

West Calcasieu Port Board Meeting Minutes

May 7, 2013

I. Call to order

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:02 p.m. on May 7, 2013, at the offices of West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by Dick Kennison 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
- ✓ Wilmer Dugas
- ✓ Dick Kennison
- ✓ Dave Aguillard

*Scott Foreman was absent.

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

V. Approval of minutes of the April 2, 2013 regular monthly meeting

President Dick Kennison entertains a motion to approve the minutes as printed and presented to the Board. Wilmer Dugas makes a motion to approve the April 2, 2013 regular monthly meeting minutes, 2nd by Dave Aguillard. No opposition. Motion carries.

VI. Amendments, additions and deletions to the proposed agenda

President Dick Kennison adds VI(a) Appointment of an Insurance Committee to the proposed agenda.

VI(a). President Dick Kennison volunteers himself as well as Darla Perry and Lynn Hohensee to be on the Insurance Committee to oversee looking for insurance companies and looking at what the Board could bid on, then report back to the Board to get approval. Darla Perry stated the renewal date is July 1 on most of the policies. Wilmer Dugas makes a motion to appoint Dick Kennison, Darla Perry and Lynn Hohensee to the Insurance Committee, 2nd by Tim Dougherty. No opposition. Motion carries,

VII. Committee Reports

There were no committee reports at this time.

VIII. Port Director Report

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

Marketing/Business Development –

- The port continues to actively marketing the Devall Diesel Building to local prospects.
- Communications continue with an international company interested in setting up an operation at the West Calcasieu Port.
- Marketing effort initiated to interest local LNG terminal company to consider the West Cal Port as a support site for planned expansion.
- Provided tour of the port to Sen. David Vitter's new local representative.
- With the assistance of Meyer & Associates, a new aerial map of the port is being developed and provided to the Southwest Louisiana Economic Development Alliance for its website and internet marketing service. The map will depict current tenants and property available for lease.
- Aerial photo shoots (2) of the port were completed in April by Monsour Photography. The array of photos have been reviewed and a select group has been ordered and will be used for marketing promotion and business communications.

Port Operations –

- Construction activities associated with the west barge basin expansion project are completed. Only vegetation planting in the newly created marshland is the only step that remains within the scope of action.
- The port engineer is working with Devall Towing and contractors to move forward on the installation of a new barge-loading ramp (est. \$450,000) to replace the old ramp.
- The port's bonding effort has moved forward with the assistance of Bonding Attorney Jay Delafield. First Federal has partnered with the port on a \$1 million, 10-year bond. The bond loan has been placed into an account for the port. Funding is needed to improve critical infrastructure at the port.
- Pre-construction engineering and permitting efforts are set to begin for the construction of 700 feet of new roadway at the port to support a new barge-loading ramp.

- The new security gate is now operational. Tenants have received their keycards. Entergy has been contacted to remind them to install a light on the utility pole near the gate as agreed to earlier. Devall security personnel have received training re: the operation of the gate.

[NOTE: Lynn handed out the Board's keycards. Lynn said he received a call from a company that is under contract with Sempra inquiring about leasing 30 acres for parking. Lynn stated he thought it would be a 4- to 5-year project. Lynn said he would get back with them to see exactly what their needs are. The Board suggested possibly looking at the Airport for the parking lease.]

- Contractor Stormy Martin and his plumbing subcontractor have completed the plumbing facilities installation at the USES building.
- Devall Towing has erected a new security gate east of its guard tower for better control of its TWIK area.
- Devall Towing also is coordinating with the Carlyss Water District for the installation of a water meter that will support the water usage at the Devall guard tower.
- Design/production work for the installation of new port signage is moving forward. Devall Towing has relocated its entrance sign to be near its new barge basin security gate. The new sign will be located on the same location vacated by the Devall sign and will be lighted. Permitting issues (state, parish) continue to present issues for the placement of two additional signs coming off of Highway 27 and at the Goss Road turn. It seems that the signs cannot be in the right-of-way of the road, but regulators have varied opinions re: where the right-of-way ends.

[NOTE: Lynn further explained the issues with placement of the sign at Hwy. 27. Dick Kennison said he spoke with Francis Andrepont; and Francis told him he is in the process of scheduling a meeting with Tim Conner, Parish Engineer, to meet out at the port to look at the area for sign placement. There was further discussion about placement of the sign at Hwy. 27.]

- All wastewater mechanical systems at the port now are in compliance with parish regulations.

Professional Organizations & Networking –

6. The WCP director represented the port at:
 - a. Ports Assn. of La. board meeting
 - b. Gulf Ports Assn. of the Americas annual conference
 - c. Chamber/SWLA Lunch meeting with Gov. Jindal
 - d. La. House Transportation Committee session re: ports
 - e. Chamber/SWLA Gov't Affairs/Infrastructure Committee
 - f. Two Growth Opportunity (GO Group) subcommittee meetings (transportation, community relations)
 - g. Workforce Investment Board – Exec. Committee meeting; board meeting
 - h. BV board meeting and administration building dedication
 - i. Chamber/SWLA Business Expo Day; business after hours
 - j. Ad/Press Club meeting
 - k. Scofield Law Firm reception

News Media & Community Relations–

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

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

LEGAL: Glen James reported that all of the leases have been recorded.

FINANCIAL: Darla Perry reported that March was a very good month with the Capital Outlay project money and all of the new leases. Cash flow had a plus \$25,000. Barge days for March were 3,362, which is about 300 over last year. Ramp revenue was \$8400. Darla stated there are a few issues with the Capital projects, and she is working on getting the final FEMA funding. Darla said she has heard nothing else as far as giving the money back on the Port Security. River Barge Works is asking for a credit of \$1300 on the water usage due to the water line that was broken. Darla said she thinks the \$1300 credit is fair and acceptable.

Wilmer Dugas makes a motion to give River Barge Works a credit of \$1373.56 on their water usage, 2nd by Dave Aguiard. No opposition. Motion carries.

Darla said she has reminded everyone of the Personal Financial Disclosures that need to be turned in to the State. Darla stated she would like to request an advisory opinion to get exempt and engage Glen to help with the exemption letter. Darla reported that the gate repair issues have been resolved. Lynn Hohensee stated he is working on getting an incident report and will forward it, along with the invoice, to Wilco.

ENGINEER: Chuck Stutes reported that the gate project has been officially closed out. The contractor has asked for final payment. The paperwork has been signed, so now Darla can issue the final payment.

With regards to the West Barge Basin expansion project, the punch list items have all been finished, except for the planting of the beneficial use area. The contractor has officially requested a substantial completion. Chuck said it will have to be coordinated with the State since it is a DOTD job. The planting of the beneficial use area is scheduled for June 15.

Chuck reported the bill has come out of the Committee for the Capital Outlay funding, but it will not get to the floor until June. With the bill approved by the Governor and the Committee, the West Cal Port is a Priority 2 project. Chuck said that generally means you won't get funding the first year but you will the second year. On the bond money, Darla said she has 6 months to spend \$50,000; and she has already spent \$27,000. So there shouldn't be a problem with that.

Chuck said he has been working with F. Miller and a company out of the Houston area on the new barge ramp. Chuck said he will be meeting with them May 15 in his office at 10 a.m. to discuss the project and fine-tune the design of the ramp. Once they show the design to Devall and get their approval, Chuck said they should be able to draw up a contract and issue a work order for the work to begin. The goal is to have the ramp ready for use in the fall.

X. Public Comments

Lynn Hohensee commented on the continued interest of possible new tenants for the Port and the possible growth opportunities for the present tenants out at the Port.

XI. Adjournment

President Dick Kennison entertains a motion to adjourn. Dave Aguillard makes a motion to adjourn, 2nd by Wilmer Dugas. Meeting was adjourned at approximately 3:40 p.m.



President



Secretary