

**PORT OF IBERIA DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING – TUESDAY, FEBRUARY 18, 2020
PORT ADMINISTRATIVE OFFICE – 5:30 P.M.
MINUTES**

The regular meeting of the Port of Iberia District Board of Commissioners was called to order by Commissioner Mark Dore', Board President, at the Port of Iberia Administrative Office, on Tuesday, February 18, 2020, at 5:30 P.M.

In attendance were Commissioners, Mark Dore', President, Danny J. David, Sr., Vice-President, Roy A. Pontiff, Secretary – Treasurer, Shane Walet, Simieon d. Theodile, Elbridge "Smitty" Smith, III, and Larry Rader.

Commissioners Simieon d. Theodile and Elbridge "Smitty" Smith, III were absent.

Also present were Craig Romero, Executive Director, Joanna Durke, Administrative Assistant, Tracy Boudreaux, Bookkeeper-Secretary, and Ray Allain, Port Attorney.

Thus, with a quorum being acknowledged, Commissioner Danny J. David, Sr. recited the opening prayer and the Pledge of Allegiance.

I. APPROVAL OF MINUTES – Regular Meeting Tuesday, January 21, 2020.

On a motion by Commissioner Larry Rader, and seconded by Commissioner Shane Walet, the Commission approved the minutes of the Regular Meeting held on January 21, 2020.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

II. DISCUSS AND/OR DISTRIBUTE THE FOLLOWING:

(a) Budget Summary for Seven (7) Months Ending January 2020.

(b) Listing of Tenant Lease Billings for 2020.

(c) Listing of Boat Stall Tenant Lease Billings for 2020.

(d) Approve Payment of Bills & Checks Issued During Interim Period.

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Roy A. Pontiff, to approve and authorize the payment of bills for

January 2020, and ratify those paid during the interim period.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

III. MRS. CARMEL BREAUX, PRESIDENT, NORRIS INSURANCE CONSULANTS, INC., TO ADDRESS THE BOARD REGARDING THE PORT OF IBERIA DISTRICT'S APRIL 1, 2020 ANNUAL INSURANCE RENEWALS:

{1} SCHWING INSURANCE:

General Liability, Automobile Liability and Physical Damage, Umbrella Liability, Public Official Errors & Omissions Liability, Crime, Boiler & Machinery, Inland Marine, Equipment Floater and Building & Contents.

{2} BROWN & BROWN OF LOUISIANA:

Flood Insurance; Workers Compensation.

Discussion ensued and there was no action taken on the above agenda item.

IV. DISCUSS POLICIES AND PROCEDURES COMMITTEE RECOMMENDATIONS & FINDINGS FROM FRIDAY, MAY 10, 2019 COMMITTEE MEETING:

(a) Discuss/Review Port of Iberia District Policies & Procedures.

(b) Discuss/Review Lease Provisions Relative to Maintenance/Improvements.

Discussion ensued and there was no action taken on the above agenda item.

V. REPORT FROM MR. GERALD GESSER, GESSER GROUP, APC ON:

(a) Port of Iberia Administrative Office Building: (Generator Replacement).

{1} Status Report – Emergency Generator Replacement.

(b) Proposed Emergency Command Center/File Storage Building:

{1} Status Report – Proposed Design & Budget Estimate. (Port Improvement & Development Committee).

Discussion ensued and there was no action taken on the above agenda item.

**IX. LOUISIANA PORT CONSTRUCTION & DEVELOPMENT PRIORITY PROGRAM
SPN H.011928 “EAST & WEST YARD” EXPANSION & SITE IMPROVEMENTS
PROJECT:**

- (a) Report from Mr. Oneil Malbrough of GIS Engineering, LLC. on:
{1} Update on Status of West Yard Expansion Project.**

Discussion ensued and there was no action taken on the above agenda item.

- {2} Drainage Update SPN H.011928(324) (Phase IV of SPN
H.011928).
(a) Discuss/Adopt a Resolution to Award Contract.**

**A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner
Danny J. David, Sr., to adopt the following:**

RESOLUTION – AWARD PROJECT

**STATE PROJECT NO. H.011928(324)
PARISH OF IBERIA**

**RESOLUTION
PORT OF IBERIA DISTRICT BOARD OF COMMISSIONERS**

WHEREAS, the Port of Iberia District Board of Commissioners has received bids on Tuesday, January 28, 2020 at 11:00 a.m. on the Port Improvements East and West Yard Expansion & Site Improvements Site Drainage Improvements (Phase IV of SPN H.011928) a Port Improvements Project under the Louisiana Port Construction & Development Priority Program; and

WHEREAS, GIS Engineering, LLC has recommended that the Award of Contract be made to the lowest qualified bidder; Coastal Construction & Engineering, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Port of Iberia District Board of Commissioners, in Regular session, assembled on this 18th day of February, 2020, acting pursuant to the recommendation of GIS Engineering, LLC that the Base Bid in the Amount of \$539,909.00 by Coastal Construction & Engineering, LLC be accepted and a contract be awarded to them.

This Resolution having been submitted to a vote, the vote thereon was as follows:
This motion having been submitted to a vote, the vote thereon was as follows:
Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.
Nays: None.
Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.
And the motion was therefore passed on this the 18th day of February, 2020.

(b) Discuss/Consider Approval of Deductive Change Order No. 1.

A motion was made by Commissioner Larry Rader and seconded by Commissioner Danny J. David, Sr. to approve and authorize Change Order Number 1 submitted by Coastal Construction & Engineering for a deduction in the amount of \$182,434.00 to remove a portion of the drainage piping and related items from the project with the revised contract amount totaling \$357,475.00; and motion further authorizes Board President to execute Change Order Number 1.
This motion having been submitted to a vote, the vote thereon was as follows:
Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.
Nays: None.
Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.
And the motion was therefore passed on this the 18th day of February, 2020.

(c) Discuss/Adopt Resolution Certifying Compliance with Public Bid Law.

A motion was made by Commissioner Larry Rader, seconded by Commissioner Shane Walet, to adopt the following:

RESOLUTION CERTIFYING COMPLIANCE WITH THE PUBLIC BID LAWS

**STATE PROJECT NO. H. 011928(324)
PARISH OF IBERIA**

RESOLUTION

PORT OF IBERIA DISTRICT BOARD OF COMMISSIONERS

WHEREAS, the Port of Iberia District Board of Commissioners has solicited bids for State Project No. H.011928(324) Port Improvements East and West Yard Expansion

& Site Improvements Site Drainage Improvements (Phase IV of SPN H.011928) 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 Port of Iberia District Board of Commissioners has submitted to the LA DOTD Certification of Proof of Publication, One (1) copy of the bid proposals and bid bonds as submitted by each of the Three (3) lowest bidders, a legible copy of the bid tabulation of all bids received, and certified to be correct by the Engineer and an authorized official of the Sponsor, a copy of the engineer's recommendation, contract documents, Notice of Award of Contract, and a copy of the recordation data in the Iberia Parish Clerk of Court's Office.

NOW, THEREFORE, BE IT RESOLVED by the Port of Iberia District Board of Commissioners, in Regular session, assembled on this 18th day of February, 2020, does hereby certify that the bidding procedures comply with Louisiana Revised Statutes 38:2211, et. seq.

**This Resolution having been submitted to a vote, the vote thereon was as follows:
This motion having been submitted to a vote, the vote thereon was as follows:**

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

- {3} SPN H.011928(325d) Building B Crane & Ventilation Purchase & Installation (Phase Vd of SPN H.011928).
(a) Discuss/Adopt Resolution to Advertise for Bid.**
- {4} SPN H.011928(325a) Building B Electrical Construction (Phase Va of SPN H.011928).
(a) Discuss/Adopt Resolution to Advertise for Bid with Contingency.**
- {5} SPN H.011928(325b) Building B Concrete (Phase Vb of SPN H.011928).
(a) Discuss/Adopt Resolution to Advertise for Bid with Contingency.**
- {6} SPN H.011928(325c) Building B Steel Repairs & Installation (Phase Vc of SPN H.011928).
(a) Discuss/Adopt Resolution to Advertise for Bid with**

Contingency.

- {7} SPN H.011928(325e) Building B Multipurpose Facilities & Small Warehouse (Phase Ve of SPN H.011928).
(a) Discuss/Adopt Resolution to Advertise for Bid with Contingency.**

- {8} SPN H.011928(325f) Building B Site Improvements (Phase Vf of SPN H.011928).
(a) Discuss/Adopt Resolution to Advertise for Bid with Contingency.**

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Danny J. David, Sr. to table agenda items (a) 3-8 for further discussion.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

- {9} Discuss/Approve GIS Engineering, LLC Invoice Number 70003448.**

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Larry Rader to approve and authorize the payment of Invoice Number 70003448 to GIS Engineering, LLC in the amount of \$104,762.55 for the period January 1, 2020 thru January 31, 2020 which includes January activities for general engineering service contract, including Gesser Group activities, coordination with potential tenant for requested repairs, coordination with CASE for required structural repairs, and final design plans and specifications associated with Building B repairs and renovations; in accordance with contract dated August 21, 2018.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

- (b) Report from Executive Director on:
{1} Status/Update on POI West Yard.**

Discussion ensued and there was no action taken on the above agenda item.

VII. REPORT FROM MR. ONEIL MALBROUGH OF GIS ENGINEERING, LLC ON:

(a) Port Millennium Expansion Phase III Project – Site Excavations & Dredging.

{1} Update on the Status of the Port Millennium Expansion Phase III Project.

{2} Discuss/Approve GIS Engineering Invoice # 70003451.

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Shane Walet to approve and authorize the payment of Invoice Number 70003451 to GIS Engineering, LLC in the amount of \$1,330.00 for the period January 1, 2020 thru January 31, 2020 which includes January activities for study and report phase.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

(b) Bank Stabilization Project (Slip P-2).

{1} Update (Chart, All Points, Dynamic).

*****Update on Advertisement for Bid**

{2} Discuss/Approve GIS Engineering Inv. Number 70003449.

A motion was made by Commissioner Shane Walet, seconded by Commissioner Roy A. Pontiff to approve and authorize the payment of Invoice Number 70003449 to GIS Engineering, LLC in the amount of \$5,042.09 for the period January 1, 2020 thru January 31, 2020 which includes January activities including preparation of preliminary design and final design plans and specs; in accordance with proposal dated October 10, 2019.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

- (c) **AGMAC Project General Engineering and Consulting Services:**
{1} Update on Status of AGMAC Project.

Discussion ensued and there was no action taken on the above agenda item.

- {2} AGMAC Port's Maintenance Dredging Permit Update.**

Discussion ensued and there was no action taken on the above agenda item.

- {3} Discuss/Approve GIS Engineering, LLC Inv. #70003452.**

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Shane Walet to approve and authorize the payment of Invoice Number 70003452 to GIS Engineering, LLC in the amount of \$9,355.00 for the period January 1, 2020 thru January 31, 2020 which includes January activities for the general engineering services contract.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

- (d) **AGMAC Phase I Dredging Project:**
{1} AGMAC Dredging Project – Update on Permit.
{2} AGMAC Dredging Project – Pipeline Coordination.
{3} Landowner Coordination.
{4} Survey Update.

Discussion ensued and there was no action taken on the above agenda items 1-4.

- {5} Discuss/Approve GIS Engineering, LLC Invoice Number 70003450.**

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Larry Rader to approve and authorize the payment of Invoice Number 70003450 to GIS Engineering, LLC in the amount of \$28,423.57 for the period of January 1, 2020

thru January 31, 2020 which includes survey work, environmental permitting and pipeline coordination.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

VIII. REPORT FROM PORT ATTORNEY ON:

(a) Update on Henry Bernard Property Located Behind the POI Administrative Office.

{1} Status of Navigation Servitudes on Bernard Canal.

{2} Status of Navigation Servitude – (MIF & Henry Bernard).

(b) Update on AGMAC Dredging Project – Pipeline Coordination (Legal Counsel).

Discussion ensued and there was no action taken on the above agenda items a-b.

IX. REPORT FROM EXECUTIVE DIRECTOR ON:

(a) Discuss/Approve Kourco Environmental Services Invoice #25610 (Lots 23, 24, 25, 26 Phase I Environmental).

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Larry Rader to approve and authorize the payment of Invoice Number 25610 to Kourco Environmental Services in the amount of \$3,250.00 for Environmental Phase I done on Lots 23, 24, 25, & 26.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Mark Dore', Danny J. David, Sr., Roy A. Pontiff, Shane Walet, and Larry Rader.

Nays: None.

Absent at Voting: Simieon d. Theodile and Elbridge "Smitty" Smith, III.

And the motion was therefore passed on this the 18th day of February, 2020.

(b) Update on Joulon (Ram Design, LLC) Lease Agreement (Tract "L" 18.130 acres located on the POI Millennium Expansion Phase II Property Site).

- (c) **Update on Rigid Constructors, LLC Lease Agreement (Tract “R” 2.880 acres; and Tract “S” 10.920 acres) Located on the POI Millennium Expansion Phase II Property Site.**
- (d) **Update on Lease Agreement Between Redguard & the POI Regarding Lots 23-26 (0.827 acres) at the Port of Iberia.**
- (e) **Update on the Lease Agreement between Noble Drilling Services & the POI Regarding Lot 14R-A (0.992 acres) at the Port of Iberia for Module Storage.**
- (f) **Update on Lease Agreement Between Seadrill Americas, Inc. & the POI Regarding Site B-1 (57.4 acres) Located at the POI West Yard.**
- (g) **Executive Director’s Monthly Report.**

Discussion ensued and there was no action taken on the above agenda items b-g.

- (h) **Announcements:**
*****Tier 2.1 Financial Disclosure**

X. ADJOURNMENT.

On a motion made by Commissioner Roy A. Pontiff, and seconded by Commissioner Danny J. David, Sr. the meeting was adjourned at 6:52 p.m.