

*New Orleans Municipal Yacht Harbor Management Corporation*

**MINUTES OF A REGULAR BOARD OF DIRECTORS MEETING**

**March 8th, 2022**

**6:30 PM**

**Virtual Meeting**

1)The meeting was called to order at 6:30 PM and requested a roll call by Howard Rodgers.

**2)Board of Directors Present:**

Howard Rodgers  
Timothy McConnell  
Christopher Hammond  
Jessica Addison  
Mark Heck  
Monya Criddle  
Roger Watkins  
Keith Amacker  
Akeisha Tircuit

**A quorum was present**

3)There were no amendments to the agenda.

4)On a motion by Mr. McConnell, seconded by Mr. Heck, and unanimously carried, the agenda was approved and adopted.

5)The agenda was presented by Mr. Rodgers.

6)Mr. Rogers stated the next item was to approve the minutes. Mr. White stated that Captain Amacker sent some changes in the minutes today that had not been completed and would be willing to make those changes to be approved next meeting. Mr. White stated that Captain Amacker asked to specifically add the concerns of both the stability and buoyancy of the floating docks discussed at the previous meeting. Mr. McConnell made a motion to approve the minutes based on the amendments that Captain Amacker requested. Motion Seconded by Mr. Hammond. No objections. Motion Passes.

7) Welcoming of New Board Members

Mr. Whited welcomed all the new board members. All board members introduced themselves and gave brief backgrounds.

### **ACTION ITEMS**

**1) Discussion of Nominating Committee about upcoming elections for board officers to be elected at next board meeting.**

Mr. Rodgers stated that this action item involves forming a nominating committee to elect a new President, VP, Secretary, and Treasurer to replace the members of the board who had been replaced due to expired terms. The board is looking for at least one more person to join Mr. Rodgers and Mr. McConnell to join the nominating committee which will nominate board members for the offices and will be voted on the next meeting. Mark Heck volunteered to be on the nominating committee. Tim McConnell stated that just for everyone's edification that the bylaws state that last month we would have put the nominating committee together and this month the committee would have brought the names to the board to vote on. He asked that anyone who has a nomination email it to Mr. Whited to disseminate it to the nominating committee. The nominating committee will discuss as soon as possible to perhaps call a special meeting. The staff is short staffed, and there is a priority to fill the executive board and to hire the permanent Executive director and fill the other committees in place specifically the Rules and Standards committee. Mr. McConnell made a motion for any board members who are interested in an officer role to email to Mr. Whited by close of business Friday. Seconded by Mr. Heck. No opposition. Motion passes.

**2) Creation of Rules and Standards Committee (5 members needed)**

Mr. Rodgers discussed the roll of the Rules and Standards Committee. It is a committee which looks at the plans for boathouse rebuilds and remodels and approves or denies the plans. These plans are reviewed by a consulting architect, and they give notes as to whether the plans meet the ordinances for boathouse construction. Volunteers are Mr. Heck, Ms. Tircuit, Ms. Addison, Mr. McConnell, and Mr. Watkins. It was noted that the committee will have to wait to be officially instated until the board officers are in place.

**3) Update on the Executive Director Position (Mr. Rodgers)**

Mr. Rodgers discussed that the Executive director position had been posted and taken down January 1<sup>st</sup>. The previous board president had completed interviews of three applicants with the secretary and treasurer joining for some of the interview. Mr. Rodgers stated that he would check in with the former president of the board and see if he can get any notes or other information regarding the candidates. Mr. McConnell mentioned that the staff are severely short staffed due to the relative size of the office, and it should be moved quickly to fill the position.

**4) Resolution: Acceptance of the 2021 Louisiana Compliance Questionnaire for Audit Engagements of Governments.**

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Mr. Whited stated that MYHMC has a yearly audit to comply with the legal requirements for government entities. This questionnaire is required by the audit per law.

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; and

WHEREAS, MYHMC was placed in control of its own funds in 2010; and

WHEREAS, MYHMC is required to have an annual audit of its financial records and practices; and

WHEREAS, MYHMC passed a resolution at its Board Meeting on December 14th, 2021 authorizing its President or its Executive Director to enter into a contract with the public accounting firm of Ericksen Krentel, L.L.P., for the purpose of preparing its 2021 Audit; and

WHEREAS, MYHMC is required as part of its financial audit to complete, adopt and provide the Louisiana Compliance Questionnaire, attached hereto as Exhibit “A”, to Ericksen Krentel, L.L.P., prior to the commencement of the 2021 Audit; and

WHEREAS, MYHMC confirms that the responses to the Questionnaire have been made to the best of MYHMC’s knowledge and belief;

NOW THEREFORE, the Board of Directors of MYHMC hereby formally adopts the Completed Louisiana Compliance Questionnaire by a formal Resolution in an open meeting, attached hereto as Exhibit “A”, and authorizes its President, Treasurer, Secretary, and its Executive Director to execute and to provide a copy of the Completed Louisiana Compliance Questionnaire and a copy of this Resolution to Ericksen Krentel, L.L.P.

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Motion to approve by Mr. McConnell. Second by Mr. Watkins. No opposition.

Motion passes.

**INFORMATION ITEMS**

1. The February 2022 Financial Report was presented by Mr. Rodgers.

As of February 28th, MYHMC has total assets of \$4,241,500 with current assets of \$3,036,400 and the bulk of which is in the form of cash of \$2,926,400 in two accounts at JP Morgan Chase Bank. On the liability side, MYHMC had total liabilities of \$275,700 of which all are current liabilities (and that consists primarily of unearned revenues of \$156,200 and accrued sick and annual leave of \$79,700). That leaves MYHMC with total equity of \$3,965,800 of which \$3,120,800 is unrestricted net assets. For the month of February MYHMC had revenues of \$134,800 and operating expenses of \$94,500 which resulted in Net

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Income of \$40,400. Year to date revenues are \$268,500 with total expenses of \$181,300, resulting in a year to date profit of \$87,200. Current slip occupancy is 88%.

2. Economic Redevelopment Committee: Mr. Rodgers stated that he was on the committee and had been meeting with City of New Orleans and Jefferson Parish to develop an RFP for the restaurant site on the West end of MYHMC property. The Hackett group has been contracted to provide a feasibility study which should be complete by the next regular meeting. Mr. Watkins asked to be involved in this committee.

3. Environmental Quality Report:

Mr. Whited and Mr. Rodgers discussed the history of why this and other committees were created. This committee was specifically created to help stop the plumbing and leak issues of the boathouse after Katrina. As these issues are now of a much smaller scale and can be handled by staff. Mr. Hammond makes a motion to dissolve the committee. Mr. McConnell seconded. No opposition. Motion passes.

4. Quality of life committee:

Mr. Rodgers discussed the basic function of the committee. Mr. Cuccia (The president of the boathouse owners' association and a previous board member communicated with the City of New Orleans project manager Mr. Viteri about the upgrades to breakwater park and the point. They also worked with MYHMC staff to focus on security and other concerns. There was a question of whether the committee should remain, Mr. McConnell brought up the additional development of the restaurant site and how it would be useful to have this input. Dr. Criddle asked to be on the committee.

5. Security and Safety Committee:

Mr. Whited discussed the theft of a car on breakwater drive. Additional security patrols have been added MYHMC staff are in the process of hiring another in house Grounds Patrol Officer. Additional cameras are scheduled for the boat launch but have not been started due to the electrical component of the boat launch lights not being completed. Captain Amacker asked why there was a delay. Mr. Whited described that the project has a complex management situation. It is part of two different FEMA projects and some of it was funded by MYHMC separately. MYHMC is working with the contractor to complete the project as quickly as possible. Captain Amacker suggested we start the process for the cameras now so they will be ready to be installed.

9) The Director's Report was presented by Mr Whited:

1. The Point: The previous plans went through the Design advisor committee meeting last month. The Committee is currently putting together comments to be forward to the architect and contractor for pricing and design updates.

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2. Boat Launch: Operational except for the lights. The electrical platform is complete and Entergy has started the approval process and has asked the electrical contractor for the required documentation they need. The contractor will provide the documentation this week. The panel has been ordered and is due to arrive this week.
3. Marina: The Marina is currently at 88% occupancy. MYHMC staff is currently working the waiting list and filling slips. Phase 1 of the security system is complete and running. We are beginning the prep for phase 2 which requires the completion of the boat launch lighting. Cox has developed a field proposal for WIFI for the docks. It is currently going through Cox approvals. Pump out – same as boat launch.
4. West End Park: Staff is starting the process for a plumbing and electrical survey of the park.
5. Fishing Pier: An RFP is in the works through CNO Capital Projects for a new Architecture and Engineers firm. MYHMC staff is working on an insurance estimate and operational estimates for planning purposes.
6. Appraisals of BH 127, 31 and SYC additional lease area are underway. MYHMC has provided the appraiser with information he has requested. We will move forward as quickly as possible regarding the new lease with SYC and selling the boathouse properties.

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

Captain Amacker asked about the functionality of the pump out station and whether MYHMC staff was monitoring vessels so that they would not be pumping waste overboard. Mr. Whited stated that the pump-out will be operational when the work is completed and MYHMC staff have been directing people to Orleans Marina pump-out or Seabrook Marine pump-out. Captain Amacker asked if anyone had been doing water quality testing. Mr. Whited stated he was unaware of any testing. Captain Amacker noted that in his experience, the Navy would not have been allowed to put the piers in service until the waste facility was available and had concerns about the marina being in service. Mr. Whited stated he would focus on completing this as a high priority. Mr. Hammond also stressed that this issue should be an extremely high priority to get completed.

**Adjournment**

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Mr. Hammond made a motion to adjourn at 8:25 PM. Second by Mr. Watkins. No opposition. Motion carries.

**Date and Time of Next Meeting**

The date and time of next meeting will be <sup>th</sup>, 2022 at 6:30 PM in the First floor of the MYHMC admin building at 401 North Roadway Street