

WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

AUGUST 3, 2021

6:00 P.M.

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

Present:

Sam Jones
Donna Lanceslin
Ralph Longman
Greg Paul
Joseph Phillips
Murphy Pontiff
Joseph Tabb
Wilson Terry

Absent:

Willie Peters

Also present at the meeting were Ms. Marguerite Robinson of Teche Talk, 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. Longman to dispense with the reading of the minutes of the July 6, 2021 meeting and to accept them as presented. The motion was seconded by Mr. Phillips. 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.

Mr. Allain reported that Ms. Benita Prevost, Secretary/Receptionist of the Port Commission for the past 2 ½ years informed him about two months ago that she wished to retire. Ms. Prevost was unable to attend the meeting due to illness, but Mr. Allain thanked her for her loyal service to the Port. Mr. Allain reported that he researched possible candidates for a replacement for Ms. Prevost on the Louisiana Workforce site and through “word of mouth” inquiries. He further reported that interviews were conducted and the candidate who he felt met all of the qualifications for the position and who he recommends to hire for the position is Ms. Brandy Pennison. Ms. Pennison has an accounting background and comes highly recommended. Mr. Allain recommended compensation for Ms. Pennison to consist of a starting salary of \$30,000 annually, with insurance, retirement and paid annual and sick leave for a total of \$40,434.00. Mr. Tabb added that Mr. Allain along with the Executive Committee reviewed several resumes’ from the Louisiana Workforce Commission. A motion was made by Mr.

Jones to allow the Executive Director to hire Ms. Pennison for the position of Secretary/Receptionist of the Port Commission. The motion was seconded by Ms. Lanceslin. Mr. Terry asked if there was any discussion or opposition – there was none. The motion carried unanimously.

Mr. Allain requested an adjustment to the salary of the Office Manager. A motion was made by Mr. Paul to adjust the Office Manager's base salary by \$5,000 annually. The motion was seconded by Mr. Phillips. Mr. Jones asked what the Office Manager's current salary was and Mr. Allain responded that it is \$46,000 annually. Mr. Terry asked if there was any more discussion or opposition – there was none. The motion carried unanimously.

Mr. Allain said that there was nothing new to be reported regarding the Sugar Growers and Refinery warehouse project. The group is still interested in moving forward and continues to work on the legal portion of the agreement.

With regard to the Port's Water Plant, Mr. Allain reported that in 2016 the Port was put on an Administrative Order by the Louisiana Department of Health and Hospitals for violations due to exceeding maximum contaminant level requirements. The average of TTHMS (a bi-product of chlorine) collected exceeded the maximum requirement. Following this Order, the Port Commission has made updates on the water plant and necessary adjustments and has been in compliance for the last eight consecutive quarters. It is required that four consecutive quarters be in compliance to have the Administrative Order removed. Mr. Allain contacted the Louisiana Department of Health and Hospitals and was informed that the Port is in compliance and is no longer under the Administrative Order and should expect notification in the near future to this effect. Mr. Paul commended Brad Vosburgh, the current water plant operator on a job well done at the water plant.

Mr. Jones requested that the Executive Director report at each meeting the number of new contacts made with names, unless he is in a full negotiation with them. Mr. Allain reported that there has been some interest in the Industrial Park recently. He said that several companies have contacted him with reference to work being performed on an ANR pipeline. The companies are interested in leasing dock space and storage space at the Industrial Park.

A motion was made by Mr. Jones to approve Contractor's Application for Payment #5 from ARL Construction for work performed on the EDA/Facility Planning funded Training Facility in the amount of \$92,075.18. The motion was seconded by Mr. Longman. Mr. Terry asked if there was any discussion or opposition – there was none. The motion carried unanimously.

A motion was made by Mr. Jones to approve Miller Engineers' Request for Payment #7 for professional services for the Training Facility. The motion was seconded by Mr. Pontiff. Mr. Terry asked if there was any discussion or opposition – there was none. The motion carried unanimously.

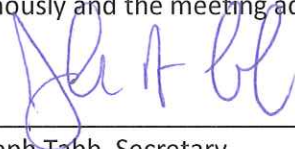
Mr. Duplantis reminded the Commission that the required Preventing Sexual Harassment and Ethics Training must be completed by December 31st of this year and asked that certificates must be sent to Becky to be filed in the Port office.

Mr. Miller reported on the progress of the Training Facility. He said there were a few windows of dry weather and the contractor was able to get the foundation for the building done. He also stated that all of the limestone is in place for the Training Pad. The building is expected to be received in

approximately three weeks and once the building comes in, the contractor will prepare an updated schedule.

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. Pontiff. Mr. Terry asked if there was any discussion or opposition – there was none. The motion carried unanimously and the meeting adjourned at 6:15 p.m.

Signed



Joseph Tabb, Secretary