**SOUTH TANGIPAHOA PARISH PORT COMMISSION**

**REGULAR MEETING**

**WEDNESDAY MAY 14, 2025 9:00AM**

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

The regular meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA. Due to a power outage in the annex, the meeting was moved outdoors. Vice President Tina Roper called the regular meeting to order on Wednesday May 14, 2025 at 9:25 A.M.

The invocation was given by Administrative Assistant Robyn Pusey, followed by the Pledge of Allegiance led by Commissioner William Sims.

Commissioners Present: Tina Roper, Timothy DePaula, William Sims, Rhonda Sheridan

Commissioners Absent: Daryl Ferrara

Vice President Roper welcomed the attendees to the meeting this Monday morning, which included Patrick Dufresne, STPPC Executive Director; Robyn Pusey, Administrative Assistant; Andre Coudrain, Cashe Coudrain and Bass; Lee Barends of ITL Accounting, Richard Meek, Action 17 News and Chloe Williams, The Daily Star.

**APPROVAL OF AGENDA/MINUTES**

A motion was made by Commissioner/Treasurer DePaula and seconded by Commissioner/Secretary Sheridan to approve the agenda for May 14, 2025. Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan Nays: 0 Absent: 1 Ferrara

Vice President Roper stated that the minutes from April 7, 2025 had been sent to the Commissioners electronically by the administrative assistant for review. The meeting folders included a copy of the minutes. After a brief review, a motion was made by Commissioner/Secretary Sheridan and seconded by Commissioner Sims to adopt/approve the minutes from the regular meeting on April 7, 2025. Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan Nays: 0 Absent: 1 Ferrara

**TREASURER’S REPORT**

Port accountant Lee Barends reviewed the April 2025 financial reports with the Commissioners. She asked if there were any specific questions regarding the financials, and there were none. She stated there was approximately $477,000.00 in the general account and asked if the Commissioners would want to move any of the excess money over to Edward Jones. She said the insurance would be coming up in June, and funds could be moved in a day. She asked if the Commission would like to bring the balance back down in the general account to $250,000.00. Treasurer DePaula said he would recommend moving the excess money to Edward Jones. Vice President Roper asked if there were any upcoming expenses, and Ms. Barends said the garage door, but it was in the operating budget. She also reported that the budget for memberships and dues had exceeded $400.00. She noted that this issue could be addressed in early fall, potentially during the budget amendment process. She said aside from this difference, the overall budget remains on track. Vice President Roper asked Executive Director Patrick Dufresne if he had reached out to anyone with Air Products. Mr. Dufresne said that he had spoken to someone (with Air Products) and was told they were not anticipating any changes.

A motion was made by Treasurer DePaula and seconded by Commissioner/Secretary Sheridan to accept/approve the financials for the month ending April 30, 2025. Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 1 Ferrara

**OLD BUSINESS**



1. **Warehouse Buildings #2 and #3 – lease agreement update**

Port attorney Andre Coudrain said that there was nothing new to report with the tenant, and that he hadn’t heard back from Beezie Landry or Daniel Laborde with the Tangipahoa Economic Development Foundation. Vice President Roper said she was told that they were going to send a combined review of the leases, and Mr. Coudrain said “when we get close” he would contact them.

1. **Prospective Tenant (s) - update**

Mr. Dufresne said there was no prospective tenant update today.

1. **LA-DOTD Port Priority Program Application – update**
2. **Resolution**

Mr. Dufresne told the Commissioners that since the last STPPC meeting the Louisiana Legislature had approved the LA-DOTD Port Priority Program funding list, and as a result the STPPC is eligible to access the reimbursement allocation fund for any potential projects. He said there is a resolution that would document this result. Secretary Sheridan introduced the resolution:

A resolution authorizing the South Tangipahoa Parish Port Commission to enter into an agreement with the State of Louisiana, Department of Transportation and Development under the Louisiana Port Construction and Development Priority Program for assistance in the implementation of a port improvement project; providing for the necessary documentation of the need for the port improvement; and providing for other matters in connection therewith.

 WHEREAS, the South Tangipahoa Parish Port Commission has a need for port improvements; and

WHEREAS, the South Tangipahoa Parish Port Commission has reviewed the application for Port Manchac Site and Infrastructure Improvements & Rehabilitation and agrees with said agreement; and

WHEREAS, the South Tangipahoa Parish Port Commission has applied for State matching funds pursuant to Chapter 47 of Title 34 of the Louisiana Revised Statues of 1950, as amended, to implement a project to improve its port operation and South Tangipahoa Parish Port Commission is fully aware of its obligations under said Statute; and

WHEREAS, the South Tangipahoa Parish Port Commission is a political body duly organized and existing under the laws of the State of Louisiana and is eligible to apply for funds under said Statute; and

 WHEREAS, currently, no funds have been made available by the State for construction of the project; and

 WHEREAS, the Sponsor desires to utilize its own funds for the construction of this Project and to be reimbursed by the Port Construction and Development Priority Program once funding becomes available, in accordance with R.S. 34:3457, *et seq*.

 NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission as follows:

Section 1. That South Tangipahoa Parish Port Commission acknowledges that an application was submitted to the Louisiana Port Construction and Development Priority Program.

Section 2. That at the appropriate time and prior to commencement of work on the project, South Tangipahoa Parish Port Commission agrees to execute a Project Agreement and a Statement of Sponsorship pursuant to the Statute and hereby authorizes and empowers Patrick J. Dufresne, Executive Director, to enter into and execute said agreement with the Louisiana Department of Transportation and Development.

Section 3. That Patrick J. Dufresne, Executive Director, is hereby Authorized Representative for South Tangipahoa Parish Port Commission to represent the port with regards to the receipt of funds from the Louisiana Port Construction and Development Priority Program for a port improvement project.

Section 4. That said Authorized Representative shall have the authority to sign and approve all documents that are necessary under the circumstances to accomplish the above project.

A motion was made by Commissioner DePaula and seconded by Commissioner Sims to approve the resolution as introduced by Secretary Sheridan. Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 1 Ferrara

1. **Invoice Payment Approval**

The following invoices for payment were presented today by Treasurer DePaula. A vote was taken for each invoice when presented.

 **Cashe Coudrain and Bass**

 Services rendered through April 30, 2025

 Inv# 130872 Matter # 4623-1 Amt.$ 240.00

 Inv# 130873 Matter # 4623-4 Amt.$ 60.00

 Inv# 130871 Matter # 4623-13 Amt.$ 1,685.00

 Total Amt. $ 1,985.00

A motion was made by Commissioner/Treasurer DePaula and seconded by Commissioner Sims that the Commission approve payment for the invoices presented today for Cashe, Coudrain & Bass. Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 1 Ferrara

  **Ace Garage Door Co.**

 Furnished and Installed 20 ‘ Rolling Door

 Warehouse #3 Amt.$ 19,123.00

Mr. Dufresne was asked what happened to the door that it needed to be replaced, and he replied “age”. Treasurer DePaula said he thought the price was reasonable. A motion was made by Commissioner/Secretary Sheridan and seconded by Commissioner Sims that the Commission approve payment for the invoice presented today for Ace Garage Door Co. Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 1 Ferrara

  **LWCC**

 Workers comp insurance – policy period 5/21/25 – 5/21/26

 Installment #1 Amt.$ 1,596.00

A motion was made by Commissioner/Secretary Sheridan and seconded by Commissioner Sims that the Commission approve payment for the invoice presented today for LWCC. Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 1 Ferrara

1. **Litigation – update**

**South Tangipahoa Parish Port Commission vs Wilco Marsh Buggies, Inc.,**

**Docket # 20240004367**

1. **Executive Session**

Port attorney Andre Coudrain said the litigation case is still in the discovery phase and there was no change in the status of the case. He said it was not necessary to enter into Executive Session today. The Commissioners agreed with Mr. Coudrain and did not enter into Executive Session. No action was taken.

**NEW BUSINESS**

1. **Official Journal of Record 2025 – 2026 – RFP**
2. **Resolution**

Secretary Sheridan introduced the following resolution:

At a regular meeting of the South Tangipahoa Parish Port Commission held on May 14, 2025 the following resolution was introduced and unanimously adopted; to wit:

Moved by Commissioner Sheridan, seconded by Commissioner Sims that the Commission empowers and executes any and all documents pertaining to advertising of its Request for Proposals for an Official Journal of Record for the period beginning August 1, 2025 and ending July 31, 2026. Requested information will be as follows: 1) Circulation; 2) Length of time in business; 3) Copy of Standard Rates; 4) A minimum of eight (8) point print for clarity of readership; 6) Any other information you deem appropriate. Proposals must be received no later than 5PM on June 30, 2025, at 163 W. Hickory St., Ponchatoula, LA 70454.

Vice President Roper asked if the RFP could request bids for multiple years instead of one year at a time. Mr. Coudrain said there may be a statute that prevents requesting multiple years. Mr. Coudrain said he would research the issue.

 Motion passed. Yeas: 4 Roper, DePaula, Sims, Sheridan Nays: 0 Absent: 1 Ferrara

**REMARKS**

Mr. Dufresne reminded the Commissioners that the Annual Tier 2.1 Financial Disclosure is due May 15, 2025.

Commissioner/Treasurer DePaula told the Commissioners that the June 11th date for the next STPPC meeting may not work for him. A brief discussion was held regarding other possible dates.

The meeting adjourned at 9:39 AM.

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Rhonda Sheridan, Secretary STPPC Daryl Ferrara, President STPPC