

**MINUTES OF THE SPECIAL MEETING OF THE PORT OF SOUTH LOUISIANA
COMMISSION HELD AT THE PORT OF SOUTH LOUISIANA
ADMINISTRATION BUILDING ON THURSDAY, NOVEMBER 7, 2024.**

ITEM 1-CALL TO ORDER

Chairman Murray called the Meeting to order at 2:00 p.m.

ITEM 2-ROLL CALL

Vickie Lewis-Clark Mr. Bazile
Mr. Bazile Here.

Vickie Lewis-Clark Mr. Duhe'
Mr. Duhe' Here.

Vickie Lewis-Clark Mr. Burks
Mr. Burks Here.

Vickie Lewis-Clark Mr. Scontrino
Mr. Scontrino Here.

Vickie Lewis-Clark Ms. Dumas
Ms. Dumas Here.

Vickie Lewis-Clark Mr. Joseph
Mr. Joseph Here.

Vickie Lewis-Clark Mrs. Hebert
Mrs. Hebert Here.

Vickie Lewis-Clark Mr. LeBlanc
Mr. LeBlanc Here.

Vickie Lewis-Clark Mr. Murray.
Mr. Murray Here.

ITEM 3. PLEDGE OF ALLEGIANCE

Commissioner Scontrino led the Pledge of Allegiance.

ITEM 4. PUBLIC COMMENTS

ITEM 5. NEW BUSINESS

ITEM 5A. CONSIDER RESOLUTION CONCERNING PORT'S PROGRAM MANAGER AND RELATED MATTERS

A Motion was offered by Mr. Scontrino and seconded by Mr. LeBlanc to hereby adopt a Resolution, a copy which is attached as Exhibit A hereto. After discussion, this Motion was called for a vote, which was as follows:

YEAS Mr. Bazile, Mr. Duhe', Mr. Burks, Ms. Dumas, Mr. Joseph, Mr. LeBlanc, Mr. Scontrino, Mrs. Hebert, Mr. Murray

NAYS None

ABSTAIN None

ABSENT None

Accordingly, the Resolution attached hereto as Exhibit "A" was adopted by the Commission as the governing authority of the Port.

A Motion was then offered by Mr. Burks and seconded by Ms. Dumas to amend the foregoing Resolution (attached hereto as Exhibit "A") as follows: strike the word "Project" in Section 2 of the Resolution and replace it with the word "Program", such that the amended Resolution reads as set forth in Exhibit "B" hereto.

After discussion, this latter Motion was called for a vote which was as follows:

YEAS Mr. Bazile, Mr. Duhe', Mr. Burks, Ms. Dumas, Mr. Joseph, Mr. LeBlanc, Mr. Scontrino, Mrs. Hebert, Mr. Murray

NAYS None

ABSTAIN None

ABSENT None

Accordingly, the latter Motion passed, the original Resolution (attached hereto as Exhibit "A") was rendered moot, and the Resolution attached as Exhibit "B" hereto was adopted by the Commission as the governing authority of the Port; this Resolution (Exhibit "B" hereto) supersedes and rescinds the Resolution attached hereto as Exhibit "A" previously adopted by the Commission.

ITEM 5B. CONSIDER RESOLUTION ADDRESSING PORT'S RFPS/SOQS FOR PROFESSIONAL SERVICES AND RELATED MATTERS

A Motion was offered by Mr. Scontrino and seconded by Mrs. Hebert to hereby adopt a Resolution, a copy of which is attached as Exhibit C hereto.

A Substitute Motion was offered by Mr. Burks and seconded by Mrs. Herbert to amend the language of the proposed Resolution (attached hereto as Exhibit C) as follows: on page 2, first paragraph, second sentence add the words “a provider of” before the words “professional services”; Paragraphs 3 and 4, respectively, strike the word “contractors” and replace it with the word, “providers”; and that the amended Resolution reads as set forth in Exhibit D hereto.

After discussion this Substitute Motion was called to a vote, the result which is as follows:

YEAS	Mr. Bazile, Mr. Duhe', Mr. Burks, Ms. Dumas, Mr. Joseph, Mr. LeBlanc, Mr. Scontrino, Mrs. Hebert, Mr. Murray
NAYS	None
ABSTAIN	None
ABSENT	None

Substitute Motion was adopted, the prior Motion was overruled as moot, and the Resolution attached hereto as Exhibit “D” was adopted by the Commission as the governing authority of the Port.

ITEM 5C. CONSIDER RESOLUTION ADDRESSING TASKING WSP USA INC. AND COUNSEL TO CONSULT WITH THE PORT REGARDING THE PORT’S RFP/SOO PROCESSES AND RELATED MATTERS

A Motion was offered by Mr. Scontrino and seconded by Ms. Dumas to hereby adopt a Resolution, a copy of which is attached as Exhibit E hereto.

After discussion this Motion was called for a vote, the result which is as follows:

YEAS	Mr. Bazile, Mr. Duhe', Mr. Burks, Ms. Dumas, Mr. Joseph, Mr. LeBlanc, Mr. Scontrino, Mrs. Hebert, Mr. Murray
NAYS	None
ABSTAIN	None
ABSENT	None

Accordingly, the Resolution attached hereto as Exhibit “E” was adopted by the Commission as the governing authority of the Port.

ITEM 5D. EXECUTIVE SESSION IN ACCORDANCE WITH LA. R.S. 42:17

1. The Descendants Project vs. Port of South Louisiana, et al , 40th Judicial District Court, Parish of St. John The Baptist, State of Louisiana Division A, Docket C-79170 and related matters

2. The Descendants Project vs. Lucien J. Gauff, III, Assessor and Greenfield Louisiana, LLC, , 40th Judicial District Court, Parish of St. John The Baptist, State of Louisiana , Division A, Docket Number C-79485 and related matters
3. The Descendants Project vs. St. John the Baptist Parish, through it's Executive Officer, Parish President Jaclyn Hotard, et al , 40th Judicial District Court, Parish of St. John The Baptist, State Of Louisiana, Division A, Docket Number C-80394 and related matters

A Motion was offered by Mr. Joseph and seconded by Ms. Dumas to enter Executive Session. The Chairman invited Mr. Villa, Mr. Butler, Mrs. Riley-Williams and Mr. Cormier to attend the Executive Session. Time: 2:35 p.m.

YEAS Mr. Bazile, Mr. Duhe', Mr. Burks, Ms. Dumas, Mr. Joseph, Mr. LeBlanc, Mr. Scontrino, Mrs. Hebert, Mr. Murray

NAYS None

ABSTAIN None

ABSENT None

A Motion was offered by Mr. Joseph and seconded by Mr. LeBlanc to exit Executive Session and return to Regular Session. Time: 3:17 p.m.

YEAS Mr. Bazile, Mr. Duhe', Mr. Burks, Ms. Dumas, Mr. Joseph, Mr. LeBlanc, Mr. Scontrino, Mrs. Hebert, Mr. Murray

NAYS None

ABSTAIN None

ABSENT None

Chairman Murray stated the no action was taken in Executive Session.

ITEM 6. ADJOURNMENT

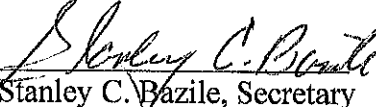
A Motion was offered by Mr. Scontrino and seconded by Mr. Joseph that the Commission Meeting be adjourned. Time: 3:18 p.m.

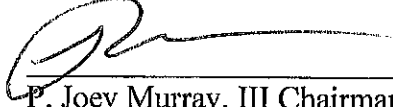
YEAS Mr. Bazile, Mr. Duhe', Mr. Burks, Ms. Dumas, Mr. Joseph, Mr. LeBlanc, Mr. Scontrino, Mrs. Hebert, Mr. Murray

NAYS None

ABSTAIN None

ABSENT None


Stanley C. Bazile, Secretary


P. Joey Murray, III Chairman

December 17, 2024

RESOLUTION
Program Manager

WHEREAS, effective July 21, 2024, the Port of South Louisiana, as Owner ("Port" or "Owner"), entered into a "Professional Services Agreement" with WSP USA Inc., as consultant ("WSP" or "Consultant");

WHEREAS, Section 2 of that Port-WSP Professional Services Agreement (hereinafter "PSA" or the "Contract") provides that WSP will

"[E]stablish a program that will allow the Owner to operate more efficiently and effectively. Task Orders will be assigned by the Executive Director or his designee and may include but are not limited to:

- Recommendations to Executive Director as it relates to the selection or assignment of firms providing engineering, architecture, or other professional services for the Project;
- Review of engineering, architectural or construction documents or other documents necessary to reach successful implementation;
- Recommendations and associated activities related to implementation of Owner's master plan;
- Consultant shall support, if requested, an assessment of the Owner's current procedures as it relates to engineering, architecture, and construction Projects (current and future);
- Review sources of Federal, State, or other applicable funding programs as well as the programs' rules, regulations, requirements, etc. and make recommendations and application for those funds/grants;
- Provide management of grant funding if desired by the Owner;
- Other typical industry standard program management and support services as may be desired by the Owner; and

- Other activities as may be requested by the Owner.

[Hereafter, these 8 bullet points are referred to as the "Task Orders".]

Consultant shall perform the services set forth in specific Task Orders as approved and executed by the Executive Director. Task Orders shall include the scope of service, personnel, hourly rate, duration and total cost of Task Orders or other information which may be deemed appropriate";

and

WHEREAS, in or about the past 15 years, WSP has consulted in the application, management and/or administration of at least \$45 Billion in grant funds (*i.e.*, an average of \$3 billion per year).

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. It is hereby declared and directed that WSP, as Program Manager, is the exclusive provider to the Port of any and all "Task Orders" within the "Scope of Services" described in the PSA and which may be assigned or delegated, directly or indirectly, by the Port, through its Executive Director or otherwise, unless WSP advises, in writing, that it cannot perform that Task Order (for example, if it has a conflict), in which case the Commission shall identify and name the entity which will perform that task.

2. It is hereby declared and directed that as the Port's Program Manager, WSP shall serve as the Port's Project Manager on and for any and all grants and grant-related activities/matters.

3. It is hereby declared and directed that WSP is the Port's lead and principal consultant on all grant applications and for management/administration of any and all

grants applied for, sought by or received by the Port, including any and all federal grants including, but not limited to, Housing and Urban Development ("HUD"), Maritime Administration (MARAD) and Port Security Grants; and, further, that any other firm retained by the Port for similar or related matters shall perform work, if at all, as determined by WSP and under the supervision of and in consultation with WSP, notwithstanding any contract(s) which the Port may have with any such firm(s) other than WSP.

4. The Executive Director and administration of the Port are hereby authorized and directed to comply with the foregoing directives each of which is effective immediately.

RESOLUTION
Program Manager

WHEREAS, effective July 21, 2024, the Port of South Louisiana, as Owner ("Port" or "Owner"), entered into a "Professional Services Agreement" with WSP USA Inc., as consultant ("WSP" or "Consultant");

WHEREAS, Section 2 of that Port-WSP Professional Services Agreement (hereinafter "PSA" or the "Contract") provides that WSP will

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- Recommendations and associated activities related to implementation of Owner's master plan;
- Consultant shall support, if requested, an assessment of the Owner's current procedures as it relates to engineering, architecture, and construction Projects (current and future);
- Review sources of Federal, State, or other applicable funding programs as well as the programs' rules, regulations, requirements, etc. and make recommendations and application for those funds/grants;
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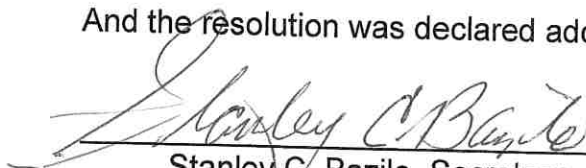
grants applied for, sought by or received by the Port, including any and all federal grants including, but not limited to, Housing and Urban Development ("HUD"), Maritime Administration (MARAD) and Port Security Grants; and, further, that any other firm retained by the Port for similar or related matters shall perform work, if at all, as determined by WSP and under the supervision of and in consultation with WSP, notwithstanding any contract(s) which the Port may have with any such firm(s) other than WSP.

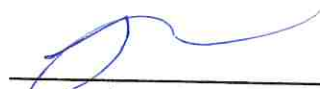
4. The Executive Director and administration of the Port are hereby authorized and directed to comply with the foregoing directives each of which is effective immediately.

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

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstaining</u>
Robbie LeBlanc	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Julie Hebert	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Florence Dumas	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Louis A. Joseph	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Joey Scontrino	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ryan E. Burks	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Jason Duhe'	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Stanley C. Bazile	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
P. Joey Murray, III	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

And the resolution was declared adopted on this, the 7th day of November, 2024.

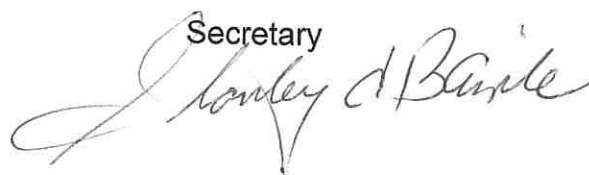

Stanley C. Bazile, Secretary


P. Joey Murray, III, Chairman

CERTIFICATION

I hereby certify that the above foregoing is a true and correct copy of a Resolution adopted at a Regular Meeting of the Port of South Louisiana and held on this 7th day of November, 2024 in which a quorum was present and voting and that the Resolution adopted is still in effect and has not been rescinded or revoked.

Signed at Reserve, Louisiana on the 7th day of November, 2024.

Secretary


C

RESOLUTION
Professional Services

WHEREAS, La. R.S. 34:2473B(3) provides that "[a]ll contracts for professional services for an amount exceeding the amount allowed by the commission bylaws shall not be binding or effective until approved by the commission. . . ."; and

WHEREAS, La. R.S. 34:2473F(1) provides that "[a]ny contracts for a duration of more than one year or any contract when the contract amount exceeds that amount allowed by the commission bylaws, except contracts for employment of unclassified personnel, . . . shall not be binding or effective until approved by the commission"; and

WHEREAS, Section VIIID of the Bylaws of the Port and its Commission provides that the Executive Director has authority to obligate the Port in an amount not to exceed \$50,000.00 as referred to in the aforementioned statutes; and

WHEREAS, 2 C.F.R. § 200.318(a) requires documented procurement procedures, stating that "[t]he recipient or subrecipient [of grant awards] must maintain and use documented procedures for procurement transactions under a Federal Award or subaward, including for acquisition of property or services".

NOW THEREFORE BE IT RESOLVED that, effective immediately, each and every Solicitation for Qualifications ("SOQ") or Request for Proposal ("RFP") issued by Port for

contracts for professional services shall be approved by the Commission prior to its issuance, effectiveness, publication or advertisement; and

RESOLVED further that, effective immediately, in any instance in which the Port administration anticipates or contemplates that an SOQ or RFP for professional services will, may or is required to be issued for professional services, the Port administration, through its appropriate designated individuals, shall notify and consult with the Chairperson of the Commission (or his/her designee) and the Chairperson of any appropriate committee of the Commission concerning the generation of any SOQ or RFQ for professional services.

RESOLVED further that, effective immediately, any Port documented procurement procedures for the acquisition of property or services shall be approved by the Commission;

RESOLVED further that the Commission shall select all contractors for professional services where the contract with such contractor is for an amount exceeding the amount allowed by the Commission Bylaws.

RESOLVED further that the Commission shall select all contractors for professional services where that contract is for a duration of more than one year.

D

RESOLUTION
Professional Services

WHEREAS, La. R.S. 34:2473B(3) provides that "[a]ll contracts for professional services for an amount exceeding the amount allowed by the commission bylaws shall not be binding or effective until approved by the commission. . . ."; and

WHEREAS, La. R.S. 34:2473F(1) provides that "[a]ny contracts for a duration of more than one year or any contract when the contract amount exceeds that amount allowed by the commission bylaws, except contracts for employment of unclassified personnel, . . . shall not be binding or effective until approved by the commission"; and

WHEREAS, Section VIIID of the Bylaws of the Port and its Commission provides that the Executive Director has authority to obligate the Port in an amount not to exceed \$50,000.00 as referred to in the aforementioned statutes; and

WHEREAS, 2 C.F.R. § 200.318(a) requires documented procurement procedures, stating that "[t]he recipient or subrecipient [of grant awards] must maintain and use documented procedures for procurement transactions under a Federal Award or subaward, including for acquisition of property or services".

NOW THEREFORE BE IT RESOLVED that, effective immediately, each and every Solicitation for Qualifications ("SOQ") or Request for Proposal ("RFP") issued by Port for

contracts for professional services shall be approved by the Commission prior to its issuance, effectiveness, publication or advertisement; and

RESOLVED further that, effective immediately, in any instance in which the Port administration anticipates or contemplates that an SOQ or RFP for a provider of professional services will, may or is required to be issued for professional services, the Port administration, through its appropriate designated individuals, shall notify and consult with the Chairperson of the Commission (or his/her designee) and the Chairperson of any appropriate committee of the Commission concerning the generation of any SOQ or RFQ for providers of professional services.

RESOLVED further that, effective immediately, any Port documented procurement procedures for the acquisition of property or services shall be approved by the Commission;

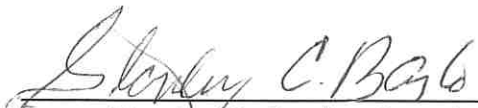
RESOLVED further that the Commission shall select all providers for professional services where the contract with such provider is for an amount exceeding the amount allowed by the Commission Bylaws.

RESOLVED further that the Commission shall select all providers for professional services where that contract is for a duration of more than one year.

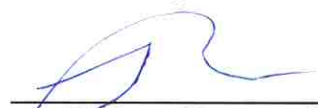
This resolution having been submitted to a vote, the vote thereon was as follows:

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstaining</u>
Robbie LeBlanc	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Julie Hebert	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Florence Dumas	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Louis A. Joseph	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Joey Scontrino	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ryan E. Burks	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Jason Duhe'	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Stanley C. Bazile	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
P. Joey Murray, III	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

And the resolution was declared adopted on this, the 7th day of November, 2024.



Stanley C. Bazile, Secretary



P. Joey Murray, III, Chairman

CERTIFICATION

I hereby certify that the above foregoing is a true and correct copy of a Resolution adopted at a Regular Meeting of the Port of South Louisiana and held on this 7th day of November, 2024 in which a quorum was present and voting and that the Resolution adopted is still in effect and has not been rescinded or revoked.

Signed at Reserve, Louisiana on the 7th day of November, 2024.

Secretary


E

RESOLUTION
RFP/SOQ Procedure

WHEREAS, effective July 21, 2024, the Port of South Louisiana, as owner ("Port" or "Owner"), entered into a "Professional Services Agreement" with WSP USA Inc., as consultant ("WSP" or "Consultant");

WHEREAS, Section 2 of that Port-WSP Professional Services Agreement (hereinafter "PSA" or the "Contract") provides that WSP will

"[E]stablish a program that will allow the Owner to operate more efficiently and effectively. Task Orders will be assigned by the Executive Director or his designee and may include but are not limited to:

- Recommendations to Executive Director as it relates to the selection or assignment of firms providing engineering, architecture, or other professional services for the Project;
- Review of engineering, architectural or construction documents or other documents necessary to reach successful implementation;
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- Consultant shall support, if requested, an assessment of the Owner's current procedures as it relates to engineering, architecture, and construction Projects (current and future);
- Review sources of Federal, State, or other applicable funding programs as well as the programs' rules, regulations, requirements, etc. and make recommendations and application for those funds/grants;
- Provide management of grant funding if desired by the Owner;
- Other typical industry standard program management and support services as may be desired by the Owner; and

- Other activities as may be requested by the Owner.

Consultant shall perform the services set forth in specific Task Orders as approved and executed by the Executive Director. Task Orders shall include the scope of service, personnel, hourly rate, duration and total cost of Task Orders or other information which may be deemed appropriate".

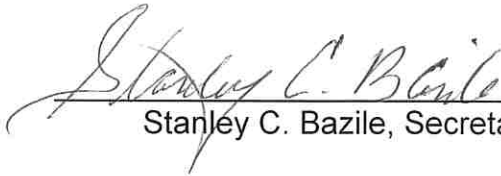
RESOLVED that, effective immediately, the Port of South Louisiana does hereby task WSP to consult with the Port, through its Commission and its Executive Director (or an individual(s) designated by him), to draft and generate for approval by the Commission processes and procedures for the generation and evaluation of any Request for Proposal ("RFP") or a Statement of Qualification ("SOQ"), to be issued by or on behalf of the Port which are intended to or directed at soliciting responses from consulting professionals including, but not limited to, architectural, engineering, legal and/financial professionals.

RESOLVED further that the Executive Director be, and he is hereby, authorized and directed to immediately consult with WSP and the Port's legal counsel and, if deemed appropriate, the Port's auditor, to draft documents intended to effect the foregoing Resolution which will then be provided to the Commission for its consideration to adopt.

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

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstaining</u>
Robbie LeBlanc	☒			
Julie Hebert	☒			
Florence Dumas	☒			
Louis A. Joseph	☒			
Joey Scontrino	☒			
Ryan E. Burks	☒			
Jason Duhe'	☒			
Stanley C. Bazile	☒			
P. Joey Murray, III	☒			

And the resolution was declared adopted on this, the 7th day of November, 2024.


Stanley C. Bazile, Secretary


P. Joey Murray, III, Chairman

CERTIFICATION

I hereby certify that the above foregoing is a true and correct copy of a Resolution adopted at a ~~Regular~~ Meeting of the Port of South Louisiana and held on this 7th day of November, 2024 in which a quorum was present and voting and that the Resolution adopted is still in effect and has not been rescinded or revoked.

Signed at Reserve, Louisiana on the 7th day of November, 2024.

Secretary
