

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

June 5, 2012

## **I. Call to order**

Vice President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on June 5, 2012, at the offices of West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

## **II. Invocation**

Glen James led the invocation.

## **III. Pledge of Allegiance**

Pledge led by Wilmer Dugas 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 was absent.

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

## **V. Approval of minutes of the (April 24, 2012 Special Meeting)/May 1, 2012 regular monthly meeting**

Vice 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 Special Meeting of April 24, 2012 and the May 1, 2012 regular monthly meeting minutes, 2<sup>nd</sup> by Dave Aguillard. No opposition. Motion carries.

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

Wilmer Dugas states the agenda needs to be amended. Wilmer Dugas makes a motion to add to the agenda: Discuss and take action on a change order on the Apollo contract recommended by the port engineer. The motion was 2<sup>nd</sup> by Dave Aguillard. No opposition. Motion carries.

**VII. Discuss formation of new committee to review tenant leases**

Lynn Hohensee makes a suggestion that the Board consider having 2 members of the board, including his self, Darla Perry and Glen James, on the committee. Lynn said there are future projects coming up at the port where it would be advantageous for the Board to have a committee that could review the leases and bring recommendations to the Board. Dick Kennison nominated his self and Matt Vincent for the new committee, along with Darla Perry, Lynn Hohensee and Glen James. Wilmer Dugas makes a motion to accept the 5 nominated people as stated by Dick Kennison for the new committee to review tenant leases, 2<sup>nd</sup> by Tim Dougherty.

**VIII. Committee Reports**

There were no Committee Reports at this time.

**IX. Southland Airfield Report**

Tim Dougherty reported they are talking with Citgo about donating some more brochures to the Airfield. There was discussion on maintenance and upkeep of the hangars and what's appropriate to be stored in the hangars. Tim said they are getting a committee together to review what can and cannot be stored in the hangars.

**X. Port Director Report**

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

**Marketing/Business Development –**

- Represented the WCP at the Offshore Technology Conference in Houston.
- Efforts continue with Southwest Louisiana Economic Development Alliance & Chamber/SWLA to identify the West Calcasieu Port as a Louisiana Department of Economic Development “Fast Sight”.
- Information was received from Windstar Energy noting that “funding should be completed by June 6, 2012. This would be for more than just the hydrocarbon processing facility across the GIWW from the WCP.

## Port Operations –

- Phase-one construction activities associated with the west barge basin expansion project continue on schedule – this includes preparations of levies using excavated soil from the expansion site.
- The WCP has sought out and received proposals from three area fence/gate construction companies. Final decision on the vendor will be made in early June. Construction will include a remote controlled gate opening/closing system that will be operated from the Devall Towing security tower.
- A legislative bill filed for the current Louisiana Legislative session by Rep. Mike Danahay has moved through the Legislature with no opposition. It will become law in August. The legislation will improve the property-leasing procedures that the WCP is required to follow when it attempts to recruit a new tenant for the port. It will eliminate the requirement for public announcement and bid solicitation before port property can be leased to a proposed or existing tenant. This currently is a requirement for shallow-water ports in Louisiana, but not for the state's deep-water ports.
- Escort was provided to FEMA contract personnel at the WCP where they took photos of the barge basin and the entrance road – both were upgraded following Hurricanes Rita and Ike with the support of FEMA funding. The photos are to be used to support the close-out of the port's files.
- A meeting was held with Devall Enterprise executives to discuss lease agreement-related items.

*[NOTE: Lynn stated he has worked with Devall and F. Miller the last month to make arrangements to start cutting the grass in the area that was used for holding equipment. Lynn said the Devalls are still mowing the grass at no cost to the Port. Lynn reported they are still working out the best way to handle maintaining the vegetation within the Wetlands area. There was further discussion with the Board on ideas to handle maintaining the Wetlands area.]*

## Professional Organizations & Networking –

6. The WCP director represented the port at:
  - a. Chamber/SWLA economic development alliance meeting
  - b. Ports Assn. of Louisiana board meeting
  - c. West Calcasieu Assn. of Commerce monthly meeting
  - d. Chamber/SWLA & WCAC business after hours sessions
  - e. Propeller Club meeting
  - f. PetroChem meeting
  - g. BV board meeting
  - h. Meeting with maritime consultants

## News Media & Community Relations–

- Created communications plan and draft news release for the Ports Association of Louisiana as they publicly communicated information shared with the House Transportation Committee in Baton Rouge based on a economic impact study authored by LSU's Dr. James Richardson.
- Served as spokesman for SWLA Port Network news conference that shared information on the recent port economic impact study funded by PAL and DOTD. Positive media coverage appeared on KPLC-TV and in the American Press and SW Daily News.
- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities

*{NOTE: Lynn introduced Mike Boies of River Barge Works and allowed Mr. Boies to speak to the Board to give an update on their progress. Mike Boies addressed the Board and gave them insight as to how his company is doing financially and the potential new customers they are trying to bring in to the port. Mr. Boies asked the Board if they would consider allowing his operation to move to the end of the turnaround to allow him to have vendor access and employee parking as well as look at additional sources of revenue. Mr. Boies also asked the Board to consider working with him on the rent increase that will be coming up in the future and possibly getting reimbursed for some of the moving charges he has incurred. Mr. Boies said he will be making a formal request and will be presenting it to the Board at next month's meeting with regards to the items he is requesting. The Board further discussed with Mr. Boies his requests. Mr. Boies thanked the Board for their time and excused himself from the meeting.}*

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

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

**FINANCIAL:** Darla Perry explained the CIP (construction in progress) amount of \$58,140.00 is for the draw-down for Apollo for the dredging project. Net cash for the month of April is \$43,432.03.

Barge days were 2,963 for April. Ramp revenue was 3150 for April. Darla stated so far \$36,000 has been billed since April for ramp usage, which is the same amount that was for all of 2011.

Darla said there was a team of FEMA auditors that came on May 19 concerning the dredging project that has been completed. The FEMA auditors decided the engineering method that was performed by the State's engineer to calculate the portion of silting caused by the hurricane versus natural silting needed some additional calculations. So they will re-do the project for the silting portion of the engineering recommendations. Darla said she had everything that was needed for documentation and the Port is in compliance.

**ENGINEER:** Chuck Stutes gave an update on the gate project. Chuck stated that as of yesterday, he has the appropriate documentation from the contractor (US Fence & Gate, Inc.) on the gate and what they propose to install. Chuck said everything appears to be in order.

Tim Dougherty makes a motion to amend the agenda to address the gate project, 2<sup>nd</sup> by Wilmer Dugas.

Chuck Stutes stated that based on the bids received, and review of the bids, Meier & Associates recommends that West Calcasieu Port enter into a construction contract in the amount of \$18,750 with US Fence & Gate, Inc. Wilmer Dugas makes a motion for West Calcasieu Port to enter into a construction contract in the amount of \$18,750 with US Fence & Gate, Inc., 2<sup>nd</sup> by Dave Aguillard. No opposition. Motion carries.

Chuck mentioned the Port will need to get Entergy to install an electrical service for the gate, which will include wire, a pole, transformer and light, costing approximately \$2500.

Chuck passed out copies of the Plan Change and/or Special Agreement pertaining to increasing the width of the road for the West Barge Basin project from 12 feet to 20 feet and put a 60' X 100' turnaround at the end for vehicles to park and/or turn around. Chuck told the Board that he has written confirmation that DOTD will pay 90% of this cost. The cost to the Port will be \$3,125. Dave Aguillard makes a motion to approve the Plan Change and/or Special Agreement, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carries.

Chuck continued his report with an update on the current West Barge Basin Project. Chuck stated Apollo Environmental is making substantial progress. They are almost complete with the levee work around the entire disposal area and the spoils area. Apollo is scheduled to start with the installation of the concrete revetment next week, weather permitting. Dredging is expected to begin the end of June or first of July. Lynn Hohensee stated that he and Chuck will be meeting tomorrow with F. Miller to go over engineering details for the waterfront improvements and the bulkheading.

## **XII. Public Comments**

Mayor Duncan stated in regards to the Southland Airfield, he authorized an agreement to help the Airfield with maintenance of vehicles. Mayor Duncan said the paperwork is being prepared to have a Joint Service Agreement signed sometime within the next couple months.

## **XIII. Executive Session**

There was no Executive Session held at this time.

## **XIV. Adjournment**

Vice President Dick Kennison entertains a motion to adjourn. Wilmer Dugas made a motion to adjourn, 2<sup>nd</sup> by Dave Aguillard. Meeting was adjourned at approximately 3:48 p.m.

  
\_\_\_\_\_  
President      vice      (Dick Kennison)

  
\_\_\_\_\_  
Secretary