

WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

APRIL 3, 2018

6:00 P.M.

The meeting was called to order by Mr. Will Terry, President of the Port Commission. Mr. Terry led in the Pledge of Allegiance. Mr. Terry asked for all to remain standing to observe a moment of silence for Port Commissioner Joseph Tabb's father, Howard, who passed away recently and to please remember him and his family in their thoughts and prayers. A roll call resulted in the following:

Present:

Phil Bell
Tad Blevins
Calvin Deshotel
Ralph Longman
Greg Paul
Willie Peters
Phil Prejean
Will Terry

Absent:

Joseph Tabb

Also present at the meeting were Ms. Marguerite Robinson of Teche Talk, Mr. Casey Collier of the Franklin Banner, 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. Paul to dispense with the reading of the March 13, 2018 meeting minutes and to accept the same. The motion was seconded by Mr. Longman. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously.

Mr. Terry asked if there was any public comment - there was none.

A motion was made by Mr. Paul to adopt the Millage Rate for 2018 at the current rate of 3.72. The motion was seconded by Mr. Deshotel. Mr. Terry asked if there was any discussion on the motion or opposition - there was none. The motion carried unanimously.

Mr. Allain reported that the Port's Louisiana Department of Transportation and Development Priority project is moving along. Mr. Miller of Miller Engineers gave the following update: he reminded the Commission that at last month's meeting a contract was approved for the Air Compressor - Phase I of the project. The equipment supplier is preparing the necessary paperwork; getting contracts signed, etc. He is expecting to hear from the supplier shortly. Phase II of the project is the building that will be used for sandblasting and painting - the package for the request for bids has been prepared and he will be sending it to the LA DOTD office for their approval. He is also working on Phases III and IV concurrently.

A motion was made by Mr. Longman to approve a payment request from Miller Engineers and Associates for the LA DOTD project. The request is Request No. One in the amount of \$5,647.00. The motion was seconded by Mr. Bell. Mr. Terry asked if there was any more discussion or opposition. There was none. The motion carried unanimously.

Mr. Allain reported that the second project the Port is working on at this time is the construction of a welding school at the Port's Industrial Park through an application to the Economic Development Administration. Mr. Allain has been informed that the application for this project has been approved. Capital Outlay funds were proposed to be a 20% match for this project, but he was recently informed that there would be a delay in receiving the matching funds if at all. Mr. Allain recommended that the Commission consider providing the matching funds for this project as the Commission does have the necessary funds available. The anticipated match would be approximately \$260,000.00 (20% of the \$1.3 million project). A motion was made by Mr. Deshotel to pay the 20% match for the South Louisiana Technical College welding school. The motion was seconded by Mr. Bell. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously.

A motion was made by Mr. Deshotel authorizing the Executive Director to sign an Engineering Contract with Miller Engineers for the Economic Development Administration funded project to construct a welding school at the Industrial Park as presented, with the standard rate of 8% of the project. Discussion followed. The motion was seconded by Mr. Bell. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously.

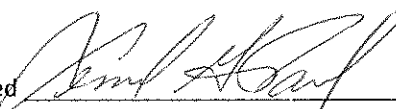
Mr. Prejean, Chairman of the Port's Employee and Operations Policy Manual Committee, reported that some basic changes are being recommended for the Travel Policy. Mr. Prejean reported that the Committee recommends limiting the attendance of certain meetings and conferences to the President and the Executive Director, with the exception of the Ports Association of Louisiana and the Gulf Ports Association of the Americas, all Commissioners will be allowed to attend these meetings and conferences. He further stated that the Committee recommends that the Port Commission no longer participate in the American Association of Port Authorities meetings and conferences. The Committee also recommends that Commission members supply a personal credit card for all hotel reservations and conference fees to the staff in order to secure reservations and submit receipts for reimbursement upon completion of the conferences. A motion was made by Mr. Prejean to accept the revised Travel Policy. The motion was seconded by Mr. Blevins. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously. Mr. Allain added that the full Personnel and Operations policy will be reviewed by the Port's Attorney and presented to the Commission for review. Mr. Peters asked that each Commission member be given a copy of the Policies and Mr. Allain said that they would.

Attorney's Report - Mr. Duplantis reminded the Commission that their Financial Disclosure Reports are due by May 15th.

Mr. Allain reported that the Ports Association of Louisiana is hosting a Legislative Reception in Baton Rouge on April 11th at 5:00 p.m. and encouraged all Commission members to participate.

There being no further business to be discussed, a motion was made by Mr. Prejean to adjourn the meeting. The motion was seconded by Mr. Longman. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously and the meeting adjourned at 6:14 p.m.

Signed



Lennel G. Paul, Secretary