**Louisiana International Gulf Transfer Terminal Authority**

**Full Board Meeting Minutes-** Adopted 7/22/19

September 10, 2018 1515 Poydras 1:15 pm- 2:09 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 Captain Jake Stahl- Marine Expertise

Sherri McConnell Richard Voorhies- Voorhies Consulting

Tommy Clark Tom Thornhill- LIGTT Development Partners

Representative Garofalo Jim Woodworth- LIGTT Development Partners

Captain Ronald Branch

Matt Gresham

A roll call was conducted and a quorum was established – members present listed above. The Chairman, A.G. Crowe, called the meeting to order at 1:15 pm. Commissioner Hyatt moved to accept the minutes of the previous meeting and dispense with the reading of the same. Motion carried unanimously.

Chairman Crowe welcomed members and guests as noted above. Chairman Crowe reported that Commissioner Dennis Crawford is currently hospitalized and under hospice care. He asked that everyone keep Commissioner Crawford and his family in our thoughts and prayers as they go through this difficult time.

Commissioner Hyatt presents the proposed FY 2019 Budget with revisions requested at last meeting.

Commissioner Garofalo requested that in the future, the budget be presented with previous year budget, previous year actual, and current proposed budget on the same document instead of separate documents for ease in comparing. Ms. Hutchinson agreed make this change for future budget presentations.

Commissioner Westbrook made a motion to adopt the FY 2019 Annual Budget as presented. Motion carried unanimously.

Update from Developer:

Legal Counsel, Larry Roedel stated that due to the nature of the project and competition regarding the development of the project the Developers report will be generic in nature. Mr. Roedel reports that he and Mr. Thornhill have been working on a Non-Disclosure Agreement in effort to provide security that information shared will remain confidential. Mr. Roedel recommended that at the appropriate time, the agenda be amended to discuss and consider proposed Non-Disclosure Agreement.

Tom Thornhill, LIGTT Development Partners (LDP), reports that main focus at this time is at this time is development of the Oil and Gas facilities. LDP is working closely with several potential JV Partners, some of which have existing tanks and pipelines in place and hopes to have effective and operative agreements in hand soon. Several Regualtory meetings have been attended by the Developer and they are currently working on permitting. Mr. Thornhill stated that the Non-Disclosure/Non- Circumvention Agreement he and Mr. Roedel have been working on will be key in LDP being able to share information with the board.

Motion was made by Commissioner McConnell to amend the agenda to discuss and consider proposed Non-Disclosure Agreement. Motion carried unanimously.

Motion was made by Commissioner Hyatt, seconded by Commissioner Westbrook to authorize Chairman A. G. Crowe to sign Non-Disclosure Agreement once it is finalized by legal counsel. Motion carried unanimously.

Motion was made by Chairman Crowe, seconded by Commissioner Garofalo to authorize Crystal Hutchinson to identify, negotiate, and obtain proposals for a Grant Writer experienced in the Maritime Industry that would come before the full board prior to engaging. Motion carried unanimously.

Motion was made by Commissioner Garofalo to amend agenda to discuss and consider retaining Bond Counsel. Motion carried unanimously.

 Mr. Roedel recommended that the board retain the Foley Judel firm to work with the board and the developer determine steps necessary to secure the use of Revenue Bonds to further financing options for the project.

Motion was made by Commissioner Westbrook to authorize Chairman Crowe to sign a letter with Foley Judel Firm titled, Intent to Engage, that will allow the Foley Firm to give consultation and advice to Roedel Parsons relative to Bond Finance opportunities under our enabling legislation with the condition that Roedel Parsons provides a letter of opinion to the authority to confirm that revenue bond financing does not create a general obligation to the state and is not an impermissible use of public funds as prohibited by our enabling legislation. Motion carried unanimously.

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.

Commissioner McConnell announces that she has resigned her position with LED effective October 1, 2018 and will no longer be serving on the board. Chairman Crowe thanks her for her valuable service.

With no further business to come before the board, motion to adjourn was made by Commissioner Clark at 2:09 pm.

Crystal Hutchinson