

**MINUTES OF THE REGULAR MEETING OF
THE INFRASTRUCTURE ADVISORY BOARD
DECEMBER 5, 2019**

The regular meeting of the Infrastructure Advisory Board (IAB) was held on Thursday, December 5, 2019, at the Sewerage & Water Board, 2nd Floor Board Room, 625 St. Joseph Street, New Orleans, Louisiana.

The following members were present:

1. Paul Flower, Chair
2. Bill Hammack
3. Karen Raymond
4. Elisa Speranza
5. Lewis Stirling

REGULAR ORDER OF BUSINESS

The Chair called the meeting to order at 2 p.m.

Agenda

Mr. Hammack moved for adoption of the agenda, which was properly seconded and unanimously approved.

Minutes

The minutes of the September 26, 2019 regular meeting were presented, and no corrections were offered. Ms. Raymond moved for adoption of the minutes, which were properly seconded and unanimously approved.

Approval of IAB Rules

Draft rules to govern the structure and organization of the IAB were presented at the September 26, 2019 meeting and tabled until the December 5, 2019 meeting. Members discussed the appropriate number of votes required to move an infrastructure recommendation from the IAB to the city of New Orleans (pursuant to and defined in Executive Order LC 19-02). Mr. Hammack moved to amend the draft rules (a) to require four (4) votes, rather than five (5), to make recommendations and (b) to allow for the transmittal of a minority report, if any, in the case of a non-unanimous recommendation. Mr. Hammack's motion to amend was properly seconded and unanimously approved. On a properly moved and seconded motion, the amended IAB rules were unanimously approved and adopted by the IAB. A copy of the adopted IAB rules is attached hereto.

Presentations

Chris Saucier, Project Analyst, City of New Orleans, presented an update on funding expected as part of the Fair Share Agreement. As of December 5, \$27.6 million in one-time funds had been transferred to the city, and the 1% hotel tax had produced \$2.3 million in recurring revenue in its first three months of implementation. In addition, the Downtown Development District (DDD) funded \$2.5 million for infrastructure through \$1.5 million in recurring revenues and \$1 million in one-time funds.

Ramsey Green, Deputy Chief Administrative Officer for Infrastructure, City of New Orleans, presented draft plans for drainage projects in the DDD. The budget for the projects is \$2.5 million per year over five years. DCAO Green noted challenges in budgeting and planning for DDD projects because DDD has agreed to approve allocations to the city for infrastructure projects only one year at a time.

Yvette Downs, Chief Financial Officer, Sewerage & Water Board (S&WB), presented on S&WB's use of Fair Share Agreement funds thus far. All one-time funds have been utilized to pay vendor invoices. S&WB proposed using recurring Fair Share Agreement funding for: SELA debt repayment, master plan development, phase one of automated metering implementation, canal cleaning, repairing the filter gallery, and remediating the drinking water cross connection with turbines.

Public Comment

There was no public comment.

There being no further business, the meeting was adjourned at 3:30 p.m.

RULES OF THE INFRASTRUCTURE ADVISORY BOARD

MEETINGS

RULE 1. Unless provided for otherwise in the public meeting notice, meetings of the Infrastructure Advisory Board (“Board”) will take place at the Sewerage & Water Board of New Orleans, 625 St. Joseph Street – 2nd Floor Board Room, New Orleans, LA 70165.

PRESIDING OFFICERS

RULE 2. The Chairperson of the Board shall serve as the presiding officer of the Board. The Vice Chairperson of the Board shall preside in the absence of the Chairperson. If both the Chairperson and Vice Chairperson will be absent for the entirety of the Board meeting, the Board shall nominate and then elect an “Acting Chairperson” that will temporarily serve as the presiding officer of the Board for that Board meeting, and any ministerial duties relative thereto.

RULE 3. When the Vice Chairperson is presiding in the Chairperson’s absence and temporarily cannot act as the presiding officer for a discrete period of time during the Board meeting, he or she shall temporarily designate an “Acting Chairperson” from the other members present to serve as the presiding officer; but such substitution shall only continue until the Vice Chairperson or Chairperson returns, and in no event shall it continue beyond the conclusion of the presiding officer’s duties at the conclusion of the Board meeting.

PRESIDING OFFICER/COMMITTEE CHAIRS SHALL VOTE

RULE 4. The presiding officer of the Board and the Chair of any Board Committee shall have the right to vote or abstain from voting on all questions upon which a vote is taken.

MEETING AGENDA/MATERIALS

RULE 5. The Board and the Chair of any Board Committee shall prepare an agenda for each Board or Committee meeting.

DUTIES OF THE PRESIDING OFFICER AT BOARD MEETINGS

RULE 6. The presiding officer shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal by other members of the Board.

RULE 7. The presiding officer may, at any time, during debate or otherwise, declare a recess.

VOTING

RULE 8. All questions upon which a vote is taken shall be put to a voice vote of the members.

RULE 9. Actions taken by the Board shall require approval by a majority of the members present. Notwithstanding the foregoing, Board recommendations (pursuant to and defined in Executive Order LC 19-02, a copy of which is attached hereto) shall require a vote of four (4) Board members in the affirmative. In the event that a Board recommendation is approved by a less-than-unanimous vote, the member(s) in the minority shall have the opportunity to transmit a report justifying their position along with the official recommendation of the Board.

SECRETARY

RULE 10. At its inaugural meeting, the Board shall elect a Secretary from among the members of the Board to serve a period of one year or upon the expiration date of Executive Order LC 19-02.

QUORUM

RULE 11. A quorum of the Board for the transaction of official action shall consist of four (4) members.

LOUISIANA'S OPEN MEETING LAWS AND ROBERT'S RULES OF ORDER

RULE 12. The rules of parliamentary procedure comprised in the Robert's Rules of Order Newly Revised (11th Edition) shall govern the Board and its committees in all cases to which they are applicable, when not inconsistent with the Board's Rules and Regulations and/or Louisiana's Open Meetings Law (La. R.S. 42:11 – La. R.S. 42:28).

COMMITTEES

RULE 13. The Board may create committees, as needed. The Board chair appoints all committee chairs and committee members.

PUBLIC COMMENT

Rule 14. The Board is obligated under State law to allow a public comment period prior to action on an agenda item upon which a vote is to be taken. The guidelines for public comment are as follows:

1. Comment cards for registering support for or opposition to an agenda item and/or requesting speaking time during the public comment period(s) prior to Board action will be made available at each meeting.
2. Public speakers who have properly submitted a comment card and are present during the public comment period are allowed two (2) minutes for each agenda item, unless time is extended by the presiding officer. Any modification of the public comment rules shall be announced prior to the initiation of the public comment period.
3. Public speakers must be present in the meeting location to speak.
4. Public speakers may not sign up on behalf of others, and no ceding of time to another person is permitted.
5. All remarks should be directed at the Board as a whole.
6. At the discretion of the presiding officer, any person who engages in speech or action that disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting (*e.g.*, personal, impertinent, slanderous or profane remarks) may be barred from further audience before the Board at that meeting.
7. Any accompanying written documentation shall be formally submitted by the public speaker to the presiding officer, along with three (3) copies, for incorporation into the record.
8. Any individual who address the Board shall disclose receipt of anything of value, monetary or otherwise, that influenced the public speaker to take a position before the Board.