

West Calcasieu Port Board Meeting Minutes

December 6, 2011

I. Call to order

President Matt Vincent called to order the regular meeting of the West Calcasieu Port at approximately 3:02 p.m. on December 6, 2011, at the offices of West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by Dick Kennison and recited by all board members and guests.

IV. Roll call

Secretary Tim Dougherty conducted a roll call. The following persons were present:

- ✓ Tim Dougherty
- ✓ Matt Vincent
- ✓ Wilmer Dugas
- ✓ Dick Kennison
- ✓ Dave Aguillard

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Adam Leger, Glen James and Sheila Burton)

V. Approval of minutes of the November 1, 2011 regular monthly meeting and the November 16 special meeting

President Matt Vincent entertains a motion to accept the minutes as printed and presented to the Board. Dave Aguillard makes a motion to approve the November 1, 2011 regular monthly meeting minutes, 2nd by Dick Kennison. No opposition. Motion carries.

President Matt Vincent entertains a motion to accept the minutes of the special meeting as printed and presented to the Board. Tim Dougherty makes a motion to approve the November 16, 2011 special meeting minutes, 2nd by Dave Aguillard. No opposition. Motion carries.

VI. Discuss and take action on the awarding of the construction contract to Apollo Environmental Strategies, Inc. for the expansion of the West Barge Basin

Chuck Stutes reported that he received 8 bids, which was a very good response. He stated the lowest bid came in from Apollo Environmental Strategies, Inc. Chuck admitted he is not real familiar with the company, but he printed some information from their website and will pass it around to the Board. Dick Kennison asked if they get references on jobs or receive a body of work that the company has done. Chuck answered yes and that that is what he will be passing out. He said that Apollo Environmental has done a lot of dredging work in Texas and marsh migration.

President Matt Vincent asked Chuck if he felt good about the company, and Chuck said yes. He said they are properly licensed and have all the equipment needed to do the job. Apollo's bid of \$2,117,835.00 was below the Port's estimate of \$2.4 million. Chuck said that will allow the Port to put some money in contingency in case anything comes up.

Chuck recommended reading the official Resolution and then having the Board vote on it. Dick Kennison makes a motion to read the official Resolution into the minutes, 2nd by Wilmer Dugas. President Matt Vincent reads the official Resolution as follows:

“State Project No. 578-10-0027/H.009016, Parish of Calcasieu, Resolution: Whereas, the West Calcasieu Port has received bids on December (sic) 16, 2011 at 10:00 AM on the Expansion of West Barge Basin port improvements project under the Louisiana Port Construction & Development Priority Program; and

“Whereas, Meyer & Associates, Inc. has recommended that award of contract be made to the lowest qualified bidder; Apollo Environmental Strategies, Inc.

“Now, therefore, be it resolved by the Wet Calcasieu Port, in Regular session, assembled on this 6th day of December, 2011, acting pursuant to the recommendation of Meyer & Associates, Inc. that the Base Bid in the Amount of \$2,117,835.00 by Apollo Environmental Strategies, Inc. be accepted and a contract be awarded to them.”

Vice President Dick Kennison asked to amend the reading of the Resolution regarding the date the bids were received. Instead of December 16, the date should be November 16. Wilmer Dugas 2nd the amendment of the reading of the Resolution. Glen James said since it was a typo, it can be fixed with no problem.

President Matt Vincent continues with the reading of the Resolution: “Tim Dougherty, Secretary/Treasurer; Matt Vincent, President,

“Certificate, I hereby certify that the above and foregoing is a true and correct copy of a resolution adopted at a Regular meeting of the Wets Calcasieu Port held on the 6th day of December, 2011 in which a quorum was present and voting and that the resolution adopted is still in full force and effect and has not been rescinded or revoked.”

Wilmer Dugas makes a motion to accept the Resolution as amended, 2nd by Dick Kennison. All board members unanimously agree. No opposition. Motion carries.

Dave Aguillard asked Chuck Stutes why Mike Hooks and King Fisher did not receive the addendum. Chuck said he does not know. He feels it's an internal office problem. Chuck said he did check, and they were FedExed and faxed to both companies.

VII. Discuss and take action on the resolution certifying compliance with the public bid laws on the West Barge Basin project

Chuck explained that this is a standard resolution by DOTD that they require as part of the process. President Matt Vincent read the Resolution into the minutes as follows:

“Resolution Certifying Compliance With The Public Bid Laws, State Project No. 578-10-0027/H.009016, Parish of Calcasieu, Resolution, West Calcasieu Port: Whereas, the West Calcasieu Port has solicited bids for State Project No. 578-10-0027/H.009016 in accordance with the current bid laws of the state of Louisiana, including, but not limited to R.S. 38:2211 et. seq; and

“Whereas, the West Calcasieu Port has submitted to DOTD Certification of proof of publication, one(1) copy of the bid proposals and bid bonds as submitted by each of the three(3) lowest bidders, a legible copy of the bid tabulation of all bids received, and certified to be correct by the Engineer and an authorized official of the Sponsor, a copy of the engineer’s recommendation, contract documents, Notice of Award of Contract, and a copy of the recordation data in the Clerk of Court’s Office.

“Now, therefore, be it resolved by the West Calcasieu Port, in (Regular) session, assembled on this 6th day of December, 2011, does hereby certify that the bidding procedures comply with Louisiana Revised Statutes 38:2211, et. seq.

“I hereby certify that the above and foregoing is true and correct copy of the resolution adopted at a (Regular) meeting of the West Calcasieu Port held on the 6th day of December, 2011, in which a quorum was present and voting and that the resolution is still in full effect and has not been rescinded or revoked.” This will be signed by Tim Dougherty, Secretary/Treasurer and Matt Vincent, President.

Dick Kennison makes a motion to accept the Resolution as read, 2nd by Dave Aguillard. All board members unanimously agree. No opposition. Motion carries.

Chuck informed the Board that he will put all of the information together in a packet and send it to DOTD for review, and then he will set up a pre-construction meeting.

Lynn Hohensee announced he will be sending out a news release showing the awarding of the contract to Apollo Environmental Strategies, Inc.

VIII. Amendments, additions and deletions to the proposed agenda

There were no amendments, additions nor deletions to the proposed agenda.

IX. Committee Reports

There were no Committee Reports at this time.

X. Port Director Report

[NOTE: The following report is a copy of the original sent out by Lynn Hohensee.]

Marketing/Business Development –

- The West Calcasieu Port has submitted a query of interest to the US Coast Guard re: siting of a US Coast Guard facility at the port.
- Met with Canal Barge Company re: possible move of regional offices from Sulphur to the port.
- Visited shallow-water dry dock operation in Mississippi
- Met with several possible prospects (and existing tenants) at the International Workboat Tradeshow in New Orleans.
- Conducted walking tour of the West Cal Port for a Houston-based prospect that is interested in setting up a decommissioned barge salvage operation at the port for one-to-three years.

[NOTE: Lynn stated the Houston-based prospect is in need of a couple of acres. Lynn said he spoke with Adam and Darla, and he thinks they could give them a split rate for waterfront property and then the rear property. Lynn said they are looking at an area near F. Miller. Lynn said the benefit of this prospect is that they would require work from the other 3 existing tenants. Lynn said he will get with Glen and make sure they get the prospect to give them an environmental report on the condition of the land going into the project and then when they leave to make sure there is no negative impact on the soil. Dick Kennison asked if they could request from the prospect a financial statement. Lynn answered absolutely. Lynn said he is still gathering information and will keep the Board updated.]

President Matt Vincent asked if F. Miller moved their equipment as they agreed to do. Adam stated he spoke with Mark Boudreaux, and they are hoping to have their equipment moved by the first of the year. Matt asked Lynn to follow up on it to make sure it gets done.

Lynn said he's been in contact with F. Miller representatives. Lynn said he feels there are a lot of changes going on within the company, one of which will be that the name F. Miller will no longer exist after the first of the year. The name will be Orion Marine Group. Lynn asked Mark Boudreaux about the gate. Mark Boudreaux said they may assist with putting the gate up, but they will not be able to support it financially. Lynn also asked Mark about the completion of the bulkheading. Mark said they are still committed to completing the bulkheading by the middle of 2012. Lynn says he hopes by the next meeting to have an update on the latest developments of F. Miller/Orion Marine.

Dick Kennison stated he wanted to have a resolution by the Board that a request be made to F. Miller to state what they perceive as their purpose and intentions with the remaining contract with the Port. There was further discussion about F. Miller amongst the Board.]

- Met with O'Rourke Marine Services in Houston.

Port Operations –

- Bids were opened for construction work associated with the expansion of the port's west barge basin.
- River Barge Works contracted with Janco Construction to install a two-inch waterline. Janco is the same company that installed the extension of the port's existing six-inch water line.
- The port director met with Interface at the port to review the repositioning of one of the newly installed cameras to better facilitate monitoring of traffic on the GIWW. Interface indicated that a new apparatus is needed to position the camera at a higher elevation. The review for the apparatus continues.
- Efforts to meet with F. Miller Construction officials re: the port entrance gate continue, but not fruitful.

Professional Organizations & Networking –

6. The WCP director represented the port at:
 - a. Attended Gulf Port Authorities Assn. annual meeting
 - b. Attended International Workboat Tradeshow
 - c. Ports Assn. of Louisiana board meeting
 - d. US Coast Guard community fund-raiser golf tourney (guest of Devall Towing)
 - e. Chamber/SWLA infrastructure/government affairs committee meeting
 - f. Chamber/SWLA economic development committee meeting
 - g. Workforce Investment Board executive committee meeting
 - h. West Calcasieu Assn. of Commerce monthly meeting
 - i. WCAC business after hours event
 - j. WCAC economic development committee meeting
 - k. BV board meeting and Thanksgiving dinner for residents
 - l. Meeting with McNeese State Pres. Williams

News Media & Community Relations–

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

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

LEGAL: Glen James stated there is no legal report.

FINANCIAL: Adam reported it was a good collections month for October. Devall had two payments for the month, and F. Miller had 2 payments for the month. The \$2490.00 under "Disbursements" is for the payoff of the security system. Total barge days for October were 2362, and ramp usage was 3600.

ENGINEER: Chuck Stutes invited all attendees to the Meyers & Associates Christmas party at L'Auberge December 15 at 6:30 p.m.

Vice-President Dick Kennison asked if the Board could send a resolution to F. Miller/Orion Marine that was discussed earlier about their intentions and interpretations of their contract. President Matt Vincent suggested having Lynn Hohensee go and speak with F. Miller/Orion Marine to get information of who is the Port's contact person. If nothing can get done by next month, then further actions will be taken.

XII. Public Comments

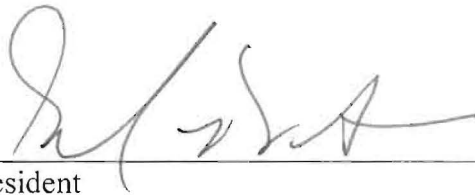
There were no public comments at this time.

XIII. Executive Session

There was no Executive Session held at this time.

XIV. Adjournment

President Matt Vincent entertains a motion to adjourn. Dick Kennison made a motion to adjourn, 2nd by Wilmer Dugas. Meeting was adjourned at approximately 4:05 p.m.



President



Secretary