Convention and Visitors Bureaus (CVB). LCVC is our local CVB.

F. 2022 Budget Process

CEO Cheramie is waiting to receive millage estimates from the parish assessor's office. CEO will be able to begin the 2022 Budget Process. Key meeting dates as BVD goes through the process:

1-September 22, Consideration of a resolution of the Bayou Vermilion District to adopt the ad valorem tax millage rates on all property subject to ad valorem taxation in the Parish of Lafayette for 2021.

2-November 17, Introduction of Tentative Budget for Consideration and Discussion.

3-December 15, Public Hearing on the amended 2021 and the proposed 2022 budget with the consideration of a resolution to adopt the amended budget for year ending December 21, 2021.

Committee Reports

Communications: The committee did meet. They discussed what was in each directors report. Looking into ways to improve the number of visitors to Vermilionville. The Gift Shop and Restaurant will so need up graded POS software. Charissa Helluin reports the cost for the Gift Shop will be \$20,000. Looking for other options and grants.

Finance/Capital: There was no meeting.

Environmental/Bayou Ops/Maintenance: The committee did not meet. The committee will meet before the September meeting.

Education/Programming/Grants: The committee did not meet. Commissioner Hoggatt congratulated all involved with applying and receiving \$400,000, from the SVOG.

Curatorial/Acquisitions: The committee did not meet. They will meet in September.

Discussion Items

A. Selecting a Designated Board Spokesperson

The CEO and Director of Communications are in charge of speaking for BVD. The President of the Board is responsible for communications from the BVD Board. Commissioner Leger suggested when the board elects new officers, they also assign a spokesperson.

B. Process by which Commissioners Handle Complaints

Special Counsel has helped rewrite the Employees Handbook which will address this issue. For the most part, the CEO handles in house complaints. An employee can request the Executive Committee to take information. If the board decides there is merit in the complaint put it on the agenda for the next board meeting in a clear written format.

C. Review of Agreement with Accounting Firm Kolder, Slaven & Co.

Deidre Stock discussed the many aspects that Kolder, Slaven & Co have taken up with the recent agreement. 1) KSC added a new accounting software for BVD's revenues and payroll. 2) The financial statements were reorganized. 3) Project cash flow updates every month. 4) Works with CEO to address budget. 5) Burton Kolder's restructuring of BVD is a work in progress. 6) Ms. Stock provided all the financial information needed for the SVOG and will for the next 7 months document how the money is spent. 7) Created a monthly chart with the 5% variant and reframed the budget 8) Ms. Stock does not do the day-to-day accounting duties; the Office Manager sends reports to KSC weekly. 9) KSC do not have any HR duties at BVD.

D. Use of Space Beneath the Water Quality Lab and Exhibit Building

Commissioner Leger would like to use the area under the new building during the French Festival to have picnic tables/seating in a shaded area. Ryan Goudelocke suggested checking with Charlie Babineaux with Dwight Andres Insurance for any insurance concerns.

Commissioner Jason Sullivan left the meeting.

E. Application to the Stuller Family Foundation Grant

CEO Cheramie read Resolution 2021-02. Which gives permission to CEO David Cheramie, to submit a grant request to the Stuller Family Foundation for the purpose of developing a trailhead at its property at 499 Arnaudville Road for the Bayou Vermilion Paddle Trail.

MOTION: (D. McConnell/H. Hoggatt) to adopt the resolution. All present commissioners were in favor of the resolution. The resolution was adopted.

F. Approval to Hire a Groundskeeper/Animal Caretaker

MOTION: (C. Leger/P. Mouton) to hire a full time Groundskeeper/Animal Caretaker. All present commissioners were in favor. Motion carried.

G. Hiring a BVD Human Resource Manager

MOTION: (P. Mouton/H. Hoggatt) to request CEO Cheramie hire an on-site Human Resource Manager within 90 days. Commissioner Leger had concerns about adding this expense to the budget. All present commissioners were in favor. Motion carried.

Adjournment: **MOTION:** (H. Hoggatt/P. Mouton) Motion to adjourn. All were in favor. Motion carried.

Thomas Michot, President

Calvin Leger, Secretary