**SOUTH TANGIPAHOA PARISH PORT COMMISSION**

**REGULAR MEETING**

**TUESDAY JULY 12,** **2022 12:00 NOON**

**CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the Regular Meeting to order Tuesday, July 12, 2022 at 12:00 Noon.

Held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

Robyn Pusey, Administrative Assistant gave the invocation. Commissioner Daryl Ferrara followed with the Pledge of Allegiance.

Commissioners Present: Daryl Ferrara, James Wes Daniels II, William “Bill” Joubert, Tina Roper and Jimmy Schliegelmeyer, Jr.

Commissioners Absent: None

President Ferrara welcomed the attendees. Others Present: Patrick Dufresne, Director; Robyn Pusey, Administrative Assistant; Andre Coudrain, Cashe Coudrain & Bass Law Firm; Lee Barends, ITL Accounting; Paula Sziber and Sparky Welles, Jackson Vaughn; Bonnie Naquin and Randy Martinez, Pinell and Martinez, LLC; Guy Huffine, Lakeshore Roofing, Melissa Bordelon, President and CEO Tangipahoa Chamber of Commerce; James Nelson, MD, former STPPC Commissioner and Treasurer

Visitors were introduced and welcomed.

Timothy DePaula recited the Oath of Office as he was sworn in as the newest Commissioner of the South Tangipahoa Parish Port Commission by former Commissioner, Ernest Drake, III. The new Commissioner stated he was “thankful to be a part of the board” and “hopeful to provide some good, valuable insight.” Commissioner DePaula works primarily in maritime litigation.

President Daryl Ferrara presented retired Commissioner/Treasurer James Nelson a plaque recognizing his dedication and service to the South Tangipahoa Parish Port Commission.

**APPROVAL OF AGENDA/MINUTES**

It was moved by Commissioner Daniels II and seconded by Commissioner Roper that the South Tangipahoa Parish Port Commission approve the Meeting Agenda for July 12, 2022 as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., and DePaula. Nays: 0 Absent: 0

President Ferrara announced that the minutes of the June 14, 2022 meeting were sent to the Commissioners by email for their review prior to this meeting and a copy was also presented in the meeting folders, as well. After reviewing the minutes the following motions were made.

It was moved by Commissioner Roper and seconded by Commissioner Schliegelmeyer that the South Tangipahoa Parish Port Commission adopt/approve the June 14, 2022 minutes as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., and DePaula Nays: 0 Absent: 0

**NOMINATION – TREASURER**

Commissioner Jimmy Schliegelmeyer, Jr., was nominated to the position of Treasurer by Commissioner William “Bill” Joubert. Commissioner Schliegelmeyer accepted the nomination. It was moved by Commissioner Joubert and seconded by Commissioner Ferrara to approve Commissioner Schliegelmeyer as the new STPPC Treasurer. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula Nays: 0 Absent: 0

**TREASURER’S REPORT**

Commissioner Ferrara informed the Commissioners that the financial reports for the period ending June, 2022 were e-mailed to them by Ms. Lee Barends of ITL Accounting for their review prior to this meeting. Ms. Barends was in attendance for this meeting and reviewed the financial reports with the Commissioners. She stated that she had updated the income statement report to show month-to-date (MTD) information, and year-to-date (YTD) information. For the month of June, the actual total revenue was $69,561.63. Ms. Barends explained that the revenue was increased by $12,500.00 because of income received by the new tenant (Air Products). She told the Commissioners this amount will increase substantially moving forward. Continuing, Ms. Barends said the total operating expense for June was $17,696.90. leaving the total net income for the month of June as $51,864.73.

Ms. Barends reviewed with the Commissioners the next items on the report, which included the addition of a YTD Actual column versus a YTD Budget column detailing the first six months of revenues and expenses. She explained that moving forward the reports every month will show MTD and YTD income vs. expenses. Ms. Barends noted that the 3rd column on the report showed the YTD budget. The final column showed the YTD variance, which will be either over or under YTD as compared to the budget. Ms. Barends stated the income was up for the month of June by a large amount due to a check received from FEMA for Hurricane Ida damages. The actual net income for the year, which includes the insurance payout money was $1,843,688.12. As indicated on the report, the YTD total revenue was $1,982,278.47, and the YTD total operating expense was $138,590.35.

It was moved by Commissioner Roper and seconded by Commissioner Joubert that the Commission accept/approve the financials, as presented, by Lee Barends of ITL Accounting for the 6 months ending June, 2022. Motion passed. Yeas: 6 Schliegelmeyer, Ferrara, Daniels II, Joubert, Roper, and DePaula. Nays: 0 Absent: 0

**OLD BUSINESS**

1. **La DOTD Port Priority State H. 011927 – Transload Improvements**

Patrick Dufresne, Port Director, reported to the Commissioners that the ports project engineer is currently updating the bid documents and the project will be advertised for bid upon final review from DOTD in next few weeks, most certainly before the next STPPC meeting in August. He said he would keep the Commissioners updated during the next few weeks.

1. **Hurricane Ida Damage Repair Update**

Patrick Dufresne, Port Director, informed the Commissioners that upon review of the 4 bids received for the Warehouse #3 Roof Repair project, the lowest qualified bid to repair the roof was from Centurion Industries/A-Lert Roofing Systems for a total amount of $334,500.00. The company offers a seamless roofing system with a 20-year warranty, and the Port Director recommends proceeding with this bid. The Port Director said the company is located near Dallas, Texas. The Commissioners had been given a copy of the bid sheet for reference. Commissioner Roper asked about the $5000 difference between the base bid and alternate bid from A-Lert Roofing. The Port Director stated “They use a different installation method; its mechanical, with less labor. The company specializes in a seamless system and a 20-year warranty is hard to beat.” He also said he was hoping to have a contract within 90 days. Commissioner Joubert asked if there was any wind rating in the bid. The Port Director stated, “Standard commercial roof construction, no tear, no leak. Information is available on their website, and if there are any issues, they will cover it.”

Commissioner Schliegelmeyer asked if the temporary roof on Warehouse #3 would be removed. The Port Director told him the new roof would be constructed over the temporary roof. Commissioner Schliegelmeyer had concerns of leaving the temporary roof in place**.** In attendance to the meeting was Guy Huffine with Lakeshore Roofing, who had placed a bid on the roof repair project. He stated that with his bid there was a 20-year warranty for labor and materials. He did not recommend putting a new roof over the existing temporary roof. Mr. Huffine was asked to step up to the microphone. Initially, Mr. Huffine stated that he wasn’t sure whether the bid form submitted by A-Lert Roofing had been filled out correctly. He then informed the Commissioners that the bid from Lakeshore Roofing included installation of the new roof and included removal of the temporary roof, which he said was important to do so. The new metal roof is rated for standard wind grade.

Commissioner Joubert asked legal counsel Andre Coudrain if the Commission could choose a local Louisiana company over one out of state. Mr. Coudrain said he wasn’t sure, that there are some exclusions involved in the final preference. Commissioner Roper asked Patrick Dufresne, Port Director, to contact A-Lert Roofing to see if they would remove the temporary roof before installing the new roof, and if so, would there be any increase in cost to do so. The wind rating was not in the bid. Commissioner Joubert stated that he would like more information about this issue. Commissioner Joubert said he didn’t feel the Commission was ready to make a resolution on this matter, that more time was needed. Commissioner Schliegelmeyer and Commissioner DePaula offered to help review the bids received for the roof repair project.

It was moved by Commissioner Joubert and seconded by Commissioner Roper to table the resolution pending further review by the Commission. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., and DePaula Nays: 0 Absent: None

1. **Premier Chemicals Lease Agreement Update**

Legal Counsel, Andre Coudrain told the Commission that he has had communication with Premier Chemicals regarding the revised lease agreement. He said nothing was out of the ordinary, that they are waiting on the outcome of the building repair. Commissioner Roper asked if the engineer was planning to come back next month to provide an update on building #2, to which the Port Director replied “Yes.” Commissioner Schliegelmeyer thought that the Port Director had discussed with the engineer the possibility of eliminating the storm damaged 50 feet of building (2 – 25 foot sections) and move the end wall forward. The Port Director stated he had not had this discussion with the engineer. Commissioner Roper asked the Port Director if he would contact the engineer to discuss this possibility before the next meeting. Commissioner Schliegelmeyer said omitting those damaged sections and moving the wall forward would give 50 additional feet to the dockside. He said that it would cost less to leave the end wall in 50 feet, but the extra feet could mean open storage and a temporary building office mounted down and structurally secured for storms on the dock for loading and offloading purposes. The Port Director agreed to contact the engineer to discuss this option.

1. **Prospective Tenant(s) Update**

Patrick Dufresne, Port Director stated there was no update regarding prospective tenants. Commissioner Roper asked for an update on new tenant, Air Products. The Port Director said that the contract started July 1st and it will be a while before their mobilization begins at the port, maybe in the fall, as they are still testing the soil. The port office has already received the initial land lease payment of $12,500.00. An additional amount of $75,000.00 for the dock rent, totaling $87,500.00 per month, will be received starting in August. The port director confirmed with the Commissioners that the lease has been signed.

1. **Invoice Payment Approval**

Commissioner/Treasurer Schliegelmeyer, Jr. presented the July 2022 payment invoices for payment approval.

1. Jackson-Vaughan Agency – Insurance renewal policy

 Inv.# 146539 Amt. $38,582.93

1. Pinell & Martinez, LLC – Audit of FY 2021

Inv.# 13055 Amt. $6,500.00

1. RAM Computer Services -new computer equipment for Port office

Inv.# 24959 Amt. $1,888.00

1. Economical Environmental Services of Louisiana LLC – Sewer lift station pump install Inv.# 11565 Amt. $1,960.00
2. AECOM – Project # 60669534 April 23, 2022 – June 17, 2022

Inv.# 2000638169 Amt. $1,452.50

1. Cashe Coudrain & Bass – Services rendered through June 30, 2022

 Inv.# 123050 Matter #4623-1 Amt. $600.00

 Inv.# 123051 Matter #4623-4 Amt. $283.53

 Inv.# 123052 Matter #4623-7 Amt. $60.00

It was moved by Commissioner Roper and seconded by Commissioner Daniels II that the Commission approve for payment the July, 2022 invoices as presented by Treasurer Schliegelmeyer. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., and DePaula Nays: 0 Absent: None

1. **Port Manchac/National Estuarine Research Reserve (NERR); application update**

Commissioner Joubert stated that STPPC did not get the application. The application went to Atchafalaya in the Lafayette area. Commissioner Joubert said “this doesn’t mean we are out of the game.” He was told that it would not be unusual to have a second round, that our resources are still very valuable.

1. **Insurance coverage FY 2022-2023 Update**

Patrick Dufresne, Port Director introduced Paula Sziber with Jackson Vaughn to the Commissioners. Ms. Sziber reminded the Commissioners that at the last meeting Jackson Vaughn sought insurance coverage from LA Citizens Insurance, and unfortunately, the request was denied. Ms. Sziber stated there were 2 issues that caused the denial. The first was due to the value of the buildings, which is estimated at over 6 million. The location is capped at 5 million. And, she also said if you are in close proximity to water, you must have flood insurance. Ms. Sziber reminded the Commissioners they were told at the previous meeting that Lloyds of London no longer covered wind and hail, and now LA Citizens Insurance has backed out. As of right now there is no basic storm coverage for the port during hurricane season. Ms. Sziber said depending on how the market falls after this hurricane season they will go back in January to try again. Commissioner Roper stated she thinks we need insurance coverage on building 2 before January. Ms. Sziber said as soon as the roof repair is completed, she can move forward with trying to get coverage. However, she said they cannot exclude building 3 and get coverage only on building 2. Ms. Sziber stated that she can try to “piece” coverage, however this will be more expensive, stating “It's always an advantage to get it all in one policy.” Commissioner Roper asked Mr. Guy Huffine with Lakeshore Roofing how long it would take to put a roof on building 2 (clarifying to Mr. Huffine that this question does not mean he will get the bid). Mr. Huffine replied, “One month.” At this point, the insurance issue is at a stand-still.

1. **Official Journal of Record**
2. **Resolution**

Port Director Patrick Dufresne told the commissioners that two bids had been received for the STPPC Official Journal of Record, and once again the Ponchatoula Times was the lowest bidder. As a result, the Ponchatoula Times has been chosen as the Official Journal of Record for FY 2022-2023. The resolution was read by Commissioner Daniels, II. It was moved by Commissioner Joubert and seconded by Commissioner Roper to approve Ponchatoula Times as the Official Journal of Record for South Tangipahoa Parish Port Commission. Yeas: 6 Ferrara, Joubert, Daniels II, Roper, Schliegelmeyer, Jr., DePaula Nays: 0 Absent: 0

Before moving onto the next agenda item President Daryl Ferrara excused himself from the meeting. He stated that Vice President William “Bill” Joubert would take over the meeting.

**NEW BUSINESS**

1. **Audit review for FY 2021 – Pinel and Martinez, LLC**

Bonnie Naquin of Pinel and Martinez, LLC introduced herself to the Commissioners and reviewed the audit findings for the year ending December 31, 2021. Ms. Naquin stated the audit evidence obtained was sufficient and appropriate to provide a basis for the audit opinion and they issued an unmodified opinion. This means the financial statements present fairly in all material aspects in accordance with generally accepted accounting principles. They did not identify any findings or other deficiencies related to the port Commission’s Financial statements as of December 31st, 2021, and stated it was a “clean report for this year.” It was moved by Commissioner Daniels II and seconded by Commissioner Joubert to accept the audit findings for FY 2021. Motion passed. Yeas: 5 Daniels II, Joubert, Roper, Schliegelmeyer, Jr. and DePaula. Nays: 0 Absent: Ferrara

**Remarks:**

Port Director Patrick Dufresne thanked everyone for attending today. He congratulated new Commissioner Timothy DePaula and welcomed him to the commission. The port director announced that the next meeting will be held on Tuesday, August 9, 2022.

Having no further business, a motion for adjournment was made by Commissioner Daniels, II and seconded by Commissioner Joubert. Motion passed. Yeas: 5 Daniels II, Joubert, Roper, DePaula and Schliegelmeyer, Jr. Nays: 0 Absent: Ferrara

Meeting adjourned 1:00 pm.

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James Wes Daniels II, Secretary STPPC Daryl Ferrara, President STPPC