

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
THURSDAY, JANUARY 8, 2015 – 4:30 P.M.**

The regular meeting of the Finance Committee of the Non-Flood Protection Asset Management Authority was held on Monday, December 15, 2014 at 4:30 p.m., in the Lake Vista Community Center, 2nd Floor, 6500 Spanish Fort Blvd., New Orleans, Louisiana after due legal notice of the meeting was sent to each Board member, the news media, and a copy of the call was posted.

Chairman Stack called the meeting to order at 5:45 p.m. and led in the Pledge of Allegiance.

The roll was called which constituted a quorum.

PRESENT:

Chairman Michael Stack
Commissioner Patrick DeRouen
Commissioner Eugene Green

ABSENT:

Vice Chair Wilma Heaton

STAFF:

Cornelia Ullmann – Chief Operating Officer
Dawn Wagener – Comptroller
Fred Pruitt – Acting Airport Director

ALSO PRESENT:

Gerard Metzger – Legal Counsel

APPROVAL OF AGENDA

Comm. DeRouen offered a motion to adopt the Agenda, seconded by Comm. Green and unanimously adopted.

APPROVAL OF PRIOR MINUTES

Comm. DeRouen offered a motion to approve the Finance Committee meeting minutes of December 15, 2014, seconded by Comm. Green and unanimously adopted.

OLD BUSINESS

- 1) **Discussion regarding Mardi Gras Fountain and having a representative from Waterworks come to New Orleans from out of state to operate the fountain to determine if the current operational difficulties are due to a wind sensor, water level sensor, programming or a combination of those**

The COO advised that Magnolia Pools is maintaining the Mardi Gras Fountain. The Fountain is clean and the lights are operational, but it does not shoot water. There may be an issue with the wind sensor. It will cost approximately \$4,500 for a representative of Water Works to come down and run the system to determine if there is a programming issue or a sensor issue. Water Works will make the repair and monitor the Fountain for short time thereafter. Several people have access to the fountain via computer to ensure that the fountain is working and Magnolia Pools makes sure the water is clean and the level is correct. Comm. Stack suggested Water Works train the maintenance employee that will be hired to operate the fountain.

Jim Martin, DEI, advised that Water Works confirmed the \$4,500 quote and advised if the problem is something Water Works is responsible for the Authority will not be charged \$4,500. Water Works will solely operate the fountain for one week and determine what the issues are and ensure that the programs are running correctly. The Fountain will then be run remotely for a period of time.

The COO requested the DEI invoice be approved as DEI assisted with fountain issues the first ten days after the COO arrived. Comm. DeRouen recommended payment of the DEI invoice, seconded by Comm. Green.

2) Time line / work plan for Fiscal Year 2015-2016 budget

Mrs. Wagener advised that staff is preparing historical information reflecting last year's budget and expenditures to assist in determining what funding will be needed for next year's budget. The two Marinas are complete and the Airport budget is underway. The COO advised that managers will have 10 days to review the budget and advise of any suggested adjustments. The budget will be ready for presentation at the February Finance Committee meeting. The budget is due in Baton Rouge April 1, 2015.

Chairman Stack suggested making the budget part of the March Finance Committee Agenda and inviting the full Board to attend and discuss the budget.

3) Status of advancement of funds from Orleans Levee District Flood Authority

The COO advised the Committee that Stuart Consulting reviewed the MOU to ensure to the extent possible that FEMA/FAA reimbursement would not be compromised. SLFPA-E will likewise review the MOU and return its comments. Customs has released a basic plan to the architects who will prepare an estimate on costs involved for the build-out. Chairman Stack requested Mr. Davis have that information prior to the full Board meeting.

4) Review of YTD budget to actual Fiscal Year 2014-2015

Chairman Stack advised that everything looks good at this point. Mrs. Wagener noted that budget to actuals is fewer than 50% on almost all items. All insurance is paid with the exception of those due at the end of the year. Part of the insurance agent consulting fee was paid. Chairman Stack noted that the Authority is under budget \$495,000, and it is optimistic that the Authority will stay under budget. It is realistic that the Bally's settlement account may not be used, but there is half of a year to go and anything can happen.

Chairman Stack addressed the check register and questioned two checks to the COO. She explained that the previous Executive Director took his computer with him to O.L.D. Flood and a replacement laptop was purchased for \$220.00 (new refurbished). Additionally, the windows were tinted in the reception area as the sun was very strong and the blinds were not operating and slats were missing. The contractor for the window tinting came when no one was available to write a check. The two checks were a reimbursement for those expenses. Other items discussed: A replacement refrigerator was purchased for the firemen at the Airport. The Authority must write individual checks to AT&T for phone and internet service. AT&T will not combine accounts and requests separate payment for each account. There is one account for each service location. Chairman Stack requested that charges be reviewed for phone and internet service. It seems those costs could be reduced by taking advantage of different packages the Authority may be able to use.

NEW BUSINESS

- 1) Discussion regarding retaining RCL Architecture, LLC as architect for the airport and/or specifically for the Customs Build out for a period not to exceed one year or until the project has been completed, as the Custom's build out project has final plans from Customs, funding has been secured sooner than expected and is ready to go forward, providing needed revenue.**

Chairman Stack advised that the Authority has an IDIQ contract with RCL for plan and build-out review in the amount of \$15,000. There is currently a \$9,600 balance. The COO advised that the IDIQ contract is through July 1, 2015. This contract will be solely for the Customs build out. Chairman Stack stated that he preferred not to use the entire IDIQ contract for this one contract as the IDIQ contract is for plan review for any build-outs at the Airport.

ANNOUNCEMENT OF NEXT MEETING:

Chairman Stack announced the next Finance Committee meeting is scheduled for Thursday, February 5, 2015 at 4:30 p.m.

ADJOURNMENT:

Comm. Green offered a motion to adjourn, seconded by Comm. DeRouen and unanimously adopted. The meeting adjourned at 5:37 p.m.