

West Calcasieu Port Board Meeting Minutes

200 Old Ferry Road, Sulphur, Louisiana 70665
January 3, 2023

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 3, 2023.

2. Invocation

Dick Kennison led the invocation.

3. Pledge of allegiance

Dick Kennison led the pledge of allegiance.

4. Roll call

Dick Kennison conducted a roll call. The following persons were present:

Dick Kennison
Wilmer Dugas
Tim Dougherty
Jennifer Mabou
Buddy Reams

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

5. Approval of minutes of the December 6, 2022 regular monthly

A motion was made by Wilmer Dugas to approve the minutes of the December 6, 2022 regular monthly meeting, 2nd by Buddy Reams. No opposition. Motion carried.

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

No amendments, additions, or deletions at this time.

7. Presentation and approval of 6/30/2022 fiscal audit and SAUP presented by external auditor Steven M. Derouen CPA

Steven Derouen reported that the Port's assets as of June 30, 2022 totaled \$22,133,143, compared to \$21,381,372 the prior year. He also reported that the Port's liabilities totaled \$128,898. He reviewed the summary of his report stating the Auditor's Results: Unmodified opinion on financial statements, no material weaknesses or significant deficiencies in internal control noted, and no instances of non-compliance noted.

Mr. Derouen also reviewed the recommended changes to the SAUP, stating that the only management response is that the Port will post its sexual harassment policy and complaint procedure on its website.

After a brief discussion, a motion was made by Wilmer Dugas to approve the 6/30/2022 fiscal audit and SAUP as presented by external auditor Steven M. Derouen, CPA, 2nd by Tim Dougherty. No opposition. Motion carried.

8. Review and approve recommended amendments to WCP policies/procedures.

Darla read the statement that has been added to the Sexual Harassment section of the Policies and Procedures.

After a brief discussion, a motion was made by Tim Dougherty to approve recommended amendments to WCP policies/procedures, 2nd by Wilmer Dugas. No opposition. Motion carried.

9. Review any recommended actions to proceed with Capital Improvements

Darla reported that they needed a resolution awarding the contract for the Star building to Angelico Construction, LLC including the total base bid, Alternate No. 1 and Alternate No. 2 for \$719,711.50, and giving an authorization to proceed.

After a brief discussion, a motion was made by Wilmer Dugas to approve a resolution awarding the contract for the Star building to Angelico Construction, LLC including the total base bid, Alternate No. 1 and Alternate No. 2 for \$719,711.50, 2nd by Tim Dougherty. No opposition. Motion carried.

Chuck Stutes stated that CSRS recommended an amendment to the original engineering fee based on the adjusted bid total, bringing the engineering fee to \$83,116.

Wilmer Dugas offered a motion for a resolution to approve the amended engineer agreement for \$83,116, 2nd by Tim Dougherty. No opposition. Motion carried.

10. Committee Reports

There are no Committee Reports at this time.

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

- a. **Port Director:** Port Director Lynn Hohensee reported that GES is continuing to move their materials off site and should be finished by the end of January.

They have another tenant interested in moving locations on the waterfront, so they are going to work toward an agreement for that change.

He reported that William Fincher and his crew came before the freeze in preparing the Port facilities for the freezing temperatures.

Mr. Hohensee presented his annual review of the year, focusing on the progress, including the asset growth from \$2,946,060 in 2007 to \$22,133,143 in 2022.

- b. **Legal:** Jackson Schrupf reported that the GES notice went out, extending through the end of January.

- c. **Engineer:** Chuck Stutes reported that they are focusing on the VLS building now that the STAR building contract has been awarded. He expects to go out for bids on that project very soon.

He also reported that he will get the drawings to DOTD for the west barge basin dredging project soon. He expects to be in construction in the Spring.

The EDA/DOTD bulkhead and crane pad project is out for bids. They will receive bids on January 31, and he expects construction to begin in the spring.

- d. **Financial:** Darla Perry reported that the Port took in \$89,700.32 for the month of November and expended \$43,242.78, leaving a positive net plus cash flow of \$46,457.54. Year-to-date there were 17,863 barge days versus 16,624 last year at this time for an increase of 1,239 days.

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

12. Public Comments

There are no public comments at this time.

13. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:55 p.m.



President



Secretary