Abbeville Harbor & Terminal District Board of Commissioners Meeting Minutes

Date: October 28, 2025
Time: 5:15 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 and led the group in the Pledge of Allegiance.

Attendance

- Commissioners' Present: Carlton Campbell, Patrick Duhon, Wayne LeBleu, James Steen, Bud Zaunbrecher
- Commissioner Absent: None
- Others Present: Executive Director Nick Gautreaux, Attorney Roger Boynton, Engineer Kim Touchet, Engineer Brian Primeaux, Secretary Cheryl Broussard, and Shawn Brady with Diversified Construction.

Approval of Minutes
The minutes from September 30, 2025, Regular Meeting were unanimously approved following a motion by Commissioner Patrick Duhon and a second by Commissioner Carlton Campbell.

No Public Comments were made on the Agenda items.

A motion to move the swearing in of new Commissioner, Mr. Michael Bertrand, up on the agenda was unanimously approved following a motion by Commissioner Wayne LeBleu and a second by Commissioner Bud Zaunbrecher.

Attorney Roger Boynton administered the oath of office to Commissioner Michael Bertrand.

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 Patrick Duhon and seconded by Commissioner Bud Zaunbrecher.

Gautreaux informed the Commissioners that the November meeting will be held on November 18, 2025. The December meeting will be held on December 16, 2025

Gautreaux informed the Commissioners that the person presenting the Sexual Harassment and Ethics Training Program will be here at our November 18, 2025, meeting. The training session will begin at 4:00 pm.

Gautreaux presented the Proposed 2026 Budget. The Commissioners discussed budget in detail the original budget 2025, Last adopted budget 2025, actual YTD Budget as of September 2025, Estimated Remaining for 2025, Project Actual Result End of Year 2025, percent change of last adopted budget vs projected actual result end of year 2025, proposed budget upcoming year 2026, percent change project actual result at year end vs proposed budget, and Actual budget without one time dollars 2026. The commission took the budget under advisement and will vote on the 2026 budget at the November 18, 2025, meeting.

Engineer Kim Touchet informed the Commissioners that he contacted the bidders for the Clean Gulf building. Engineer Touchet has included in your packets the original bid tabulation and Alternate Bid #1, as well as valued engineering breakdowns from Diversified Construction and Comeaux Electrical. Touchet recommended awarding the Base bid and alternate one bid to Diversified Construction of Louisiana.

A motion to award total Base Bid of $690,705.07 plus Alternate one bid of $5,978.00 for a total price of $696,683.07 Diversified Construction of Louisiana as well value engineering proposal that will be completed through the change order process for the Clean Gulf project and to authorize Gautreaux and Attorney Roger Boynton to review the contract and negotiate as needed and authorize Gautreaux to sign any documents was unanimously approved following a motion by Commissioner Patrick Duhon and a second by Commissioner Carlton Campbell.

Engineer Kim Touchet updated the Commissioners on the Hwy 690/Schriefer project. The Abbeville Harbor & Terminal District officially owns the property, so we will not need to complete the DOTD permit we were working on. Proposals will be sent to contractors next week, and he will try to have them ready for the November 18, 2025, meeting.

Engineer Touchet reported that the Port Dredging project plans are 95% complete. We have permits for that project, but we combined it with the Boat Launch project, and that permit is still on hold with the Corps due to the federal government shutdown. That also includes the Wildlife and Fisheries project.

Attorney Roger Boynton stated the Hwy 690 portion has been recorded and transferred to Abbeville Harbor & Terminal District. Boynton commends Kim Touchet and Brian Primeaux for their part in this and for alleviating our need for a permit, which is a plus for us. We have received a Cooperative Endeavor from the Port of Iberia and will need to review it.

Mr. Shawn Brady, of Diversified Construction of Louisiana, addressed the Board, thanking them for the construction award. We have worked aggressively to lower costs, as we understood it was significantly over budget. The thing going on right now in general construction is specialty items. With everything going on with tariffs, on the electrical side, the factories are not giving suppliers the numbers until 10 to 15 minutes before bids are due. We have been able to work with Gautreaux and Kim to reduce the cost, and I can assure you we will continue to work to bring that number down.

Gautreaux presented a proposal to reseal the roof of the District Office. The Commissioners asked for additional proposals.

A motion to authorize Gautreaux to negotiate a contract for the maintenance of the roof, not to exceed $20,000, and get the roof resealed, not to exceed $20,000, was unanimously approved following a motion by Commissioner Michael Bertrand and seconded by Commissioner Carlton Campbell.

Commissioner Carlton Campbell asked about the Safe Harbor discussed at last month's meeting. Gautreaux stated we have not heard anything about this lately.

Gautreaux updated the Commissioners on the Port Security building at 121 Tivoli. The Coast Guard showed some interest in coming here. Also, for the Abbeville Police Department or Sheriff's Department, we have a Cooperative Endeavor Agreement to work with them on various projects. Kim is going to assess the building to determine which walls can be removed and get it back to its original brick. From the shell, we will decide where to put the security part for the Security office. The second part would be looking at the roof. Kim stated he would inspect the roof and that his initial thoughts are to go with a metal roof, which would offer a longer warranty. Then we can assess the inside for beam spans. The Commissioners discussed the use of the parking lot. We have cleaned up the parking lot and will be putting in new stripes.

Gautreaux presented an invoice for components to lay fiber for Port Security through our CEA with the Sheriff and the City of Abbeville.

A motion to authorize Gautreaux to purchase the necessary fiber for Port Security cameras, not to exceed $5,000.00, was unanimously approved following a motion by Commissioner Patrick Duhon and seconded by Commissioner Bud Zaunbrecher.

A motion to adjourn the meeting was unanimously approved following a motion by Commissioner Carlton Campbell, seconded by Commissioner Bud Zaunbrecher.

Carlton Campbell
Secretary-Treasurer

James Steen
President