

Louisiana Local Government Environmental Facilities
and Community Development Authority

MINUTES OF LCDA EXECUTIVE COMMITTEE

December 14, 2016

A meeting of the Louisiana Local Government Environmental Facilities and Community Development Authority ("LCDA") Executive Committee was held on Thursday, December 14, 2016 at the LMA Building located at 700 North 10th Street in Baton Rouge, LA, with advance notices having been mailed to each member. The meeting was called for 10:15 a.m. in Meeting Room 2.

COMMITTEE MEMBERS PRESENT

Ms. Mary Adams – Chairman
Mr. Mack Dellafosse– Secretary/Treasurer
Mayor David Camardelle
Mayor David Butler II
Mr. Lynn Austin
Mayor Billy D'Aquila

COMMITTEE MEMBERS ABSENT

Mr. Julian Dufreche – Vice Chairman

ADVISORY COMMITTEE PRESENT

ADVISORY COMMITTEE ABSENT

LCDA STAFF

Ty E. Carlos – Executive Director
Jennifer B Wheeler- Assistant Secretary
Amy Cedotal – Project Manager

OTHERS PRESENT

Kent Schexnayder – Sisung	Matt Kern – Jones Walker
Shaun Toups – Government Consultants	Dianne Austin
John Shiroda – Whitney Bank	Joshua Leonard – Boles Law Firm
Kimberly Dellafosse	Charlie Sides
Coleen Pilley – Government Consultants	Carmen Lavergne – Butler Snow
Amy Varnado – Hannis T Bourgeois	Gordon King – Government Consultants
Toby Cortez – Stifel	Fred Chevalier – Jones Walker

MINUTES

Minutes of the LCDA Executive Committee meeting of November 10, 2016 were faxed to all members prior to today's meeting and copies were also provided in the Committee meeting books. Ms. Mary Adams asked for any questions or corrections. With no comments or corrections brought to the committee, motion to accept the minutes of the LCDA Executive Committee meeting of the November 10, 2016 was made by Mr. Mack Dellafosse, seconded by Mayor Billy D'Aquila and without an objection, the motion carried.

BUDGET REPORT

Mr. Ty Carlos reported that as of November 30, 2016 the LCDA had earned 164% of the budgeted revenues, while incurring 96% of budgeted expenditures. A motion to accept the Budget Report was made by Mayor David Butler, seconded by Mr. Mack Dellafosse and without an objection the motion carried.

DEVELOPMENT COMMITTEE REPORT

TECHNICAL AMENDMENT

Westside Habilitation Center Project – Series 2016

Mr. Mack Dellafosse explained that Westside Habilitation Center Project was requesting a technical approval to amend the not to exceed interest rate on previous resolutions. Final approval of an issuance of NTE \$27.0 million in bonds to current refund all or a portion of the LCDA's 2006A Bonds, and current refunding the LCDA's Taxable Revenue Refunding Bonds Series 2006C bonds; retire certain outstanding bank loans and paying costs of issuance of the refunding bonds was granted on November 10, 2016. Preliminary approval was granted on October 13, 2016. He further stated that the Development Committee recommended approval. A motion for approval was made by Mayor David Butler, seconded by Mr. Mack Dellafosse and without objection the motion carried.

Ms. Amy Varnado of Hannis T Bourgeois spoke to the Board regarding the contract for Accounting services provided to the Authority through Hannis T Bourgeois. Contracts are done on a yearly basis. A motion for Mr. Carlos to sign a contract with HTB on behalf of the Authority was made by Mr. Lynn Austin, seconded by Mayor David Butler and without objection the motion carried.

Budget and Personnel Committee Report

Mr. Lynn Austin, Chairman of the Budget and Personnel Committee explained that earlier in the day the Budget and Personnel Committee had met and would recommended to the Executive Committee a 3% Cost of Living increase for all staff. A motion for approval of 3% salary increase for all staff effective January 1, 2017 was made by Mayor Butler, seconded by Mayor Camardelle and without objection the motion carried.

Approval Date: December 14, 2016

Effective Date: January 1, 2017

Mr. Ty Carlos, Executive Director of the Authority stated that he had met with the Budget and Personnel Committee earlier in the day and that he had presented the Year End 2016 budget as well as the Proposed 2017 Budget. He provided the Executive Committee with updates on a few topics relative to the Budget structure for the year, as well as a brief synopsis of the Budget as a whole. A motion to accept the Year End 2016 and Approve the Proposed 2017 Budget was made by Mayor David Butler, seconded by Mr. Mack Dellafosse and without objection the motion carried.

OTHER BUSINESS

Directors Report

Mr. Ty Carlos gave a report to the Executive Committee. Mr. Carlos covered several topics of interest giving brief updates. He stated that he had provided in each of the members books the investment management account statement as well as the monthly credit card statement. A motion to accept the Director's Report was made by Mayor David Butler, seconded by Mr. Mack Dellafosse and without an objection the motion carried.

Mr. Ty Carlos, Executive Director of the Authority advised the Executive Committee that he would like to present an Internal Operating Procedures Manual to the Committee to consider adoption. The Manual is an updated and clarified version of the already existing. Mr. Austin requested to defer until January and with the agreement of the rest of the Committee Members the Item was deferred until the January meeting

**PUBLIC COMMENT
ADJOURN**

There being no further business before the Committee, Mr. Mack Dellafosse moved to adjourn the Executive Committee, seconded by Mayor Billy D'Aquila and without an objection, the motion carried.

Mary Adams

Ms. Mary Adams
Executive Committee Chairman