West Calcasieu Port
Board Meeting Minutes

7959 Alfred Devall Parkway, Sulphur, Louisiana 70665
May 7, 2024

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 May 7, 2024.

2. Invocation

Buddy Reams 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
Trey Case
Tim Dougherty
Buddy Reams

Also present were Joanne Coleman, Darla Perry, Chuck Stutes, Oliver Schrumpf and Port Director Lynn Hohensee.

5. Approval of minutes of the April 2, 2024 regular monthly meeting

A motion was made by Trey Case to approve the minutes of the April 2, 2024 regular monthly meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

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

Trey Case made a motion to add Item 6a: Discuss and approve the cooperative endeavor agreement for the DOTD Port Security Grant, 2nd by Tim Dougherty. No opposition. Motion carried.

6a. Discuss and approve the cooperative endeavor agreement for the DOTD Port Security Grant

Darla Perry reported that the DOTD approved $385,000 for the Port Security Grant.

Trey Case made a motion to adopt a resolution accepting the cooperative endeavor agreement for the DOTD Port Improvement Port Security Grant and designating President Dick Kennison authority to sign the agreement, 2nd by Tim Dougherty. No opposition. Motion carried.

7. Approve amendment of budget FYE 6/30/2024 for dredging writeoff.

Darla Perry stated that Loss on Write-off 2019 Dredging for $1.23 million. The 2019 dredging cost about $1.6 million. That amount was being depreciated over 20 years. Since the port is re-dredging, the remaining depreciation must be written off.

After a brief discussion, a motion was made by Tim Dougherty adopting budget amendment #2 FYE 6/30/2024 adding $1.23 million loss on write-off of 2019 dredging, 2nd by Trey Case. No opposition. Motion carried.

8. Review and approve next year's budget of West Calcasieu Port FYE 6/30/2025.

After a brief discussion, Trey Case made a motion to adopt the proposed budget of West Calcasieu Port FYE 6/30/2025, 2nd by Tim Dougherty. No opposition. Motion carried.

9. Review and approve Perry EDA contract amendment once approved by tenant committee.

Darla Perry stated that when the grant services contract was started in 2019, the not-to-exceed was at $35,000. She is requesting an amendment to increase the NTE amount to $45,000.

Tim Dougherty made a motion to approve the Perry EDA contract amendment increasing the not-to-exceed amount to $45,000, 2nd by Trey Case. No opposition. Motion carried.

10. Discuss and approve: River West Amendment #2

After a brief discussion, a motion was made by Buddy Reams for a resolution to amend the River West contract to add inspection of the VLS demolition ($400) and VLS building replacement (up to $24,000), 2nd by Trey Case. No opposition. Motion carried.

11. Approve substantial completion on the Bulkhead and Crane pad project, EDA Award No. 08-79-05294 and S.P. No. H.014606(321)

Chuck Stutes stated that work was completed several weeks ago, and they did a substantial completion inspection. The EDA and DOTD were invited to the inspection. There are a few items on the punch list, but very few. They are recommending substantial completion on the Bulkhead and Crane pad project.

Trey Case made a motion to approve substantial completion on the Bulkhead and Crane pad project, EDA Award No. 08-79-05294 and S.P. No. H.014606(321), 2nd by Tim Dougherty. No opposition. Motion carried.

12. Review any recommended actions to proceed with Capital Improvements including any change orders or pay applications needed. Discuss and take action on Change Order/Pay Application authorization/execution by Board President or Port Director.

No action was needed at this time.

13. Committee Reports

There were no committee reports at this time.

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

a. **Port Director**: Port Director Lynn Hohensee stated that his report was e-mailed to the board and would answer any questions, should the board have any.

b. **Legal**: Oliver Schrumpf reported that the Entact lease was completed.

c. **Financial:** Darla Perry reported that in March the port took in $1.5 million and expended $180,898. The port is 2,551 ahead on barge days over last year. There was no ramp revenue for the month, but the port is $2,800 YTD over last year. She also stated that she is continuing to work on grants and insurance.

d. **Engineer:** Chuck Stutes reported that they had a pre-construction meeting on the VLS building project. The contractor is supposed to start physical site work May 20. The notice to Proceed has been issued.

The dredging of the west barge basin is ongoing. The contractor estimated he is 50% complete.

After a brief discussion, a motion was made by Buddy Reams to accept the Port Director, Legal, Financial, and Engineer reports as presented, 2nd by Trey Case. No opposition. Motion carried.

15. Public Comments

There were no public comments at this time.

16. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:44 p.m.

President

Secretary