

**LAKEFRONT MANAGEMENT AUTHORITY
(RESCHEDULED) FINANCE COMMITTEE MINUTES
THURSDAY, JUNE 27, 2024 – 4:00 P.M**

**6001 Stars and Stripes Blvd.
New Orleans, LA 70126**

PRESENT: Commissioner Brian Egana – Chair
Commissioner Howard Rodgers, III – Vice Chair
Commissioner Carlos Williams
Commissioner Stanley Cohn
Commissioner Sandra G. Thomas (arrived at 4:11 PM)

STAFF: Louis Capo – Executive Director
Vanessa McKee – Assistant to the Executive Director
Adam Gulino – Director of Operations and Engineering
Kristin Clinard – LMA Finance
Cindy Grace – LMA Finance

ALSO

PRESENT: No Public

The regular monthly Finance Committee meeting of the Lakefront Management Authority was held on Thursday, June 27, 2024, at 4:00 PM at the Lakefront Terminal Building, 2nd Floor Conference Center, 6001 Stars and Stripes Blvd., New Orleans, LA 70126 after due notice of the meeting was sent to each board member, the news media, and posted.

- I. **Called to Order at 4:00 PM.**
- II. **Pledge of Allegiance led by Commissioner Rodgers.**
- III. **Roll Called by Mr. Capo. (4) members present quorum was established.**
- IV. **Opening Comments – Chair Egana** thanked everyone for adjusting their schedules to attend this committee meeting. There are many action items to discuss before going to the full board.

V. Motion to Adopt Agenda

A motion was offered by Commissioner Rodgers and seconded by Commissioner Cohn.

Chair Egana called for a vote. All were in favor. The motion passed.

VI. Approval of Minutes

1. Finance Committee Meeting Minutes – April 18, 2024

A motion was offered by Commissioner Cohn and seconded by Commissioner Rodgers.

Chair Egana called for a vote. All were in favor. The motion passed.

2. Finance Committee Meeting Minutes – January 18, 2024

A motion was offered by Commissioner Cohn and seconded by Commissioner Rodgers.

Chair Egana called for a vote. All were in favor. The motion passed.

VII. Public Comments - Limited to (2) Minutes – No comments

VIII. Director's Report

- We received word from the Louisiana Legislative Auditor's Office that Erikson & Krintel will complete or audit for the next (3) years.
- The audit questionnaire is on the agenda for your discussion and recommendation today.
- We just switched over to QuickBooks online. With the new online version, the finance staff can operate anywhere. We also have a plan to move our office over to LVCC in the event this building is not accessible due to weather damage.

- We have converted to Dockwa software for the marinas. Dockwa brings the marina billing back in-house. It will go live on July 1, 2024. This new software is compatible with QuickBooks online.
- We are approximately \$300,000 short on the ad valorem tax. We budgeted \$2.3 million and have received \$1.9 million to date. We have 60 days or August 31st to collect any revenue for this fiscal year.

Mr. Capo turned the Financial Update over to Cindy Grace from the finance department who reported the following:

- The Lamp account balance is \$2.9 million. We are \$300,000 short of what we budgeted for the year in ad valorem tax.
- Budget to Actuals through May 2024 is at 89% of the revenues for the year. Expenses are below what was budgeted, currently standing at 78% for the year.
- Capital Reserve: The board has budgeted \$2.2 million for Capital Projects for Fiscal Year 2025. Those funds would come from the LAMP account.

Mrs. Grace discussed the history of LAMP account balances from 2020 to present and talked about various projects funded through the LAMP account. She and the committee also talked about ways to replenish the account.

Commissioner Sandra Thomas arrived at 4:11 pm.

IX. New Business

- 1. Motion to recommend approval of indefinite delivery indefinite quantity (IDIQ) contracts for Professional Architect Services on an “as needed” basis for no longer than one (1) year with a total amount not-to-exceed \$100,000.00 per contract, with**

- 1. Broadmoor Design Group**

2. Holly and Smith Architects
3. Verges- Rome Architects
4. Waggoner and Ball

A motion was offered by Commissioner Cohn and seconded by Commissioner Rodgers.

Chair Egana discussed new business items one through five on th the agenda regarding the IDIQ pools. He commented that he understood that time was of the essence and agreed to recommend the motions for the upcoming fiscal year 2025. He also expressed that since we have a new and updated DBE policy, he would like to see staff place these items on the committee earlier than the month of contractual expiration, allowing time to go through the bid process and proper vetting for fiscal year 2026.

With no questions or comments, Chair Egana called for a vote. All were in favor. The motion was passed.

2. Motion to recommend approval of indefinite delivery indefinite quantity (IDIQ) contracts for Professional Engineering/ Architect Services on an “as needed” basis for no longer than one (1) year with a total amount not-to-exceed \$100,000.00 per contract, with
 1. Linfield Hunter and Junius, Inc.
 2. Meyer Engineers, Ltd
 3. Richard C. Lambert Consultants

A motion was offered by Commissioner Cohn and seconded by Commissioner Rodgers.

With no questions or comments, Cahir Egana called for a vote. All were in favor. The motion was passed.

3. Motion to recommend approval of indefinite delivery

indefinite quantity (IDIQ) contracts for Professional Engineering Services on an “as needed” basis for no longer than one (1) year with a total amount not-to-exceed \$100,000.00 per contract, with

- 1. Infinity Engineering Consultants**
- 2. Batture, LLC**
- 3. APTIM**
- 4. Davis and Sons, LLC**
- 5. Design Engineering, Inc.**
- 6. Fairway Consulting and Engineering**
- 7. Mott MacDonald**
- 8. RNM Consultants, Inc**
- 9. Stuart Consulting Group, Inc.**

A motion was offered by Commissioner Cohn and seconded by Commissioner Williams.

With no questions or comments, Chair Egana called for a vote. All were in favor. The motion was passed.

4. Motion to recommend approval of indefinite delivery indefinite quantity (IDIQ) contracts for Professional Land Surveying Services on an “as needed” basis for no longer than one (1) year with a total amount not-to-exceed \$75,000.00 per contract, with

- 1. Basin Engineering and Surveying**
- 2. Batture, LLC**
- 3. BFM Corporation, LLC**
- 4. Bryant Hammett and Associates, LLC**
- 5. Quality Engineering and Surveying, LLC**
- 6. Civil Design and Construction, Inc.**
- 7. Linfield Hunter and Junius, Inc.**

A motion was offered by Commissioner Cohn and seconded by Commissioner Thomas.

With no questions or comments, Cahir Egana called for a vote. All were in favor. The motion was passed.

- 5. Motion to recommend approval of a contract with Stuart Consulting Group, Inc. to provide professional services in connection with the FEMA Public Assistance Programs for hurricane damage claims and grant management services, for a term of one year, commencing on July 1, 2024, and ending on June 30, 2025.**

A motion was offered by Commissioner Cohn and seconded by Commissioner Rodgers.

Commissioner Thomas asked what service Stuart Consultants was providing in connection with the FEMA Public Assistance Program Hurricane Plans and Grant Management **Services**.

Mr. Capo said we still have some outstanding work from hurricane Katrina.

Chair Egana added that they were contracted and continue to work on the outstanding PWs (project worksheets) related to Hurricane Katrina until they are closed out.

Adam Gulino added two major PWs tie into six for reimbursement.

Commissioner Thomas asked how Stuart Enterprises was paid.

Mr. Capo said that their payment is part of the Direct Administrative Costs (DAC).

With no questions or comments, Chair Egana called for a vote. All were in favor. The motion was passed.

- 6. Motion to amend the contract with Del Sol Consulting, Inc. for Disaster Recovery Management Services in support of FEMA Projects for Hurricane Ida to extend the term of the contract for one (1) year through June 30, 2025, and to increase the fee for services to an amount not-to-exceed \$450,000.00.**

A motion was offered by Commissioner Cohn and seconded by Commissioner Williams.

Commissioner Thomas asked for a description of the services provided by Del Sol for \$450,000 and why it was structured differently than the previous motion.

After further discussion by the committee and staff, it was determined that the projected amount of FEMA reimbursements to be received is estimated to be \$3 million. Del Sol's invoice would be paid by the LMA and reimbursed by FEMA.

With no questions or comments, All were in favor. The motion was passed.

7. Motion to select The New Orleans Advocate as the Official Journal for publications of the Lakefront Management Authority or a one-year term commencing on July 1, 2024 as required under La. Rev. Stat. 43:171.

A motion was offered by Commissioner Cohn and seconded by Commissioner Williams.

With no questions or comments, chair Egana called for a vote. All were in favor. The motion was passed.

8. Motion to adopt the Louisiana Compliance Questionnaire for Audit Engagements of Government Agencies for the Lakefront Management Authority for the fiscal year ending June 30,2024.

A motion was offered by Commissioner Cohn and seconded by Commissioner Williams.

With no questions or comments, Chair Egana called for a vote. All were in favor. The motion was passed.

X. Other Business NONE

Chair Egana announced the next committee meeting and called for adjournment.

**XI. Announcement of the next Finance Committee Meeting
1. Thursday, July 18, 2024, at 4:30 PM.**

XII. Adjourned at 4:27 PM

A motion was offered by **Commissioner Rodgers** and seconded by **Commissioner Cohn**.

With no questions or comments, Chair Egana called for a vote. All were in favor. The motion was passed.