

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., Thursday, April 20, 2016, 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

Absent:

Barbara M. McManus, President

Also Present:

Bill Rase, Executive Director
Richert Self, Director of Administration and Finance

Dr. 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.

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1. Discussion of the District's Forecast I.
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Dr. Burckel asked Mr. Self to discuss the District's Forecast I. Mr. Self presented the Forecast. No action was taken by the Committee. The Forecast I will be presented to the full Board at the April 25, 2016 Regular Meeting.

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2. Consideration and appropriate action concerning the responses to the Louisiana Compliance Questionnaire.
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Dr. Burckel stated the purpose of this item is to discuss the District's response to the LA Compliance Questionnaire.

Mr. Self stated that each year the accounting firm McElroy, Quirk & Burch, APC require the Commissioners to complete the Louisiana Compliance Questionnaire (for Audit Engagements of Government Agencies).

Mr. Sanchez offered a motion to recommend Resolution 2016 – 024 to the full Board at the April 25, 2016 Regular Board meeting to authorize the responses to the Louisiana Compliance Questionnaire. Dr. Burckel seconded the motion and it carried unanimously.

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

Dr. Burckel stated there were no other matters to be discussed and offered a motion to adjourn. Mr. Sanchez seconded the motion and it carried unanimously. The meeting adjourned at 8:24 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