

# West Calcasieu Port Board Meeting Minutes

7959 Alfred Devall Parkway, Sulphur, Louisiana 70665  
February 6, 2024

## 1. Call to order

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on February 6, 2024.

## 2. Invocation

Oliver Schrupf led the invocation.

## 3. Pledge of allegiance

Trey Case led the pledge of allegiance.

## 4. Roll Call

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

Dick Kennison  
Tim Dougherty  
Trey Case  
Buddy Reams

Also present were Oliver Schrupf, Joanne Coleman, Darla Perry, Chuck Stutes, and Port Director Lynn Hohensee via telephone.

## 5. Approval of minutes of the January 2, 2024 regular monthly

A motion was made by Tim Dougherty to approve the minutes of the January 2, 2024 regular monthly meeting, 2nd by Trey Case. No opposition. Motion carried.

## 6. Amendments, additions, and deletions to the proposed agenda

There were no amendments, additions, or deletions to the agenda at this time.

## 7. Discuss and approve contract amendments – Meyer & Associates on Star Building (Amendment #4 cost reduction) and Dredging Project (Amendment #1 – Federal Clauses addition)

Chuck Stutes stated that the original contract amount was \$719,711. There were multiple change orders throughout the project, but the net amount was a negative number. Their fee was reduced by \$626 due to the revised construction amount.

After a brief discussion, a motion was made by Buddy Reams to approve the contract Amendment #4 Cost Reduction of \$626 on Star Building for Meyer & Associates, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

Chuck Stutes stated that this was a no-cost amendment adding Federal FEMA contract clauses since they are providing partial funding.

After a brief discussion, a motion was made by Trey Case to approve Amendment #1 Federal Clauses addition for Meyer & Associates, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**8. Discuss and approve Change Order #3 Keiland contract EDA Cranepad/Bulkhead.**

Chuck Stutes stated that Change Order #3 is for the additional cost of \$182,285 for approximately 32,130 SF of 8" crushed concrete paving including a 10" thick lime treated base. With EDA concurrence this will be 90% funded by Louisiana Economic Development grant, with the port paying 10%.

After a brief discussion, a motion was made by Trey Case for a resolution accepting Change Order #3 Keiland contract EDA Cranepad/Bulkhead project for the additional cost of \$182,285 for approximately 32,130 SF of 8" crushed concrete paving including a 10" thick lime treated base, with EDA concurrence, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**9. Discuss and approve Change Order #4 Keiland contract EDA Cranepad/Bulkhead.**

Chuck Stutes stated that Change Order #4 is for the additional cost of \$32,940.30 for select fill due to material cost increase subsequent to the bid date. The requested increase is actual cost without any markup.

After a brief discussion, a motion was made by Tim Dougherty to approve Change Order #4 Keiland contract EDA Cranepad/Bulkhead project for the additional cost of \$32,940.30 for select fill due to material cost increase subsequent to the bid date, with corrections and EDA concurrence, 2<sup>nd</sup> by Trey Case. No opposition. Motion carried.

**10. Discuss and grant authority for Port Arthur Pipeline to survey proposed lease area.**

Dick Kennison stated that Port Arthur Pipeline was requesting authority only to survey the proposed lease area. There is no lease and no offers have been made.

A motion was made by Trey Case to grant authority for Port Arthur Pipeline to survey proposed lease area, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**11. Discuss and approve pending lease agreement as recommended by Tenant Committee.**

Dick Kennison stated that the lease with Sempra Global for 9 acres did not include the cranepad or waterfront bulkhead. They have agreed to \$2,500 per acre for non-active use and \$3,500 per acre for active use.

A motion was made by Tim Dougherty to approve the pending lease agreement as recommended by the Tenant Committee and authorizing Dick Kennison to sign the lease, 2<sup>nd</sup> by Trey Case. No opposition. Motion carried.

**12. Review any recommended actions to proceed with Capital Improvements including any change orders or pay applications needed. Discuss and take action on Change Order/Pay Application authorization/execution by Board President or Port Director.**

No action was needed at this time.

**13. Committee Reports**

There were no committee reports at this time.

**14. Port Director Report; Announcements/Reports (Legal, Financial, Engineer)**

a. **Port Director:** Port Director Lynn Hohensee reported that Tim Osborne with NOAA is interested in setting up weather monitoring cameras at the port.

He also reported that the Louisiana Auditor's Report was comprehensive and political. The focus being on the southeast ports in the state.

He concluded by stating that William Fincher helped keep things going during the freeze.

- b. **Financial:** Darla Perry reported that July - December the port is 1,282 ahead on barge days over last year. Ramp revenue is \$400 ahead of last year. The port took in \$194,259 and expended \$56,017 for the month of December, leaving a positive cash flow of \$138,241.

She stated that if the legislative auditor forms a state board to govern the ports, we will have to lobby to have representation on that board.

- c. **Engineer:** Chuck Stutes reported that the STAR building was completed in December.

He also reported that advertising for the VLS building began January 25. They have a prebid meeting this week and will be accepting bids February 20. They have had about a dozen contractors call for plans.

The West Barge Basin dredging project is expected to start with levee work before the end of February and dredging beginning in April or May.

- d. **Legal:** Oliver Schrupf had nothing to report at this time.

After a brief discussion, a motion was made by Trey Case to accept the Port Director, Financial, Engineer, and Legal reports as presented, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**15. Public Comments**

There were no public comments at this time.

**16. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:36 p.m.

  
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President

  
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Secretary