

# **West Calcasieu Port Board Meeting Minutes**

December 3, 2013

*{NOTE: Sheila Burton was not present at the meeting. Recording was provided by Darla Perry, and Sheila prepared minutes from recording.}*

## **I. Call to order**

Vice President Wilmer Dugas called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on December 3, 2013, at the offices West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

## **II. Invocation**

Glen James led the invocation.

## **III. Pledge of Allegiance**

Pledge recited by all board members and guests.

## **IV. Roll call**

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

- ✓ Tim Dougherty
- ✓ Wilmer Dugas
- ✓ Dave Aguillard

Absent: Dick Kennison and Scott Foreman

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Glen James, Darla Perry, J. D. Hankins and Dr. Glen Rhodes.)

## **V. Approval of minutes of the November 5, 2013 regular monthly meeting**

Vice President Wilmer Dugas entertains a motion to approve the minutes as printed and presented to the Board. Dave Aguillard makes a motion to approve the November 5, 2013 regular monthly meeting minutes, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carries.

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

There were no amendments, additions nor deletions to the proposed agenda.

## **VII. Committee Reports**

Lynn Hohensee gave a report on the Tenant Committee. Lynn said the committee plans on meeting next week to discuss the Orion Marine Group proposal regarding the extension of their lease. Lynn stated the committee will meet first to put together a recommendation to present to the Board at the January meeting.

## **VIII. Port Director Report**

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

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

- Orion Marine Group – through its corporate real estate executive – provided the West Calcasieu Port with an initial RFP (request for proposal) in advance of negotiations of an extension to the OMG lease agreement with the port which expires in 2014. The RFP has been referred to the port’s tenant committee for review. A recommendation will be made to the port board by the committee.
- Initial discussion has been held with a local investor group interested in using the WCP as a base to retrofit a barge to accommodate lodging facilities. Representatives of the group are expected to attend the December port board meeting.
- Discussions continue with Greenfield Logistical Solutions of La. re: possible leasing of property at the West Calcasieu Port.
- The port continues to actively market the Devall Diesel Building to local prospects.
- Work continues on a revised reprint of the West Calcasieu Port brochure. New aerial and land photos will be inserted. Cost of the reprinting will be covered by the SWLA EDA.

### **Port Operations –**

- Devall Towing, a port tenant, participated in a planned exercise conducted by the US Coast Guard in November. All aspects involving the WCP facilities were deemed a success.
- The port engineer continues to work with Devall Towing and contractors to move forward on the installation of a new barge-loading ramp to replace the old ramp.
- The port engineer also is in the initial phase of preparing for the bidding out of work to be done in constructing a new hard-surfaced road to the planned loading ramp.
- Work continues on the development of the Tresco leased land.
- Issues are being addressed to assure that U.S. Fence/Gate honor its obligation for post-installation service for the port’s main security gate. Electrical outages have caused problems with the backup battery system.

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

- The WCP director represented the port at:
  1. Chamber/SWLA Gov’t Affairs/Infrastructure committee meeting
  2. West Calcasieu Chamber of Commerce annual banquet (joined by port commissioners, tenant)
  3. Entergy economic development website workshop
  4. Gulf Port Authorities of the Americas conference
  5. Initial Coastal Port Advisory Authority meeting @ DOTD headquarters

6. Propeller Club meeting
7. PetroChem meetings; golf tourney
8. Boys Village board meeting

**News Media & Community Relations–**

- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities.

*{NOTE: There was a quick discussion addressing concerns about the road and ramp project. Lynn stated that Chuck would address those issues in his report.*

*Vice President Wilmer Dugas entertains a motion to accept the Port Director Report as presented to the Board. Dave Aguillard makes a motion to accept the Port Director Report as presented to the Board, 2<sup>nd</sup> by Tim Dougherty.*

*Lynn introduces Mr. J. D. Hankins and Dr. Glen Rhodes to speak to the Board about an upcoming project. Mr. Hankins explains to the Board that Dr. Rhodes has purchased the Isle of Capri casino boat. One of his plans is to possibly renovate the boat where it can house 50-300 workers that will be coming to our area to work at the various new plants. Mr. Hankins asked for the Board's support for temporary docking, electrical hookup and staging areas as the boat is being renovated. Mr. Hankins told the Board that they do not have a lease holder but they are working on it at this time. He also stated they do not have a final plan, but the goal is to house the casino boat at or near a construction site of one of the major expansions. Mr. Hankins told the Board the primary purpose for them picking these areas is to try to reduce traffic on Hwy. 27. Mr. Hankins stated his request for the Board would be to develop a location for docking, appropriate support areas and a cost for possible use starting January 15, 2014. There was further discussion and questions amongst the Board, Mr. Hankins and Dr. Rhodes regarding the plans for the casino boat and places around the port where the boat could possibly be docked.*

*Lynn thanked Mr. Hankins and Dr. Rhodes for attending the meeting and told them he would be in touch. The board members also thanked Mr. Hankins and Dr. Rhodes for coming to the meeting.}*

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

**LEGAL:** Glen James reported that he wrote a letter to the gate company regarding the problems the port has had with the gate, and he hasn't received any response back from anyone representing the gate company. Chuck Stutes stated they have not had any response, either, to their correspondence. Darla said the gate needs to be fixed and that she has a name of someone who they can call to come out to fix it. Glen suggested telling the gate company that the Port would go forward with getting the gate repaired and will be sending them the bill. Glen said he will send them a letter by registered mail and will include in the letter a deadline for them to come out and fix the gate or else the gate will be repaired by someone else and the bill will be sent to them.

Glen shared with the Board, as a matter of full disclosure, that Dr. Glen Rhodes owns the building where he offices and he retains a right of use. Glen also shared with the Board that J. D. Hankins' wife Stephanie is an attorney and practices in the same building.

**FINANCIAL:** Darla Perry gave the financial report. Barge days for July through October were 14,170. Darla stated that is 3,000 barge days ahead of last year in the same 4-month period. Ramp revenue was at 17,050. Darla said she received a call from Matt Devall. Right now the rampage is \$500 with the Port receiving 450 and Devall receiving 50. Due to the increase of what the new ramp is costing the Devalls, they are asking to go up on the ramp to 600 with them receiving 150 and the Port keeping 450. Darla said she told him the Port would be acceptable to that as long as the market would bear it, so they are going to do some market pricing to see if that would be acceptable. Darla also said that the Devalls received the property tax on the building that was taken over by the Port. Darla told Matt to call Wendy to tell her it transferred. Darla said they are working on getting that resolved at this time.

Darla said she met with a representative of Greenfield Logistics to discuss opportunities at the Airport and the Port. She said they are willing to do a public/private type venture. Darla said she feels there is opportunity to bring in a revenue stream. Lynn said that can be discussed further at the Tenant Committee meeting.

Darla reported there was a good positive cash flow for October. \$24,757 was paid to Apollo on the West Barge Basin Expansion in October, but that revenue will come back in in November. Chuck Stutes asked if anyone had seen the Cooperative Endeavor Agreement from the Dept. of Administration on the Capital Outlay money. Lynn and Darla both said no, they had not seen it.

Vice President Wilmer Dugas entertains a motion to accept the Financial Report as presented. Tim Dougherty makes a motion to accept the Financial Report as presented, 2<sup>nd</sup> by Dave Aguillard. No opposition. Motion carries.

**ENGINEER:** Chuck reminded the Port that the gate company's warranty is up sometime in December. He advised the Board to speak with the Devalls to see if they had any recommendations of someone that works on gates so they could have a contact to use in the future.

Regarding the Barge Ramp Project, Chuck said he put forth a permit application to the Louisiana Dept. of Natural Resources Coastal Management Division about a month to 6 weeks ago. Thanks to help from Lynn, DNR sent an official letter stating the Port did not need a permit, which was very helpful. Construction has begun. Delivery of the ramp has been delayed due to the weather. Plans for the roadway are complete. Bid advertising will begin next week. Chuck said everything is coming together. There was further discussion about traffic on the roadway around the ramp.

Lynn asked if there was anything more on the work on the bulkheading around the building. Chuck said they really need to get the Cooperative Endeavor Agreement and then they can move forward. Chuck said he met with the geotechnical, and he's putting together a proposal. There was further discussion about the project.

**X. Executive Session**

There was no executive session.

**XI. Public Comments**

Glen James thanked the Board for sending the plant for his mother's funeral.

**XII. Adjournment**

Vice President Wilmer Dugas adjourned the meeting at approximately 3:58 p.m.

  
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President

  
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Secretary