**Louisiana International Deep Water Gulf**

**Transfer Terminal Authority**

**Meeting Minutes-** Adopted 4/4/17 with Revision

December 12, 2016 Port of St Bernard Administration Building 1:02 p.m. 1155-1310

**Authority Members in Attendance: Guests in Attendance:**

Senator A.G. Crowe Jim Woodworth- LMH

John Hyatt Christine Lowenberg- LMH Consultant

Dennis Crawford Tommy Martinez- LMH Ex. Director

Scott Becnel Randall Withers- DOTD

Thomas Clark Captain Jake Stahl- Marine Expertise

Senator Chabert Felix Hoskins- Honorary Board Member

Representative Havard Larry Roedel- Roedel Parsons

Matthew Gresham David Fleshman- Roedel Parsons

Captain Ronald Branch Crystal Hutchinson- LIGTT Administrative Assistant

Kelvin Dedner

The Chairman, Senator Crowe, called the meeting to order at 1:02 pm. A roll call was conducted and a quorum was established – members present listed above. Chairman Crowe acknowledged and welcomed guests- listed above.

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 welcomes Thomas Clark to the board and thanks previous DOTD designees for their service. He also welcomes Representative Kenny Havard as the House Transportation Chair and acknowledges his designee, Representative Garofalo.

Chairman Crowe postpones giving a power point presentation at this time and requests of Representative Havard the opportunity to give a presentation to the Joint Transportation committee at the appropriate time in the near future.

Treasurers Report:

Commissioner Becnel directed the board members to the list of expenditures since the last board meeting provided to them and moved to approve the general operating expenses and other expenses since the last meeting. Motion carried unanimously.

A motion was made by Commissioner Becnel to make the following amendments to the FY17 budget. Commissioner Crawford seconded the motion and there was no opposition.

 - $2000 increase to the Travel- Meetings/Promo taking it from $10,000 to $12,000

 - $5000 increase to Sponsorships/Dues taking it from $5000 to $10,000

Commissioner Chabert enters the meeting and is welcomed by Chairman Crowe.

Project Update:

Chairman Crowe introduces Jim Woodworth who in turn introduces Ms. Lowenberg and asks that she give a brief technical update.

Ms. Lowenberg states that through the past 18 months they have been working on permitting of the Dry Bulk Terminal and are now in the pre-permitting phase for liquids. The developer has identified a couple of locations they would like to move forward on. The developer is in the midst of working on contracts and analyzing the markets. Ms. Lowenberg offers to make herself available if anyone has questions regarding the technical aspect of the project.

Mr. Woodworth takes the lead and states that the fully permitted 10 million barrel tank farm is moving along. HE stated that he had spoken with the lenders rep earlier today and they have completed the review of all of the contracts and agreements for everything related to the deal as of last week. The lender is now digging into their pro forma, projections, line item budget, and it is going really well. Mr. Woodworth states that he was very encouraged by today’s phone call with the lenders rep. He states that the lender has everything needed from the developer including contracts and that the lender required they put together a development team experienced in liquids as well as other logistics which they did.

Mr. Woodworth introduces Tommy Martinez as the new Executive Director for LIGTT Midstream Holdings, the development team. Mr. Martinez says that he thinks the LIGTT is a wonderful project and it will help boost the economy here in Louisiana as it will bring lots of jobs to the area. He says most of the work has already been done by the LMH and that he hopes he is motivated to work with the developer and the board to get the project off the ground.

Chairman Crowe thanks Mr. Martinez and asks if there are any questions for Jim or Christine.

Mr. Roedel requests to speak and reminds the board that a letter was provided to the Developer in early October which signaled the beginning of the 180 day period for the Developer to confirm financing for the project, certainly for Phase 1. Since that time Mr. Roedel states that there have been 4 conference calls with the Developers representatives and the representatives of the lenders. Each one of the calls has advanced the ball down the field somewhat. Mr. Roedel says that he received by email this morning an electronic copy of a letter form the lender. He can make a few redactions to the letter in effort to preserve the confidentiality and circulate it at the appropriate time. The Development team has now provided sufficient data and information to the lender for the lender to make a decision with respect to funding both the entire project; being an 8 billion dollar number and or the 1st Phase of the project being approximately a 2 billion dollar number. Based on the information being provided to Mr. Roedel, he states he is reasonably confident there will be a firm financial commitment in hand by the next board meeting.

Chairman Crowe thanks Mr. Roedel for the report. Commissioner Crawford asks how far into the 180 days we are and Mr. Roedel states that the cure period ends on April 3, 2017. Chairman Crowe asks when the next board meeting is and asks that Mr. Roedel keep the board informed if anything changes before the March 13, 2017 date.

Chairman Crowe opens discussion regarding Ethics Training and askes Ms. Hutchinson to give an update. Ms. Hutchinson acknowledges that several members have completed their training and offers assistance to those that have not. She reminds them of the 12/31 deadline for completing the training. Chairman Crowe asks that Ms. Hutchinson send email reminders to the members that need to complete training and she states that she has been and will continue sending reminders until she has certivicates for all members.

Chairman Crowe discusses the need for a 3 member Advisory Committee to put together guidelines for vetting future consultants and asks for volunteers. Commissioner Hyatt volunteers; there are no other volunteers at this time. Chairman Crowe asks that the members think about serving in this capacity and to let Ms. Hutchinson know if they are interested.

Chairman Crowe asks Ms. Hutchinson to leave the room so that her employment package can be discussed and she exits. Chairman Crowe states that in order to come up with a standardization that would coincide with what other state workers earn and have as benefits, the packet was reviewed and recommendations were made based on the State Civil Service guidelines for an Administrative Assistant with similar duties. Chairman Crowe states that Ms. Hutchinson is currently at $15 per hour and directs the members to review the list of duties and asks for comments or suggestions of which there are none. Next the SCS compensation schedule for like positions is reviewed and Mr. Roedel states that he reviewed the information prior to submission and he feels that the numbers used are midline or below and that he feels the proposal would pass any scrutiny.

Commissioner John Hyatt moved to approve the package, Commissioner Dennis Crawford seconded and the motion passed with no objections.

Chairman Crowe reiterates policies for addressing information requests and Mr. Roedel states that as the project moves to the construction phase, and work begins, the project will draw attention and each board member may be contacted by multiple media sources for information. Mr. Roedel reiterates the need to funnel all requests to one place so that our voice and message are consistent. He goes on to say that if in their role as a board member, they receive inquiries, the inquiries need to be routed through Ms. Hutchinson and Chairman Crowe. Chairman Crowe adds that if any vendor requests need to be handled in the same way. He acknowledges that many vendors both local and others are interested in the project with anticipation of jobs in the area. Though the board does not have the authority to choose vendors for the Developer, the board certainly hopes that local Louisiana Companies will be considered as first option. All information requests by vendors or media will be filtered through Roedel Parsons and responded to appropriately and consistently. Chairman Crowe states that the goal is to have the website updated so that interested parties can stay informed.

A motion is made by Commissioner Gresham and seconded by Commissioner Crawford to review and update the website to reflect the progress of the project. There is no opposition and the motion carries.

Chairman Crowe asks if there is anything additional that needs to be discussed and Commissioner Hyatt asks if we know when the reappointments will take place. Chairman Crowe states that it is up to the Governor to make those reappointments but that all of the members will continue to serve in full capacity until they are either reappointed or replaced. Ms. Hutchinson reports that she has been informed by Board and Commissions that the reappointments/replacements will not take place until the 2017 Legislative Session.

With no other business to come before the board, Commissioner Havard moves for adjournment.

Meeting adjourned at 1:52 p.m.

Crystal Hutchinson

Administrative Assistant