**SOUTH TANGIPAHOA PARISH PORT COMMISSION**

**REGULAR MEETING**

**TUESDAY, NOVEMBER 15,** **2022 12:00 NOON**

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

President Daryl Ferrara called the Regular Meeting to order Tuesday, November 15, 2022 at 12:00 Noon. Meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

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

Commissioners Present: Daryl Ferrara, James Wes Daniels II, William “Bill” Joubert, Jimmy Schliegelmeyer, Jr., Timothy DePaula, and William Sims. Commissioner Tina Roper was delayed and arrived at 12:13PM.

Commissioners Absent: None

President Ferrara welcomed the attendees. Others Present: Patrick Dufresne, Port Director; Robyn Pusey, Administrative Assistant, Lee Barends, ITL Accounting; Kim Coates, TPG, Brigette Hyde, Councilwoman District 9; Dwight Williams, Ponchartrain Conservancy; Richard Meek, Staff Writer Hammond Daily Star

Visitors were introduced and welcomed.

**APPROVAL OF AGENDA/MINUTES**

It was moved by Commissioner Schliegelmeyer, Jr. and seconded by Commissioner DePaula, that the South Tangipahoa Parish Port Commission approve the Meeting Agenda for November 15, 2022, as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 1 Roper

President Ferrara announced that the minutes of the October 15, 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 Schliegelmeyer, Jr., and seconded by Commissioner DePaula, that the South Tangipahoa Parish Port Commission adopt/approve the October 15, 2022, minutes as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 1 Roper

**TREASURER’S REPORT**

The financial reports for the period ending October 31, 2022, were emailed to the Commissioners prior to the meeting by Ms. Lee Barends with ITL Accounting for their review. Commissioner/Treasurer Jimmy Schliegelmeyer, Jr. reviewed the financial reports with the Commissioners. Starting with the Income Statement he stated that the rental income for the month of October was $106,850.00, and the rail car storage income was $2,100.00. Commissioner/Treasurer Schliegelmeyer said that the total expenses for October were $54,573.41. He then reviewed the Balance Sheet with the Commissioners and reported that total assets were $9,875,358.28. He also asked if there were any questions about the financial reports. There were no questions.

It was moved by Commissioner Joubert and seconded by Commissioner Daniels II, that the Commission accept/approve the financials, as presented, by Commissioner/Treasurer Jimmy Schliegelmeyer, Jr., for the 6 months ending October, 2022. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

**OLD BUSINESS**

1. **LA DOTD Port Priority State H. 011927 – Transload improvements**
2. **Resolution (Certifying Compliance with Public Bid Laws)**
3. **Resolution (Award Project)**

Patrick Dufresne, Port Director, told the Commissioners that the bids for the DOTD Transload Improvements project had been received. A copy of the bid tabulation letter and AECOM documents were placed in the Commissioner’s folder for review, and on the second page the estimates were highlighted. The Port Director told the Commissioners that three bids had been received, and the low bidder was LA Contracting Enterprises, LLC. The base bid amount was $373,260.00, alternate #1 was $150,940.00 and alternate #2 was $25,788.00 for a total contract price of $549,988.00. Mr. Dufresne stated that the bid was in line with the current STPPC budget of $600,000.00. Commissioner Schliegelmeyer, Jr., asked the Port Director if the Transload Improvements Project included the floodwall. The Port Director told him the floodwall was not included, that it was over the budget. Commissioner Joubert asked why the floodwall was not included in the improvement project. Mr. Dufresne said that cost was the reason the floodwall was not included, that steel is expensive right now, and the costs can fluctuate. Commissioner Schliegelmeyer, Jr., asked if the old tin at the port could be re-purposed. Mr. Dufresne stated the tin could not be re-used. Mr. Dufresne stated that conceivably STPPC could proceed with its own funding for the floodwall, that it was something that had been discussed in the past. He also stated that hypothetically, when a contractor is selected for the floodwall project that the floodwall issue could be reviewed utilizing recycled steel. Mr. Dufresne said at that point it could be discussed whether they had any recycled material to use, which could lower the cost. Commissioner Roper asked if the old tin at the port will be removed. The Port Director said the tin will be removed during the building #3 roof replacement project. Commissioner Sims asked the Port Director for clarification of the percentage that STPPC would be responsible for, and the Port Director stated the port is responsible for 10% and the LA DOTD would be 90% from the grant monies received for the DOTD project.

Commissioner/Secretary Daniels, II, introduced a resolution certifying compliance with the public bid laws:

Whereas, the South Tangipahoa Parish Port Commission has solicited bids for State Project No.  SPN H. 011927 (322)   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 South Tangipahoa Parish Port Commission 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 South Tangipahoa Parish Port Commission, in Regular session, assembled on this   15th     day of November, 2022, does hereby certify that the bidding procedures comply with Louisiana Revised Statutes 38:2211, et. seq.

A motion was made by Commissioner Roper and seconded by Commissioner Schliegelmeyer, Jr to approve the resolution. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

A second resolution was introduced by Commissioner/Secretary Daniels, II, to Award Project to LA Contracting Enterprise, LLC for the Port Manchac Transload Improvements Project:

Whereas, the South Tangipahoa Parish Port Commission has received bids on November 3, 2022 on the Port Manchac Transload Improvements Floodwall (Phase II) Truck-Scale Foundation Installation, Asphalt Paving and Site Grading port improvements project under the Louisiana Port Construction & Development Priority Program; and

Whereas, Brent Jones, AECOM Project Engineer has recommended that award of contract be made to the lowest qualified bidder, LA Contracting Enterprise, LLC.

Now, Therefore, Be It Resolved by the South Tangipahoa Parish Port Commission, in regular session, assembled on this 15th day of November, 2022, acting pursuant to the recommendation of Brent Jones, AECOM Project Engineer that the Base Bid in the Amount of $549,988.00 by LA Contracting Enterprise, LLC be accepted and a contract be awarded to them.

A motion was made by Commissioner Roper and seconded by Commissioner Daniels, II, to approve the resolution, awarding the project to LA Contracting Enterprise, LLC. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

1. **Hurricane Ida Damage Repair Update**

Port Director Patrick Dufresne told the Commissioners after an extensive warranty review, the contract with A-Lert Roof Systems/Centurion Industries for the roof repair of Warehouse Building #3 had been signed. He stated that due to the holiday season, the start date for the roof repair will be January 3, 2023. Commissioner Schliegelmeyer, Jr., asked if some of the metal from Warehouse Building #2 could be repurposed. The Port Director said the repair would be all new materials, and that A-Lert will pick up the loose tin. He told the Commissioners that the engineer from Raglan, Aderman and Associates should be at the December 11th meeting to review his plan for repair of Warehouse Building #2. Commissioner Roper asked Mr. Dufrene if he would find out from the engineer what the anticipated expense will be before the end of December.

1. **Premier Chemicals Lease Agreement Update**

Port Director, Patrick Dufresne stated there was no update regarding the lease agreement with Premier Chemicals.

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

Port Director, Patrick Dufresne stated there is no update regarding prospective tenant(s) at this time.

1. **Invoice Payment Approval**

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

1. AECOM – Port Manchac Site Improvements – Phase IV

Project # 60638292 Services rendered September 17, 2022 – October 21, 2022

Inv. #2000682229 Amount: $4,440.00

1. Cashe Coudrain & Bass –

Services rendered through October 31, 2022

Inv. #123885 Matter #4623-9 Amount: $3,120.00

1. Ragland Aderman & Associates –

Services rendered through October 31, 2022

Inv# 492022058.BLDG3.1- Project # 492022058 Amount: $4,955.00

1. Maurin Appraisal Service –

Appraisal Fee Warehouse Bldg #2

Services rendered September 20, 2022 & October 18, 2022

File# 22090001C & 22100001C Amount: $2.300.00

Commissioner DePaula had requested at the previous STPPC meeting time to review the appraisal of Warehouse Building #2 from Maurin Appraisal Service before approving the invoice. Commissioner DePaula thanked the Executive Director, Patrick Dufresne, and said that the appraisal was “well done” and that it was “money well spent”.

It was moved by Commissioner Daniels II and seconded by Commissioner Roper that the Commission approve for payment the invoices presented by Commissioner/Treasurer Schliegelmeyer, Jr, for AECOM, Cashe Coudrain & Bass, Ragland Aderman & Associates and Maurin Appraisal Service. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

**NEW BUSINESS**

1. **Personnel Committee – Daryl Ferrara, Tim DePaula, Tina Roper (Employee evaluations)**

Commissioner/President Ferrara asked for a correction to the title “Personnel Committee”, stating that it is not a committee, and that he was not in attendance when Commissioner DePaula and Commissioner Roper met to discuss the evaluation form. The STPPC by-laws state that the Port Director is to be evaluated annually. The port director had not been evaluated in over 10 years, and there is no specific evaluation form to do so. Commissioner DePaula and Commissioner Roper looked at information from various ports around the country to see how they manage evaluations. Commissioner DePaula said he drafted an initial form based on the job description of the Port Director and information received from different ports across the county. He gave the Commissioners a brief description of what the form might look like. Commissioner Joubert suggested adding goals to the evaluation. Commissioner DePaula said it was difficult to create the form because the Port Director “does everything”. He said the evaluation form needs to be fair and encompassing and asked that all Commissioners and Pat be involved in the process. Commissioner DePaula suggested having a special meeting before the next STPPC meeting to review the form, and the Commissioners agreed to meet on November 29, 2022, 9:00AM at the Port Office conference room. Commissioner DePaula asked that comments or suggestions be emailed to him prior to the meeting.

1. **Proposed Budget FY 2023**

Lee Barends of ITL Accounting was present to review the proposed budget for fiscal year 2023. Prior to the meeting Ms. Barends emailed a copy of the proposed budget to the Commissioners, and a copy was placed in the Commissioners folder for review. Ms. Barends noted that the budget represents a continuation of present service levels, is fiscally conservative, and expenditures are budged within anticipated revenues and fund balance monies. The amounts included within the budget are based on cash estimates. She stated that the biggest expense issues will be the implemented DOTD project with repair of both warehouse buildings and the salary increase for employees. The proposed salary increase for the Executive Director was $42,000.00 and the Administrative Assistant was $8,000.00. Also, Ms. Barends stated there was a correction to the Administrative Assistants annual salary as “right around $35,000.00”, making the total salary after proposed increase at $43,000.00 and not $45,000.00. She stated that neither the Administrative Assistant nor Executive Director salaries had seen an increase in over a decade. Commissioner Roper asked who had made a recommendation of salary increases to $50,000.00. Ms. Barends responded that it was a point of conversation for the proposed 2023 budget. Ms. Barends also stated she had sent the budget to the Commissioners for discussion but did not receive any responses. Commissioner Roper said the discussion regarding salaries had been tabled and was not clear why this was in the report. Ms. Barends said this was just a proposed budget and she can adjust as needed. Ms. Barends continued to review the proposed budget with the Commissioners touching on each line item listed on the report. She stated that monies listed for site and property repair/maintenance reflect only the normal maintenance that is needed to maintain the property. She said the numbers will change, that it never stays the same from when it is first presented. Ms. Barends said the insurance line item also includes the employee’s insurance, and explained that this is all insurance, including workman’s comp. She offered to separate the insurance expenses as information for the Commissioners.

1. **Public Hearing for 2023 Proposed Budget**
2. **Resolution**

Commissioner/President Ferrara stated that the Public Hearing for the STPPC 2023 budget will be held at the December meeting. Commissioner/Secretary Daniels, II, introduced a resolution for the Public Hearing for the 2023 Budget:

At a regular meeting of the South Tangipahoa Parish Port Commission held on Tuesday, November 15, 2022 the following resolution was introduced and adopted; to wit:

Moved by Commissioner Roper, seconded by Commission DePaula, that the commission adopt the following resolution with regards to the Public Hearing for the proposed Budget for calendar year 2023, a copy being attached. The Public Hearing for the proposed 2023 Budget will take place Tuesday, December 13, 2022 at 12:00 noon, at the Ponchatoula City Hall Annex, 110 W. Hickory St., Ponchatoula, LA. A Public Hearing Notice will be published for the 2023 Proposed Budget, as required by Louisiana Law, in the Ponchatoula Times, Official Journal of Record, on the following dates: November 24, December 1, and December 8, 2022.

Motion passed. Yeas: 7 Ferrara, Daniels, II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims Nays: 0 Absent: 0

The port accountant, Lee Barends requested that the Commissioners contact her with any “feedback” prior to the meeting that she may present an accurate proposed budget for FY 2023.

1. **Seismic Survey Permit**
2. **Resolution**

Port Director Patrick Dufresne told the Commissioners that information from the company Exoduas Inc., stated that monitoring survey equipment will be placed above ground approximately every 600 feet at the terminal site during the testing period that is expected to last 4-5 months. Mr. Dufresne said that Exoduas, Inc., will pay the port a fee of $6,200.00. Mr. Dufresne stated that Andre Coudrain, Port Attorney, reviewed the permit and had some questions that were sent to the company. The port director will update the commission once a response has been received from Exoduas and reviewed by the port’s attorney. The resolution was tabled pending further review by the port’s attorney.

**Remarks:**

Port Director, Patrick Dufresne told the Commissioners that he had attended the Restore the Earth Foundation luncheon/workshop on November 11th. He said he found it informative, and that he would have his Administrative Assistant, Robyn Pusey, email the PowerPoint presentation for their information.

Commissioner Roper had proposed the possibility of having a retreat for the Commissioners with a facilitator and asked the port accountant, Lee Barends of this possibility. Ms. Barend stated that professional development has always been put in the budget. It was stated that this would be “like a brainstorming session, with no agenda”, and with a facilitator who could educate the Commissioners with a documented training focus. Ms. Barends said she would check with the port’s attorney, Andre Coudrain to be sure there would be no issues.

Mr. Dufresne thanked everyone for attending today and announced that the next regular meeting will be held on Tuesday, December 13, 2022.

Having no further business, a motion for adjournment was made by Commissioner Roper and seconded by Commissioner Schliegelmeyer, Jr. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims Nays: 0 Absent: 0

Meeting adjourned 1:07 pm.

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