

*New Orleans Municipal Yacht Harbor Management Corporation*

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**September 13, 2016**

**6:30 p.m.**

**Lake Vista Community Center, 6500 Spanish Fort Blvd, New Orleans, Louisiana**

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

**Board of Directors Present:**

David Halpern  
Reginald Smith  
Warner Tureaud  
Thomas Forbes  
Alva See  
Ashlyn Graves  
Connie Uddo

**Board of Directors Absent:**

Shannon Sims  
Howard Rodgers

**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 Alva See and the motion was unanimously carried.

On a motion by David Halpern, seconded by Ashlyn Graves, and unanimously carried, the minutes from the regular meeting of August 9, 2016 were approved.

**Action Items:**

1. Mr. Casey said there were several discussions at Board Meetings about the work that the Orleans Levee District and Non-Flood Asset Authority has been doing along West Roadway at the "The Dip" to correct the drainage problem. The Board had gone on record previously that it would assist the Non-Flood Asset Authority with the paving of the emergency rock access road that connects West Roadway to the parallel road to West Roadway. Even though the Orleans Levee District (OLD) has put the sump, pump, and force main in that will handle rain water, there will be occasions where high tides may occur that exceed the elevation of the streets in the area. Water may possibly come into the area from the Lake as well as from other drains. In speaking with the Non-Flood Asset Authority and the Orleans Levee District, the paved access will be needed from West Roadway to the parallel road in front of the boathouses as a backup emergency plan. The rock that had been used by the Non-Flood Asset Authority never compacted and remained loose such that vehicles were getting stuck when they attempted to use the rock access. Both the contractor and engineer for Orleans Levee District agreed that the ultimate solution would be to pave the access road with concrete. The cost to pave the area is \$3,000, and this amount is based on the square yard price that the Levee District pays their contractor for incidental concrete work. Since the access road that will be paved is on property managed by the Non-Flood Asset Authority, it is a rather unique situation, and the Non-Flood Asset Authority thought that it would be best if they paid the contractor's invoice and if MYHMC would reimburse the Non-Flood Asset Authority for the expenditure. Mr. Tureaud said the improvements to the drainage in the area by OLD are a substantial accomplishment, and the paving of the access road will assist the residents and the businesses in the area in the event of a flood emergency due to excessive high tides and weather events.

On a motion by Ashlyn Graves, seconded by Alva See, and unanimously carried, the resolution "Approving the West Roadway Dr. Emergency Access Road Repair" was approved.

2. Mr. Casey distributed the 2017 proposed Operating Budget to the Board Members. Mr. Casey stated that the approach to the proposed Operating Budget for 2017 is very similar to Operating Budgets that the Board has adopted over the past several years. On the revenue side, no assumptions have been made that revenue will increase in 2017 based on the timing of the City's resolution of the FEMA Claim and the reconstruction of the harbor which will ultimately generate additional income. It is projected that revenue will remain relatively stable in 2017 with the exception of boathouse transfer fees which have been increased slightly from \$45,000 in 2016 to \$54,000 in 2017 due to actual results in 2016. It is important to note that at some point in time, boathouse transfer fees will not continue to increase indefinitely. Total revenue for 2017 is budgeted at \$819,000 including the funds from the grant from Wildlife and Fisheries. On the expense side, no

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significant changes are anticipated that will impact expenses in 2017 over what had been projected in 2016. As in prior years, the 2017 Expense Budget is larger than what has currently been spent to date in 2016 due to the fact that MYHMC does not know the exact timing of various items such as the payment of \$320,000 for MYHMC's 25% portion of the Hurricane Isaac FEMA Claim, and any payments that may be required on the NOAA Bonds which have been deferred. The other major items in the 2017 Expense Budget include expenses such as personal services, insurance coverage, and professional services (grounds keeping, and the roving patrol). There are several other items listed in professional services that are budgeted in the event that those expenditures are required. Year to date through June, MYHMC spent a little over \$100,000 on professional services which include grounds keeping, roving patrol, and audit services. Under consulting professional services, the 2017 Budget includes several items that MYHMC may be required to pay such as a feasibility study for the future use of the old restaurant parking lot. With respect to repairs and maintenance, additional expenses have continued to be projected next year for Boathouse #93 (that will be used by the New Orleans Fire Dept.) that will cover some items that may not be included in the FEMA Claim. In this section, the Boat Launch repairs of \$175,000 are projected and MYHMC's net projected expense is \$47,000 after receipt of the \$128,000 grant from Wildlife and Fisheries. Other budgeted repairs include harbor repairs, West End Park repairs, and Administrative Building repairs that are not covered by FEMA Claims. The rest of the expenses are miscellaneous items such as utilities, telephone, uniforms, motor vehicle costs, gas, parts, and office supplies. Expense Budget also includes the NOAA bond redemption, interest expense, and the Hurricane Isaac 25% copayment which total over \$1,000,000. The 2017 expenses are budgeted at \$2,500,000 which is slightly higher than the \$2,482,000 that was budgeted in 2016. Through June 30<sup>th</sup>, expenditures have totaled \$370,000. Mr. Smith mentioned that the proposed budget anticipates taking in \$819,000 of revenue and spending \$2,500,000 which includes expenditures that MYHMC might have to pay such as the NOAA bonds and other consulting fees that have been projected for a number of years. The proposed 2017 Budget demonstrates that MYHMC is able to pay bills that may exceed its projected revenue. If MYHMC had to take \$1,682,000 out of its cash, that would be deducted from its current cash position of \$3,370,000. A question was asked about professional consulting services for the West End Master Plan. Mr. Casey said that the Regional Planning Commission (RPC) is continuing to assist MYHMC and they have found funds to go out on an RFP. Their focus is on the restaurant parking lot that is shared with Jefferson Parish. The West End Master Plan had been put on the "back burner" due to the objections that had been received with respect to some of the ideas that the RPC had suggested. Another question was asked with respect to repairs on the Administration Building, the harbor, and West End Park, which total \$25,000 collectively. Mr. Casey said that MYHMC has a need to continue to replace finger pier boards in the harbor as a result of high tides, miscellaneous expenses for West End Park in addition to grounds maintenance expenses, and administration building expenses that are not covered by the FEMA Claim. Mr. Tureaud stated for

the record with respect to MYHMC expenses, that Board Members have not been reimbursed for parking, meals, or conference expenses.

On a motion by Ric Smith, seconded by Thomas Forbes, and unanimously carried, the resolution "Approving the 2017 MYHMC Operating Budget" was approved.

**Information and Discussion Items:**

1. Boathouse Leases and Supplemental Lease Agreements were discussed by Mr. Casey. The MYHMC staff is continuing to work with the Law Department with respect to the extended lease for Boathouse #78. Ms. Graves will give an update of the boathouses that transferred in August. Ms. Graves said that MYHMC recognized boathouse transfer income in August for BH #123 in the amount of \$13,050 and BH #73 in the amount of \$9,450 for a total of \$22,500.
2. The FEMA Update was presented by Mr. Tureaud. As per Miguel Viteri with the Capital Projects Administration (CPA), the notice to proceed (NTP) was issued on September 1<sup>st</sup> to Moffatt and Nichol (M&N) for the permitting and the engineering design of the harbor improvements. M&N is in the process preparing a time schedule for their design and permitting work which they will be working with FEMA for the environmental review of the harbor.
3. The August Financial Report was presented by Mr. Smith. As of August 31st, MYHMC has total assets of \$3,504,000 of which \$3,496,000 are current assets and \$3,337,000 is in cash. On the liability side, MYHMC has total liabilities of \$962,000 of which \$457,000 are current liabilities which is made up of accrued interest on the NOAA bonds and unearned revenue on various lease payments received by MYHMC. The long-term liabilities consist of \$505,000 of NOAA Bonds that are in deferment. That leaves MYHMC with a total fund balance of \$2,542,000 of which \$1,422,000 is unrestricted. The restricted amount of \$1,140,000 is primarily the amount that is required to be held for the NOAA Bonds. For the month of August, total income was \$76,000 with ordinary expenses \$56,000. There was an additional (\$3,580) in net other income (monthly interest accrual on the bonds) such that total income for August was \$16,600. For the year-to-date through the end of August, total operating income was \$510,000 with operating expenses of \$459,000 which amounts to net operating income of \$51,000. Net other income was an expense of (\$26,000) such that the total year-to-date net income was \$25,000.
4. The Economic Redevelopment Committee Report was presented by Mr. Casey. The Regional Planning Commission (RPC) is in the process of developing a budget, and a request for proposals (RFP) for the Master Planning of the old restaurant parking lot and the adjacent area.

5. Mr. Casey presented the Executive Director's Report. There were three topics: 1.) The temporary drainage repairs to the dip on West Roadway Drive were completed by the Orleans Levee District (OLD) yesterday (9/12/2016). The OLD and their contractor had a successful startup of the sump pump drainage system; 2.) The Boat Launch plans and specs are still being reviewed by the Louisiana Department of Wildlife and Fisheries and Facilities, Planning and Control; and 3.) The Bureau of Purchasing received one response to the RFP for banking services.

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

There was a question about signs near the emergency access exit, and the placement of cones on West Roadway to keep vehicles from entering the oncoming lane of traffic. The Non-Flood Asset Authority has placed the signs and the cones on the road on an as need basis. Mr. Casey said that hopefully now with the sump pump and flap gate in place, West Roadway will experience less street flooding than has taken place in the past. Mr. Tureaud said with the current Lake elevation, the dip on West Roadway would probably be flooded had the recent drainage improvements not been completed. Mr. Casey said that MYHMC will continue to work with the Non-Flood Asset Authority as the OLD works on the permanent solution to elevate West Roadway.

**Adjournment:**

On a motion by David Halpern and seconded by Ashlyn Graves, the meeting was adjourned at approximately 7:20pm.

**Date and Time of next meeting:**

The next meeting is scheduled for Tuesday, October 11, 2016 at 6:30 p.m. at the Lake Vista Community Center.