

**Minutes of Non-Flood Protection Asset Management Authority  
Finance Committee Meeting  
October 17, 2017 @ 3:30 p.m.**

**Present:**

Commissioner Anthony Richard  
Commissioner Dawn Hebert  
Commissioner Roy Arrigo

**Absent:**

Commissioner Sean Bruno

**Staff:**

Executive Director Jesse Noel  
Deputy Director Ngoc Ford  
Executive Assistant Kim Vu

The Finance Committee of the Non-Flood Protection Asset Management Authority met on Tuesday October 17, 2017 at 6514 Spanish Fort Blvd. in the Lake Vista Community Center on the second floor conference room. Commissioner Richard called the meeting to order at 3:37 p.m.

**Opening Comments:**

Commissioner Richard started off by thanking staff for all they've been doing. He congratulated Executive Director Noel on his newborn baby and thanked Deputy Director Ford for filling in. He stated everybody will benefit from the staff continuing to work together.

**Motion to adopt agenda:**

Motion to adopt agenda moved by Commissioner Hebert, seconded by Commissioner Arrigo

**Motion to approve minutes from September 19, 2017:**

Motion moved by Commissioner Arrigo and seconded by Commissioner Hebert

**Public Comments:**

- None

**Director's Report:**

E.D. Noel discussed three items on his report:

- 1) E.D. Noel is still currently working on the Asset Management Plan and hoping to distribute it by next month to get comments and motion from it.
- 2) E.D. Noel started developing internal control policies for documenting substance of changes detailing the following: banking, budget management, PO (procurement) system, check signatures, etc. E.D. Noel plans to send out a draft to the finance committee to get comments and feedback.
- 3) E.D. Noel discussed the purchasing fund involving vehicle fleet. Currently, the vehicle fleet is in very rough shape because we are spending more money maintaining them versus what they're worth. E.D. Noel would like to transfer some money to purchase four (4) new vehicles for operations staff, that's including one for administration, to allow the operations team a good means of transportation. The concept is going to get rid of some vehicles in order to purchase new vehicles. Commissioner Richard inquired if the authority can get any kind of compensation from the old salvaged vehicles. E.D. Noel

explained that there was supposed to be a Cooperative Endeavor Agreement that took place between Non-Flood and Orleans Levee District but that never happened. Therefore, the vehicles do not technically belong to Non-Flood so they must be returned to Orleans Levee District. E.D. Noel further noted that there may be about one or two vehicles that may be able to get about about \$1-2,000 from auction money.

E.D. Noel wanted to update the finance committee regarding A/V equipment to be installed on November 7<sup>th</sup>. A full set of audio equipment is expected at the next committee meeting to have access to do PowerPoint presentations and visuals at the meetings.

**Old Business:**

**A) Discussion regarding review of year to date financial documents**

P&L Budget Comparison: E.D. Noel stated that the attached documents explain most of what we need to know regarding percentage utilization with percentages on where we are currently. The spreadsheet explained that we are not accruing on pace because we are still understaffed with personnel so we will aggressively try to get people hired. Commissioner Richard pointed out that his concerns were regarding contractor services and professional services. E.D. Noel explained that the reason for this was due to insurance being up front costs(\$1 million in July on insurance) that impacted contractual services. He emphasized that these costs were largely in the Lakefront Airport from Stuart Consultants for PW process still from Katrina. The airport staff is pushing to close out as many projects as we can. Commissioner Richard wanted to re-visit this in January to see where everything stands.

**B) Status on marina collections:**

Commissioner Richard wanted to get a general update on how we are doing with marina collections. Deputy Director Ford stated that the finance team is starting to collect October's rent including any outstanding ones. They are aggressively collecting rear rents and getting tenants on payment plans. The goal is to get them current before end of fiscal year. Commissioner Richard recommended sending eviction notices and recommended the staff to get with the legal advisor to see if we can send a notice indicating that legal actions will follow if they don't set up type of payment. E.D. Noel stated that the finance team is gathering all outstanding balance payments and sending the tenants a letter that if they don't take any action, they will be evicted. Deputy Director Ford stated that they are taking an internal action through e-mail/phone communication and stated that some balances are not worth pursuing legal action compared to how much legal counsel fees cost.

**C) Discussion regarding audit report issued by Carr, Riggs, and Ingram for the 2016-2017 fiscal year:**

E.D. Noel stated that the official audit report from Carr, Riggs, and Ingram has not been issued yet. The Non-Flood Authority side is currently waiting for the draft report and Commissioner Richard stated that it was ok to wait until the next Finance committee meeting to discuss.

There was no new business on the agenda and the meeting was adjourned at 4:00 pm.