

Abbeville Harbor & Terminal District Board of Commissioners Meeting Minutes

Date: May 26, 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 group in the Pledge of Allegiance.

Attendance

- Commissioners Present: Michael Bertrand, Carlton Campbell, Jimmie Steen, Patrick Duhon, Bud Zaunbrecher
- Absent: None
- Others Present: Executive Director Nick Gautreaux, Engineer Kim Touchet, Engineer Brian Primeaux, Secretary Cheryl Broussard, Secretary Lauren Romero, Tommy McGinnis with Vermilion Parish Police Jury, and Kevin Young with Darnall, Sikes & Frederick.

Approval of Minutes

The minutes from the April 28, 2026, were unanimously approved following a motion by Commissioner Carlton Campbell and a second by Commissioner Jimmie Steen.

Public Comments

Tommy McGinnis with the Vermilion Parish Police Jury, Coastal Position spoke about the Vermilion Parish Coastal Master Plan. The CPRA 2029 will be evaluating three different levee alignments in Vermilion Parish.

Mr. Kevin Young with Darnall, Sikes & Frederick presented the Auditor's Financial Report for Years Ended December 31, 2025 and 2024.

A motion to accept the Auditor's Financial Report for Years Ended December 31, 2025 and 2024 was unanimously approved, following a motion by Commissioner Carlton Campbell and a second by Commissioner Jimmie Steen.

Financial Reports

Gautreaux provided financial reports, including the prior month's profit and loss, year-to-date profit and loss, budget vs. actual figures for the month and year to date, the accounts payable list for bill payments, accounts receivable, a summary of the balance sheet, and the profit and loss report.

A motion to accept the financial reports was unanimously approved, following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen.

Port Business Update

1. New Employee, Lauren Romero will be replacing Cheryl Broussard as office manager, as Cheryl Broussard is Retiring June 30, 2026
2. Property on Hwy 690 update
3. Intracoastal City Boat Dock pay machine
4. Policy updates per SAUP

Gautreaux updated the board on the port - the port is very busy at this time. Gautreaux discussed the property on Hwy 690, a company is interested in possibly leasing it. The company will be meeting Gautreaux to discuss specifics.

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Gautreaux gave an update on the Intracoastal City Boat Dock pay machine. The machine had to be worked on this past Saturday, after two weeks of trouble, credit card payments are being accepted again. Gautreaux discussed switching to the app, most visitors would download the app and pay on the app. Gautreaux explained cash payments are still being processed at the pay station. Gautreaux discussed shrimp boats, as another schedule of parking permits may need to be adopted for commercial use.

Gautreaux discussed an update on the WLF Grant. The ice machine and the pier will be designed. Commissioner Steen questioned the ice machine type. Gautreaux explained it will be large bulk ice.

Gautreaux gave an update on the Legislative Auditor SAUP's policies and procedures. Gautreaux and Attorney Roger Boynton worked on updating the employee handbook. Gautreaux went through the handbook and discussed it with the board. The updated employee handbook will be effective July 1, 2026. A motion to accept the SAUP policies and procedures, allowing non-substantive changes, was unanimously approved, following a motion by Commissioner Jimmie Steen and a second by Commissioner Bud Zaunbrecher.

Engineer Report

Engineer Kim Touchet with Primeaux, Soirez, Touchet and Associates LLC updated the commissioners on the ongoing projects.

The emergency dredging at the Port of Vermilion North Slip has been done and completed, there is one spot of the spoil pile that had to be dug up to dry. It is now in good shape.

Engineer Kim Touchet asked for approval of Patriot Construction Pay App 4 in the amount of \$4,504.50.

A motion to approve payment of \$4,504.50 to Patriot Construction Pay App 4 was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen.

Engineer Kim Touchet updated the Commissioners on the Clean Gulf interior building project and requested approval of Diversified Construction of Louisiana Pay App No. 6 in the amount of \$49,273.34.

A motion to approve payment of \$49,273.34 to Diversified Construction of Louisiana for Pay App No. 6 was unanimously approved following a motion by Commissioner Carlton Campbell and a second by Commissioner Bud Zaunbrecher.

Engineer Kim Touchet requested approval of Change Order No. 4 in the amount of \$4,460.55 to install two 24 inch dia. reinforced concrete shaft foundations to support the exterior stairway due to conflicts with the existing office building, as well as adding 32 calendar days due to window and door delays

A motion to approve Change Order No. 4 in the amount of \$4,460.55 was unanimously approved following a motion by Commissioner Michael Bertrand and a second by Commissioner Jimmie Steen.

Engineer Kim Touchet updated the Commissioners on the dredging project at the Intracoastal City Boat Launch. On June 3, 2026 there will be a pre-construction meeting at the District Office. The work will begin June 8, 2026. Commissioner Jimmie Steen asked for a reminder, Gautreaux reassured them they will receive reminder calls.

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Engineer Kim Touchet updated the Commissioners on the Hwy 690/Schriefer Dr intersection. Kim Touchet and Gautreaux will go ride out there and see if there is anything that needs to be fixed before the lien period ends.

Gautreaux updated the Commissioners on the Port of Iberia AGMAC Phase 3 – Freshwater Bypass Channel Interior Dredging and Barge Gate Maintenance. The dredging has been completed and one barge is complete.

Gautreaux updated the Commissioners on his schedule. Gautreaux will be in Baton Rouge at 8:45AM for the Port Priority programs, they are up for approval. The training center, the port road updating, and building the new paint booth will be \$2.5 million in projects. The first primary project, once approval is confirmed, will be to focus on the training center.

Gautreaux explained they will look into refinancing the bonds with the bond attorneys.

A motion was made by Commissioner Jimmie Steen to go into executive session to discuss Personnel issues. The motion to go into executive session was seconded by Commissioner Carlton Campbell.

A motion was made by Commissioner Jimmie Steen to go back into regular session. The motion to go into regular session was seconded by Commissioner Carlton Campbell.

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


Carlton Campbell
Secretary-Treasurer


Patrick Duhon
President