**Creole Nature Trail All-American Road**

**District Board of Commissioners Meeting**

**Thursday, March 25, 2021, at 2:00 p.m. Teleconference**

**In attendance were the District Commissioners as follows:**

Shelley Johnson, chair

Paul Guillory, vice-chair

Carolyn Miller, secretary/treasurer

Jimmy Brown

Don Duberville

Sam Wilkinson

Annette Richey

Wendy Harrington

**Absent:** Paula Chesson

Also present were Anne Klenke, Tourism Director and Cindy Johnson, Special Projects Manager, with the Southwest Louisiana Convention & Visitors Bureau.

**Action #1 Call to Order**

Chairman, Shelley Johnson, called the meeting to order at 2:00 p.m.

**Action #2 Introductions and Welcome Guests**

Ms. Johnson welcomed everyone to the meeting.

**Action #3 Approval of the Agenda for the March 25, 2021, Meeting & Public Comments**

Annette Richey **moved to approve the agenda for the March 25, 2021 meeting.** Paul Guillory seconded the motion. The motion carried.

**Action #4 Officially Accept the Resignation of Paula Chesson**

Ms. Johnson advised that Paula Chesson has officially notified the district of her resignation from the board of commissioners. She requested that we inform the Cameron Parish Tourist Commission and request a replacement member be appointed.

**Action #5 Discuss and Approve Minutes from the December 17, 2020 Meeting**

Paul Guillory **moved to approve the minutes from the December 17, 2020 meeting.** Don Duberville seconded the motion. The motion carried.

Ms. Johnson advised that the minutes of the previous meeting were emailed to the board for their review. She asked if there were any questions or corrections.

**Action #6 Discuss and Approve the December 2020 January & February 2021 Financial Statements**

Wendy Harrington **moved to approve the December 2020, January & February 2021 Financial Statements as presented.** Paul Guillory **s**econded the motion. The motion carried.

Ms. Johnson asked Ms. Klenke to review the December 2020, January, and February 2021 financial statements. Anne advised that on pages 6-12 are the balance sheets and noted that the combined totals of Liabilities and Net Assets for December was $231,753.28; January was $224,474.94, and February was $222,047.26. Under Operating Fund Revenues and Expenses for February, we should be at 17% of the budget. Anne noted that we received $10.57 in revenue and expended no monies in February, which brings us to 16.62% in expenditures.

**Action #7 Discuss and Approve the Sworn Financial Statement for the Year Ended December 31, 2020**

Annette Richey **moved to approve the Sworn Financial Statement for the year ended December 31, 2020, as presented**. Carolyn Miller seconded. The motion carried.

Ms. Johnson advised that on pages 13-19 are the sworn financial statements for the year ended December 31, 2020. The district received less than $75,000 in revenue for the year, which requires a sworn financial statement instead of an audit.

**Action #8 Discuss and Approve a Board Resolution for Signing Meeting Minutes**

Annette Richey **moved to approve the Board Resolution for Signing Meeting Minutes as presented.** Paul Guillory seconded. The motion carried.

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Ms. Johnson advised that on page 20 is the proposed resolution for signing meeting minutes. She stated that we are required to publish the signed minutes of the meetings in the Lake Charles American Press and online with the State of Louisiana promptly after approval. The resolution will allow any member of the executive committee to sign the minutes for publication.

**Action #9 Discuss the Tier 2.1 Financial Disclosure Report due to the Louisiana Board of Ethics by May 15, 2021.**

Ms. Johnson asked Cindy Johnson to advise the district of the reporting deadline. Cindy reported that she sent the required Tier 2.1 Financial Disclosure reporting forms to the district last week, advising of the reporting deadline of May 15, 2021. She indicated that the disclosure is available to be completed and submitted online with a receipt for the report emailed to you for your records. She reminded the district that the failure to submit your report by the deadline could result in some substantial fines. She also asked that they advise her of their completion of this reporting upon doing so.

**Action #10 Individual Training Timeframe for Mandatory Ethics Training for 2021 (LA RS 42Z:1077A).**

Ms. Johnson asked Cindy Johnson to advise the district of the mandatory ethics training deadline. Cindy stated that as the district knows, they must complete one hour of ethics training annually before December 31 of each year. This training is available online through the link located on page 32 of their report. She asked that they let her know if they need assistance in completing the training online as there are no planned in-person sessions this year due to COVID-19 restrictions. Cindy also asked that they email her the completed certificate provided at the end of the online training session for the District’s records.

**Action #11 Update on Status of Federal Land Access Program Grant for Pintail Wildlife Drive.**

Ms. Klenke advised the district that the improvements are in progress and hopefully could be complete and the drive reopened with full access by the end of March. She stated that the boardwalks at Pintail Wildlife Drive as well as at Wetland Walkway had substantial damage from the hurricanes. She is working with the refuge staff on the possibility of securing funding to replace it with a pre-cast concrete boardwalk.

**Action #12 New/Other Business**

Anne Klenke advised that on pages 33-40 is a current listing of the National Scenic Byways and All-American Roads from the recent designations. The Boom or Bust Byway and Bayou Teche Scenic Byway both received National Scenic Byway designation this year, and the Great River Road (Louisiana portion) was designated as an All-American Road, the second in LA.

**Action #13 Adjourn**

Annette Richey **moved to adjourn the meeting**. Paul Guillory seconded the motion. The motion carried.

There being no additional business, the meeting adjourned at 2:35 p.m. The next district meeting will be on Thursday, June 24, 2021, at 2:00 p.m.

Signature of one member of executive committee required for approval:

Shelley Johnson, Chairman Paul Guillory, Vice-Chair

Carolyn Miller, Secretary/Treasurer