

Minutes of the Special Meeting of the Administration, Personnel and Audit Committee of the Board of Commissioners of the Lake Charles Harbor and Terminal District held at 8:00 A.M., Tuesday, December 8, 2015, in the Board Room of the Port of Lake Charles located at 751 Bayou Pines East, Suite A, Lake Charles, Louisiana.

In attendance was:

Daryl V. Burckel, Chairman
Walt M. Sanchez, Committee Member
Barbara M. McManus, President

Absent:

None

Also Present:

Bill Rase, Executive Director
Mike Dees, General Counsel
Richert Self, Director of Administration and Finance

Mr. Burckel called the meeting to order at 8:05 a.m.

The attached notice of meeting was posted and given in accordance with the Open Meetings Law. An Administration, Personnel and Audit Committee meeting was held.

-
1. Consideration and appropriate action concerning the Executive Director and General Counsel Performance Reviews.
-

Dr. Burckel stated the Committee will enter into Executive Session for the discussion of the Executive Director and General Counsel performance evaluations.

Dr. Burckel asked for a motion to enter into Executive Session. Mr. Sanchez offered a motion to enter into Executive Session. Ms. McManus seconded the motion and it carried unanimously.

The Committee entered into Executive Session at 8:06 a.m.

The Committee returned from Executive Session at 8:58 a.m. Ms. McManus offered a motion to return to Regular Session. Mr. Sanchez seconded the motion and it carried unanimously. Dr. Burckel stated no action was taken in Executive Session.

Dr. Burckel stated the Committee had come to a consensus concerning the Executive Director and General Counsel performance evaluations.

Mr. Sanchez offered a motion to recommend for adoption to the full Board at the December 16, 2015 Regular meeting Resolution 2015 – 073 to approve an evaluation rating of the Executive Director of "Exceeds Expectations" along with a 6.0% salary and market adjustment increase effective January 1, 2016. Also, they recommend his contract maintain the other benefits such as 25 days of annual leave, 25 days of sick leave, family health and hospitalization insurance, and the \$1,000 a month car allowance as included in the existing contract. He recommends the contract term be fixed from January 1, 2016 through December 31, 2018, a period of three years. Mr. Sanchez also recommends an evaluation rating of 4.75 out of a scale of 5.0 points for the General Counsel and a 6% salary adjustment increase to be effective January 1, 2016. Ms. McManus seconded the motion and it carried unanimously.

-
- 2. Consideration and appropriate action concerning the District's 2016 Operating, Non-Operating and Capital budgets.
-

Mr. Sanchez asked Mr. Richert Self to discuss the District's proposed 2016 budget. Dr. Burckel had to leave the meeting.

Mr. Self presented the budget.

Ms. McManus offered a motion to recommend to the full Board at the December 16, 2015 Regular Meeting to adopt Resolution 2015 – 074 approving the District's 2016 Operating, Non-Operating and Capital budget. Mr. Sanchez seconded the motion and it carried unanimously.

The budget will be presented to the full Board at the December 16, 2015 Regular Board meeting for approval.

-
- 3. Other matters that may properly come before the Committee.
-

Mr. Sanchez stated there were no other matters to be discussed and offered a motion to adjourn. Ms. McManus seconded the motion and it carried unanimously. The meeting adjourned at 9:27 a.m.

This minute entry is made to document the presence of a quorum of the Committee. No other minutes are required or necessary.

All discussions held on the above items were recorded on Compact Disc Number 1, and filed in the Executive Offices of the District.

Daryl V. Burckel, Chairman

ATTEST:

Walt M. Sanchez, Member