COLUMBIA PORT COMMISSION September 28,2023

MINUTES MEETING:

COMMISSIONERS: Darron McGuffee, Bruce Frazier, Monty Adams, Jr. and Charles Hearns

PORT DIRECTOR: GREG RICHARDSON

Meeting was called to order by Darron McGuffee at the Police Jury Meeting Room in the Caldwell Parish Courthouse.

READING OF THE MINUTES, **motion was made by Charles Hearns, and seconded by Bruce Frazier to adopt the minutes**

READING OF THE FINANCIAL STATEMENT**, motion was made by Bruce Frazier, and seconded by Charles Hearns to accept the bank statements motion passed.** Greg gave financial report and discussed cash flow.

ITEMS DISCUSSED DURING MEETING Greg informed the Commission of activities since last port meeting:

* Greg discussed the need to hire a new attorney, suggesting that we evaluate using Boles Shafto, LLC which has a background with working with the Caddo Bossier Port as well as being able to assist the Port with Bonding, TIF, and Contract negotiation. Greg said he had spoken with both Mr. Boles and Mr. Shafto and believes them to be a qualified candidate for providing legal services to the Port. Greg recommended that we get mark McKee opinion prior to moving forward with selecting a Port Attorney.
* Greg went into greater detail about the need for a new Auditing Company. We have two possible candidates from which to choose. Greg recommends that we evaluate both to determine which will best serve the needs of the Port during this growth period.
* Greg gave report on 2nd meeting pertaining to the Raise Grant.
* Greg gave report on his attendance to the FEMA Fundamentals of Grants Management course. This was a very good seminar and believes it will have huge dividends with working with FEMA. Ms. Finch also participated in the course which help with our working relationship.
* Greg Informed the board of the upcoming LaDOTD – Local Public Agency Qualification Program CE&I a three-day course in Lake Charles which is mandatory for us to be the subrecipient for the RAISE Grant when working with LaDOTD.
* **Motion was made to approve and sign Change Order no. 4 by Charles Hearns and seconded by Bruce Frazier, motion passed.**
* Greg discussed upcoming capital outlay request 1) the Railspur and 2) Port Expansion. Greg Requested a resolution from the board as well as approval to have BHA submit our applications.
* **Bruce Frazier made a motion for the Port Commission to adopt a Resolution to facilitate the submission of the 2 capital outlay request, motion was seconded by Charles Hearns, motion passed**.
* Charles Hearns made a motion to hire Stephanie Ryland to assist Greg with developing the need organizational documents necessary for daily Port Operations, motion was seconded by Bruce Frazier, motion passed. Greg gave an overview on the activities Ms. Ryland would be assisting with.
* Greg gave update on Port Tenants
* Greg gave update on Riverton Campground Road, told commissioner about having to submit a permit to Union Pacific so that we could complete the project. Union Pacific had previously stated it would not be necessary however they informed us that it would be next year before we could complete the project which is unacceptable. Therefore, we are moving forward with a plan which would allow us to complete the project this year. Greg expressed concerns with contractor if the project is unduly delayed.
* Greg gave update on awarded grants
* Greg gave update on grants we are still waiting on award notification
* Greg gave update on work in progress grant applications
* Greg gave update on efforts to create a committee to evaluate the creation of a TIF.
* Greg gave update on progress on improving the operations of the Port in preparation of the upcoming grants.
* **Motion was made to pay all outstanding invoices by Charles Hearns and seconded by Bruce Frazier, motion passed to pay bills.**
* **Motion was made by Charles Hearns, to move meeting time up to 11:30 AM, seconded by Bruce Frazier motion passed. Next port meeting will be on October 26th due to Greg’s birthday on the regular scheduled meeting date.**

**Motion was made by Charles Hearns to adjourn the meeting second by Mark McKee motion passed meeting was adjourned.**