

# West Calcasieu Port Board Meeting Minutes

January 5, 2021

## **I. Call to order**

In accordance with JBE 2020-30, the West Calcasieu Port's meeting was held via video/telephone conference for anyone not able to attend in person and in a manner that will allow for observation and input by members of the public, as set forth in the notice posted on November 30, 2020. All other Open Meetings Law requirements have been met.

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on January 5, 2021.

## **II. Invocation**

Invocation was suspended at this time.

## **III. Pledge of Allegiance**

Pledge was suspended at this time.

## **IV. Roll call**

Dick Kennison conducted a roll call. The following persons were present:

- ✓ Dick Kennison (via video conference call)
- ✓ Wilmer Dugas (via conference call)
- ✓ Buddy Reams (via video conference call)
- ✓ Tim Dougherty (present in person at 7000 Southland Field, Southland Airport)
- ✓ Scott Foreman (via video conference call)

Also present at the meeting via video conference was Lynn Hohensee and Donald Brinkman.

Also present at the meeting via conference call was Glen James.

Also present in person at 7000 Southland Field, Southland Airport, were Darla Perry, Chuck Stutes, and Joanne Coleman.

## **V. Approval of minutes of the December 1, 2020 regular monthly**

President Dick Kennison entertained a motion to approve the minutes of the December 1, 2020 regular monthly meeting. A motion was made by Tim Dougherty to approve the minutes of the December 1, 2020 regular monthly meeting, 2nd by Buddy Reams. No opposition. Motion carried.

**VI. Amendments, additions and deletions to the proposed agenda**

There were no amendments, additions, or deletions to the proposed agenda.

**VII. Discuss and vote on grant management agreement; discuss and take possible action on debris contract (Hurricane Laura)**

**VII(1). Discuss and vote on grant management agreement**

Darla Perry reported that the temporary emergency contract with CSRS that was signed in September 2020 under the emergency order to start grant management services ended December 30, 2020. Three proposals were received and scored by the committee: Hunt Guillot, CSRS, and GEC, Inc. Having the highest score, the committee recommended the approval of the permanent contract for grant management effective December 31, 2020.

President Dick Kennison entertained a motion to **approve** granting the permanent contract for grant management services to CSRS effective December 31, 2020. Wilmer Dugas made a motion to approve granting the permanent contract for grant management services to CSRS effective December 31, 2020, 2nd by Tim Dougherty. No opposition. Motion carried.

**VII(2).Discuss and take possible action on debris contract (Hurricane Laura)**

Port Director Lynn Hohensee reported that a Request for Proposals for debris removal resulted in no proposals received. A proposal has been requested by Crowder Gulf. Darla Perry told Lynn that the contractor with the lowest proposal for the airport may be interested and she has asked them to submit a proposal within the week.

President Dick Kennison entertained a motion to approve proceeding with seeking FEMA approval for the best bid received for debris removal. A motion to approve proceeding with seeking FEMA approval for the best bid received for debris removal was made by Wilmer Dugas, 2nd by Tim Dougherty. No opposition. Motion carried.

**VIII. Discuss and vote on: Approval of Change Order No's 3 (Driveway Gate) and 4 (Reconciliation-Net Deduct) on New Entrance Road; and Approval of Substantial Completion on New Entrance Roadway**

**VIII(1).Approval of Change Order No's 3 (Driveway Gate)**

Chuck Stutes reported that Change Order No. 3 is an add of \$4,200 to the Driveway Gate that was added along Gros Road that accommodates the building that CGBM leases from the port. The gate and fence were installed along Gros Road because the overhead door for the building faces Gros Road.

President Dick Kennison entertained a motion to approve Change Order No. 3. A motion to approve Change Order No. 3 was made by Wilmer Dugas, 2nd by Scott Foreman. No opposition. Motion carried.

#### **VIII(2).Change Order No. 4 (Reconciliation-Net Deduct) on New Entrance Road**

Chuck Stutes reported that Change Order No. 4 is a Reconciliation (Net Deduct). Several of the items bought on a unit cost basis deviated from the estimate to the favor of the port for \$11,370.84.

President Dick Kennison entertained a motion for the Approval of Change Order No. 4, a reconciliation in the amount of \$11,370.84 deduct. A motion for the Approval of Change Order No. 4, a reconciliation in the amount of \$11,370.84 deduct was made by Tim Dougherty, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

#### **VIII(3).Approval of Substantial Completion on New Entrance Roadway**

Chuck Stutes reported that the inspection of the New Entrance Roadway was done at an inspection meeting October 15, 2020 attended by Byron Racca from Chuck's office, Lynn Hohensee, the contractor, and the inspector. The DOTD requires an official substantial completion acceptance of the project.

President Dick Kennison entertained a motion to adopt a resolution for substantial completion of the New Entrance Roadway project. A motion for the Approval of substantial completion of the New Entrance Roadway project was made by Tim Dougherty, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

### **IX. Committee Reports**

There were no committee reports given at this time.

### **X. Port Director Report**

Port Director Lynn Hohensee had no additional comments on the Port Director's Report and opened the floor to questions.

***{Note: The following report is a copy of the original sent out by Lynn Hohensee.}***

#### **Marketing/Business Development/Retention –**

- The WCP continues to work with tenants in the follow up to damages incurred as the result of Hurricanes Laura and Delta. Steps identified by FEMA and GOHSEP must be strictly adhered to in the process.
- Devall Fleeting operations continue to report daily barge fleeting numbers between 110-120. Overall, inland marine transportation business in SW La. has slowed following the hurricanes.
- VLS Marine Services operations have been brisk in December. Since Laura's destruction of the VLS building, VLS management team has operated out of an emergency operations office trailer.
- Atlantic Equipment continues to relocate scaffolding and support materials from the acre that it has leased east of the port entrance road to within its two-acre fenced leased area.

- Port remains in contact with Stream Land Services. Stream is interested in establishing an auxiliary dredge spoil pump station on port land that will support the movement of spoils by pipeline from the proposed Driftwood LNG Export Terminal site to beneficial use spoil reception areas west of the port. SLS also is interested in leasing the yellow house near the shoreline. Tellurian also is interested in possibly establishing a staging site at the port for pipe during installation of the pipeline. Interest for the site of the pump station remains focused on a two port locations.
- Marketing efforts continue to find a replacement tenant for the Orion waterfront lease area.
- Entergy has contacted the port to offer a digital communications effort to assist the port with marketing activity. A presentation on the offering is tentatively planned for an upcoming WCP board meeting.

#### **Port Operations –**

- The port director, the port CPA and the port engineer continue to partner closely with CSRS as a consultant as the port attempts to meet all the FEMA requirements that will enable federal emergency funding support to the port in its hurricane recovery efforts.
- The port staff (led by our CPA) continues to work with the Economic Development Administration, the EDA project administrator firm and an engineering firm to facilitate project development for the construction of new bulkhead and heavy-duty crane pad. CSRS serves as administrator, and Meyer & Associates serves as project engineer.
- McManus Construction of Lake Charles has installed the gate in the new fence that was needed for the driveway to the CGBM warehouse.
- The old port gate remains closed and out of operation due to damages by Hurricane Delta.
- The port is partnering with CGBM to arrange for dredging of the waterfront of the green house on a short-term basis.
- The port is working with VLS Marine Services on a dredging operation plan to alleviate the silting conditions in their slips east of the barge loading ramp.
- Coordination of repairs to the barge loading ramp are currently in legal development between the port and the responsible party re: projected repair costs. Outside counsel is assisting with the matter.

#### **Professional Organizations & Networking –**

- In December, the WCP director (and/or board members) represented the port at:
  - a. PAL executive committee meeting via Go to Meeting online and the PAL monthly board meeting.

#### **News Media & Community Relations–**

- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities.

President Dick Kennison entertained a motion to accept the Port Director's Report as presented. A motion was made by Wilmer Dugas to accept the Port Director's Report as presented, 2nd by Scott Foreman. No opposition. Motion carried.

## **XI. Announcements/Reports (Legal, Financial, Engineer)**

**Legal:** Glen James announced that he would be retiring after representing the board for 51 years, plus.

**Financial:** Darla Perry reviewed the financial report for November 2020, stating that the port took in a little over \$60,000 with rent revenue and the final payment of \$31,244.27 from the DOTD for the New Entrance Road grant. It was also reported that the port paid \$360,176.88 for their portion of the cost of the New Entrance Road resulting in a negative cash flow for the month. The bulk of that expenditure was out of port funds because all state funds and parish economic development funds toward the cost of the road had been obtained.

Darla stated that they are continuing to work on both the EDA grant and FEMA reimbursement. CSRS has been instrumental in assisting with gathering data needed for reimbursement, which will continue.

**Engineer:** Chuck Stutes stated that they are wrapping up their final plans on the EDA-funded bulkhead and crane pad project and should have it completed within a couple of weeks. Chuck said a meeting with the project coordinator, Corey Dunn, and find out what the next steps are and in what order, but he anticipates is that the port would submit final plans for review, they would give their comments included, then the port would submit the final documents with the comments included. The only other issue would be the Corps permit for the bulkhead and the dredging associated specifically with the EDA project. There was a brief discussion regarding the EDA and CSRS. Chuck said that, if they have a meeting with Corey Dunn, they would want Donald Brinkman and CSRS representatives at the meeting. There was continued discussion regarding EDA and the Corps permit.

President Dick Kennison entertained a motion to accept all reports presented above. A motion was made by Tim Dougherty to accept all reports as presented above, 2nd by Scott Foreman. No opposition. Motion carried.

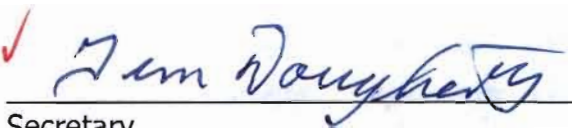
## **XII. Public Comments**

There were no public comments given at this time.

## **XIII. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:26 p.m.

  
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President

  
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Secretary