

**PORT OF IBERIA DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING - WEDNESDAY, JANUARY 7, 2015
PORT ADMINISTRATIVE OFFICE - 5:30 P.M.
MINUTES**

The Special Meeting of the Port of Iberia District Board of Commissioners was called to order by the Board President, Danny J. David, Sr. at the Port of Iberia Administrative Office, on Wednesday, January 7, 2015 at 5:30 P.M.

In attendance were Commissioners Danny J. David, Sr., President, Larry G. Rader, Vice-President, Gene L. Jefferies, Secretary-Treasurer, Roy A. Pontiff, Elbridge "Smitty" Smith III, and Simieon d. Theodile.

Commissioner Mark Dore' was absent.

Also present were Craig F. Romero, Executive Director, Joanna D. Durke, Administrative Assistant, Holly Breaux, Secretary-Bookkeeper, and Ray Allain, Port Attorney.

Thus, with a quorum being acknowledged, Commissioner Larry G. Rader, recited the opening prayer and the Pledge of Allegiance.

The purpose of the Special Meeting was to hear a presentation from Ms. Carmel Breaux, President of Norris Insurance Consultants, Inc., regarding a proposal for property-liability insurance consulting services for the Port of Iberia District. The Port's annual renewal date for the policies listed below is April 1, 2015.

- I. **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.

Ms. Carmel Breaux, President of Norris Insurance Consultants, Inc., addressed the Board and presented a proposal dated December 22, 2014 for Insurance Consulting Services in an effort to provide the Port with advice and assistance for the following types of insurance

if and when the Port chooses to purchase them: 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 and Contents.

The proposal proposes to perform the following tasks:

- {1} Review the Port's exposure to economic loss due to accidents to learn the Port's exposure to loss. This task would be done by interviewing the Port staff, visiting the Port's worksites, examining the Port's financial statements, examining the Port's loss runs and examining the hold harmless provisions of contracts the Port has made;
- {2} Write a Request for Proposal (RFP) and secure approval of same from the Port staff;
- {3} Manage Competitive Quotes. This would entail: (1) recommending changes in the scope of the Port's insurance protection, retention or deductible; (2) developing a calendar of events for competitive quotes; (3) developing a list of agents who will participate (with assistance from Executive Director & staff); (4) conducting a pre-quote conference with agents where time permits, answer agent questions and at such conference, assign carriers to agents to prevent agents from blocking quotes, a common practice that retards free and open competition; (5) conducting public meeting of opening of competitive quotes; (6) preparing a spreadsheet of quotes and present to the Executive Director or staff; (7) Issuing an award letter to agent(s) confirming the coverage elected by the Port of Iberia and its price; (8) reviewing binders to verify conformity to quote; (9) reviewing the policies when issued to verify they conform to the quote; (10) remaining available during the twelve {12} month contract year for consultation or troublesome claims, coverage disputes, audits and any problem that might arise during the contract year.

The types of insurance not included and consulting services not provided includes any type of employee benefit, life or medical.

The fee for the consulting services is \$18,000.00 and is payable in halves. One half is due when the contract is executed and the remaining half is payable after Norris sends its insurance award letter or within six (6) months of the contract start, whichever is sooner.

A Client Listing was provided to the Board which depicted the Public Schools under contract with Norris Insurance Consultants as well as a Client Listing of other entities as of January 1, 2015.

A proposed "Calendar of Events" was also presented for review. The dates ranged from January 12, 2015 thru April 1, 2015. The various dates outlined in the Calendar of Events

encompassed a description of the activities to be performed until the April 1, 2015 effective date of policies.

In addition, a Contract for Professional Services was also presented for review. Lengthy discussion ensued.

A motion was made by Commissioner Larry G. Rader, seconded by Commissioner Simieon d. Theodile, to approve and authorize the Board President to execute a Contract for Professional Services - Insurance Advisor (dated January 1, 2015) between Norris Insurance Consultants, Inc. and the Port of Iberia regarding insurance consulting services as it relates to property-liability insurance for the Port of Iberia, as described in the proposal dated December 22, 2014; and motion further approves that the fee for the consulting services is \$18,000.00, payable in halves as described in the December 22, 2014 proposal.

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

Yeas: Danny J. David, Sr., Larry G. Rader, Gene L. Jefferies, Roy A. Pontiff, Elbridge "Smitty" Smith III, and Simieon d. Theodile.

Nays: None.

Absent at Voting: Mark Dore'.

And the Motion was therefore passed on this the 7th day of January, 2015.

Upon passage of the motion, the Port Attorney had questions for Mrs. Carmel Breaux regarding the procedure and protocol to be followed as outlined in the proposal with regards to performing the various tasks. Lengthy discussion ensued and there was no further action taken by the Board.

II. ADJOURNMENT.

On a motion by Commissioner Roy A. Pontiff, and seconded by Commissioner Elbridge "Smitty" Smith III, the meeting was adjourned at 6:26 P.M.



SECRETARY-TREASURER



PRESIDENT