

**MINUTES OF
SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY-EAST
FINANCE COMMITTEE MEETING
HELD ON OCTOBER 7, 2010**

PRESENT: Stephen Estopinal, Chair
Timothy Doody, Committee Member
George Losonsky, Committee Member

The Finance Committee met on October 7, 2010, in the Second Floor Hall of the Lake Vista Community Center, 6500 Spanish Fort Blvd., New Orleans, Louisiana. Chairman Stephen Estopinal called the meeting to order at 8:55 a.m.

Opening Comments: None

Adoption of Agenda: The agenda was amended to modify Item C to read "Discussion of auction of Lake Borgne Basin Levee District (LBBLD), East Jefferson Levee District (EJLD) and Orleans Levee District (O.L.D.) vehicles and other items". The amended agenda was approved.

Approval of Minutes: The minutes of the September 2, 2010 Finance Committee meeting were approved.

Public Comments: None.

New Business:

A. Discussion of Orleans Levee District Automobile Liability Insurance coverage renewal.

Gerry Gillen, O.L.D. Executive Director, advised that the premium for Automobile Liability Insurance coverage for the O.L.D. Flood Division is \$91,892. The coverage is the same as last year's coverage and is being obtained through the Morrison Insurance Agency. Insurance policies in the past were procured for both the Flood and Non-Flood Divisions combined and the premiums pro-rated. This year separate quotes were obtained for the Flood and Non-Flood Divisions. The only cost for each division to secure its own Automobile Liability insurance policy is \$1,560, which is the cost of the policy fee that would be paid by each division instead of being prorated between the two divisions. It was pointed out that the Non-Flood Division is now under the Non-Flood Management Authority (Board), which would approve the procurement of insurance coverages for the Non-Flood Division.

Carol Kiefer, O.L.D. Safety-Risk Manager, explained that the Flood Division premium that was quoted includes liability coverage for 103 vehicles and comprehensive coverage for seven vehicles (required by FEMA). Police vehicles will be insured under

the Non-Flood Division's policy and the Flood Division will reimburse the Non-Flood Division for half of this cost.

Mr. Doody recommended that since the Flood Division now has a board from which it must obtain approval, that each division procure its own insurance policy. The Committee concurred and authorized the placement on the agenda of the renewal of Automobile Liability Insurance coverage for the O.L.D. Flood Division.

B. Discussion of SLFPA-E Fiscal Year 2011 Budget.

This item was placed on the agenda for the Committee to discuss expenditures affecting the current fiscal year budget. For information purposes the Committee was provided a copy of the spreadsheet, which is provided monthly to the Board, showing the current status of task orders under the Board's Indefinite Delivery-Indefinite Quantity (ID-IQ) contracts. The Regional Director is authorized to execute ID-IQ contract task orders under \$50,000 and the Board is informed about the execution of these task orders each month through the status spreadsheet. The Committee was advised that this information is being presented in order to obtain instructions for the appropriate budgeting of executed and pending or potential task orders. Discussion on a policy decision is needed as to whether the SLFPA-E fund balance will be used to pay for all of the unbudgeted costs or whether a portion of the costs are to be charged back to the levee districts. An ID-IQ contract task order was recently issued to the Estopinal Group for the Katrina Fifth Anniversary activities benefitting the SLFPA-E and the levee districts; therefore, each entity is paying one-fourth of this cost. Direction is needed on the budgeting of three communication items: 1) a task order with Schulzens Communications and Kim Floyd Communications for Strategic Communications Program Planning and dealing with focus groups in the amount of \$49,000 plus a not to exceed amount of \$15,000 for direct costs for the focus groups and a budget of \$2,500 for certain incidentals, 2) a potential task order to review the SLFPA-E's strategic plan, and 3) a pending task order in the amount of \$5,000 to develop charters for the SLFPA-E's committees.

Mr. Estopinal requested additional explanation on the task order dealing with communication strategies and focus groups and received a copy of Task Order No. 1 (phase one of a two-phased program) for Strategic Communications Program Planning. Mr. Turner explained that Mr. Pineda has been working hard to set the course for the SLFPA-E and the levee districts for the future by engaging the public in a dialog on the Authority and flood protection. The public would learn more about the Authority and future resource needs through the focus groups. Schulzens/Floyd Communications has developed a list of key organizations to contact to obtain the names of individuals to participate in the focus groups. Several public meetings are also planned. A report of findings and recommendations will include what needs to be done to increase the public's level of understanding about the SLFPA-E, public interaction and risk communication.

Committee members pointed out their disappointment about a project that was done two years ago where there was a misunderstanding about the scope and deliverables. Mr. Losonsky commented on the benefit of a face-to-face review on the final version of a task order so that everyone understands the scope of work and deliverables. He recommended that a 15 minute presentation be provided to the Board on this task order. A decision can be made about assignment of the costs after a review of who benefits from the work. Committee members concurred that the presentation should be made at the next Board meeting (October 21).

C. Discussion of auction of LBBLD, EJLD and O.L.D. vehicles and other items.

The LBBLD intends to dispose of two vehicles through an auction conducted by the O.L.D. A separate contract will be required between the LBBLD and the auctioneer. Mr. Turner pointed out that the St. Bernard Parish District Attorney in the past required the LBBLD to list each item to be auctioned for approval by the prior LBBLD Board. The Committee directed that an opinion be obtained for the next Board meeting from Robert Lacour, SLFPA-E attorney, on the requirements (including advertisement) for the auction of vehicles and other items. This opinion would be applicable across the three levee districts.

There was no further discussion; therefore, the meeting was adjourned at 9:15 a.m.