

West Calcasieu Port Board Meeting Minutes

Virtual Meeting
February 1, 2022

1. **Call to order**

In accordance with JBE 2020-30, the West Calcasieu Port's meeting was held via video/telephone conference for anyone not able to attend in person and in a manner that will allow for observation and input by members of the public. All other Open Meetings Law requirements have been met.

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on February 1, 2022.

2. **Roll call**

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

Dick Kennison (via video conference call)
Wilmer Dugas (via telephone conference call)
Tim Dougherty (via video conference call)
Scott Foreman (via video conference call)
Buddy Reams (via video conference call)

Also present via video conference call were Port Director Lynn Hohensee, Darla Perry, and Oliver Schrupf and present via telephone conference call was Chuck Stutes, Ben Love and Joanne Coleman.

3. **Approval of minutes of the January 4, 2022 regular monthly meeting**

President Dick Kennison entertained a motion to approve the minutes of the January 4, 2022 regular monthly meeting. A motion was made by Wilmer Dugas to approve the minutes of the January 4, 2022 regular monthly meeting, 2nd by Scott Foreman. No opposition. Motion carried.

4. **Amendments, additions, and deletions to the proposed agenda**

Darla Perry called for an amendment to Item 8, changing "Rostan Solutions LLC" to "CSRS".

5. **Committee Reports**

There were no committee reports given at this time.

6. Discuss & take action on ROW agreement for pipeline route across port property.

Port Director Lynn Hohensee reported that the tenant committee meeting had been delayed, so no action was needed by the board at this time.

7. Discuss and take action on proposed new tenant lease waterfront use Orion area/also discuss uniform lease terms.

Lynn Hohensee reported that there a growing demand for short and long-term access to the waterfront, specifically the Orion property with the two slips, which increases the need for a uniform lease for proposed tenants so the port doesn't get caught up in short-term leases that could impact long-term leases that may be coming through.

After a brief discussion, it was decided that Oliver Schrupf will provide a basic lease to be reviewed and amended, as needed. No action was needed by the board at this time.

8. Ratify approval of work authorization with CSRS for building coding required by FEMA.

Darla Perry reported that CSRS had the most favorable proposal for the building coding required by FEMA.

President Dick Kennison called for a motion to ratify the approval of work authorization with CSRS for building coding required by FEMA. Wilmer Dugas made a motion to ratify the approval of work authorization with CSRS for building coding required by FEMA, 2nd by Tim Dougherty. No opposition. Motion carried.

9. Discuss and approve public bidding for Star Building repairs.

Chuck Stutes reported that Meyer & Associates was in the process of putting preliminary plans together for repairs to the Star Building for CSRS to review and that it was possible that the plans would be ready for public bid before the next meeting. They would like to have approval to start public bidding as soon as the plans are approved by CSRS.

President Dick Kennison called for a motion to approve public bidding for Star Building repairs. Wilmer Dugas made a motion to approve public bidding for Star Building repairs, 2nd by Tim Dougherty. No opposition. Motion carried.

10. Port Director Report

Port Director Lynn Hohensee reported that two miles west of the port on the Intercoastal, Entergy had a power line go down and the Intercoastal traffic had to be blocked while they were bringing the line back up.

He also reported that the Tenant Committee would be meeting the following morning to discuss and come to a recommendation for the board regarding the ROW agreement for pipeline route across port property

11. Announcements/Reports (Legal, Financial, Engineer)

- a. **Legal:** Oliver Schruppf reported that he had been working on lease terms for the Tenant Committee Meeting.
- b. **Financial:** Darla Perry reported that the port's barge days were still depressed compared to the previous year. The month of December was a positive month, with a positive cash flow of \$55,101. Darla also noted the unusual expenditures for the month were the Auditor fee of \$10,000 and grant management expenses. She also mentioned that the port has received \$94,000 from FEMA, and have well over \$1 million on the books once the projects start going through.
- c. **Engineer:** Chuck Stutes reported that the bulkhead and crane pad project plans were formally submitted to EDA to review. Once approval is received from EDA, the plans have to be submitted to DOTD for approval. They hope to be able to start advertising for this project in March.

Once the consensus code review is completed for the VLS building and FEMA approves it, they will be able to move forward and the dollar amount associated with that project will then be defined.

Additionally, Mr. Stutes reported that they hope to have the plans and specs for the dredging of the west barge basin ready to be submitted to DOTD this month so that project can begin advertising also.

After a brief discussion, President Dick Kennison entertained a motion to accept the Port Director, Legal, Engineer, and Financial reports presented above. A motion was made by Wilmer Dugas. 2nd by Tim Dougherty. No opposition. Motion carried.

12. **Public Comments**

There were no public comments at this time.

13. **Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:28 p.m.

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President

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Secretary