**Louisiana International Gulf Transfer Terminal Authority**

**Executive Committee Meeting Minutes-** Adopted March 11, 2019

December 10, 2018 1515 Poydras, Suite 2330 10:06 am 11:08 pm

 New Orleans, La 70112

Executive Committee Members in Attendance: Others in Attendance:

A.G. Crowe Larry Roedel – Legal Counsel

John Hyatt Crystal Hutchinson –LIGTT Authority

Chris Westbrook

A roll call was conducted and a quorum was established – members present listed above. The Chairman, A.G. Crowe, called the meeting to order at 10:06 am. Minutes from June 14, 2018 Executive Board Meeting will be presented at the next meeting for approval.

The following items were discussed:

LLA Audit Report-

There were no findings, final documents are signed and will be submitted to the LLA on December 11, 2018

General Administrative Procedures-

Executive Director, will submit reimbursement requests for all expenses incurred while performing duties as required by the board. These expenses include but are not limited to travel expenses to board meetings, industry related meetings, conferences, seminars, and training. Reimbursements are subject to approval by the Executive Board and shall comply with applicable State Guidelines.

Options for drafting a bill to add LIGTT Authority employees to the State Retirement Program- to be discussed further with Carla Roberts

In the event the LIGTT Authority applies for and receives any Grant Funds, a Grant Funds Manager will need to be secured by the board to manage the funds.

In the event construction begins and additional Sub-Lease Payments are generated, an second bank account will need to be opened and additional personnel will be needed to manage the account.

Developer Update- Recent Reporting to Legal Counsel

Larry Roedel stated that after being included in discussions with the Developer and related parties regarding the LIGTT Project, as well as reviewing confidential information provided to him by the Developer, his level of confidence in the ability of the Developer to move the project forward has improved.

Commissioner Hyatt moved to enter Executive Session at 10:42 am. Motion carried unanimously.

Chairman Crowe moved to return to Regular Session at 11:01 am. Motion carried unanimously.

Motion made by Commissioner Westbrook to make the following changes to the Executive Director Compensation Package. Motion carried unanimously.

 Effective January 1, 2019

 Vacation Pay will accrue at a rate of **.0692** per hour based on 173.33 hours per month/2080 hours per year. Vacation Pay not used by December 31st of each year will roll over.

 Sick Pay will accrue at a rate of **.0692** per hour based on 173.33 hours per month/2080 hours per year. Sick Pay not used by December 31st of each year will roll over.

 Accrued Vacation Pay and Accrued Sick Pay (not to exceed 300 hours each) will be paid to employee at separation.

 Being a Salaried Position, time sheets are not required.

Motion made by Commissioner Westbrook to retain a Court Reporter for LIGTT Authority Board Meetings. Motion carried unanimously contingent on final approval by the full board.

There being no further business to come before the Board, Commissioner Hyatt moved the meeting be adjourned. Motion carried unanimously. The meeting was adjourned at 11:08 am.

Crystal Hutchinson