

West Calcasieu Port Board Meeting Minutes

June 4, 2013

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 June 4, 2013, at the offices of Orion Group, West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

II. Invocation

Invocation was dispensed.

III. Pledge of Allegiance

Pledge was dispensed.

IV. Roll call

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

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

*Dave Aguillard was absent.

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Glen James, Darla Perry, Francis Andrepont, Mayor Chris Duncan and Sheila Burton)

V. Approval of minutes of the May 7, 2013 regular monthly meeting

President Dick Kennison entertains a motion to approve the minutes as printed and presented to the Board. Wilmer Dugas makes a motion to approve the May 7, 2013 regular monthly meeting minutes, 2nd by Tim Dougherty. No opposition. Motion carries.

VI. Amendments, additions and deletions to the proposed agenda

There were no amendments, additions nor deletions to the proposed agenda.

VII. Discuss/Take Action – Substantial Completion Acceptance on the West Barge Basin Project

Chuck Stutes had Darla Perry pass out copies of the Certificate of Substantial Completion. Chuck stated the West Barge Basin Project has been completed, and the substantial completion inspection was done out in the field May 22 with the contractor, representatives of Meyer & Associates and representatives of DOTD. The only items left to do are the 3 punch list items. Chuck said they are going to withhold the \$41,000 plus the retainage of 5% until all of the work is complete and they go through a 45-day lien period as required by law. Chuck asked that the Board pass a resolution accepting the project as substantially complete. Tim Dougherty makes a motion to accept the West Barge Basin Project as substantially complete, 2nd by Scott Foreman. No opposition. Motion carries.

VIII. Committee Reports

There were no committee reports at this time.

IX. Port Director Report

[NOTE: The following report is a copy of the original sent out by Lynn Hohensee. Lynn stated he will be getting someone to come out to repair the air conditioning in the West Cal Port building where the meetings are normally held. Lynn also said he met with Devall Towing about USES's need to purchase water from the Port. He said he would get with Darla to see how best to handle the issue. Darla suggested getting the Water Works District to put in writing that they will not put a meter for any tenant at the port. The only meter should belong to the Port. There was further discussion about the water meter.

Tim Dougherty said there has been a request by the men in the tower to have a sign placed by the gate asking people to pull up closer to activate the gate. Lynn said he will take care of it. Tim also asked about getting the grass cut at the Port. Lynn said he will get with Darla in contacting someone.]

Marketing/Business Development –

- The port continues to actively market the Devall Diesel Building to local prospects.
- A local business development consultant contacted the port director last week re: possible interest by an offshore salvage company needing five acres initially and potentially up to 30 acres ultimately. Preliminary talks continue.

- With the assistance of Meyer & Associates, a new aerial map of the port is being developed and provided to the Southwest Louisiana Economic Development Alliance for its website and internet marketing service. The map will depict current tenants and property available for lease.
- Aerial photo shoots (2) of the port have been purchased from Monsour Photography. The array of photos will be used for marketing promotion and business communications.

Port Operations –

- Construction activities associated with the west barge basin expansion project are completed. Only vegetation planting in the newly created marshland is the only step that remains within the scope of action.
- The port engineer is working with Devall Towing and contractors to move forward on the installation of a new barge-loading ramp (est. \$450,000) to replace the old ramp.
- The port's bonding effort has moved forward with the assistance of Bonding Attorney Jay Delafield. First Federal has partnered with the port on a \$1 million, 10-year bond. The bond loan has been placed into an account for the port. Funding is needed to improve critical infrastructure at the port.
- Pre-construction engineering and permitting efforts are set to begin for the construction of 700 feet of new roadway at the port to support a new barge-loading ramp.
- The new security gate operation is back to normal following a power outage in May. Entergy has been contacted and will install a light on the utility pole near the gate.
- Devall Towing also is coordinating with the Carlyss Water District for the installation of a water meter that will support the water usage at the Devall guard tower.

Professional Organizations & Networking --

6. The WCP director represented the port at:
 - a. Ports Assn. of La. board meeting
 - b. Sen. Vitter town hall meeting
 - c. West Calcasieu Chamber/Commerce monthly meeting
 - d. Congressman Boustany/NOAA hurricane forum
 - e. Propeller Club function
 - f. C/St. Pat's community advisory board meeting
 - g. Ad/Press Club meeting

News Media & Community Relations–

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

X. Announcements/Reports (Legal, Financial, Engineer)

FINANCIAL: Darla reported that April was a pretty busy month. The revenue bonds came in during April in addition to construction project money. Darla said there was over \$1 million that went in and out of the account. The expenses on the bonding were \$22,784 and then \$23,160 for the plumbing improvements in the Warehouse. President Dick Kennison asked Darla if she thought the Port would be able to meet its bonding obligation. Darla said yes. The Port has 6 months to spend \$58,000' and Darla said they have already spent \$40,000.

LEGAL: There was no legal report.

ENGINEER: Chuck Stutes said one of the items he missed on the punch list is to plant the wetlands vegetation in the beneficiary use area which will begin June 15.

The issue with the gate has been fixed.

Chuck said Entergy forgot to put the light at the pole, so that should be fixed within 7 days. Chuck stated they do not bill for installation of the light, but they will bill on a monthly basis.


Chuck said there was a meeting a couple weeks ago to go over the ramp project in detail to give Orion enough information to put together a price. Once the price is given, Chuck said they can move forward with the project. Devall Enterprises will then need to issue a purchase order or some type of paperwork since they will be funding that part of the project. Chuck said the items that should be included in Orion's price proposal are cost of the ramp, delivery of the ramp to the site, and installation of the ramp including the foundation for the ramp. Tim Dougherty asked if there was a time given when it should be completed. Chuck said it should be in the fall. There was further discussion about the ramp project. Tim Dougherty asked if the road load was going to be increased. Chuck answered that it will be significantly improved from what the road is presently.

XI. Public Comments

President Dick Kennison welcomed Police Juror Francis Andrepont and Mayor Chris Duncan.

XII. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:15 p.m.


President


Secretary