

# West Calcasieu Port Board Meeting Minutes

200 Old Ferry Road, Sulphur, Louisiana 70665

February 7, 2023

**1. Call to order**

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on February 7, 2023.

**2. Invocation**

Dick Kennison led the invocation.

**3. Pledge of allegiance**

Buddy Reams led the pledge of allegiance.

**4. Roll Call**

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

Dick Kennison  
Wilmer Dugas, via conference call  
Tim Dougherty  
Jennifer Mabou, via video conference call  
Buddy Reams

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

**5. Approval of minutes of the January 3, 2023 regular monthly**

A motion was made by Wilmer Dugas to approve the minutes of the January 3, 2023 regular monthly meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

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

No amendments, additions, or deletions at this time.

**7. Award of a Construction Contract on the Bulkhead and Crane Pad Project (EDA No. 08-79-05294 and S.P. No H.014606 (321))**

Chuck Stutes stated that they sent plans and specs about a half year ago. They received 6 bids, one of which was non-responsive because they didn't put their contractor's number on the outside of the envelope. Of the responsive bids, Keiland Construction, LLC was the lowest at \$4,888,535.10. EDA and DOTD are funding this project. They do not have concurrence from both funding agencies, so they can not award the contract today.

A motion was made by Wilmer Dugas to table awarding the construction contract, 2nd by Tim Dougherty. After a brief discussion, Wilmer Dugas withdrew his motion.

A motion was made by Wilmer Dugas to pass the resolutions certifying compliance with public bid laws for the Bulkhead and Crane Pad Project (EDA No. 08-79-05294 and S.P. No H.014606 (321)), 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**8. Discuss and review lease terms for General Equipment**

Lynn Hohensee stated that he spoke with General Equipment and they said they were going to remove their equipment from the port before the end of the month. If they do not, their rent goes to \$10,000 per month plus \$500 per day after March.

No action needed at this time.

**9. Appoint committee for water/line charges**

Darla stated that they have a five-tier water line fee structure in place, where the port pays for the first 10,000 gallons used for each tenant, including maintenance and annual certifications, then \$.01-\$.03 per gallon after that. The usage varies so much per tenant, it makes bookkeeping difficult. Ms. Perry would like to restructure the water charges to a flat \$.02 per gallon.

A motion was made by Wilmer Dugas approving a standardized monthly water line usage rate of \$40 for up to 10,000 gallons per month and \$.02 per gallon after the initial 10,000 per month, effective March 1, 2023, 2<sup>nd</sup> by Tim Dougherty.

**10. Review survey/Geotech proposals for VLS building/plans; award of services agreement**

Darla stated that they received 5 responses to the RFP for topographic survey services and 3 responses to the RFP for Geotech services for the VLS building project. She went over the responses with CSRS and Chuck Stutes and would like a resolution awarding the services agreements to Pelican Surveying for the topographic survey and Daniel J. Holder, P.E., Inc., for Geotech.

After a brief discussion, a motion was made by Tim Dougherty to award the topographic survey service agreement to Pelican Surveying and the Geotech services agreement to Daniel J. Holder, P.E., Inc., 2<sup>nd</sup> by Buddy Reams. No opposition. Motion carried.

**11. Review any recommended actions to proceed with Capital Improvements**

There was nothing to review at this time.

**12. Committee Reports**

There are no Committee Reports at this time.

**13. Port Director Report; Announcements/Reports (Legal, Financial, Engineer)**

- a. **Port Director:** Port Director Lynn Hohensee stated that a copy of the report was e-mailed to everyone.

Dick Kennison stated that Mr. Hohensee is doing a good job with port relations and if anyone has questions about the Port Director's report, they can e-mail Lynn.

- b. **Legal:** Oliver Schrupf had nothing to report at this time.

- c. **Engineer:** Chuck Stutes reported that the Star building was bid and the contracts with Angelico are executed and filed at the courthouse.

Preliminary plans for the VLS building have been submitted. The survey and Geotech were awarded today, so this will be the next project they will be receiving bids on.

The plans for the dredging of the west barge basin are completed. After Chuck does QAQC on the plans, they have to be submitted to FEMA and DOTD for approval.

- d. **Financial:** Darla Perry reported that she has been working daily with FEMA and the Port should receive several million on the VLS building and \$500,000 on the Star building, but it takes a great deal of time.

She also reported that barge days are still running ahead. Year-to-date there were 21,622 barge days versus 19,476 last year at this time for an increase of 2,146 days. The Port took in \$133,696 for the month of December. The increase is primarily due to Devall barge rate upcharges and additional interest income. The Port expended \$33,998, leaving a positive net plus cash flow of \$99,697.

After a brief discussion, a motion was made by Wilmer Dugas to accept the Port Director, Legal, Financial, and Engineer reports presented above, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**14. Public Comments**

There are no public comments at this time.

**15. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:47 p.m.

  
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President

  
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Secretary