**Louisiana International Gulf Transfer Terminal Authority**

**Meeting Minutes-** Adopted September 12, 2016

June 27, 2016 Port of St Bernard Administration Building 1:05 1155-1310

**Authority Members in Attendance:**

Senator A.G. Crowe

John Hyatt

Dennis Crawford

Scott Becnel

Matthew Gresham

Captain Ronald Branch

Captain Michael Lorino

Randall Withers

**Guests in Attendance:**

Crystal Hutchinson – LIGTT Administrative

Sharon Balfour- DOTD

Chris Collins- DOTD

Captain Jake Stahl- Marine Expertise

Jake Leininger- EDG, Inc

Larry Roedel- Roedel Parsons

Ben Hunter – Attorney, Roedel Parsons

Christine Lowenberg- LMH Consultant

Ben Louviere- W S Nelson

Felix Hoskins – Honorary Board Member

Jim Woodward – Co-Manager, LIGTT Midstream Holdings

The Chairman, Senator Crowe, called the meeting to order at 1305. A roll call was conducted and a quorum was established – members present listed above. Chairman Crowe acknowledged and welcomed guests- listed above.

Chairman Crowe announced the passing of Plaquemines Parish President, Amos Cormier and asked members to join in a moment of silence in his honor.

Commissioner Crawford moved to accept the minutes of the previous meeting and dispense with the reading of the same. Motion carried unanimously.

Presidents Report:

* Chairman Crowe announced the new Commissioners

 Secretary Shawn Wilson- DOTD, Randall Withers as designee for this meeting

 Secretary Don Pierson- LED, designee- Mandi Mitchell

 Representative Kenny Havard- Chairman of House Transportation Committee

 Senator Page Cortez, designee- Norby Chabert

Treasurers Report:

* Commissioner Becnel gave the Treasurers Report.
* Commissioner Becnel moved to approve the general operating expenses and other expenses since the last meeting. Motion carried unanimously.

Developers Report:

* Jim Woodworth gave an update on the project regarding funding. He states he is working with multiple, very large banks and plans to make a decision within a week or so which bank they will partner with. There are also two broker dealers committed to raising 50 million in preferred stock for the project. They are already engaged and he estimates it will take 4-6 weeks to get the money in the door.
* Jim Woodward advised the Board that Tom Thornhill is stepping aside to focus on his law practice but that a new very strong strategic partner will be stepping up in a few weeks to take his place. He stated that the companies; LIGTT Development Partners and LMH will remain intact.
* Mr. Woodworth announced a JV Agreement with a fully permitted 10 million barrel tank farm in Plaquemines Parish and that he is working on JV Agreements with two other facilities that should be finalized in 3-4 weeks. Mr. Woodworth stated that the contracts cannot be finalized until the internal restructure of LIGTT Development Partners is complete.
* Jim Woodworth informed the board that the Section 10 permit has been approved. He also stated that he will begin providing written reports quarterly, one month prior to the regularly scheduled board meetings. The first report will be submitted the end of July or first week in August for the September 12, 2016 board meeting. He then turns it over to Christine Lowenberg for the technical report.
* Mrs. Lowenberg discussed different aspects of the permitting process and explained that the market will determine the order in which the verticals will be constructed. The entire parcel is permitted as a whole by the Army Corp of Engineers however each vertical will require additional permitting in regards to its purpose. At this time Mrs. Lowenberg does not anticipate any obstacles in obtaining the permits necessary to move forward.
* Jim Woodworth states that he is focused on working through all of the contracts and that he is making great progress. Once this is done he will work with the board to schedule an announcement regarding the project.

 Items for Discussion:

* Chairman Crowe explains that the commissioners serve at the pleasure of the Governor and that re-appointments will likely be made during the 2017 Regular Legislative Session. All members will continue to serve with full authority until noticed otherwise. We will address electing new officers at the appropriate time. We have one open seat vacated by David Mannella.
* Motion to engage in audit agreement and expense related to audit with Louisiana Legislative Auditor (LLA) was made by Chairman Crowe and seconded by Commissioner Crawford. Motion carried unanimously.
* Motion was made by Commissioner Hyatt that the LIGTT Authority become a Gold Sponsor at the cost of $1000 for the Alvin Bertel Awards Ceremony and Luncheon on July 20, 2016. The sponsorship includes a table for 8 members. Motion carried unanimously.
* Commissioner Gresham and Commissioner Hyatt give information regarding the AAPA Conference in October and suggest that the LIGTT authority consider a sponsorship and sending two commissioners to the conference. Commissioner Gresham agreed to provide more information via email to the board regarding sponsorship options. The board is to be polled regarding interest.
* Commissioner Hyatt mentioned the JOC Inland Distribution Conference coming up in November and suggests that the board participate. He agreed to provide registration information so that the board can be polled regarding interest.
* Chairman Crowe discussed the need to establish a regular schedule for upcoming Board Meetings suggesting that the meetings be held on the 2nd Monday of every third month beginning Monday September 12, 2016. Meeting dates for the next year would be as follows:

 Monday, September 12, 2016

 Monday, December 12, 2016

 Monday, March 13, 2017

 Monday, June 12, 2017

Motion was made by Commissioner Crawford to adopt this meeting schedule. Motion carried without opposition.

* Motion was made by Commissioner Crawford to request that quarterly reports from LIGTT Development Partners/LMH be submitted 30 days prior to regularly scheduled, quarterly board meetings with the first report being due August 2016. Motion carried without opposition. LIGTT Authority legal counsel, Ben Hunter, agreed to notify LIGTT Development Partners of the board’s decision.

There was no other business to come before the Board.

The meeting was adjourned at 1:50.

Crystal Hutchinson

Board Administrator