

## **Abbeville Harbor & Terminal District Board of Commissioners Meeting Minutes**

**Date:** May 27, 2025

**Time:** 5:00 PM

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

### **Call to Order**

President James Steen called the meeting to order, leading the group in the Pledge of Allegiance.

### **Attendance**

- Commissioners Present: Carlton Campbell, Patrick Duhon, Wayne LeBleu, James Steen,
- Commissioner Absent: Bud Zaunbrecher
- Others Present: Executive Director Nick Gautreaux, Attorney Roger Boynton, Engineer Kim Touchet, Secretary Cheryl Broussard, and Kevin Young with Darnall, Sikes, Frederick, and Mike Sagera with Gravity Drainage #2.

### **Approval of Minutes**

The minutes from April 29, 2025, Regular Meeting were unanimously approved following a motion by Commissioner Carlton Campbell and a second by Commissioner Bud Zaunbrecher.

No public comments were made on the agenda items.

Kevin Young with Darnall Sikes & Frederick delivered an audit report for Abbeville Harbor & Terminal District as of December 31, 2024. Kevin Young stated that Gautreaux and Broussard wrote new policies and Procedures, which allowed us to generate a clean audit. The insurance was reduced by \$30,000.00 or about a 25 percent reduction, with the help of Rob Cowan. Young stated, "Everything looked great". The new Policies and Procedures allowed us to eliminate the segregation of duties deficiency that all small entities in the state typically have.

A motion to accept the Audit Report was unanimously approved following a motion by Commissioner Wayne LeBleu and seconded by Commissioner Patrick Duhon.

### **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, 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 Patrick Duhon and seconded by Commissioner Wayne LeBleu.

Gautreaux presented an Addendum for lease payments with fixed increase from the United States Coast Guard.

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A motion to accept the Addendum and authorize Gautreaux to sign the United States Coast Guard Addendum was unanimously approved following a motion by Commissioner Campbell and seconded by Commissioner Patrick Duhon.

The Freshwater Bypass was discussed. Nick asked for authority to sign the application for a permit with the Department of the Army.

A motion to accept the Freshwater Bypass permit application and authorize Gautreaux to sign the permit application was unanimously approved following a motion by Commissioner Patrick Duhon and seconded by Commissioner Wayne Lebleu.

Gautreaux discussed the lawn care at the Port of Vermilion and the Intracoastal City Boat Launch. The commission asked Gautreaux to provide three or more quotations.

A motion to authorize Gautreaux to draft a 5% preference agreement for bids for Vermilion Parish businesses when bidding on maintenance work for the Port of Vermilion and the Intracoastal City Boat Launch was unanimously approved following a motion by Commissioner Patrick Duhon and seconded by Commissioner Wayne Lebleu.

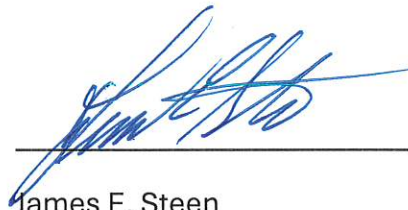
Engineer Kim Touchet updated the Commissioners on the Highway 690 intersection. It is close to completion, the only thing left is whether DOTD will require a permit or donate the right-of-way property to the Abbeville Harbor & Terminal District.

Touchet updated the Commissioners on the dredging project, stating he will be sending letters to several property owners requesting the placement of spoil material.

A motion to adjourn the meeting was unanimously approved following a motion by Commissioner Wayne Lebleu, seconded by Commissioner Patrick Duhon.



Carlton Campbell  
Secretary-Treasurer



James E. Steen  
President