**SOUTH TANGIPAHOA PARISH PORT COMMISSION**

**PUBLIC HEARING AND REGULAR MEETING**

**TUESDAY, DECEMBER 13,** **2022 12:00 NOON**

**CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the meeting to order Tuesday, December 13, 2022 at 12:00 Noon. Meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

Administrative Assistant Robyn Pusey gave the invocation. President Daryl Ferrara followed with the Pledge of Allegiance.

Commissioners Present: Daryl Ferrara, James Wes Daniels II, William “Bill” Joubert, Tina Roper, Timothy DePaula, and William Sims.

Commissioners Absent: Jimmy Schliegelmeyer, Jr.

President Ferrara welcomed the attendees. Others Present: Patrick Dufresne, Port Director; Robyn Pusey, Administrative Assistant, Lee Barends, ITL Accounting; Kim Coates, TPG; Richard Meek, Staff Writer Hammond Daily Star, Shaun McArthur, Edward Jones

Visitors were introduced and welcomed.

**APPROVAL OF PUBLIC HEARING AGENDA:**

It was moved by Commissioner Roper, and seconded by Commissioner Daniels, II, that the South Tangipahoa Parish Port Commission approve the Public Hearing Agenda for December 13, 2022, as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

**NEW BUSINESS**

1. **Public Hearing on the Proposed Budget for 2023**
2. **Opening Statement**
3. **Remarks from public/visitors**

President Ferrara announced that the Public Hearing was open, which was being held pursuant to the authorized published notice in the Ponchatoula Times on November 24, December 1, and December 8, 2022, thereby complying with the requirement of Louisiana Law. Executive Director Patrick Dufresne stated that prior to this meeting he had met with port accountant Lee Barends of ITL Accounting and Commissioner/Treasurer Jimmy Schliegelmeyer, Jr. to review the proposed budget for 2023. A copy of the proposed budget was emailed to the Commissioners, and a copy was placed in the Commissioners folders for review. Ms. Barends said that the budget represents a continuation of present service levels, that it is fiscally conservative, and expenditures are budgeted within anticipated revenues and fund balance monies. To estimate the revenues, Ms. Barends stated they used the income and monies that were left for the DOTD project. Regarding the projected rental income for 2023 it was decided not to add in any monies from potential additional tenants until there is a signed contract/lease. The total revenues listed is $1,997,100.00. President Ferrara asked Ms. Barends about the “Rail Car Storage Activity Income” line item. She gave a brief explanation that all rail car activity is going to be under one income category, and that the income fluctuates month to month, so the total number was averaged to determine the estimated budgeted amount. She also stated if for some reason she is incorrect on those estimates, the 2023 budget can be amended early in the year. Ms. Barends next reviewed the expenses, telling the Commissioners that the “Insurance Expense” line item included all insurance costs for the port, including employee insurance. Commissioner Roper requested that moving forward Ms. Barends create a separate line item for employee insurance expenses. Ms. Barends stated she will start that next month. Regarding line item “Hurricane Ida Repairs” the Commissioners felt that $370,000.00 was too low, as repairs for Building 2 was not included. After discussion by the Commissioners, it was decided to add $650,000.00 to the line item “Hurricane Ida Repairs”. There were questions from the Commissioners regarding line items “Professional Development” and “Legal Expenses”. Ms. Barends said that both line items can be modified if necessary.

President Ferrara asked if anyone had any additional questions or comments about the proposed 2023 budget. There were no questions or comments, and he asked for a motion to proceed with adopting the proposed budget.

1. **Adopt Proposed Budget for 2023**
2. **Resolution**

Commissioner/Secretary Wes Daniels, II introduced a resolution relative to adopting the proposed 2023 Budget, with modifications.

At a Regular Meeting of the South Tangipahoa Parish Port Commission held on December 13, 2022 the following resolution was introduced and adopted, with modifications; to wit:

Moved by Commissioner DePaula, seconded by Commissioner Roper that the South Tangipahoa Parish Port Commission adopt the following resolution with regard to the 2023 Proposed Budget:

Whereas, the South Tangipahoa Parish Port Commission has met all Formal requirements of Louisiana law; and,

Whereas, the South Tangipahoa Parish Port Commission now desires formally to adopt its Proposed Budget for calendar year 2023 in the form of that made a part hereof:

NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission, acting as the governing authority of the Tangipahoa Parish Port District, that:

1. The Proposed Budget of the South Tangipahoa Parish Port Commission for the calendar year 2023 be and is hereby formally adopted, a copy being attached hereto and made a part hereof by reference.
2. The President of the South Tangipahoa Parish Port Commission, Daryl Ferrara, be and is hereby authorized to provide a copy of the Budget so adopted to the State Auditor of Louisiana, and to take any other actions with reference thereto as may be required by law.

Motion to approve the resolution by Commissioner DePaula and seconded by Commissioner Roper passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

1. **Close Public Hearing**

President Ferrara asked for a motion to close the Public Hearing. It was moved by Commissioner Joubert and seconded by Commissioner DePaula that the Public Hearing be closed. Motion passed. Yeas: Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

Immediately following the closing of the public hearing, President Ferrara asked that the Commission proceed with the regular meeting.

**REGULAR MEETING**

**APPROVAL OF AGENDA/MINUTES**

It was moved by Commissioner Roper and seconded by Commissioner Joubert, that the South Tangipahoa Parish Port Commission approve the regular Meeting Agenda for December 13, 2022, as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

President Ferrara announced that the minutes of the regular meeting on November 15, 2022 were sent to the Commissioners by email for their review prior to this meeting and a copy was also presented in the meeting folders. After reviewing the minutes, the following motions were made.

It was moved by Commissioner Roper and seconded by Commissioner DePaula, that the South Tangipahoa Parish Port Commission adopt/approve the November 15, 2022, minutes as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

President Ferrara told the Commissioners that minutes of the special meeting on November 29, 2022 were emailed to them prior to the meeting for review, and a copy was also in the meeting folders. After reviewing the minutes, the following motions were made.

It was moved by Commissioner DePaula and seconded by Commissioner Sims, that the South Tangipahoa Parish Port Commission adopt/approve the minutes as presented for the special meeting on November 29, 2022. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

**TREASURER’S REPORT**

The financial reports for the period ending November 30, 2022, were emailed to the Commissioners by Ms. Lee Barends with ITL Accounting for review. Ms. Barends reviewed the financial reports with the Commissioners. Starting with the Income Statement she said that the rental income for the month of November was $116,804.04. She stated that the column for “YTD Budget” and “YTD Variance” will be changed to say “Annual Budget” and Annual Variance”. She said that the total expenses were $38,907.23. She then reviewed the Balance Sheet with the Commissioners and reported total liabilities and capital as $9,977,822.66. Ms. Barends also provided a copy of the General Ledger to the Commissioners and said she would continue to send monthly. She asked if there were any questions about the General Ledger. A discussion was had regarding the percentages for each line item.

It was moved by Commissioner Joubert and seconded by Commissioner Daniels II, that the Commission accept/approve the financials, as presented, by Lee Barends of ITL Accounting for the 6 months ending November, 2022. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

Ms. Barends discovered a typo on the approved agenda, noting the Financial Report had the incorrect month of December and should state November 30, 2022. A motion to amend the agenda with the correct month was made by Commissioner DePaula and seconded by Commissioner Roper. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

**OLD BUSINESS**

1. **Adopt 2nd Proposed Amended Budget for 2022**
2. **Resolution**

Patrick Dufresne, Executive Director told the commissioners that he had met with Commissioner/Treasurer Schliegelmeyer, Jr. and Lee Barends with ITL Accounting to discuss the amended budget for fiscal year 2022. Ms. Barends presented the proposed amendments relative to the 2022 budget to the Commissioners. A copy was submitted by email for the Commissioners review prior to the meeting, and a copy was placed in the meeting folders. She said that a couple of line items were modified with the Commissioners recommendations. The line item “Interest Income” was increased to $600.00, as we were already exceeding the budgeted $500.00. “Rental Income” line item was also increased to $885,000.00. Reviewing the expenses, Ms. Barends said the line item for “Audit Expense” was budgeted for $6,000.00, however the actual cost was $9,400.00, therefore this was amended. Line item “Professional Contracts EXP” was increased because of some invoices that came in regarding the Hurricane Ida expenses.

Commissioner/Secretary Daniels, II, introduced a resolution to approve the 2nd Proposed Amended 2022 Budget:

At a Regular Meeting of the South Tangipahoa Parish Port Commission held on December 13, 2022 the following resolution was introduced and adopted; to wit:

Moved by Commissioner Roper, seconded by Commissioner DePaula that the South Tangipahoa Parish Port commission adopt the following resolution with regard to the 2nd 2022 Proposed Amended Budget:

Whereas, the South Tangipahoa Parish Port Commission has met all Formal requirements of Louisiana law; and,

Whereas, the South Tangipahoa Parish Port Commission now desires formally to adopt the 2nd Proposed Budget Amendments for calendar year 2022 in the form of that made a part hereof:

NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission, acting as the governing authority of the Tangipahoa Parish Port District, that:

1. The 2nd Proposed Budget of the South Tangipahoa Parish Port Commission for the calendar year 2022 be and is hereby formally adopted, a copy being attached hereto and made a part hereof by reference.
2. The President of the South Tangipahoa Parish Port Commission, Daryl Ferrara, be and is hereby authorized to provide a copy of the Budget so adopted to the State Auditor of Louisiana, and to take any other actions with reference thereto as may be required by law.

Motion to approve the resolution by Commissioner Roper and seconded by Commissioner DePaula passed. Yeas: 6 Ferrara, Daniels, II, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

1. **LA DOTD Port Priority State H. 011927 – Transload improvements – update**

Patrick Dufresne, Executive Director told the Commissioners that ports engineer is currently reviewing the contract and related documents for the Transloading Improvements Project submitted by the contractor, LA Contracting Enterprises, LLC, and that documentation will then be reviewed by LADOTD. After the review, they will authorize the contractor to proceed, which probably will take place right after the first of the year.

1. **Hurricane Ida Damage Repair Update**

Executive Director Patrick Dufresne told the Commissioners that the Building 3 project will start the 1st week of January, 2023 and should be completed within 120 days. Mr. Dufresne told the Commissioners that the port’s engineer, Jim Ragland apologized that he is not finished with the Building #2 repair design work yet due to issues with other projects, however he will be at the January meeting, and the building plans, design and RFP will be forwarded prior, if possible. Mr. Dufresne also provided the Commissioners with information regarding schedule and invoicing information from Alert Roof Systems and LA Contracting Enterprise, LLC.

1. **Prospective Tenant(s) Update**

Executive Director, Patrick Dufresne stated there is no update regarding prospective tenant(s) at this time.

1. **Investment Accounts – update**

Executive Director, Patrick Dufresne introduced Shaun McArthur, Financial Advisor with Edward Jones. Mr. McArthur stated that he was approached by President Ferrara to review the current CD and money market portfolio with Hancock Whitney. He submitted a couple of proposals for review that were provided to the Commissioners in folders from Edward Jones. Mr. McArthur explained the options to the Commissioners and recommended investing some of the money currently in the STPPC account into CD’s and a money market account. He said interest rates have gone up in recent months. Mr. McArthur stated he cannot do commission work and his fee would be waived, stating that “there would be no costs in excess of what you see here”. Commissioner Joubert questioned whether this should be put out for bid. After a long discussion the Commissioners agreed to change management of its investment portfolio from Hancock Whitney to Edward Jones, with Mr. Shaun McArthur as the agent on record. A motion was made by Commissioner Daniels, II and seconded by Commissioner Roper to move the STPPC investment portfolio from Hancock Whitney to Edward Jones, pending discussion with the ports attorney, Andre Coudrain. A roll call vote was taken: Yeas: 6 Ferrara, Daniels, II, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr. Motion passed.

Discussion continued as to the amount of money to be moved into the new accounts. A motion was made by Commissioner Roper and seconded by Commissioner Joubert to transfer $500,000.00 from the STPPC checking account to the proposed money market account and invest $500,000.00 in CD’s as proposed by Mr. Shaun McArthur with Edward Jones, pending discussion/consent with the ports attorney, Andre Coudrain. A roll call vote was taken: Yeas: 6 Ferrara, Daniels, II, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr. Motion passed.

1. **Invoice Payment Approval**

Port Accountant Lee Barends presented the December 2022 payment invoices for payment approval.

1. AECOM – Port Manchac Site Improvements – Phase IV

Project # 60638292 Services rendered October 22, 2022 – November 18, 2022

Inv. #2000693312 Amount: $1,566.25

1. Cashe Coudrain & Bass –

Services rendered through November 31, 2022

Inv. #124069 Matter #4623-1 Amount: $960.00

Inv. #124070 Matter #4623-4 Amount: $200.00

Inv. #123071 Matter #4623-9 Amount: $460.00

1. Ragland Aderman & Associates –

Services rendered June 1 through October 11, 2022

Inv# 492022058.DE.1- Project # 492022058 Amount: $23,872.50

It was moved by President Ferrara and seconded by Commissioner Roper that the Commission approve for payment the invoices presented by Port Accountant Lee Barends for AECOM, Cashe Coudrain & Bass, and Ragland Aderman & Associates. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

**NEW BUSINESS**

1. **Employee Evaluation Form - update**

Prior to this meeting, Executive Director Patrick Dufresne had received and completed the self-evaluation form and emailed the form with accompanying documents to President Ferrara, who then forwarded the information to the Commissioners. Commissioner Roper made a motion to enter into Executive Session to discuss the Executive Director’s 2022 Self Evaluation. Commissioner Daniels, II, seconded the motion. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

President Ferrara asked everyone to leave the room. Approximately 30 minutes later, the Executive Director and Administrative Assistant were asked to re-enter the room. A motion was made to return to the regular meeting. Motion passed. Yeas: 6 Ferrara, Daniels, II, Joubert, Roper, DePaula and Sims Nays: 0 Absent: 1 Schliegelmeyer, Jr.

President Ferrara stated there was no action taken and a decision regarding the Executive Director’s evaluation and pay increase will be delayed until the January meeting.

Commissioner Joubert left the meeting at approximately 2:00PM.

**Remarks:**

Executive Director, Patrick Dufresne reminded the Commissioners that Sexual Harassment Training and Ethics Training must be completed by December 31, 2022. Commissioner Roper suggested completing the Financial Disclosure for 2023 now. It is not due until May 15, 2023 but said it would be a good idea to get a head start on completion, reminding them of the financial penalty if not done timely.

Having no further business, a motion for adjournment was made by Commissioner Roper and seconded by Commissioner Depaula. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims Nays: 0 Absent: 1 Schliegelmeyer, Jr.

Meeting adjourned 2:12 pm.

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James Wes Daniels II, Secretary STPPC Daryl Ferrara, President STPPC