

**LOUISIANA LAND TRUST  
BOARD MEETING  
601 POYDRAS, SUITE 1850  
NEW ORLEANS, LA  
October 11<sup>th</sup>, 2007  
2:00 P.M.**

**Meeting called to order by Chairman Ernest Broussard.**

**Board Members Present:** Ernie Broussard, Simone Champagne, Kathy Dyson, Joe Williams, David Voelker

**Non Members:** Dr. Nadine Jarmon, Lara Robertson, Dan Rees.

Approval of Minutes – September 27, 2007 – Motion by Joe Williams, Second by Simone Champagne. Minutes approved.

**Executive Director's Update:** Dr. Jarmon handed out the press release announcing Mr. Ernest Broussard as the new Chairman of the Board for Louisiana Land Trust along with her congratulation to him.

Brian Sweeny of IMC Consulting was introduced to the Board; Mr. Sweeny's role will be to assist the Trust with program management services i.e. with accounting functions, emails, and a website and they will put process in place for the Trust to achieve its mission.

During the September 27<sup>th</sup> meeting the Board approved a communication scope, the communication company will help with business cards, letterhead, stationary, press releases and any other areas of communication the Trust deem necessary. We have awarded the contract to three (3) different firms. (Dr. Jarmon will provide the names of the firms in the next meeting).

Dr. Jarmon commented Lara Robertson had stated she has another funding source to handle the pool mitigation. Lara Robertson stated she had received a faxed letter regarding PA funds for the pools but had left the office prior (to come to the meeting) to receiving. We should have an answer by tomorrow (October 12<sup>th</sup>, 2007). Due to the property being purchased with CGDB funds, the pools will have to have environmental testing performed prior to remediation.

Chairman Broussard question and concern to Lara Robertson: concern - The time sequence due to the Liability exposure the Trust has. Chairman Broussard wanted to know how soon we will be to be able to move forward on the remediation of the pools.

Lara Robertson was not sure of the time frame but have asked the process be expedited..

Dr. Jarmon stated the Trust has been working with Task Force and Task Force has a firm that has provided the Trust with same criteria that is being requested from OCD. Dr. Jarmon will make a

recommendation next week whether to use PA funds, Task Force or go thru another procurement process.

Adam Rodriguez from Task Force – stated there is a regulatory instrument that needs to be in place before Task Force can proceed, which involves the parish, and DEQ . Once the regulatory instrument is in place, all pools will have to be processed in the same manner and which will be to dispose of the water that will be safe to the environment. The MOU will have all of the requirements.

Joe Williams wanted to know the difference in Ira Peppercorn’s contract and IMC’s contract.

IMC responsibilities include helping the Trust get MOU’s between OCD, LRA – operating documents, organizational roles, legal relationships, acts of sales. IMC is internally focused. They will help the Trust define their roles and assure that it is legally protected. There will be a flow chart of roles and responsibilities.

Peppercorn’s contract is on the disposition process for the parishes.

There is no duplication of efforts.

Chairman Broussard asked could we have a plan of action from Ira Peppercorn by the next board meeting. Dr. Jarmon stated - we will have their action plan.

**Maintenance Report:** Raymond stated an article in Time Picayune was very positive about the work the Louisiana Land Trust and Task Force had been performing.

Task Force in on target with their assessments and processes, all of the violations has been addressed.

Raymond Allen raised a concern with winter coming on – people will start staying on the property for shelter purpose. We are handling with our Security firm along with the local police.

**Security Report:** There are about 19 properties that have been sold to LLT with people living on the property. We are working with Lara Robertson of OCD in obtaining Acts of Sale to present to the occupants and asking them to vacate the property.

Robert Halladay with CSS provided a report of items they have encountered during their security patrol. Property was bought at an auction, but the lot listed on the paper work did not match the legal address. We have uncovered problems with property being sold twice.

Simone Champagne made a motion for a representative from ICF attend our next meeting to hear firsthand what problems The Trust are encountering. It has been requested a corporate representative from ICF attend the next board meeting. Lara Robertson stated she would make the request to ICF to attend the November board meeting. The motion was second by Joe Williams.

**Property Count Update: Current as of September 26<sup>th</sup> - 1162 – but as of today the property count is around 1300**

Lara also stated she is working to get the Trust Acts of Sales.

Chairman Broussard asked will the Trust have 9,000 properties by the end of the year.

Lara Robertson stated there is a big push to have 75% of Option 2 and 3 closed and that is the target.

**Committee Assignments:** Chairman Broussard prefers committee assignment and at the next meeting will suggest committees and wants to engage the full board with committee assignments.

**Update on Pool Mitigation:** This was discussed earlier in the meeting.

**Property Transfer and Sale Strategy Draft Proposal:** The Board is not ready to discuss this issue at this time.

**Change of Frequency of Meetings to Monthly:** Chairman Broussard stated we have staff and we need to give them a chance to work. Is it the pleasure of the board to continue on a bi-weekly meeting or go to a monthly meeting? Simone Champagne stated since there was staff, the meetings could be monthly. Joe Williams stated he would be comfortable with monthly meetings after the Board receives a flow charting of activities. The Chairman asked Brian Sweeney if he could provide the Board a flowchart of activities in two weeks. Brian stated he could provide the Board with a flow chart of policy and procedures and documents with roles and responsibilities. Dr Jarmon stated the Board will also have Ira Peppercorn plans in two weeks. Chairman Broussard requested the Board review the plans from IMC and Ira Peppercorn LLC prior to the Board meeting.

Suggestion from Chairman Broussard: Defer the next meeting for 30 days; present the policies and procedures to the Staff and Board a week prior to the meeting to give them time to review. After reviewing and if the Board feels it can go to monthly meeting we will do so.

Motion by Chairman Broussard – Second By David Voelker. – Motion Approved.

Comments from Staff

From Staff: the next Board meeting will be November 8<sup>th</sup>, 2007 – The Board will be notified.

Public Comment: Question: What is the salary of the Project's Manager? Answer: The position was approved but the salary range was not approved. The position is Project Manager/Parish Coordinator to assist the parishes with their plans.

Comment from the public: RHC property guidelines – There is no mention of community guidelines. Dr. Jarmon stated Lara Robertson from OCD, Sandra Gunner from LRA and she are working diligently on a revised version that will require the parishes to identify there community process.

Question: Will the website be up and running soon?

Answer: Yes once the LLT website gets up and running we will link it with WIMBY (what's in my back yard) and you will be able to view the properties. We are encouraging the different parishes to do data sharing.

**Other Business:**

Chairman Broussard presented a hand out with different logo for the Board to choose from. This logo will be used on business cards, letter head and on signs we are placing in yards announcing we own the property.

Chairman Broussard requested the Board take the handouts with them and review.

Question: Whose responsibility is it to respond to the public about property that may or maybe not belong to the Trust?

Answer: The WIMBY site was developed to handle this; someone was working with Mike Spletto and ICF to put the pipeline information on the website.

Chairman Broussard stated he was not sure it is not the Trust's responsibility to answer the question from the public; he is requesting IMC develop a procedure to handle.

**Credit Cards:** Should staff have credit cards for the agency? Chairman Broussard is requesting the Staff to get with OCD to gather information on their policies.

Simone Champagne stated she did not like the ideal of staff having a credit card and agrees we should go to legal for direction.

Joe stated we needed a form to document what was being charged on the card. We need a way to perform checks and balances.

Dan Rees suggested Staff talk to someone from OCD financial to see the best approach and report to the Board at the next meeting.

Chairman Broussard stated Dr. Jarmon as the executive director needed a card.

Dr. Jarmon presented two proposed scopes to help the Staff perform its day to day operations, a Procurement Scope and Outside Legal Scope.

Chairman Broussard asked Dan Rees if he thought the Staff was moving in the right direction with decision. Dan Rees felt this was the right move.

Dr. Jarmon stated she needed approval on the Procurement scope because we need to move forward, she is suggesting this person be on an on call basis.

Simone wanted to know if a legal counsel could handle both, the procurements and the legal matter.

Dan Rees stated we would want to keep them separate.

Chairman Broussard stated to Dr. Jarmon he was not sure Board action was necessary was given the authority to proceed with the scope and present her recommendation to the Board.

Joe Williams requested staff layout an anticipated budget for the legal and the procurements as well as a budget for the upcoming year.

Meeting Adjourned