PROCEEDINGS OF A REGULAR MEETING OF

**THE BOARD OF COMMISSIONERS OF**

**THE MORGAN CITY HARBOR AND TERMINAL DISTRICT**

**June 10, 2019**

 The Board of Commissioners (“Board”) of the Morgan City Harbor and Terminal District (“District”) met in regular session at the District’s office at 7327 Highway 182, Morgan City, Louisiana on June 10, 2019 at 5:00 p.m. Joseph Cain, President, convened the meeting with Commissioners Deborah Garber, Tim Matthews, Sr., Lee Dragna, Pete Orlando, Troy Lombardo and Steven Cornes in attendance. Ben Adams and Adam Mayon were absent. Also present at the meeting were Raymond Wade, Executive Director; Tori Henry, Office Manager; Cindy Cutrera, Manager of Economic Development; Jennifer Reasoner and Gerard Bourgeois, Board Attorneys; Captain Blake Welborn and CDR Heather Mattern, United States Coast Guard (“USCG”); Michael Knobloch, Knobloch Professional; Clay Breaud, GSE/Providence Engineering; Councilmen Louis Tamporello, City of Morgan City; along with members of the media and general public.

 The meeting was called to order and the presence of a quorum was noted. Raymond Wade led the invocation and the Pledge of Allegiance was recited.

 It was moved by Mr. Dragna and seconded by Mr. Lombardo that the minutes of the Regular Meeting of May 13, 2019 be approved and adopted, with said motion carrying unanimously.

It was moved by Mrs. Garber that the report of receipts and disbursements for the month of May, 2019 be received and accepted and that all invoices presented to the Board for the month of May, 2019 be paid. Mr. Orlando seconded that motion, which carried unanimously.

 Heather Mattern reported that: (i) we are still under high water conditions and reminded everyone to stay vigilant; (ii) the barge in Bayou Chene is in place; and (iii) they have begun slowly transitioning into this building and will hopefully be completely moved in by next month’s meeting. Captain Welborn thanked the board for their support throughout the years he has been here and invited the Board to his Change of Command ceremony in Houma on June 27th.

 Tim Connell reported via telephone conference that: (i) the bid opening for various dredging projects including Berwick Harbor will be on June 25th, but the work cannot be let without supplemental funding. There is less than $1 million available so the Corps dustpan dredge Jadwin will move to Stouts Pass. The Port has him working on an alternative disposal site. (ii) Dredging in the Bayou Chene is being pushed off until August or September time frame so that next fiscal year’s funding can be used; (iii) there are large overruns on the Manson contract due to significant shoaling; (iv) they intend to issue the first task order to Brice towards the end of June; (v) we are awaiting signature from Colonel Clancey on the contributed funds and once received, the Ports funds will be put towards the current dredging; (vi) Surveys from Berwick Harbor are complete and will be posted to the web very shortly; and (vii) Bayou Boeuf guide wall project will continue to be on hold until the high water recedes and the barge in Bayou Chene is removed.

 Mike Knobloch reported that: (i) the application for the FY19 Port Security Grant was submitted, and we should hear if we are awarded funding by September; (ii) he and Mac have been discussing future Port Priority projects and intend to submit an application to DOTD prior to the September 1st deadline; (iii) we submitted our Facility Security Plan (FSP) to the Coast Guard for review and approval; and (iv) he will be attending the National Homeland Security Conference in Phoenix, where he will have a chance to meet with FEMA officials and other port officials.

Clay Breaud reported that: (i) Phase I – Railroad Maintenance is completed and upon project acceptance, we will enter into a 45 day lien; (ii) final plans for Phase II – Aggregate loading/unloading areas were submitted to DOTD for approval and we are awaiting a permit from Corps of Engineers; (iii) preliminary designs are 70% complete for Phase III – East Dock Expansion, and we are awaiting Geotech information for the permitting process; and (iv) he is working on several plans for rail spur options for the port priority funding being applied for in September.

Cindy Cutrera reported that: (i) we were notified by Charles Brittingham that President Trump signed the disaster bill and we should hear something about supplemental funding within the next 60 days; (ii) the Lower Mississippi River Forecast Center announced today the postponement of the opening of the Morganza, but because of the high levels, any significant rainfalls over the next few weeks could be enough to open the structure; (iii) we have cancelled all events in our EOC for the near future due to St. Mary Levee District, US Corps, US Coast Guard and CPRA utilizing it for emergency operations. The Corps intends to maintain an Emergency Operations presence here until the high water begins to recede. (iv) On May 15th she and Mac attended the South-Central Coast Flood Risk Study meeting and on May 16th we held our annual Hurricane Preparedness meeting with over 120 people in attendance, the largest to date; (v) new staff members of Waterborne Commerce visited our area, toured the District boundaries, discussed tonnage reporting and will return when the water recedes to get a waterside tour. (vi) Mac gave a high water update during the Chamber of Commerce Parish-wide Update; and (vii) we were able to keep abreast of the high water situation and communicate with the public by having everyone here at the EOC with up-to-date and accurate information that we shared on our website, Facebook and through emails to our stakeholders. She, as well as Mr. Wade, thanked Captain Welborn for his support and help throughout the years and Mr. Wade noted he was looking forward to working with him at his New Orleans assignment.

 Gerard Bourgeois presented: (i) Audit Engagement Letters from Darnall, Sikes, Gardes & Frederick for annual audit services and services due to Statewide Agreed Upon Procedures (SAUP). Mr. Dragna moved that Mr. Cain be authorized to execute engagement letters for services up to $23,000, which was seconded by Mr. Cornes and carried unanimously. (ii) Partial Payment Application No. 1 for electrical modifications in the VTS room, submitted by Chris’ Electric and approved by Carl Blum, Architect. Mr. Dragna moved to authorize said payment in the amount of $16,089.10, which was seconded by Mr. Cornes and carried unanimously. Mr. Wade noted that the United States Coast Guard will be reimbursing us for this expense; and (iii) Certificate of Substantial Completion and Partial Payment Application No. 2 for Phase I of Railroad Track Repair and Maintenance, submitted by Trac-Work, Inc. and approved by Providence Engineering was submitted for approval. Mr. Wade reminded commissioners that we will be reimbursed from DOTD 90% of direct construction cost, but not for two or more years. Mr. Orlando moved to authorize said payment in the amount of $44,537.01 and certify substantial completion, with DOTD approval, which was seconded by Mr. Matthews and carried unanimously.

**RESOLUTION**

 WHEREAS, the Morgan City Harbor and Terminal District contracted with Trac-Work, Inc. to complete State Project No. H.013795(321), Port Improvements, Morgan City Rail and Dock Rehabilitation, Rail Track Repair and Maintenance, (Phase I of H.013795), St. Mary Parish, Louisiana, in accordance with the current bid laws of the State of Louisiana, including, but not limited to R.S. 38:2211, et seq; and

 WHEREAS, the contract between the Morgan City Harbor and Terminal District and Trac-Work, Inc. has been successfully completed.

 NOW, THEREFORE, BE IT RESOLVED by the Morgan City Harbor and Terminal District, regular session that the contract is hereby accepted by the Morgan City Harbor and Terminal District effective May 15, 2019.

 Mr. Bourgeois also reported that (iv) commissioners are now required to participate in a sexual harassment training and obtain a certificate for our files; and (v) we requested an opinion from Louisiana Board of Ethics about accepting the lowest bid on the NOAA MET station.

 With no further business to come before the Board, the meeting was adjourned.

 Attest:

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Timothy Matthews, Sr., Secretary