

*New Orleans Municipal Yacht Harbor Management Corporation*

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**February 10, 2015**

**6:30 p.m.**

**First Baptist Church, 5290 Canal Boulevard, New Orleans, Louisiana**

The meeting was called to order at 6:30pm and requested a roll call by David Halpern.

**Board of Directors Present:**

Ashlyn Graves  
Alva See  
David Halpern  
Connie Uddo  
Howard Rodgers  
Reginald Smith  
Shannon Sims  
Thomas Forbes

**Board of Directors Absent:**

Warner Tureaud

**A quorum was present.**

There were no amendments to the agenda.

The agenda was approved and adopted on a motion by Ric Smith, seconded by David Halpern and the motion was unanimously carried.

On a motion by Shannon Sims, seconded by Alva See, and unanimously carried, the minutes from the regular meeting of January 13, 2015 were approved.

**Action Items:**

Attached to the Resolution that was distributed to the Board Members is a copy of the Compliance Questionnaire that MYHMC is required to provide to the audit firm prior to the start of the audit. The contract with the audit firm is in process with the City and it is anticipated that the Mayor will execute it in the next several weeks. The questionnaire is very similar to what MYHMC has provided over the past several years as required by State Law. There are a number of questions that do not pertain to the Board because MYHMC is not a municipality or a school board. Within the questionnaire, there is an attachment listing the Officers of the MYHMC Board along with a list of the expiration dates for their appointed terms. Even though the term of office may have expired, Board Members continue to serve until they are officially reappointed or until they resign. The Resolution authorizes the execution of the compliance questionnaire.

On a motion by Ric Smith, seconded by Shannon Sims, and unanimously carried, the Resolution "Adopting the Louisiana Compliance Questionnaire for the 2014 Audit" was approved.

**Information and Discussion Items:**

1. Boathouse Leases and Supplemental Lease Agreements were discussed by Mr. Casey. The lease extensions for boathouse #56 and #66 have been executed and recorded. Boathouse #115 on North Roadway has been sold and the new owners plans to demolish what remains on the site and to submit new construction plans to MYHMC for review and they have discussed the requirements to obtain the extended lease. Boathouse #115 is one of the 21 boathouses listed as "damaged" as a result of Hurricane Katrina. The prior owner had submitted plans which were approved by MYHMC but never proceeded to get a building permit. When the lease extension issue was resolved, Mr. Casey sent them a letter informing them that they were in default of the lease and would not be given the opportunity to receive the extended lease. Mr. Casey and Mr. Bloom have met with the new owners who rent a boathouse on North Roadway Drive, and they have submitted preliminary sketches. The plan submission and review process has been explained to them along with the Rules and Standards Committee approval process which they must obtain prior to MYHMC discussing the extension of the lease that will be required for them to obtain financing.
2. The FEMA update was provided by Mr. Casey. In October 2014, the Governor's Office of Homeland Security (GOHSEP) submitted the R.S. Means Report to FEMA, and the Capital Projects Administration (CPA) also submitted Sizeler's 98% completed construction documents to GOHSEP and to FEMA for their review. Capital Projects is continuing to wait on a final decision from FEMA.

The "Take-Over Agreement" for the construction of Boathouse #93 is in process by Capital Projects and the target date for resuming construction is March 1<sup>st</sup>. Yates Construction is the new contractor that the bonding company has chosen to take over the job. Capital Projects plans to issue a notice to proceed for the design/development plans for the fishing pier and the restroom facility in early March.

With respect to the status of the Administration Building, Mr. Casey and Mr. Miguel Viteri (Capital Projects) had a meeting in which Mr. Viteri said that the Law Department and bonding company have come to terms although the bonding company has not chosen a new replacement contractor. Capital Projects had already instructed Sizeler to update the construction plans to show what work either needed to be completed or repaired.

3. The Financial Report was presented by Ric Smith. MYHMC has total assets at the end of January of \$3,464,000 of which \$3,444,000 were current and of those current assets \$3,352,000 was in cash at Capital One Bank. On the liability side, MYHMC has a total of \$914,000 of which \$409,000 are current liabilities which is mainly comprised of accrued interest on the bond debt owed to NOAA, and the \$123,000 of unearned revenue on rent that has been received and accrued. Long-term liabilities consist of the of the NOAA bonds in the amount of \$505,000. The capital account has a fund balance of \$2,550,000 of which \$1,140,000 is temporarily restricted and \$1,462,000 is unrestricted which is available for MYHMC to pay its bills. For the month of January in terms of the year-to-date, total income was \$53,000 and total operating expenses were \$58,000 yielding a loss of \$5,000 for the month. Net other income (interest expense that is accrued monthly) was approximately \$3,000 such that total net income for the month of January was an \$8,000 loss.
4. The Report of the Nominating Committee was given by Ashlyn Graves. The committee members met and came up with the following slate of officers: President – Warner Tureaud, Vice-President – Ashlyn Graves, Treasurer – Ric Smith, and Secretary – David Halpern. Mr. Tureaud explained that it is an open process and any Board Member can make a nomination for any of the positions. Voting on the slate of officers will take place at the March meeting.
5. The Personal Financial Disclosure Statement was distributed to the Board Members and was discussed by Mr. Casey. It is due by May 15<sup>th</sup> and is required by the Louisiana State Board of Ethics. The Board Members can submit their information either via fax or by regular mail.
6. Mr. Casey presented the Executive Director's Report. There were four topics: 1.) The Cooperative Endeavor Agreement (CEA) between MYHMC and the Louisiana Department of Wildlife and Fisheries for the grant to repair the Breakwater Drive Boat Launch is in the process of being executed by the State's Office of Facility Planning and Control; 2.) At their January 15th meeting the Board of Directors of the Non-Flood Protection Asset Management authorized the execution of a Memorandum of Understanding (currently being drafted) with MYHMC allowing the use of the Lake Vista Community Center by MYHMC for its monthly Board Meeting; 3.) Several conversations have been held with Rickey Smith of NOYC with respect to their interest

New Orleans Municipal Yacht Harbor Management Corporation  
Regular Board Meeting of February 10, 2015

in installing an elevator to serve their second floor space in the Administration Building. Mr. Casey discussed this issue with Mr. Miguel Viteri to make sure that MYHMC does not adversely impact the current FEMA claim on the Administration Building; and 4.) Good progress is being made with the construction of the structure of Boathouses #91 and #92.

**Other Comments and Issues from the Public:**

None.

**Adjournment:**

On a motion by David Halpern and seconded by Howard Rodgers, the meeting was adjourned at approximately 7:10pm.

**Date and Time of next meeting:**

The next Board Meeting is scheduled for Tuesday, March 10, 2015 at 6:30 p.m. at First Baptist Church.