

# **West Calcasieu Port Board Meeting Minutes**

October 2, 2012

*[NOTE: Due to the fact that I, Sheila Burton, Minutes Recorder, was unable to attend the first part of the meeting, the first half of the minutes has been transcribed from handwritten notes taken by Secretary Tim Dougherty. Therefore, I cannot certify the accuracy of what transpired during this portion of the meeting.]*

## **I. Call to order**

President Matt Vincent called to order the regular meeting of the West Calcasieu Port at approximately 4:05 p.m. on October 2, 2012, at the offices of Devall Towing & Boat Service, 2244 Swisco Rd., Sulphur, Louisiana.

## **II. Invocation**

Wilmer Dugas led the invocation.

## **III. Pledge of Allegiance**

Pledge led by Dave Aguillard and recited by all board members and guests.

## **IV. Roll call**

Secretary Tim Dougherty conducted a roll call. The following persons were present:

- ✓ Tim Dougherty
- ✓ Dave Aguillard
- ✓ Wilmer Dugas
- ✓ Dick Kennison
- ✓ Matt Vincent

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Glen James, Darla Perry, Francis Andrepont, Mike Devall, Matt Devall and Joe Devall)

*[NOTE: There were other guests present at the meeting, but I was not given their names.]*

V. Approval of minutes of the September 4, 2012 regular monthly meeting

President Matt Vincent entertains a motion to approve the minutes as printed and presented to the Board. Dick Kennison makes a motion to approve the September 4, 2012 regular monthly meeting minutes, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carries.

VI. Amendments, additions and deletions to the proposed agenda

Wilmer Dugas makes a motion to add Nomination of Officers to the proposed agenda as 7(a), 2<sup>nd</sup> by Dave Aguillard. Chuck Stutes asks to change order on development of West Barge Basin as 11(a).

VII. Board to discuss and take action on current port leases

*[NOTE: At this point, Sheila Burton enters the meeting. From this point forward, all minutes are taken from notes taken by Sheila Burton.]*

Lynn Hohensee spoke about the new lease agreement between the Port and Devall Towing. There is an initial 10-year extension from 2017 to 2027 that will encompass turning over the two buildings to the Port ahead of the 2017 time period. Lynn said Devall management came to him and stated if they would be willing to extend the lease for 10 years, going to 2037, they would agree to put in the new ramp at their expense. Mike Devall stated if the Port agrees to extend the lease to 2037 and allow them to pay for the ramp, they would like to get started as soon as possible to take care of problems with their business not being able to use the ramp efficiently. Mike Devall also stated he would like the new ramp to be 3 foot higher than what it is now. Lynn assured Mike that the Port Engineer will work with his people to make sure the design is compatible to the needs of the vendor and its clients. Chuck Stutes stated if Devall plans on funding the ramp, then he recommends taking the ramp out of the Capital Outlay request and consider the ramp construction a Port project or private project. Chuck explained to Lynn he may want to move another project into its place, like purchasing property and bulkheading, in one Outlay request and do other items in another request to speed up the process of getting money from the State. Lynn agreed. Wilmer Dugas makes a motion to approve the new lease agreement with Devall Towing, 2<sup>nd</sup> by Tim Dougherty.

President Matt Vincent thanks the Devalls on behalf of the West Cal Port for all they do for the Port, along with providing the steak dinner.

*[NOTE: At this point, Mike Devall, Matt Devall and Joe Devall exit the meeting.]*

VII (a). Election of Officers

President Matt Vincent asks for nominations for officers. Wilmer Dugas nominates Dick Kennison as President, 2<sup>nd</sup> by Tim Dougherty. Tim Dougherty nominates Wilmer Dugas as Vice-President, 2<sup>nd</sup> by Dave Aguillard. Dick Kennison nominates Tim Dougherty as Secretary/Treasurer, 2<sup>nd</sup> by Wilmer Dugas. Tim Dougherty makes a motion that the appointees be elected by

acclamation, 2<sup>nd</sup> by Dave Aguillard. All board members unanimously agree. No opposition. Motion carries.

### **VIII. Board to discuss and take action on installation of new port/tenant signage at port entrance**

Lynn Hohensee said he went to Signs Now to get an estimate for a long vertical sign near the entrance of the Port that would have the Port logo on the top and the names below it of the Port tenants. Lynn stated the signs for the tenants can be easily removed and replaced. The estimate cost is \$987. Francis Andrepont suggested getting an estimate from the Police Jury's printing business to see if they could be competitive in their pricing. Dick Kennison makes a motion to check with the Police Jury printing business to get another bid so they will have 2 bids to compare and decide on at the next meeting. The motion was 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carries.

### **IX. Committee Reports**

There were no Committee Reports at this time.

### **X. Southland Airfield Report**

Tim Dougherty reported the Airfield is in the process of advertising for an airport manager. The advertisement will be in the newspaper, and then there will be an interview process.

### **XI. Port Director Report**

*[NOTE: The following report is a copy of the original sent out by Lynn Hohensee.]*

#### **Marketing/Business Development –**

- A new tenant has moved to the West Calcasieu Port – United States Environmental Services (USES). They are located in the Devall Warehouse and service wet barges fleeted by Devall Towing.

#### **Port Operations –**

- Meeting was conducted at Devall Headquarters with Sen. Ronnie Johns and House Speaker Chuck Kleckley to discuss possible capital outlay funding support for critical infrastructure upgrades at the port.
- A board sub-committee continues to review tenant lease agreements.
- Construction activities associated with the west barge basin expansion project continue on schedule.
- Engineering/design work continues for the installation of bulkhead infrastructure along the GIWW waterfront currently under lease to F. Miller Construction.

- Construction of the new security gate is underway. It includes a remote controlled gate opening/closing system that will be operated from the Devall Towing security tower as well as a keycard system. The gate – when completed -- will be closed from 6 p.m. to 6 a.m.

*[NOTE: Lynn stated the construction of the gate project should begin this Thursday with the gate being fully installed within a week from Thursday.*

*Francis Andrepont brought up the topic of the new road for the new ramp the Devalls are talking about funding. Mr. Andrepont stated the Port needs to ask the Police Jury for funds to help pay for the road. He stated the Port needs to get an estimate of what the cost will be for the road and let Bryan Beam with the Police Jury know so they can help fund 50% of the road. Mr. Andrepont stated this would be considered part of economic development.*

*Lynn spoke about the meeting with Sen. Ronnie Johns and House Speaker Chuck Kleckley regarding the Capital Outlay funding. Chuck said both men were in support of the Port going forward seeking Capital Outlay funding. Lynn said they will have it in by the deadline of the 1<sup>st</sup> of November.]*

- Met with F. Miller Construction engineers re: reopening drainage for wetlands north of their lease. Piping beneath a road was damaged and prohibited the wetlands from draining properly. F. Miller is correcting the situation.
- Tender Lawn Care attempted to maintain the port's wetlands strip of property north of the F. Miller Construction site. Once the drainage situation is corrected by F. Miller Construction, TLC will be able to complete their work and then will perform the wetlands maintenance on a quarterly basis.

#### **Professional Organizations & Networking --**

6. The WCP director represented the port at:
  - a. Chamber/SWLA economic development alliance meeting
  - b. Chamber/SWLA gov't affairs/infrastructure meeting
  - c. Chamber/SWLA fundraiser
  - d. Calcasieu River Waterway Harbor Safety Committee meeting
  - e. CRWHSC Navigation sub-committee meeting
  - f. PetroChem fundraiser @ weekly meetings
  - g. West Calcasieu Assn. of Commerce monthly meeting
  - h. WCAC & Chamber/SWLA business after hours sessions
  - i. Propeller Club meeting
  - j. BV board meeting

#### **News Media & Community Relations--**

- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities.

#### **XI (a). Change Order on Development of West Barge Basin**

Chuck Stutes said he has drafted a written change order to DOTD. DOTD reviewed it and sent it back with some comments and deleted the survey item. Chuck said the total amount of the change order is \$105,550. DOTD will pay 90%. The Board has to pay 10%, which would be \$10,555 plus \$3,000 for the survey. Chuck said they have not given their written approval on this. They have only given a verbal approval. Chuck suggested making a resolution

authorizing execution of Change Order #2 in the amount of \$105, 550 based upon receiving written consent from DOTD that they will pay 90% of the cost.

Dick Kennison makes a motion to make a resolution authorizing execution of Change Order #2 in the amount of \$105, 550 based on information provided by Chuck Stutes, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carries.

**XII. Announcements/Reports (Legal, Financial, Engineer)**

**LEGAL:** There was no legal report.

**FINANCIAL:** Darla Perry reported the first section of the wetlands area has been cleaned up. Darla passed out the financial report and said, to expedite things, she will just let everyone look at the report and will not go over it.

**ENGINEER:** Chuck Stutes reported that the gate project should be completed next week. He said, on the dredging project, they are almost done with the beneficial use area and they are still scheduled to finish by the end of the month.

**XIII. Public Comments**

There were no public comments.

**XIV. Executive Session**

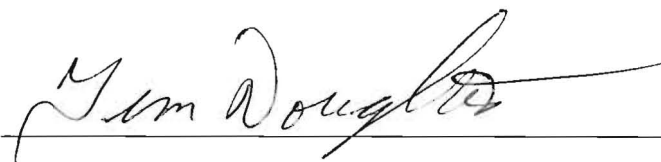
There was no Executive Session at this time.

**XV. Adjournment**

President Matt Vincent announced that this would be his last meeting due to personal commitments. Matt expressed his appreciation to the Board for allowing him to serve. Dick Kennison spoke on behalf of the board by thanking Matt for his leadership while serving on the Board.

Dick Kennison makes a motion to adjourn, 2<sup>nd</sup> by Dave Aguillard. Meeting was adjourned at approximately 5:00 p.m.

  
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President

  
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Secretary