

West Calcasieu Port Board Meeting Minutes

7959 Alfred Devall Parkway, Sulphur, Louisiana 70665
January 2, 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 January 2, 2024.

2. Invocation

Trey Case led the invocation.

3. Pledge of allegiance

Lynn Hohensee 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
Jennifer Mabou
Buddy Reams

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

5. Approval of minutes of the December 5, 2023 regular monthly

A motion was made by Trey Case to approve the minutes of the December 5, 2023 regular monthly meeting, 2nd by Buddy Reams. No opposition. Motion carried.

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

Darla Perry stated there was an amendment to the agenda needed to take action on the CSRS contract extension.

Tim Dougherty made a motion to amend the agenda, adding Item 7a. Discuss and take action on CSRS contract extension, 2nd by Trey Case.

7. Discuss and take action on advertising for demo of VLS Building

After a brief discussion, a motion was made by Jennifer Mabou to approve a resolution to allow advertising for bids for the demo of the VLS Building, 2nd by Tim Dougherty. No opposition. Motion carried.

7a. Discuss and take action on advertising for demo of VLS Building

After a brief discussion, a motion was made by Jennifer Mabou to approve a contract extension with CSRS until December 31, 2024, 2nd by Trey Case. No opposition. Motion carried.

8. Discuss and take action on advertising for bids new Port Building.

After a brief discussion, a motion was made by Trey Case to approve a resolution to allow advertising for bids for the new Port Building to replace the old VLS Building, 2nd by Tim Dougherty. No opposition. Motion carried.

9. **Discuss and take action on pending lease/right of way agreements as recommended by Tenant Committee.**

A motion was made by Trey Case to accept the Tenant Committee's recommendation of \$1,500 per rod for the Easement and Servitude Agreement and to authorize Dick Kennison to execute the Easement and Servitude Agreement, 2nd by Tim Dougherty. No opposition. Motion carried.

10. **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.

11. **Committee Reports**

There were no committee reports at this time.

12. **Port Director Report: Announcements/Reports (Legal, Financial, Engineer)**

- a. **Port Director:** Port Director Lynn Hohensee reported the additions inside the Star building are well underway. VLS has vacated their trailer and are moving into the new building.

He also reported that he has been in discussions with two companies that are working on project bids and may be looking for short-term leases.

Additionally, he reported that Fincher will check water lines on site to winterize them and has said he would monitor the lines in the event of a hard freeze.

He concluded by reporting that the barge and fleet numbers are up due to the rising waters of the Mississippi.

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

- c. **Financial:** Darla Perry reported that through November, the port is running ahead on barge count with 19,257 days year to date. Ramp revenue for November was \$800. The port took in \$206,280 and expended \$1,283,705 for the month of November, leaving a negative cash flow of \$1,077,425. The negative cash flow is primarily due to reimbursable payments to contractors. Darla has filed for reimbursements with the EDA, but the money has been delayed due to staffing issues with the EDA and CSRS.

The port's financial audit is complete and has been submitted to the legislative auditor. It will be presented to the board at the February meeting.

- d. **Engineer:** Chuck Stutes reported that the bulkhead and crane project is about 85% complete. Keiland Construction has stated they may be finished ahead of schedule, but that is very weather dependent.

He also reported that advertising for the VLS building should begin within two weeks.

The West Barge Basin dredging contracts have gone out to Coastal Dredging Company, but they have not received them back.

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

13. Public Comments

There were no public comments at this time.

14. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:38 p.m.



President



Secretary