

# **West Calcasieu Port Board Meeting Minutes**

November 1, 2011

## **I. Call to order**

President Matt Vincent called to order the regular meeting of the West Calcasieu Port at approximately 2:58 p.m. on November 1, 2011, at the offices of West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

## **II. Invocation**

Dick Kennison led the invocation.

## **III. Pledge of Allegiance**

Pledge led by Dave Aguillard and recited by all board members and guests.

## **IV. Roll call**

Secretary Tim Dougherty conducted a roll call. The following persons were present:

- ✓ Tim Dougherty
- ✓ Matt Vincent
- ✓ Wilmer Dugas
- ✓ Dick Kennison
- ✓ Dave Aguillard

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Darla Perry and Sheila Burton)

## **V. Approval of minutes of the October 4, 2011 regular monthly meeting**

President Matt Vincent entertains a motion to accept the minutes as printed and presented to the Board. Dick Kennison makes a motion to approve the October 4, 2011 regular monthly meeting minutes, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carries.

## **VI. Amendments, additions and deletions to the proposed agenda**

Darla Perry stated she will be presenting the Auditor's Compilation Report during the Financial Report, and it will need a resolution to approve. Wilmer Dugas makes a motion to add the Auditor's Compilation Report to the agenda under the Financial Report, 2<sup>nd</sup> by Dick Kennison. All board members unanimously agree. No opposition. Motion carries.

## **VII. Committee Reports**

Darla reported that the Executive Compensation Committee met since the last meeting to renew Lynn Hohensee's Port Director contract for the coming year. President Matt Vincent thanked Lynn for the job he does for the Port.

Lynn Hohensee gave a report on the Security Committee. Lynn explained the problem the Port has had getting the security camera computer system online. He said he has been working with Darla, Adam, Interface and also Cameron Communications to get it resolved. As of today, the computers at Darla's office, the Sheriff's office, and Lynn's office are online and working. Lynn said he will soon be going to the Coast Guard to get their computer online. Lynn brought up the issue of one of the cameras on the back of the building having the view obstructed by a hoisting beam. Lynn said he spoke with Garrett at Interface to see what can be done to get it moved. Lynn said there may be a fee involved in getting it moved. Dick Kennison stated he felt Interface should be responsible in any costs of moving the camera since they are the ones who did the installation. The Board further discussed the installation of the camera. Lynn said he will work with Interface to get it corrected.

## **VIII. Port Director Report**

*[NOTE: The following report is a copy of the original sent out by Lynn Hohensee.]*

### **Marketing/Business Development –**

- The West Calcasieu Port has followed up with Redd Commercial Real Estate firm and with US Coast Guard officials re: interest by the US Coast Guard in locating a marine facility at the port.

*[NOTE: Lynn expanded on speaking with the US Coast Guard about becoming a tenant at the Port. The Board further discussed the relationship between Redd Commercial Real Estate and the US Coast Guard. Lynn also mentioned the opportunity to speak with Canal Barge Company to see if they would be interested in becoming a tenant at the Port.]*

- Meeting was held with Windstar Energy – nothing has changed.

### **Port Operations –**

- Newspaper advertising taken out by the West Cal Port and news reports generated from a West Cal Port news release launched the solicitation for competitive bids from contractors for the port's barge basin expansion project. The sealed bids will be opened at 10 a.m., Wednesday, Nov. 16, 2011 at Meyer & Associates offices.

- Following the receipt of an e-mail from Louis Hebert, Calcasieu Parish Sheriff's Office, that enabled the West Cal Port to use the unspent funds from the Homeland Security grant for the electrical upgrades to the port entrance gate, efforts were made to contact F. Miller Construction to set up a timetable for construction of the gate. We still await to hear from F. Miller.
- Construction of the six-inch waterline extension by Janco Construction at the port has been completed. The port has received a receipt for the construction costs from the Carlyss Water District, which will be used to submit a grant request to the Calcasieu Parish Police Jury.
- River Barge Works is working with Janco Construction to install a two-inch waterline from the six-inch extension line to their leased barge basin site for their barge cleaning operation.
- The port director and port engineer provided State Sen.-elect Ronnie Johns with a tour of the West Cal Port. On the tour, he was briefed about the barge basin expansion project. He also had the opportunity to view the depleted condition of bulkhead at the port that will require replacing in the near future. He indicated he would support a Legislative Capital Outlay request from the port to provide funding support for the bulkhead repairs. The port's capital outlay request is being prepared by Meyer & Associates and was submitted prior to the Nov. 1, 2011, deadline.

#### **Professional Organizations & Networking –**

6. The WCP director represented the port at:
  - a. US Coast Guard meeting (re: port security system)
  - b. Chamber/SWLA infrastructure/government affairs committee meeting
  - c. Chamber/SWLA economic development committee meeting
  - d. Chamber/SWLA Leadership meeting
  - e. Chamber/SWLA Golf Tourney
  - f. LIDEA Annual Conference
  - g. Workforce Investment Board executive committee meeting
  - h. West Calcasieu Assn. of Commerce monthly meeting
  - i. WCAC business after hours event
  - j. WCAC economic development committee meeting
  - k. Propeller Club of SWLA meeting
  - l. Maritime Focus Group Meeting
  - m. Red Cross of SWLA board meeting
  - n. PetroChem golf tourney

#### **News Media & Community Relations–**

- Positive state, regional, local and trade media coverage (print, broadcast, cyber, wire service) was received based on a West Cal Port news release announcing the solicitation for competitive bids.
- The American Press requested an interview on the barge basin expansion project. The interview was granted (port director, port director) and generated a page-one article.
- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities

### **IX. Announcements/Reports (Legal, Financial, Engineer)**

**LEGAL:** Glen James explained how property from Pan Am/Amoco was deeded to the Port along the barge basin. There has been dispute about property lines between the Port and The Ellender Group. Glen said he is still speaking with The Ellender Group about possibly deeding the property in question to the Port. Glen and the Board looked at maps showing the property in question.

**FINANCIAL:** Darla reported on the cash flow for September. Darla said the reason the cash flow shows a negative is because there were major project costs on the west barge basin and the waterline project.

Darla presented the Auditor's Compilation Report to the Board. Darla stated pages 2-5 are comprised of a compilation made by Darla and Adam showing a recap of what the Port has done in the last year. Darla reported it was a very positive management discussion and analysis. Darla said the reason for the Auditor Compilation is due to the charges being less and the Port didn't have the Federal amount of funding in the last fiscal period to require the audit for the Legislative Auditor. Darla gave an explanation of page 7 showing Statement of Net Assets, page 8 showing Net Revenue, and pages 9-10 showing a Statement of Cash Flows. Darla said pages 11-15 are Notes to Financial Statements, which are required disclosures that have to be made for the Legislative Auditor.

Dick Kennison makes a motion to accept the Auditor's Compilation Report by resolution, 2<sup>nd</sup> by Dave Aguillard. All board members unanimously agree. No opposition. Motion carries.

President Matt Vincent congratulates Darla and Adam for a job well done. Darla mentioned the Janco water bill came in over the original estimate. The cost was \$22,483. Darla said she contacted Bryan Beam to see if the grant request could be amended, and he told Darla not for that small amount. Darla said the Port will be able to pay the extra amount. The Board further discussed the issues with the water company and how the bills will come to the Port.

**ENGINEER**: Chuck Stutes reported he submitted a capital outlay request yesterday requesting to repair the bulkhead surrounding the Devall building, replacement of the ballards on the bulkhead, and the replacement of the existing barge ramp. The total comes to \$2.3 million. The Port would have to pick up a minimum of 25% of that amount over a 2-year period. Chuck stated the local share can come from anywhere local (parish, port, airport, city, etc.). Chuck said this capital outlay request goes to the Office of Facility Planning, Department of Administration, and then basically the Governor will be the one to make the ultimate decision. This will go into House Bill 1 and then will go to the Senate. Chuck said the way the process works is that the submittal goes in November 1. If it makes it to the Governor, it will go into the next legislative session, which will be May or June of 2012. Chuck said it will be early July of 2012 before anything will be official.

Lynn Hohensee asked Chuck if he would speak about the opening of bids for the Barge Basin Project on November 6. Chuck reported that he received all of the approvals from DOTD. The advertisement is in 3 journals: *The American Press*, *The Baton Rouge Advocate*, *Southwest Daily News*. Chuck said he has had very good response, and he has handed out plans to 14 different contractors. Chuck stated the Board would probably take action at the December meeting.

## **X. Public Comments**

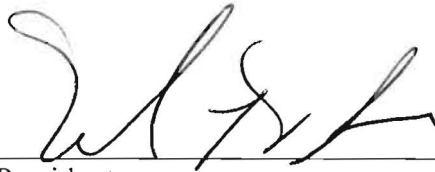
There were no public comments at this time.

**XI. Executive Session**

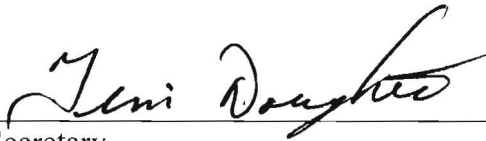
There was no Executive Session held at this time.

**XII. Adjournment**

President Matt Vincent entertains a motion to adjourn. Dick Kennison made a motion to adjourn, 2<sup>nd</sup> by Dave Aguillard. Meeting was adjourned at approximately 4:00 p.m.



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President



\_\_\_\_\_  
Secretary