

WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

DECEMBER 6, 2022

6:00 P.M.

The meeting was called to order by Mr. Greg Paul, President of the Port Commission. Mr. Paul led in the Pledge of Allegiance. Ms. Lanceslin gave the Invocation. A roll call resulted in the following:

Present:

Joel Authement  
Sam Jones  
Donna Lanceslin  
Greg Paul  
Joseph Phillips  
Murphy Pontiff  
Joseph Tabb

Absent:

Willie Peters  
Wilson Terry

Also present at the meeting were Ms. Marguerite Robinson of Teche Talk, Mr. Clarence Vappie, Mayor-Elect of the Town of Baldwin, Mr. Calvin Deshotel, former Port of West St. Mary Commissioner, Mr. John Trahan, Mr. Reid Miller of Miller Engineers, Mr. Eric Duplantis, Port Attorney, Mr. David Allain, Executive Director and Ms. Rebecca Pellerin, Office Manager of the Port Commission.

A motion was made by Mr. Tabb to dispense with the reading of the November 1, 2022 meeting minutes and to accept them as presented. The motion was seconded by Ms. Lanceslin. Mr. Paul asked if there was any opposition – there was none. The motion carried unanimously.

Mr. Trahan said that he was glad to attend the Port meeting to obtain a better understanding of the operations of the Port Commission. Mr. Pontiff informed the Commission that Ms. Marguerite and Mr. Trahan serve on the Franklin Design Committee and have been instrumental in revitalizing downtown Main Street in Franklin.

Mr. Vappie, Mayor Elect of Baldwin thanked Ms. Lanceslin for inviting him to attend the meeting and stated that he looks forward to the continued good working relationship between the Town of Baldwin and the Port.

Mr. Allain reported on Phase I (Demolition) of the Sugar Warehouse project. He reported that all of the cement has been removed and that the Contractor is continuing to drain the property.

A motion was made by Mr. Tabb to approve the 2023 Budget as presented. The motion was seconded by Mr. Authement. Mr. Paul asked if there were any questions or comments – there was none. The motion carried unanimously and the 2023 Budget was approved.

Mr. Allain reported that Sugar Growers and Refiners is interested in leasing the white warehouse located at the Baldwin Campus to store raw sugar. A motion was made by Mr. Tabb to enter into a temporary lease for the storage of raw sugar and authorize either Mr. Lennel G. Paul, President or Mr. David Allain, Executive Director to execute the lease. The motion was seconded by Mr. Pontiff. Mr. Paul asked if there were any questions or comments – there was none. The motion carried unanimously.

A motion was made by Mr. Tabb to amend the Port's Employee and Operations Policy Manual to include Policies and Procedures in Accordance with Uniform Guidance. The motion was seconded by Ms. Lanceslin. Mr. Paul asked if there were any questions or comments – there was none. The motion carried unanimously.

Mr. Allain reported that he received the Appraisal on the Diversified property in Baldwin and requested that this item be tabled until the Executive Committee has the opportunity to review it. A motion was made by Mr. Jones to table this item. The motion was seconded by Mr. Tabb. Mr. Paul asked if there were any questions or comments – there was none. The motion carried unanimously.

Mr. Allain informed the Commission that Ms. Shyra Simoneaux, the Port's Maintenance employee is retiring after working for the Port for 25 plus years. Ms. Simoneaux has been a valuable asset to the Port Commission and Mr. Allain stated that she is irreplaceable. Mr. Allain also reported that he is in the process of finding someone to assume her duties. The Port Commission thanked Ms. Simoneaux for her years of dedication.

With reference to the Baldwin Campus Rehab and Site Improvements – site Demo, a motion was made by Mr. Tabb to approve and pay Southern Constructors, LLC, Pay Request #4 in the amount of \$44,460.00. The motion was seconded by Mr. Jones. Mr. Paul asked if there were any questions or comments – there were none. The motion carried unanimously.

A motion was made by Mr. Pontiff to approve and sign the Certificate of Substantial Completion for the Demo portion of the Baldwin Campus Rehab and Site Improvements project. The motion was seconded by Mr. Jones. Mr. Paul asked if there were any questions or comments – there were none. The motion carried unanimously.

With reference to the Baldwin Campus Rehab and Site Improvements – Sugar Warehouse (Phase II) – a motion was made by Mr. Jones to approve and pay Miller Engineers – Pay Request #4 for design development on the project in the amount of \$82,697.63. Mr. Jones asked how Miller Engineers calculates its fee for the project. Mr. Miller responded that they calculate their fees based on the Louisiana Facility Planning Fee Curve. Mr. Jones asked what percentage Request #4 was based on and Mr. Miller responded that it is 7% of estimated construction and 3% of construction over sight. The motion was seconded by Mr. Pontiff. Mr. Paul asked if there were any questions or comments – there were none. The motion carried unanimously.

A motion was made by Mr. Tabb to approve an Amendment to Owner-Engineer Agreement for the Sugar Warehouse project to adjust the fee curve for the project for the engineering contract from 7.5% to 7% due to anticipated construction cost of approximately \$11 million. The motion was seconded by Mr. Jones. Mr. Paul asked if there were any questions or comments – there were none. The motion carried unanimously.

Mr. Allain reported on the Training Facility – the six additional welding booths have arrived and will be installed within the next few days. Everything is on schedule with a targeted opening by February 2023.

Mr. Duplantis reminded the Commission to complete the required Ethics and Preventing Sexual Harassment and Ms. Pellerin reported that all of the Commissioners had completed their training.

Mr. Miller reported that final closeout with the Economic Development Administration for the Training Facility is moving along and that closeout documents are being submitted.

Mr. Miller further reported that the plans for the construction of the Sugar Warehouses have been submitted to the office of the Fire Marshall for their review and that he and his sub-consultants are working on the final design and are anticipating that the final plans will be ready by February or March 2023 to be submitted to the agencies for review.

There being no further business to be discussed, a motion was made by Mr. Tabb to adjourn the meeting. The meeting was seconded by Ms. Lanceslin. Mr. Paul asked if there was any opposition – there was none. The motion carried unanimously and the meeting adjourned at 6:27 p.m.

Signed   
Murphy Pontiff, Secretary