

New Orleans Municipal Yacht Harbor Management Corporation

**Wednesday, February 17, 2010 6:30 PM
First Baptist Church 5290 Canal Boulevard
New Orleans, Louisiana.**

**The meeting was called to order by John Manard,
President, who requested roll call by Michael
Liebaert, Secretary.**

**(The Secretary notes that this meeting was called
upon due notice for lack of a quorum at the regularly
scheduled meeting on February 8, 2010)**

Board of Directors present:

Bill Brundige

Richard Cortizas

Doug Cunningham

Charles Eshleman

Ashlyn Graves

Jennifer Medley

Michael Liebaert

John Manard

Alva See

Warner Tureaud

Guy Williams

**Board of Directors absent:
Pat Bell**

**Present for the MYHMC:
Lea Fisk, Executive Director**

There were 2 attendees in the audience.

1. Announcement: Thursday, February 25, 2010 public meeting as to Master Plan for West End Park; 6:00 PM at St. Paul's Episcopal Church, corner of Canal Blvd. and Harrison. Mr. Manard urged the MYHMC Board Members to attend the FOWE master plan meeting because eventually the master plan will reach this Board for approval.

2. Approval of Minutes from previous meeting. On motion by Mr. Williams, seconded by Mr. Tureaud, the minutes from the meeting on January 11, 2010, were unanimously approved.

ACTION ITEMS

1. Resolutions (two): Approval of the papers necessary to open the accounts at LAMP. Mr. Manard explained there are two resolutions here that deal with the LAMP account; one deals with the "Opening LAMP Accounts" and the other deals with the "Account Opening Authorization". On motion by Mr. Williams, seconded by Mr. Cunningham, the

resolutions were unanimously adopted.

2. Resolution: Transfer of funds from Capital Projects to MYHMC. On motion by Mr. Williams, seconded by Mr. Cunningham, the resolution was unanimously adopted.

3. Resolution: Approval of Accounting Practices and Procedures Manual. Mr. Manard explained that before the MYHMC actually accepts the transfer of funds from the City, that it needed to be in a position to properly manage those funds, which included having an Executive Director, accountant, office, computer and proper written accounting procedures. The "Accounting and Procedure Manual" attached to this resolution is derived from that used by the French Market Corporation. Mr. Manard explained that an outside accounting firm has examined the "Manual" and appropriate Members of the MYHMC have reviewed it. On motion by Mr. Williams, seconded by Mr. Cunningham, the resolution was unanimously adopted.

4. Resolution: Retention of accounting firm Ericksen, Krentel & LaPorte, LLP. Mr. Manard explained that this firm has previously been used for other purposes. This time it's being proposed that they be used to examine the City's books and those of the MYHMC to make sure that the transfer of funds is

in fact the total amount and that the MYHMC has lived up to its fiduciary duty in the possession and management of the funds. Mr. Manard reminded everyone that this firm would be operating under the \$15,000 cap for professional services. On motion by Mr. Cunningham, seconded by Mr. Williams, the Resolution was unanimously adopted. After the vote, Mr. See asked if there was any possibility of obtaining FEMA or the City reimbursement for the extra accounting fees that have been paid to reconstruct accounting records that were lost in Hurricane Katrina. Mr. Manard replied that he didn't think there was any way to get that type of reimbursement.

5. Resolution: Retention of planning firm Cashio Cochran LLC. Mr. Manard explained that this is not to hire a professional planner to produce a master planner for the West End Park, but to learn about the planning process, get some basics about the potential of all of our parcels of land and to have someone to rely upon for advise during the master plan process. Mr. Manard explained that the Cashio firm was selected after he sent out a questionnaire to various knowledgeable professionals, asking for the their opinion of who was the best and most appropriate firm/person for the job. Mr. Manard explained that all recommended Cashio Cochran. Mr. Manard said that he, Mr. Cortizas and Mr.

Tureaud then met with Carlos Cashio and all were favorably impressed. On motion by Mr. Tureaud, seconded by Mr. Eshleman, the Resolution was unanimously adopted.

6. Resolution: Repayment of David Herrera for website expenses. Mr. Manard said this is a small matter, but he wants to make sure that everyone understands that David Herrera used his own funds to pay for the domain name for the MYHMC web site. On motion by Mr. See, seconded by Mr. Tiureaud, the Resolution was unanimously adopted. Mr. See suggested that a letter expressing the appreciation of the Board for the work the David Herrera has provided accompany the reimbursement check.

7. Resolution: Authorizing the Executive Director to retain personnel to dig out drains in West End Park to further explore the cause of the drainage problems. Mr. Manard explained that the western end of West End Park floods badly when it rains and that a long time local resident claims that the drains were for what ever reason, filled with concrete. Mr. Manard said the MYHMC recently acquired the plans for the drainage system of the Park and now we need to dig out a number of drains to access what it will take to get the entire drainage system functioning again. Mr. Liebaert commented that in

mid December 2009, when it rained very heavily, he noticed two large drains on the south side of the fountain that weren't working at all. Mr. See recommended that the Executive Director consider utilizing a company named Blue Flash to clean out the drains. On motion by Mr. Liebaert, seconded by Mr. Williams, the Resolution was unanimously adopted.

8. Resolution: Approval of Invitation for Bids as to security guard firm and to moving entirely to such a firm and away from any Civil Service guards. Mr. Manard explained that Mr. Tureaud and Lea Fisk have been expediting this matter. On motion by Mr. Tureaud, seconded by Mr. Williams, the matter was opened for discussion. Mr. Manard stated that it wouldn't be a problem if anyone cared to delay voting on this matter until March 8, 2010, when it could be digested to a greater degree. Mr. Cortizas asked how is liability being handled in the contract. Lea Fisk replied that the security company would be responsible for that coverage. After a fair amount of discussion, Mr. Cunningham asked if this matter could be tabled until the March 8th meeting and Mr. Manard agreed. Mr. Manard asked that everyone voice their questions on this matter at their earliest convenience so as to reduce the time needed to cover this topic at the next meeting.

9. REPORT OF THE EXECUTIVE DIRECTOR:

1. Staffing. Lea Fisk explained that the accountant would start on February 22, 2010. There will be an interview with a proposed office assistant on February 18, 2010.

2. Temporary office space. Lea Fisk said the office is progressing well and should be up and running in a week or so, particularly after the accountant interfaces with the City.

3. Computers. Lea Fisk said the computers have probably arrived and waiting to be picked up.

4. Other office equipment and services. Mr. Tureaud asked Lea Fisk for a status on the hiring of off duty NOPD Officers. Lea Fisk replied there are two items that are yet to be answered or fulfilled; 1. Insurance concerning workman's compensation and liability coverage. 2. An agreement between the NOPD Officers and the MYHMC, which will enable a purchase order to be produced. Mr. Tureaud asked Mr. Eshleman about the status of insurance. Mr. Eshleman replied that when the Officer is in uniform, NOPD is responsible for their actions. Mr. Manard asked Mr. Eshleman to check and make sure that NOPD Officers are covered under the MYHMC liability insurance. Mr. Tureaud asked if

the NOPD Officers could start working this next weekend and Mr. Eshleman replied that depends on what the contract states. Mr. Tureaud replied there wouldn't necessarily be a contract between the MYHMC and NOPD. Mr. Eshleman stated that questions could arise if the MYHMC hires off duty Police officers without a contract. Mr. Manard asked Lea Fisk to check with the Police Foundation to see if going thru them could produce a contract. Mr. Manard summarized by saying he doesn't think the MYHMC is ready to begin employing the off duty Police Officers this coming weekend until more facts are gathered and questions answered.

5. Information as to the plumber investigating getting NOYC's water service separated from that of MYHMC. (The Secretary notes that this matter was not discussed)

6. Recent break-ins and what is being done about security until we have the security guard company hired. (The Secretary notes that this matter was touched upon in #4 above)

7. Purchasing and outfitting a small pick up truck. (The Secretary notes that this matter addressed in #4 above)

REPORT OF THE NOMINATING COMMITTEE

4. **Getting abandoned and illegally parked vehicles and boats (on land) towed/hailed away. (Mr. Tureaud and Mr. Fisk)**
5. **Report on the federal taking with respect to the 17th Street Canal pumping station. (Mr. Manard)**
6. **Report on linear park/constructed wetlands project. (Mr. Manard)**
7. **Pedestrian/bicycle bridge – status report. (Mr. Manard)**
8. **Sewerage & Water Board claim – status report. (Mr. Manard)**

ISSUES PRESENTED FROM THE AUDIENCE

DATE & TIME OF NEXT MEETING

The next meeting will be held at 6:30 p.m. on Monday, March 8, 2010 at the First Baptist Church.