West Calcasieu Port
Board Meeting Minutes

7959 Alfred Devall Parkway, Sulphur, Louisiana 70665
June 11, 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 June 11, 2024.

2. **Invocation**

   Tim Dougherty led the invocation.

3. **Pledge of allegiance**

   Jennifer Mabou 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
   Jennifer Mabou

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

5. **Approval of minutes of the May 7, 2024 regular monthly meeting**

   A motion was made by Trey Case to approve the minutes of the May 7, 2024 regular monthly meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

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

   There were no amendments, addition, nor deletions at this time.

7. **Discuss and approve auditor proposal FYE 6/30/2024.**

   Darla Perry stated the port will be required to have a yellow book audit again due to the income over $750,000. She recommended the board accept the proposal for the procedures and yellow book audit at a cost of $16,000 total.

   A motion was made by Tim Dougherty to accept the auditor proposal FYE 36/30/2024, 2nd by Trey Case. No opposition. Motion carried.

8. **Discuss and approve: Federal FY24 Community Project Funding (CPF) Grant Application request for Qualifications to proceed with Grant Qualifications.**

   Darla Perry stated she would like authority to publish a Request for Qualifications and engage someone to help with the CPF grant.

   Jennifer Mabou made a motion to give Darla Perry authority to publish a Request for Qualifications for the Community Project Funding Grant Applications, 2nd by Trey Case. No opposition. Motion carried.

9. Approval of Proposal to Demolish the old VLS Building subject to concurrence by CSRS/FEMA.

Chuck Stutes reported they distributed the proposal to demolish the old VLS Building and received three responses. He recommended accepting the lowest bid of $25,500 from D&G Construction LLC.

Trey Case made a motion to accept the bid of $25,500 from D&G Construction LLC for the demolition of the old VLS building, 2nd by Jennifer Mabou. No opposition. Motion carried.

10. Discuss and vote on amendment to VLS A/E agreement to move to Curve A – FEMA.

Darla Perry reported that when they submitted the original pricing for the VLS building, it did not include all the mitigation and the cost to raise it, so they based the A/E rate on Curve B, which is for a less complicated project. The amendment changes the agreement to Curve A and bases the fee on the increased estimated price of the building, bringing the fee to $385,256. CSRS recommended accepting this amendment.

After a brief discussion, a motion was made by Trey Case to accept the amendment to the VLS A/E agreement to move to Curve A, bringing the contract amount to $385,256, 2nd by Jennifer Mabou. No opposition. Motion carried.

11. Discuss and approve the tenant committee lease recommendation.

Darla Perry stated that they would like to have their attorney send the proposed leases to Keiland Construction and Louisiana Storage to review and give authority to sign leases to Dick Kennison

Trey Case made a motion giving Dick Kennison authority to sign leases with Keiland Construction and Louisiana Storage, 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.

Darla Perry stated that they would need someone to come in to check the old VLS building for asbestos before demolition. She recommended approval of the bid from American Environmental Services for a NTE $4,608.

Tim Dougherty made a motion to accept the NTE bid of $4,608 from American Environmental Services, 2nd by Jennifer Mabou. No opposition. Motion carried.

Darla Perry reported that they received only one quote for construction material testing for VLS building from Terracon Consulting. She is unsure if they can proceed with only one quote.

Jennifer Mabou made a motion to accept Terracon Consulting's bid for construction material testing for the VLS building upon approval from CSRS, 2nd by Trey Case. No opposition. Motion carried.

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 he prepared a draft lease and will send as soon as he hears from Darla.

c. Engineer: Chuck Stutes reported that construction has started on the new VLS building. They are investigating issues with the AC system in the Star building, which is covered under warranty. With the dredging project, they are finished with the west, north and east levees and are now working on the south. They had several weeks of weather delays on that project.

d. Financial: Darla Perry reported that in April the port took in $167,562 and expended $140,912, leaving a net change in cash of $26,649. The port is 2,236 ahead on barge days over last year. There was $400 in ramp revenue for the month.

After a brief discussion, a motion was made by Trey Case to accept the Port Director, Legal, Financial, and Engineer reports as presented, 2nd by Jennifer Mabou. 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 3:28 p.m.

President

Secretary