WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

JUNE 2, 2015

6:00 P.M.

The meeting was called to order by Mr. Ralph Longman, President of the Port Commission. Mr. Wayne Stevens led in the Pledge of Allegiance. A roll call resulted in the following:

Present: Absent:

Phil Bell

Tad Blevins

Calvin Deshotel

Greg Paul

Willie Peters

Ralph Longman

Wayne Stevens

Joseph Tabb

Will Terry

Also present at the meeting were Ms. Marguerite Robinson of Teche Talk, Mr. Alan Taylor of Kolder, Champagne, Slaven and Company, LLC - Certified Public Accountants, Mr. Jude Hebert of Cleco, 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 May 12, 2015 meeting minutes and to accept the same. The motion was seconded by Mr. Terry and carried unanimously.

Mr. Longman asked for any public comment - there was none.

Mr. Alan Taylor presented the Audit Report for the year ended December 31, 2014. Mr. Taylor reported that the Port of West St. Mary is receiving an Unmodified Opinion, the best opinion the Auditing Firm can give. He reported that the financial results of the Port have been another positive year for the Commission. He briefly reviewed the Report with the Commissioners, suggested that they review the report and offered to answer any questions they may have. Mr. Peters asked about a survey that was sent to the Commissioners from Kolder, Champagne, Slaven and Company and Mr. Taylor explained that the purpose of the survey was to find out what the Commissioners' understanding of what their roles are and to hopefully open up a dialogue between the Auditor and those charged with governance of the District. A motion was made by Mr. Terry to table acceptance of the Audit Report until next month's Port meeting to allow time for proper review of the report. The motion was seconded by Mr. Bell and carried unanimously.

Mr. Allain reported on the Industrial Park/Waterline Project. The Port Commission has been reimbursed by the Delta Regional Authority for work performed to install the waterline in the amount of $142,856.82. DRA will reimburse the Port up to $150,000 with the Port's cost of the project to be approximately $24,119 and the total cost of the project will be approximately $172,000.

Mr. Allain reported that the Port has submitted a request for Capital Outlay funds for the construction of a training center at the Industrial Park and has been approved for funding at a Priority 5 level. Efforts are being made to move some funds into a Priority 2 level in order that planning may begin.

Mr. Miller reported that he visited the Industrial Park site today and that the contractors were there with a big dozer heeling up the public area closet to the road. There is still an area that needs to be tested and once it is heeled up, dries and is tested, the stone can be placed to finish the project. He also reported that a stretch of dry weather is anticipated that should enable the contractors to complete the project.

Mr. Allain reported that the Port Commission's website is in need of updating. He requested cost estimates from several companies to redesign the Port's website and found that a company from New Orleans, KAT 5 Consulting, offered "all of the bells and whistles" the Port wanted at the lowest cost. The cost to update the Port's website would be $6,250 and would include the following: brush up the Port's logo, design the website, provide all of the support for the staff and get the new website launched. There will be a $150 per month charge to maintain the website. Mr. Bell has been assisting Mr. Allain with gathering information and quotes for the design of the Port's website. Mr. Bell discussed several positive points about KAT 5 and also about the improvements to the Port's website. A motion was made by Mr. Stevens to authorize Mr. Allain to enter into an agreement with KAT 5 for the design and updating of the Port's website. The motion was seconded by Mr. Terry and carried unanimously.

Mr. Allain reported that every year the rail at the Port is inspected and there are several basic maintenance items that need to be addressed. He contacted Trac Work, the company that has performed maintenance and repair work for the Port in the past. Their quote to perform the necessary repairs is $13,614. Discussion followed. A motion was made by Mr. Terry to table the maintenance work on the rail at the Port. The motion was seconded by Mr. Deshotel and carried unanimously.

Mr. Allain reported that the St. Mary Parish Chamber of Commerce is interested in implementing a Leadership Program in St. Mary Parish and asked him to invite any Commissioners interested to attend the first meeting on Thursday of this week. Mr. Paul added that the purpose of the Leadership Program is an attempt to get area students that will not be attending college, interested in certain trades. Mr. Peters indicated that he plans to attend.

There being no further business to be discussed, a motion was made by Mr. Paul to adjourn the meeting. The motion was seconded by Mr. Terry and carried unanimously. The meeting adjourned at 6:33 p.m.

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Wayne Stevens, Secretary