**Louisiana International Gulf Transfer Terminal Authority**

**Full Board Meeting Minutes-** Approved 10-1-19

July 22, 2019 1515 Poydras 1:02 pm- 2:28 pm

 Lobby Board Room

 New Orleans, La 70112

Committee Members in Attendance: Others in Attendance:

A.G. Crowe Larry Roedel – Legal Counsel

Chris Westbrook Crystal Hutchinson

John Hyatt Tom Thornhill- LIGTT Development Partners

Arthur Cooper Jim Woodworth- LIGTT Development Partners

Phil Jones Jason Akers- Foley Judell

Senator Chabert Kyle Schonekas- Schonekas Evans McGoey & Captain Miller McEachin

Captain Ronald Branch By Phone:

Matt Gresham Tarun Bhatt, CFO SunBridge LNG

 Raj Mohindroo, COO SunBridge LNG

 Steve Wyatt, Executive Chairman of the Board SunBridge LNG

A roll call was conducted and a quorum was established – members present listed above. Chairman Crowe welcomed members and guests as noted above. Chairman, A.G. Crowe, called the meeting to order at 1:02 pm. Commissioner Hyatt moved to accept the minutes of the previous meeting and dispense with the reading of the same. Motion carried unanimously.

Commissioner Hyatt presents Treasurers Report and moves it be approved as presented. Motion carried unanimously.

Motion made by Commissioner Hyatt to adopt the FY20 Annual Budget as presented and approved by the Executive Board. Motion carried unanimously.

Chairman Crowe introduces Jason Akers, bond counsel, to give an update on bond options for the LIGTT Project.

Update from Developer:

Jim Woodworth introduces introduced members of the new development team, SunBridge LNG that will be giving a presentation by phone to the board.

 Tarun Bhatt, CFO SunBridge LNG

 Raj Mohindroo, COO SunBridge LNG

 Steve Wyatt, Executive Chairman of the Board SunBridge LNG

Mr. Wyatt thanks the board for the opportunity to join by phone to give an update on the progress being made by SunBridge LNG in the development of the LNG component of the LIGTT Project. He states that they are in the process of working out the final terms between LDP and SunBridge and that they are gathering a lot of momentum in the LNG development. Mr. Wyatt turns the presentation over to Mr. Mohindroo to give a project overview. (*Written Report Attached*)

Motion made by Chairman Crowe to adopt Resolution in which the Authority hereby preliminary consents to the issuance of revenue bonds of the Authority, secured by lease revenues or the revenues of one or more phases of the project giving its full support to the Developer in the pursuit of the development of activities authorized by the Lease. Commissioner Chabert abstains. Motion carried unanimously.

Motion made by Commissioner Chabert, seconded by Commissioner Hyatt to ratify the Executive Boards approval of the FY20 contract with Roedel Parsons Law Firm for legal services. Motion carried unanimously.

Motion made by Commissioner Westbrook, seconded by Commissioner Hyatt to ratify the Executive Boards approval of the FY20 contract with Kelly Smith, CPA for accounting services. Motion carried unanimously.

Motion made by Commissioner Branch, seconded by Commissioner Hyatt to ratify the Executive Boards approval of the FY20 contract with Captain Jeffrey Monroe for consulting services. Motion carried unanimously.

Chairman Crowe informed members that eSyncs, the web designer and host of the LIGTT Authority website has relocated out of state therefore for convenience, Ms. Hutchinson will be looking for someone local to the Baton Rouge area to work with on updating and maintaining the website. Expenses related have been added to the proposed 2020 budget and will be discussed at the appropriate time.

Chairman Crowe stated that each member should have received a copy of the Legislative Auditors report which reflected no findings for FY18 and opens the floor for discussion. There was no discussion.

Motion was made by Commissioner Hyatt to approve the following revisions to the Internal Policy and Procedure Manual as approved by the Executive Board. Motion carried unanimously.

 On page 5-

 ~~Time sheets will be kept for record keeping purposes only and do not have to be approved prior to payroll processing.~~ Time sheets are not required for salaried employees.

 ~~Upon employee termination, annual leave payments must adhere to all state employee requirements (per the Office of Civil Service). Under no circumstances will any employee receive payment for sick leave accrued.~~ Accrued Vacation Pay and Accrued Sick Pay (not to exceed 300 hours each) will be paid to employee at separation. ~~In the instance an employee leaves the Board and returns, the employee may “roll over” their sick leave accrued previously.~~

Ms. Hutchinson reminds members that Annual Ethics and Sexual Harassment Prevention Training is to be completed by October 31st per the Policy and Procedure Manual and encourages everyone make an effort to complete it prior to that date.

With no further business to come before the board, motion to adjourn was made by Chairman Crowe at 2:28 pm.

Crystal Hutchinson