

**New Orleans Municipal Yacht Harbor Management Corporation**  
**Regular Board Meeting**  
**Tuesday, December 13, 2022, 6:30PM**  
**Municipal Yacht Harbor Administration Building**  
**1<sup>st</sup> Floor – West Meeting Room**  
**401 North Roadway Street**  
**New Orleans, LA 70124**

PRELIMINARIES

1. Meeting called to order at: 6:30 pm by Mr. McConnell

2. Attendance was taken by Timothy McConnell

Board members present:

Akeisha Tircuit

Timothy McConnell

Christopher Hammond

Mark Heck

Roger Watkins

Joseph Wheeler

Introduction of Joseph Wheeler – Retired from NOFD.

3. No amendments to the agenda.

4. Presentation of Agenda by Tim McConnell.

5. Approval of September 13th, 2022, Regular Board Meeting Minutes. Motion to approve the minutes by Mr. Heck, Second by Mr. Hammond, approved unanimously.

6. Action Item: Resolution authorizing the Write-off of bad debts for 2022.

- a. Jordan Mitchell – Slip E-125 – **Amount of Write-Off \$976.80**. Mr. Mitchell has been a tenant since September 2018. In July 2022, the credit card on file was declined. All attempts to contact him via phone and email were unsuccessful and a certified letter was returned and marked undeliverable and unable to forward.

Motion by Hammond, seconded by Mr. Watkins. Vote: Unanimous

7. Action Item: Resolution to adopt a Competitive Selection Process based on other New Orleans Public Benefit Corporations contingent on annual Mayoral Certification.

**Resolution**

**OF THE NEW ORLEANS MUNICIPAL YACHT HARBOR MANAGEMENT CORPORATION**  
**(To adopt a Competitive Selection Process based on other New Orleans Public Benefit Corporations contingent on annual Mayoral Certification.)**

**WHEREAS, WHEREAS,** the New Orleans Municipal Yacht Harbor Management Corporation ("MYHMC") is a public benefit corporation of the City of New Orleans, which leases from the City of New Orleans its property rights at West End

**WHEREAS,** in compliance with the Mayor's Executive Order LC-20-01, which establishes guidelines and procedures for the selection of professional service contractors, and which states "[a]ny entity to which this Executive Order applies may promulgate procedures for a competitive selection process that is consistent with the purposes and intent of the City Charter mandating a complete section process for professional services. Upon certification by the Mayor that such procedures are consistent with the purposes and intent of the City Charter, the entity may use those procedures and this Executive Order shall not apply to such entity," the Board of Directors believes it is in the best interest of the Company to approve and adopt a policy for the Corporation's procurement of professional services contracts, the terms of which were reviewed by the Board of Directors at its meeting on December 13<sup>th</sup>, 2022 the ("Policy");

**WHEREAS,** the Board of Directors understands that its approval and adoption of the Policy is subject to the Mayor's certification of the Policy;

**WHEREAS,** the Board of Directors desires to authorize Bryan Whited, Executive Director of the Corporation (the "Authorized Officer") to, on behalf of the Corporation, present the Policy to the Mayor for certification; and

**WHEREAS,** the Board of Directors desires to authorize the Authorized Officer to, on behalf of the Corporation, amend the accounting policies and procedures of the Corporation to reflect changes to the revised contract approvals process, which changes conform the approvals process to the Policy, (the "Accounting Policies and Procedures Changes"), and which Accounting Policies and Procedures Changes were reviewed by the Board of Directors at its meeting on December 13<sup>th</sup>, 2022 .

**NOW, THEREFORE, BE IT RESOLVED,** that the Policy is approved and adopted;

**FURTHER RESOLVED,** that the Corporation, through the Authorized Officer, be and hereby is authorized and directed to present the Policy to the Mayor for certification;

**FURTHER RESOLVED,** that the Corporation, through the Authorized Officer, be and hereby is authorized and directed to implement the Accounting Policies and Procedures Changes pending certification of the Policy by the Mayor.

**FURTHER RESOLVED,** that the Authorized Officer be and is hereby authorized and directed to make any decisions and to take, in the name and on behalf of the Corporation, such other actions as are necessary, appropriate or desirable to effectuate or carry out the intent and purpose of these resolutions, all upon such terms and conditions as the Authorized Officer in their discretion, without the

necessity of securing separate authorization for each matter, deems in the best interest of the Corporation.

**FURTHER RESOLVED**, that all actions taken or approved prior to the date hereof by the Authorized Officer in furtherance of these resolutions are hereby ratified and approved.

Motion to accept resolution by Mr. Heck, Seconded by Ms. Tircuit.

Mr. McConnell: This procedure is used by the New Orleans French Market Corporation along with the New Orleans Building Corporation. This would streamline the ability to make purchases under \$100,000 for professional services. We will continue to advertise and comply with DBE requirements. The Board will vote on every transaction.

Vote to approve: Unanimous

8. The Financial Report was given by Mr. McConnell:

As of November 30<sup>th</sup>, MYHMC has total assets of \$4,695,600 with current assets of \$3,437,300 and the bulk of which is in the form of cash of \$3,273,800 in two accounts at JP Morgan Chase Bank. Of this amount, \$2,450,600 is in committed reserves.

On the liability side, MYHMC had total liabilities of \$389,400 of which all are current liabilities (and that consists primarily of accounts payable of \$110,900, unearned revenue of \$141,500 and accrued sick and annual leave of \$118,400). That leaves MYHMC with total equity of \$4,306,100 of which \$3,620,800 is unrestricted net assets. For the month of November, MYHMC had revenues of \$158,400 and operating expenses of \$116,700 which resulted in Net Income of \$41,700. Year to date revenues are \$1,623,700 with total expenses of \$1,196,400 resulting in a year to date profit of \$427,600.

Committed Reserves include amounts for insurance reserves, operating expenses, (18 months personnel expenses, and 6 months other operating expenses), dredging, dock replacement, and other capital improvements.

Motion to approve financial report by Mr. Hammond, seconded by Mr. Wheeler. Approved unanimously.

9. Director's Report given by Bryan Whited:

1. Staff Hiring: Our new Maintenance Employee Shawn is doing an excellent job and we are happy to have him. After several Grounds Patrol officer interviews, we still have not found any that have been able to complete the hiring process for various reasons. We are still actively looking for officers. There is currently one in process.
2. West Lot: Fencing has been installed and the site is secured. The contractor has pledged to remove the last of their materials by the end of year.
3. The Point: The construction of the point is complete. A gate is expected to be installed in two weeks and I have ordered bollards to secure the grass area by the entrance as well as signage. The point is to be operated with the same rules as the parks. Open at 5:00 AM and Closed at 9:00 PM. Lighting has been scheduled with Entergy. They provided a commit date of Mar 1. We will be installing 6 Cobra-head (normal street lights) in the area. Two at the point and 4 on the existing and new poles to be installed. The last phase of the cameras has been put in process and will be installed at the point.
4. Boat Launch: Signage is installed, and cameras are currently operational.
5. Marina: The Marina is currently at 95% occupancy with a steady flow of transient vessels. MYHMC staff is currently working the waiting list and filling slips. WiFi construction is scheduled to start at the end of January.
6. Fishing Pier: No new information.
7. Sale of Boathouses: We are still working on this. The main contact for this process moved to the private sector. I have asked the new head of property management to help move this forward.
8. Marina trash and waste pickup – Marina trash cans are operating and are emptied daily. We changed our trash pickup contractor and have been getting reliable service. Currently working on permanent trash can options for park areas and point. Temporary cans will be placed at the point until the permanent solution is completed.
9. West End Park: On the schedule for a Plumber to do a rough survey of the park issues and develop a proposal.
10. Dumpster Site: Architect is currently working on site design.
11. Parking enforcement along breakwater drive etc. – Will continue to sticker and report illegally parked vehicles for removal.

10. No unfinished business.

11. Economic Redevelopment Committee: Did not meet. We are hopeful that the new procurement process with help get the RFQ process moving along. We are looking to temporarily used the development site as possible trailer storage to generate some revenue.

#### Quality of Life Committee

Public comment by C. Marsala: Went to a Jefferson Parish Council meeting and suggested they take responsibility for the Oak trees along the Sea Wall. The Parks director agreed to clean up JP debris after Mardi Gras. We're pleased with the timely trash pick up and are now looking in to fixing the park plumbing.

#### Security and Safety Committee

Have not met but would like to schedule a meeting the first week of January.

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Motion for adjournment by Mr.McConnell. Seconded by Ms. Tircuit. Motion carried unanimously.

Time: 7:07 PM

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#### **Date & Time of Next Meeting**

Tuesday, January 10, 2023| 6:30 PM  
MYHMC Admin Building