

August 12, 2011

A committee meeting of the Bayou Lafourche Fresh Water District was held on Friday, August 12, 2011 at 1:00 p.m. at the Water District office, 1016 St. Mary Street, Thibodaux, LA

Committee members present: Hugh Caffery, Chairman  
Gene Harrell, Vice-Chairman  
Jake Giardina

Also present were: Archie Chaisson, Jr., Director  
Stevie Smith, All South Consulting Engineers  
Robert Thibodaux, BLFWD Board Secretary/Treasurer  
Rep. Joe Harrison; Arthur DeFraités, Engineer

The purpose of the committee meeting is to discuss the Bayou Lafourche Summit proposal submitted by Stevie Smith, All South Consulting Engineers. Mr. Stevie Smith presented the proposal for the Bayou Lafourche Summit Master Plan as follows:

### *Bayou Lafourche Summit-Master Planning for the Next 50 years*

#### **Format**

*This is a week long forum to be held at Nicholls State University to listen to, hear from and document the will of the people Bayou Lafourche serves. The Master Plan of what is done will be based on the results of this summit.*

#### **Schedule**

- 1. An initial meeting will bring together all the people the bayou serves. The history and current issues will be presented by BLFWD and its Facilitator.*

The initial meeting will be a kick off to a week full of interactive discussions with many parties that have very high interest in the health and well-being of Bayou Lafourche. Much work must be done prior to that day. The first task will be to put together a list of people and groups with an interest in Bayou Lafourche. This list will certainly include people and industry that use the water for drinking, living, and in industrial applications. It should also include those with a broader interest in the Bayou, such as elected officials from the parishes and municipalities on the bayou, any non -profits with interest in the Bayou, the Barataria Terrebonne National Estuary Program, and others. There is a strong interest in using the bayou for coastal restoration, and the groups involved in that issue should be included as well, along with property owners along the bayou. This task will take about a week to complete.

The second task would be related to the basics of organizing this meeting, including a good date, time, and location. Sounds simple enough, but it does a take a good bit of leg work, including getting the notice out to all the people described above. Logistics of a meeting of this size will require some effort. It is also very important to personally invite some of the elected officials, with a little special effort. This task will take about a week to complete as well.

The third task will be developing a good agenda for this meeting. It will be important to have a good plan so all involved know the purpose of the meeting, and the expected outcome. We want to make sure the BLFWD and the attendees know what to expect. We also want the meeting to proceed as

planned, and that we understand that the attendees time and attention are valuable commodities, not to be wasted.

The fourth task will be a little research on Bayou Lafourche ahead of the meeting. One part of this meeting will be a discussion of the current state of the Bayou. The BLFWD will give an overview of the current management and operation of the various aspects of the Bayou. This particular piece of the presentation will require a little background research.

The fifth task under this item will be support of the BLFWD during and after the meeting. The BLFWD will need support facilitating the discussions during the meeting, documenting attendees, and capturing the comments made. The consultant will be responsible for these items, and will present a summary report to the BLFWD after the meeting.

*II. Meetings over the following week will be held to hear from individual groups.*

After the Kick Off meeting, the BLFWD will host a series of meetings with individual groups or parties to discuss various aspects of the Bayou. These meetings will be held in a central location and will be organized into groups of similar interests.

Before these meetings can be held, the BLFWD should do a little planning on the conduct of these meetings. The BLFWD should have a list of questions that are asked of all the groups. This list can be used to spur discussion, and to make sure the key points important to the BLFWD are touched upon.

At the meeting, the BLFWD consultant will facilitate the discussion ensuring that all points are heard. The consultant will also document all the discussions and will compile them into a report for the BLFWD.

The preparation for this series of meetings will need to occur the week before, and the documentation will occur the week of the meetings. In all, this effort will require about 3 weeks of work.

*III. A summation meeting at the end will bring together all to discuss the findings.*

The consultant will compile the results of the Kick Off meeting and the individual group meetings into a single report. This report will be presented to entire group one week after the Kick Off meeting as the results of the entire effort.

This wrap up meeting will be led by the BLFWD with assistance from the consultant.

*IV. This will all be digested by the BLFWD in a "Retreat of its own, then presented to the Joint Committee on Bayou Lafourche of the La. State Legislature*

The BLFWD will review the results at a special meeting specifically for that purpose. The report will also be presented by the BLFWD to the Joint Committee on Bayou Lafourche of the La. State Legislature.

The budget for the Bayou Lafourche Summit Master Plan is as follows, which consists of All South Consulting Engineers personnel expenses. Mr. Smith will submit a more detailed spreadsheet of the personnel expenses to the District.

<b>Task 1</b>	Plan initial meeting	\$ 11,500.00
<b>Task 2</b>	Support BLFWD in Conduct of Initial Meeting Document Initial Meeting	\$ 8,000.00
<b>Task 3</b>	Meetings with Individual Groups Over Week	\$ 8,700.00
<b>Task 4</b>	Compile Report	\$ 8,500.00
<b>Task 5</b>	Present Results to Group Attend BLFWD Retreat	\$ 3,700.00
	Total	\$ 40,400.00

Mr. Smith also presented a list of interested parties who have a high interest in Bayou Lafourche.

Rep. Harrison advised that he met at the Governor's office on the BP money, which potentially our area will get a portion of. BP wants to money to be distributed to the areas affected. Rep. Harrison stated that we need to prioritize a list to present to the Governor's office.

Moved by Commissioner Jake Giardina, seconded by Vice-Chairman Gene Harrell to recommend that the committee present to the full Board at the meeting on August 15, 2011 approval of the Bayou Lafourche Summit proposal submitted by Mr. Stevie Smith. Motion carried unanimously.

The committee adjourned at 2:15 p.m.

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Hugh Caffery, Chairman

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Robert Thibodaux, Secretary/Treasurer

