

# ***West Calcasieu Port Board Meeting Minutes***

December 5, 2017

## **I. Call to order**

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on December 5, 2017, at West Calcasieu Port, 200 Ferry Road, Sulphur, Louisiana.

## **II. Invocation**

Dick Kennison led the invocation.

## **III. Pledge of Allegiance**

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

## **IV. Roll call**

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

- ✓ Dick Kennison
- ✓ Dave Aguillard
- ✓ Wilmer Dugas
- ✓ Tim Dougherty
- ✓ Scott Foreman

(Others also present at the meeting were: Darla Perry, Chuck Stutes, Glen James and Sheila Burton.)

## **V. Approval of minutes of the November 14, 2017 regular monthly meeting**

President Dick Kennison entertained a motion to approve the minutes of the November 14, 2017 regular monthly meeting. A motion was made by Wilmer Dugas to approve the minutes of the November 14, 2017 regular monthly meeting, 2<sup>nd</sup> by Dave Aguillard. No opposition. Motion carried.

## **VI. Amendments, additions and deletions to the proposed agenda**

There were no amendments, additions or deletions to the proposed agenda at this time.

**VII. Discuss and pass a resolution authorizing Lake Charles American Press as official journal for West Calcasieu Port**

Darla Perry explained to the Board that the Daily News does not publish the dates that are needed. Chuck Stutes further explained that one of the issues is that when the Port needs to advertise multiple times for public bids on Federal grants, the Sulphur newspaper only publishes three days a week, which makes it difficult to advertise for public bids. Wilmer Dugas made a motion to pass a resolution authorizing Lake Charles American Press as official journal for West Calcasieu Port, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**VIII. Discuss and adopt a resolution authorizing Lynn Hohensee to enter in an Engineering Agreement with Meyer and Associates, Inc. for engineering design services associated with a New Bulkhead along the Gulf Intracoastal Canal subject to review and approval of the draft Engineering Agreement by Facility Planning and Control**

Chuck reminded the Board that they had passed a resolution last week to proceed with the planning of the bulkhead project since the State had authorized \$200,000 worth of funding. Chuck explained that subsequent to that meeting, he, along with Darla Perry and Lynn Hohensee, had a phone conversation with the project manager at Facility Planning to discuss what procedures the Port needed to follow to get the project moving. Chuck stated that the project manager recommended the wording in the resolution that the Board would need to adopt. Chuck further explained the process involved to get the project moving. Tim Dougherty made a motion to adopt a resolution authorizing Lynn Hohensee to enter in an Engineering Agreement with Meyer and Associates, Inc. for engineering design services associated with a New Bulkhead along the Gulf Intracoastal Canal subject to review and approval of the draft Engineering Agreement by Facility Planning and Control, 2<sup>nd</sup> by Dave Aguillard. No opposition. Motion carried.

**IX. Committee Reports**

There were no committee reports at this time.

**X. Port Director Report**

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

**Marketing/Business Development/Retention –**

- Negotiations continue with Tubal-Cain Marine Services re: a new lease agreement with focus on new port property to be improved and occupied by the company.
- Continue to work with prospect interested in limited lease of property at the port for several years.
- The port director continues to coordinate with Devall Towing and the Port of Vinton re: ongoing discussions for possible movement of construction soil by barge from western Calcasieu and Cameron Parishes to industrial sites planned or under construction on the Calcasieu River Waterway. The WCP would play an instrumental role in the movement of dirt by barge.
- Entergy has contacted the port to seek permission to have drone video team shoot footage at the port for a marketing/promotion project. The shoot, scheduled has not been announced.
- Port director attended the International Workboat Tradeshow in New Orleans.

### Port Operations –

- Port received word in late November that the US Army Corps of Engineers has signed the necessary permit documentation that allows for the dredging of the west barge basin.
- Port Director continues to work with consultants who are developing an effort to capture Homeland Security grant funding for several south Louisiana ports, including the West Calcasieu Port
- Port director and port CPA are working with contractors to effect repairs to port main gate system and the Green House carpeting that was damaged in a water leak from the structure's A/C system.
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### Professional Organizations & Networking –

- In November, the WCP director (and/or board members) represented the port at:
  - a. PAL monthly board meeting and special PAL executive committee meeting w/LED Secretary Don Pierson
  - b. LCIA quarterly Region IV meeting
  - c. PetroChem regular dinner meetings
  - d. Propeller Club meeting
  - e. BV board meeting
  - f. Chamber/SWLA infrastructure/gov't affairs committee meeting

### News Media & Community Relations–

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

{There was a brief discussion about Tubal-Cain's new lease agreement and how they are continuing to work with the Devalls on what would be best for both companies. The Board also briefly discussed Tubal-Cain's current lease and pricing.}

## XI. Announcements/Reports (Legal, Financial, Engineer)

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

**FINANCIAL:** Darla reported the barge days were up 788 compared to the first four months of last year, but the ramp days are less with \$4950 less than year to date last year. Darla stated they had a good positive cash flow of \$68,796 for the month of October. The only extraordinary expenditures for October were for Nash, \$700 for more gate repairs; and Mangrum Air Conditioning, \$290 for the AC repairs. Darla announced that she had the results of the State Agreed-Upon Procedures, which is separate from the audit engagement that the legislative auditor now requires. Darla said they are not going to take any action on the citations that were received, but she did make a response and told them that the Port would implement procedures if that is what the legislative auditor recommends. Darla said the only thing the Port was cited for was not having a written policy book. Darla briefly went through the things that they looked at for the Port under the State Agreed-Upon Procedures and discussed it with the Board. Wilmer Dugas made a motion to accept the finance report as presented, 2<sup>nd</sup> by Scott Foreman. No opposition. Motion carried.

**ENGINEER:** Chuck Stutes said they just received the final contractor's pay of sum and the clear lien certificate from the Clerk of Court's office on the bulkhead rehabilitation project. Chuck said they have all of the paperwork together to send to Facility Planning, but they are waiting on Lynn Hohensee to sign the form. Wilmer Dugas made a motion to accept the engineer's report as presented, 2<sup>nd</sup> by Scott Foreman. No opposition. Motion carried.

**XII. Executive Session**


There was no need to go into Executive Session at this time.

**XIII. Public Comments**

There were no public comments at this time.

**XIV. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:21 p.m.

  
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President

  
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Secretary