

Louisiana Local Government Environmental Facilities  
and Community Development Authority

**MINUTES OF LCDA EXECUTIVE COMMITTEE**

January 11, 2018

A meeting of the Louisiana Local Government Environmental Facilities and Community Development Authority (“LCDA”) Executive Committee was held on Thursday, January 11, 2018 at the LMA Building located at 700 North 10<sup>th</sup> 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**

Mr. Mack Dellafosse - Chairman  
Mr. David Rabalais  
Mayor David Camardelle  
Mayor David Butler II  
Mayor Billy D’Aquila  
Ms. Mary Adams

**COMMITTEE MEMBERS ABSENT**

Mr. Lynn Austin

**ADVISORY COMMITTEE PRESENT**

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**LCDA STAFF**

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

**OTHERS PRESENT**

Josh Leonard – Boles, Shafto & Leonard	Carmen Lavergne – Butler Snow
Matt Kern – Jones Walker	Lauren DeWitt – Jones Walker
Coleen Pilley – GCLA	Charlie Butler
John Shiroda – Whitney	Beth Zeigler – Whitney Bank
Adam Parker – Butler Snow	Toby Cortez – Stifel
Erin Fenacier – Dunlap Fiore	Charlie Sides – Stifel
Patrick Jenkins – St Landry Parish Schools	Dawn Davide – Government Consultants

**MINUTES**

Minutes of the LCDA Executive Committee meeting of December 14, 2017 were faxed to all members prior to today’s meeting and copies were also provided in the Committee meeting books. Mr. Mack Dellafosse 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 December 14, 2017 was made by Mayor Camardelle, seconded by Ms. Mary Adams and without an objection, the motion carried.

**BUDGET REPORT**

Mr. Ty Carlos reported that as of December 31, 2017 the LCDA had earned 149% of the budgeted revenues, while incurring 94% of budgeted expenditures. A motion to accept the Budget Report was made by Mayor David Butler,

seconded by Ms. Mary Adams and without an objection the motion carried.

## **DEVELOPMENT COMMITTEE REPORT**

### **Better Water Works, Inc. – Series 2018**

Mayor Butler stated that the Development Committee had met earlier in the day and Better Water Works, Inc. was requesting preliminary approval of a not to exceed \$2,500,000 in water revenue bonds to provide funds for the (1) acquisition, construction and installation of improvements to their water system in Ouachita Parish; (2) refund outstanding loan or loans to assist in debt service reduction; and (3) pay costs of issuance of the bonds. Repayment of the bonds will come from revenues of the Corporation. This will be an unrated transaction, but will be in increments of \$100,000 or more to be placed or underwritten by Crews & Associates. Mayor Butler stated that the Development Committee was recommending approval. A motion for approval contingent on the Authority receiving the signed corporation letter as well as an executed corporate resolution was made by Mayor Butler, seconded by Mayor Camardelle and without objection the motion carried.

## **TECHNICAL AMENDMENT**

### **Parish of Calcasieu – State of Louisiana Project – Series 2018**

Mayor Butler stated that the Development Committee was recommending approval of the request received from the Parish of Calcasieu for a technical amendment for the change in the Underwriting team for the project that has already received final approval from the Authority. The change is to replace Jefferies, LLC with UBS Financial Services, Inc. due to David Moffett's move from Jefferies to UBS. The request also changes the Trustee on the issuance from Argent Trust to Whitney Bank. A motion for approval was made by Mayor Butler, seconded by Ms. Mary Adams 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 provided by both Whitney and LAMP as well as the monthly credit card statement. A motion to accept the Director's Report was made by Mayor Butler seconded by Mayor Daquilla and without an objection the motion carried.

### **Building Committee Report**

Mr. David Rabalais explained that the Building Committee had met earlier in the day and it was the recommendation of the Committee to accept and authorize Mr. Carlos to sign an architectural agreement upon the review of the documents by Mr. Jay Delafield. A motion to accept the recommendation of the Building Committee was made by Mayor Butler, seconded by Mayor Camardelle without objection the motion carried.

A motion was made by Mayor Butler to authorize Mr. Carlos to work with the Chairman of the Building Committee, Mr. Rabalais through the process of the design of the new building minimizing the need for monthly Building Committee meetings with Mr. Rabalais overseeing the necessary changes to design and contracts, seconded by Mayor Camardelle and without objection the motion carried.

### **Policy and Procedures Committee Report**

Mayor David Camardelle explained that the Policy and Procedures Committee had met earlier in the day to review some already existing practices and policies that were being followed already. However, there was the need for creation and or updating to document the Authorities existing policy and procedure. He further stated it was the recommendation of the Committee to approve the following

- Receipt Policy was reviewed including receiving, recording and preparing deposits
  - Debt Service Policy – Typically this does not apply to the Authority however a policy was reviewed and presented
- A motion was made to approve the revision and creation of the above mentioned policies by Mayor Daquilla, seconded by Mr. David Rabalais and without an objection, the motion carried.

**\*see excerpt for full policies\***

### **PUBLIC COMMENT ADJOURN**

There being no further business before the Committee, Mayor Daquilla moved to adjourn the Executive Committee, seconded by Mr. David Rabalais and without an objection, the motion carried.

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Mr. Mack Dellafosse  
Executive Committee Chairman