SOUTH TANGIPAHOA PARISH PORT COMMISSION

REGULAR MEETING

MONDAY MAY 16, 2022 12:00 NOON

110 W. Hickory Street

CITY HALL ANNEX BUILDING

President Daryl Ferrara called the Regular Meeting to order Monday, May 16, 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 James Wes Daniels II followed with the Pledge of Allegiance.

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

Commissioners Absent: None

President Ferrara welcomed the new administrative assistant, Robyn Pusey, and other attendee’s. Others Present: Patrick Dufresne, Director; Robyn Pusey, Administrative Assistant; Brigette Delatte Hyde, Councilwoman District 9; Melissa Bordelon, President and CEO Tangipahoa Chamber of Commerce

Visitors were introduced and welcomed.

**APPROVAL OF AGENDA/MINUTES:**

It was moved by Commissioner Schliegelmeyer and seconded by Commissioner Nelson that the South Tangipahoa Parish Port Commission approve the Meeting Agenda for May 16, 2022 as presented. Motion passed. Yeas: 6 Daniels II, Ferrara, Joubert, Nelson, Roper and Schliegelmeyer, Jr.

Nays: 0 Absent: None

President Ferrara announced that the minutes of April 21, 2022 were sent to the Commissioners by e-mail 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 Nelson and seconded by Commissioner Roper that the South Tangipahoa Parish Port Commission adopt/approve the April 21, 2022 minutes as presented. Motion passed. Yeas: 6 Daniels II, Ferrara, Joubert, Nelson, Roper and Schliegelmeyer, Jr. Nays: 0 Absent: None

**TREASURER’S REPORT:**

Commissioner/Treasurer Nelson informed the Commissioners that the financial reports for the period ending April, 2022 were e-mailed to the Commissioners, by Ms. Lee Barends with ITL Accounting, for their review prior to this meeting. He also stated that he had included a report in the Commissioners meeting folders relative to his financial summations for period ending April, 2022.

Commissioner Nelson reported the Financial Summation for April, 2022 showed the Operating income was $51,030.82, Operating expense was $16,061.89 with a net income $35,884.66 (including non-operating income), and Year to Date (YTD) net income was $70,560.71. He also reported the Balance Sheet with current liquid assets (less receivables and utility deposits) was $2,302,141.30, and current liabilities was $14,478.27. Ida claims income was $1,733,468.71 ($107,354.66 although shown as income, has not yet entered the ledger as liquid asset). Ida liability (income less expenses to date) was $1,535,515.65.

It was moved by Commissioner Daniels II and seconded by Commissioner Schliegelmeyer that the Commission accept/approve the financials, as presented, by Treasurer Nelson for the month ending April, 2022. Motion passed. Yeas: 6 Daniels II, Ferrara, Joubert, Nelson, Roper and Schliegelmeyer, Jr. Nays: 0 Absent: None

**OLD BUSINESS:**

 **1. LA DOTD Port Priority State H. 011927-(322) Transload Improvements**

Patrick Dufresne, Port Director, reviewed with the Commissioners the four previously submitted bids relative to the LA DOTD project that exceeded the Port’s budget. He informed the commissioners that initially there was $72,000.00 budgeted for engineering designs and the related bid process pre-Hurricane Ida. According to the updated engineer estimate, the cost of re-advertising the Request For Proposals and design changes will increase approximately $13,000.00. Commissioner Roper asked for clarification as to why there was an additional $13,000.00 fee needed to continue with re-advertising the project. The Port Director stated they are almost at the end of the $72,000.00 budget for the original phase of project. The additional engineering fees would be related to the re-bid process. Services to be included consists of the following: soil testing, surveying, discussed engineering design, LA DOTD data, pre-bid meetings, the advertising Request For Proposals according to engineering specs bid design specification and invoicing data. As a result, the additional cost also includes labor and materials due to inflation and economic increases since Hurricane Ida.

Other matters discussed were relative to other options pertaining to a levee design vs. sheet metal panels, and the related maintenance involved, considering both options.

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

The port director gave a brief update on the recently signed Air Products lease agreement as agreed upon. The company plans to begin its operations at the terminal on July 1, 2022.

No report or update was given on Prospective tenants from prior meeting.

 **3. Invoice Payment Approval**

Commissioner/Treasurer Nelson presented the April, 2022 invoices for payment approval.

 1. Cash Coudrain & Bass – services rendered April 30, 2022 – Inv. # 122674, Matter 4623-1

 Amount $800.00; and Inv. # 122676, Matter 4623-7 Amount $1,460.00

 2. AECOM Inv. # 2000619448 Mar. 19, 2022 – Apr. 22, 2022 Amount $2,494.14

 3. AECOM Inv. # 2000619878 Oct. 23, 2021 – Apr. 18 2022 Amount $330.00

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

 **4. Port Manchac Priority Discussion Update/National Estuarine Research Reserve (NERR)**

No report was given on the NERR National Estuarine Research Reserve.

 **5. Hurricane Ida Damage Repair Update**

The port director reported that the Request For Proposals for the Warehouse #3 roof repair project is currently being advertised in the STPPC journal of record The Ponchatoula Times, The Daily Star and The Advocate. A pre-bid meeting will be held on June 9, 2022. The bid opening will be held at the South Tangipahoa Parish Port Commission/Port Manchac Business Office, 163 West Hickory St. Ponchatoula, LA 70454, Thursday, June 30, 2022 at 2:00 p.m.

 **6. Premier Chemicals Lease Agreement Update**

No report was given on the Premier Chemicals Lease Agreement. Commissioner Roper had concerns that there is proper signage in Building #2. The port director stated that he would discuss the issue with legal counsel, Andre Coudrain.

**NEW BUSINESS:**

 **1. Official Journal of Record FY 2022-2023**

Moved by Commissioner Daniels, II and Seconded by Commissioner Schliegelmeyer Jr., that the Commission authorizes Port Director Patrick Dufresne to empower and execute any and all documents pertaining to advertising its Request For Proposals for an official journal of record for the period beginning August 1, 2022 and ending July 31, 2023. Proposals must be received no later than June 30, 2022 at 163 W. Hickory St., Ponchatoula, LA 70454. The port director informed the Commission as information that Insurance coverage for FY 2022-2023 will not need to be advertised Request For Proposals, but there will be an increase in insurance premiums due to storm damage from Hurricane Ida.

 **2. New office computer equipment**

Commissioner Roper asked if there was any information from RAM Computer Sales in regards to obtaining new office computer equipment. The port director said he is working to obtain the information. Commissioner Joubert suggested looking into a cloud based storage system and security software for the new computers.

**Remarks:**

The port director thanked the CN Railroad for their recent maintenance improvements to the internal railroad crossings at the terminal.

The port director thanked everyone for attending today. He announced that the next meeting will be held on Tuesday, June 14, 2022.

Having no further business, a motion for adjournment was made by Commissioner Daniels, II and seconded by Commissioner Joubert. Motion passed. Yeas: 6 Daniels II, Ferrara, Joubert, Nelson, Roper and Schliegelmeyer, Jr. Nays: 0 Absent: None

Meeting adjourned 1:10 pm.

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