

# West Calcasieu Port Board Meeting Minutes

200 Old Ferry Road, Sulphur, Louisiana 70665

March 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 March 1, 2022.

## 2. **Invocation**

Wilmer Dugas led the invocation.

## 3. **Pledge of allegiance**

Tim Dougherty led the pledge of allegiance.

## 4. **Roll call**

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

Dick Kennison  
Wilmer Dugas  
Tim Dougherty  
Buddy Reams

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

## 5. **Approval of minutes of the February 1, 2022 regular monthly meeting and February 8, 2022 special meeting**

President Dick Kennison entertained a motion to approve the minutes of the February 1, 2022 regular monthly meeting and February 8, 2022 special meeting. A motion was made by Wilmer Dugas to approve the minutes of the February 1, 2022 regular monthly meeting and February 8, 2022 special meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

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

Darla Perry called for an amendment to the agenda, adding the following Items:

- 6a. Amend budget for fiscal year ending June 30, 2022
- 6b. Review and approve fiscal year audit June 30, 2021
- 6c. Tenant Committee rate reduction for VLS recommendation

President Dick Kennison entertained a motion to approve the amendments to the agenda. A motion was made by Tim Dougherty to approve the amended agenda, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**6a. Amend budget for fiscal year ending June 30, 2022**

Darla Perry reported that the budget needed to be amended to come into compliance with legislative auditor. Grant management fees to \$90,000, repair and maintenance to \$60,000 and depreciation to \$560,000.

President Dick Kennison entertained a motion to accept a resolution to amend the budget for fiscal year ending June 30, 2022. Wilmer Dugas made a motion to accept the resolution to amend the budget for the fiscal year ending June 30, 2022, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**6b. Review and approve fiscal year audit June 30, 2021**

Steve Derouen presented the audit for the fiscal year ended June 30, 2021, summarizing that there were no instances of non-compliance or deficiencies for the last two years and the audit was submitted to the legislative auditor in December, 2021.

President Dick Kennison entertained a motion to approve the audit for fiscal year ended June 30, 2021. Wilmer Dugas made a motion to approve the audit for the fiscal year ended June 30, 2021, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**6c. Tenant Committee rate reduction for VLS recommendation**

Port Director Lynn Hohensee stated that VLS has been a good tenant, and now, 18 months after the hurricane, the repairs still haven't been completed. Early last year the board approved a temporary adjustment on their lease. The Tenant Committee is recommending a move from \$8,500 to \$7,500 per month until such time as they move back into their building. The original lease amount was \$11,000. Jackson Schrupf stated it was more than fair to reduce the lease amount.

President Dick Kennison entertained a motion for a resolution to approve the temporary rate reduction to \$7,500 per month for VLS as recommended by the Tenant Committee. Tim Dougherty made a motion for a resolution to approve the temporary rate reduction to \$7,500 per month for VLS as recommended by the Tenant Committee, 2<sup>nd</sup> by Buddy Reams. No opposition. Motion carried.

**7. Committee Reports**

There were no committee reports given at this time.

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

- a. **Port Director:** Port Director Lynn Hohensee reported that about 10 days prior, the right of way agreement with Stream Right of Way Services, LLC was signed. In the future, they may lease a corner of the dredge spoils area, as well as possibly leasing the Orion's two slip area.

He also reported that, with the demolition of the VLS and repairs to star building, every step forward is met with two steps back due to FEMA regulations.

Additionally, the Tenant Committee has talked about going out for proposals to put in a new security gate.

Mr. Hohensee also stated that a lot of work has been done on the yellow house including a new roof and being repainted. The Orion building repairs have been approved for funding, Angelico is waiting on material.

The road repair by the entrance to Atlantic Equipment, which was damaged by General Equipment Services, still hasn't been done.

It was also mentioned that they will need board approval for the installation of 6 pylons west of barge basin that can accommodate 12 barges of various lengths. The estimated cost is \$85,000 and the Port will provide 25% of funding. This will provide a simple way to get 12 more slips.

Devall Southern will be moving more of their operations into the green house and moving dispatch into yellow house, when it's complete.

- b. **Legal:** Jackson Schrupf stated that he is still looking into the issues that Darla e-mailed him about: regarding the project funded by state and federal funds, which law to follow when they differ. Mr. Schrupf will contact attorneys for EDA and DOTD to work out how to proceed.
- c. **Financial:** Darla Perry reported that for January the Port took in \$84,894, stating that the Womack lease was one-time. The expenditures included \$17,065 for the design/engineering bulkhead project. She reminded the board that their Tier 2.1 reports need to be completed.

Additionally, Darla reported that the Port collected \$120K on right of way agreement for the pipeline. The port received a new FERC notice for Oliver: CP2 LNG plans to construct facilities & they are soliciting public input into environmental impact report. Oliver will draft a letter stating the board has no concerns.

- d. **Engineer:** Chuck Stutes reported that the plans and specs for the EDA project were submitted to CSRS almost two months ago. CSRS gave comments to address. As soon as the responses are sent, they will get approval from EDA, then from DOTD.

He also reported that the FEMA projects are making progress. Star building had a hang-up, but is has been resolved and hopefully will be able to go out for bids next month. 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.

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 Tim Dougherty, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**9. Public Comments**

There were no public comments at this time.

**10. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:53 p.m.

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President

✓   
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Secretary