ABBEVILLE HARBOR & TERMINAL DISTRICT

Board of Commissioners Meeting Minutes

Date: July 28, 2026 **Time:** 5:00 PM

Location: Abbeville Harbor & Terminal District Office, 124 North State Street, Suite 100, Abbeville, Louisiana

Call to Order

President Patrick Duhon called the meeting to order and led the Pledge of Allegiance.

Attendance

Commissioners Present: Bud Zaunbrecher, Michael Bertrand, Patrick Duhon and Jimmie Steen.
Absent: None
Others Present: Harper Duhon, Executive Director Nick Gautreaux, Engineer Kim Touchet, Carlton Campbell, Attorney Roger Boynton, Secretary Lauren Romero and Rob Cowan with Alliant Insurance.

Approval of Minutes

The minutes of the June 30, 2026 meeting were unanimously approved following a motion by Commissioner Jimmie Steen and a second by Commissioner Michael Bertrand.

Public Comments

None.

Financial Reports

Executive Director Gautreaux presented the Monthly Profit and Loss Report, Year-to-Date Profit and Loss Report, Monthly Budget vs. Actual Report, Year-to-Date Budget vs. Actual Report, Accounts Payable Report, Accounts Receivable Report, and the Balance Sheet Summary.

A motion to accept the financial reports was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Bud Zaunbrecher.

Port Business Update

Executive Director Gautreaux discussed the flood insurance policies. The board unanimously approved to remove the flood coverage at Engineers Road following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen. The flood coverage for the Sheriff Substation will remain in place.

Engineer Report

Engineer Kim Touchet provided updates on ongoing engineering projects. The contractors are nearing completion at the Clean Gulf building.

Engineer Kim Touchet provided updates on Dredging at the Intracoastal City Boat Launch. The contractor stated dredging was complete. Engineers went out there to verify depth, at which they were only 2/3 complete. The contractor dredged about 3,000 yards – the contract calls for 5,100 yards. The contractor requested to come back and change out the equipment to dredge faster. The Contract Change Order No. 1 presented to the board is to increase the time by 38 days. A motion was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen to increase the contractors' time by 38 days.

Commissioner Jimmie Steen asked questions about the bidding process for jobs the AHTD hires. He was concerned about the contractor being lower than other bids given. Engineer Kim Touchet explained the process of the Louisiana Public Bid Law, which was required for this project.

A motion to approve Curranco, LLC Partial Payment No. 2 in the amount of $20,700.00 for the Intracoastal City Boat Launch Dredging, was unanimously approved following a motion by Commissioner Jimmie Steen and a second by Commissioner Bud Zaunbrecher.

Engineer Kim Touchet presented Glenn Lege Construction, LLC Contract Change Order No. 2 for the Hwy 690/Schriefer Drive Improvements to reduce the total contract price by $6,690.65 was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen.

A motion to approve Glenn Lege Construction, LLC Partial Payment No. 3 – Final in the amount of $19,588.79 for the Hwy 690/Schriefer Drive Improvements was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Bud Zaunbrecher.

A motion to approve Curranco, LLC Partial Payment No. 1 in the amount of $141,795.00 was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen.

Swearing in of Commissioner
Attorney Roger Boynton swore in Commissioner Carlton Campbell for a 6 year term on the Abbeville Harbor and Terminal District board.

Executive Session
A motion to enter executive session to discuss pending legal issues relative to leases was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen.
Roll Call:
Commissioner Zaunbrecher-Yes
President Duhon – Yes
Commissioner Campbell – Yes
Commissioner Bertrand -Yes
Commissioner Steen – Yes

Regular Session

A motion to return to regular session was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen.

Legal Report

Attorney Roger Boynton discussed the Legislative Auditors SAUP Policy Updates. Attorney Boynton discussed the Cellular Telephone Policy. A motion to approve the Cellular Telephone Policy was unanimously approved following a motion by Commissioner Carlton Campbell and a second by Commissioner Michael Bertrand.

Attorney Boynton discussed the Travel and Expense Reimbursement Policy.

Executive Director Gautreaux discussed the upcoming Annual Port Association of Louisiana Conference. He is hopeful the port members can attend.

A motion to approve the Travel and Expense Reimbursement Policy was unanimously approved following a motion by Commissioner Bud Zaunbrecher and a second by Commissioner Jimmie Steen.

A motion to Authorize an Auto Allowance of $1,100.00 per month for the Executive Director was unanimously approved following a motion by Commissioner Jimmie Steen and a second by Commissioner Bud Zaunbrecher.

Old Business

Executive Director Gautreaux discussed the Utility Cost-Sharing Agreement at the Port Security/Training Center Facility. The AHTD will be responsible for up to $800 of electricity and sewer usage. A motion to approve the Utility Cost-Sharing Agreement at the Port Security/Training Center Facility in Downtown Abbeville was unanimously approved following a motion by Commissioner Jimmie Steen and a second by Commissioner Bud Zaunbrecher.

Executive Director Gautreaux updated the board on the Workforce Training Center. The other party's legal department is reviewing the lease, then they will get the final draft completed.

The Port Priority Contract was signed. The roof design is about one month away from being completed by Primeaux, Soirez, Touchet & Associates. The first phase will be the roof, the second phase will be the facade and parking lot, the third phase will be the HVAC, electrical, interior slab and interior completion.

New Business

Rob Cowan with Alliant Insurance gave a presentation on the property and liability insurance renewal. A motion to accept the insurance renewal option #2 was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Carlton Campbell.

Executive Director Gautreaux reviewed the new branding logos. He presented the board 3 different logos for different uses. He would like to rebrand to the Port of Vermilion – but also keep Abbeville Harbor & Terminal District in the background. The board members agreed on this. Gautreaux has been budgeting to redo the website, which will help with the tenants, boat launch permits, economic data, and live streaming the boat launch.

Commissioner Campbell questioned ID cards. Gautreaux explained he planned to get some made.

Adjournment

A motion to adjourn the meeting was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Carlton Campbell.

Carlton Campbell Secretary-Treasurer	Patrick Duhon President