

**PORT OF IBERIA DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING – TUESDAY, JANUARY 15, 2019
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 Elbridge “Smitty” Smith, III, Board President, at the Port of Iberia Administrative Office, on Tuesday, January 15, 2019, at 5:30 P.M.

In attendance were Commissioners Elbridge “Smitty” Smith, III, President, Mark Dore’, Secretary – Treasurer, Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff and Shane Walet.

Commissioner Simieon d. Theodile, Vice-President was absent.

Also present were Craig Romero, Executive Director, Joanna Durke, Administrative Assistant, Tracy Boudreaux, Bookkeeper-Secretary, Brandi Landry, Receptionist-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. EXPANSION OF AGENDA

A motion was made by Commissioner Danny J. David, Sr. and seconded by Commissioner Mark Dore’ to expand the Port of Iberia District Board of Commissioners Regular monthly Board meeting of Tuesday, January 15, 2019 for Port Attorney Ray Allain to administer the Oath of Office to the newly appointed Commissioner, Mr. Shane Walet, who was appointed by the Village of Loreauville on Monday, January 14, 2019.

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

Yeas: Elbridge “Smitty” Smith, III, Mark Dore’, Danny J. David, Sr., Larry G. Rader, and Roy Pontiff.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this 15th day of January, 2019.

Port Attorney Ray Allain performed the swearing in ceremony and administered the Oath of Office to Mr. Shane Walet, whose appointed term commenced on January 15, 2019, and it is noted that Commissioner Walet is filling the term of Mr. Gene L. Jefferies, who resigned from the Board at the end of 2018 due to health reasons.

II. Presentation of Appreciation Plaque to 2018 Board President – Commissioner Roy A. Pontiff.

Commissioner Elbridge “Smitty” Smith, III, newly elected Board President for the year

2019, recognized and presented on behalf of the Board, an Appreciation Plaque to Commissioner Roy A. Pontiff, 2018 Board President.

III. APPROVAL OF MINUTES – Regular Meeting Tuesday, December 11, 2018.

On a motion by Commissioner Mark Dore', and seconded by Commissioner Danny J. David, Sr., the Commission approved the minutes of the Regular Meeting held on December 11, 2018.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

IV. DISCUSS AND/OR DISTRIBUTE THE FOLLOWING:

(a) Budget Summary for Six (6) Months Ending December 2018.

{1} Discuss/Approve an Amendment to the POI's Fiscal Year Budget for 2018-2019.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Roy A. Pontiff, to approve and authorize amending the POI FY 2018 – 2019 Budgetary Line Item for Utilities & Street Lights from the current budgeted amount of \$28,000.00 to \$36,400.00 and the addition of a budgetary line item LA CAT Natural Gas Pipeline Extension to the POI FY 2018-2019 Budget with an amount of \$250,000.00.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

(b) Listing of Tenant Lease Billings for 2019.

(c) Listing of Boat Stall Tenant Lease Billings for 2019.

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

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Mark Dore', to approve and authorize the payment of bills for January 2019, and ratify those paid during the interim period.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

V. Mr. John Istre with Broussard, Poche', L.L.P., to Address the Commission – Presentation of Fiscal Year 2017 – 2018 Audit.

Mr. John Istre, Broussard, Poche', L.L.P., presented the Port of Iberia District's Financial Audit Report for the Fiscal Year 2017-2018. There were no management findings cited.

VI. Ms. Carmel Breaux, President, Norris Insurance Consultants, Inc. to Address the Board Regarding a Proposal for Insurance Consulting Services for the Port of Iberia District as it Relates to General Liability, Automobile Liability and Physical Damage, Workers Compensation, Umbrella Liability, Public Official Errors & Omissions Liability, Crime, Boiler & Machinery, Inland Marine, Equipment Floater and Building & Contents and Flood.

{1} Discuss/Consider Contract for Professional Services.

A motion was made by Commissioner Roy A. Pontiff, and seconded by Commissioner Shane Walet to approve and authorize the Board President to execute a Contract for Professional Services - Insurance Advisor (dated January 1, 2019) between Norris Insurance Consultants, Inc. and the Port of Iberia District regarding insurance consulting services as it relates to property-liability insurance for the Port of Iberia, and motion further approves that the fee for the consulting services is \$9,000.00, payable in halves as described in the January 1, 2019 Contract.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

VII. 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.

{2} Quotes Received for Building A (Office Building) POI West Yard Regarding Repairs for Carpentry, Plumbing, HVAC, and Electrical.

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Danny J. David, Sr., to approve and accept the Carpentry and Electrical quotes that were received on Monday, January 7, 2019 regarding Office Building A located at the POI West Yard; and motion further authorizes Kerne Construction, Inc., be awarded in the amount of \$21,710.00 the Carpentry Maintenance/Repairs Project and Dixie Electric, Inc. be awarded in the amount of \$64,238.00 the Electrical Maintenance/Repairs Project,

contingent upon the review and approval of the LA DOTD.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

{3} Status/Update on Scope of Work for Drainage Plans.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Larry Rader, to approve and authorize GIS Engineering, LLC to advertise for bids for the Drainage Improvement Project at the Port of Iberia West Yard Expansion, pending LA DOTD review and approval of the Plans and Specifications.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

{4} Discuss/Approve GIS Engineering, LLC invoices.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Danny J. David, Sr., to approve and authorize the payment of Invoice Number 70001732 in the amount of \$12,416.50 to GIS Engineering for the period December 1, 2018 thru December 31, 2018 which includes December 2018 activities for the General Engineering Services Contract, including Gesser Group activities, Building A (Office Building POI West Yard) Repair Project Manuals, soliciting quotes for HVAC, Electrical, Plumbing, and Carpentry, and Drainage Improvement Construction Plans, in accordance with contract dated August 21, 2018.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

(b) Report from Port Attorney on:

{1} Status/Update on POI West Yard.

{2} Status of Negotiations Regarding an Intergovernmental Agreement b/t Iberia Parish Government & the POI District (Office Bldg. A) at the POI West Yard.

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

- (c) 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.

VIII. 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.

There was no update on the above agenda item.

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

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Mark Dore', to approve and authorize GIS Engineering to begin the Planning, Permitting, and Engineering for submittal to the Division of Administration Facility Planning & Control, LA DOTD, and the appropriate Pipeline Companies to dredge the Port to a maximum depth allowed and to assist the Port in acquiring the necessary Right-of Ways to accomplish the project.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

- {2} Discuss/Approve GIS Engineering, LLC Invoice.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Danny J. David, Sr., to approve and authorize the payment of Invoice Number 70001731 in the amount of \$1,125.00 to GIS Engineering for the period December 1, 2018 thru December 31, 2018 which includes December activities for the general engineering services contract including meetings and preparation of permit updates, in accordance w/contract effective date of January 20, 2016, Amendment #1 August 16, 2016, Amendment #2 dated December 20, 2016, and Amendment #3 effective December 20, 2017.

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

Yeas: Elbridge "Smitty" Smith, III, Mark Dore', Danny J. David, Sr., Larry G. Rader, Roy A. Pontiff, Shane Walet.

Nays: None.

Absent at Voting: Simieon d. Theodile.

And the motion was therefore passed on this the 15th day of January, 2019.

IX. REPORT FROM PORT ATTORNEY ON:

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

- {1} Legal Opinion regarding Bernard Canal.

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

X. REPORT FROM EXECUTIVE DIRECTOR ON:

- (a) Discuss Status of All Points Equipment Company, LLC Wooden Office Building.

Lengthy discussion ensued and there was no action taken on the above Agenda item.

- (b) Update on Restructuring Patriot Construction, Inc. Leases with the Port of Iberia District.

- (c) Update on Baldwin Redimix Lease Agreement Regarding Lots 59A, 60, & 61 (2.560 acres).

- (d) Executive Director's Monthly Report

Discussion ensued and there was no action taken on the above Agenda items.

- (e) Announcements:

- {1} PAL 36th Annual Conference – April 9 – 10, 2019 Evangeline Downs Hotel.

XI. ADJOURNMENT.

On a motion made by Commissioner Roy A. Pontiff, and seconded by Commissioner Mark Dore' the meeting was adjourned at 6:54 p.m.