

**BOARD OF COMMISSIONERS
REGULAR MEETING – FRIDAY, JANUARY 19, 2018
PORT ADMINISTRATIVE OFFICE – 12:00 P.M.
MINUTES**

The regular meeting of the Port of Iberia District Board of Commissioners was called to order by Commissioner Roy A. Pontiff, Board President, at the Port of Iberia Administrative Office, on Friday, January 19, 2018, at 12:00 P.M.

In attendance were Commissioners Roy A. Pontiff, President, Mark Dore', Danny J. David, Sr., and Larry Rader

Commissioners Elbridge "Smitty" Smith, III, Vice-President, Simieon d. Theodile, Secretary-Treasurer, and Gene L. Jefferies were absent.

Also present were Craig F. Romero, Executive Director, Joanna D. Durke, Administrative Assistant, Tracy Domingue, Bookkeeper-Secretary, Brandi Landry, Receptionist-Secretary, and Ray Allain, Port Attorney.

Thus, with a quorum being acknowledged, Commissioner Larry Rader recited the opening prayer and the Pledge of Allegiance.

I. Presentation of Appreciation Plaque to 2017 Board President – Commissioner Gene L. Jefferies.

Due to the absence of Gene L. Jefferies, the presentation will take place at the February 2018 meeting.

II. APPROVAL OF MINUTES – Regular Meeting, December 19, 2017.

On a motion by Commissioner Larry Rader, seconded by Commissioner Danny J. David, Sr., the Commission approved the minutes of the Regular Meeting held on December 19, 2017.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

III. DISCUSS AND/OR DISTRIBUTE THE FOLLOWING:

(a) Budget Summary for Six (6) Months Ending December 2017.

{1} Discuss/Approve an Amendment to the POI's Fiscal Year Budget for 2017 – 2018.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Danny J. David, Sr. to approve and authorize that the FY 2017 – 2018 POI Budget be amended to reflect that the line item "Outside Services" go from the current budgeted amount of \$37,000.00 to \$22,639.00; and add the line item "Receptionist/Secretary" to the Budget with an amount of \$14,361.00; and motion further acknowledges that the Amendment does not depict an increase or decrease to the projected Total Expenditures, and therefore remain the same at a projection of \$1,179,810.00.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

(b) Listing of Tenant Lease Billings.

(c) Approve Payment of Bills & Checks Issued During Interim Period.

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Mark Dore' to approve and authorize the payment of bills for January 2018, and ratify those paid during the interim period.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

(d) Computer Summary of Lease Agreement Activity Sheet.

*****Vermilion Shell & Limestone Company, Inc. Renewal Option Period.**

Executive Director Craig Romero stated that he would meet with representatives of Vermilion Shell & Limestone to discuss their renewal option and bring it back to the Board at the February 2018 meeting.

IV. MR. JOHN ISTRE WITH BROUSSARD, POCHE', L.L.P., TO ADDRESS THE COMMISSION – PRESENTATION OF FISCAL YEAR 2016 – 2017 AUDIT.

Mr. John Istre, Broussard, Poche', L.L.P., presented the Port of Iberia District's

Financial Audit Report for the fiscal year 2016-2017. Mr. Istre also presented an Independent Accountant's Report on Applying Agreed-Upon Procedures to the Board. This report was generated as a result of the Louisiana Legislative Auditor's request regarding the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUP's) for the fiscal period July 1, 2016 thru June 30, 2017. The POI's management is responsible for those C/C areas identified in the SAUP's. Commissioner Roy A. Pontiff and the Board Members present commended the staff for their efforts and hard work with another successful audit. There were no management findings cited.

V. MR. GERALD GESSER, GESSER GROUP, APC TO ADDRESS THE BOARD ON:

- (a) **Former AWS Building Tract "H" (15.14 acres).**
{1} Update on Project – Crosby Construction Services, Inc.

Mr. Gerald Gesser, Gesser Group APC, reported that Crosby Construction Services has moved into the former AWS building. All of the repairs that the tenant requested have been completed. The invoices were approved and paid for at the December 2017 meeting. The office trailer and the restroom trailer have been moved onto the property. Mr. Craig Romero stated Crosby Construction wants to be in the building fabricating their vessels. Crosby Construction has indicated that they plan on hiring about 60 people within the next 6 months.

VI. REPORT FROM MR. ONEIL MALBROUGH OF GIS ENGINEERING, LLC ON:

- (a) **LA DOTD Port Construction & Development Priority Program:**
Phase III of State Project Number 578-23-0018 / H.009021 (323) Port-Site Bulkhead Relocation Phase II A – Bulkhead 12B (POI Public Dock – Port Canal) for the AGMAC Bulkhead Relocation & Design Project (Public Property).

- {1} Update on Construction of Bulkhead 12B.**
*****45-Day Clear Lien Period.**

Mr. Zack Autin, GIS Engineering, LLC, presented a Power Point Presentation and reported that Substantial completion was issued on December 21, 2017. Final inspection with the LA DOTD will be scheduled in the near future.

- {2} Discuss/Consider Change Order Number 4 (Balancing Change Order).**

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Larry Rader, to approve and authorize Change Order Number 4 (Balancing Change Order) regarding State Project Number 578-23-0018 / H.009021 (323) Port-Site Bulkhead Relocation Phase II A – Bulkhead 12B (POI Public Dock – Port Canal) for the AGMAC Bulkhead Relocation & Design Project (Public Property) as it relates to a deduct in the amount of \$24,533.90 for under runs; and

the motion further authorizes the Board President to execute said Change Order Number 4 (Balancing Change Order) in accordance with the contract dated November 15, 2016; and motion further acknowledges that the revised contract amount is \$4,133,849.10.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

{3} Discuss/Consider Amendment No. 1 to GIS Engineering LLC Contract.

Mr. Zack Autin, GIS Engineering, LLC, reported that per Mr. Oneil Malbrough's request GIS Engineering, LLC will wait until the February 2018 meeting to present the above amendment.

(b) Port-Site Bulkhead Relocation Project Phase II B – Private Bulkheads {1, 6, & 7} (Private Property).

{1} Update on Construction of Bulkheads 1, 6, 7.

Mr. Zack Autin, GIS Engineering, LLC, presented a Power Point Presentation and reported that Bulkhead 1 is complete except for the rip rap wingwall as per Change Order Number 1 approved at the December 19, 2017 Board meeting. On Bulkheads 6 and 7, all the existing sheet piling has been pulled and reinstalled. Most of the tieback sheets have been installed.

{2} Discuss/Approve Contractor Pay App No. 6.

A motion was made by Commissioner Larry Rader, seconded by Commissioner Danny J. David, Sr., to approve and authorize the payment of Contractor Pay Application No. 6 in the amount of \$195,148.33 to Sealevel Construction, Inc. for the Port-Site Bulkhead Relocation Project Phase II B – Private Bulkheads {1, 6, 7, 11, 13, and 14} (Private Property) for December 1, 2017 thru December 31, 2017 regarding Bulkheads 1, 6, & 7 which includes removal of structures and obstructions, removal of steel sheet pile, excavation and embankment, installation of treated timber, installation of bulkhead 7 sheet piling, structural steel, tie-rods, and sheet pile splice repairs, in accordance with contract dated May 16, 2017; and motion further stipulates that the Payment Request be forwarded to the LA Department of Transportation & Development for review and approval.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

{3} Discuss/Approve GIS Engineering, LLC Invoice.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Danny J. David, Sr., to approve and authorize the payment of Invoice Number 70000821 in the amount of \$20,902.66 to GIS Engineering, LLC for the period December 1, 2017 thru December 31, 2017 which includes project coordination, site visits, review and processing of submittals, RFIs, Pay App 6, and site resident project representation; in accordance with the contract dated February 16, 2016 and Amendment #3 dated November 15, 2016.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

(c) Port-Site Bulkhead Relocation Project Phase II B – (Phase II) – Private Bulkhead 11B (Private Property).

{1} Update on Execution of Contract and Notice to Proceed.

Mr. Zack Autin, GIS Engineering, LLC, reported that the contract was awarded to Coastal Construction & Engineering on December 19, 2017 and they have been working with the contractor and the Port Attorney to get all the necessary documentation in. GIS Engineering, LLC has completed this step and they are now waiting on the LA DOTD to approve all of the contract documents for construction. Once that happens, they will issue a Notice to Proceed and start the work. It is noted that the Port Attorney has reviewed and approved the insurance information submitted by the contractor.

{2} Discuss/Consider Amendment Number 4 to GIS Engineering, LLC Contract.

Mr. Zack Autin, GIS Engineering, LLC, reported that per Mr. Oneil Malbrough's request GIS Engineering, LLC will wait until the February 2018 meeting to present the above amendment.

(d) Status of the Louisiana Port Construction & Development Priority Program SPN H.011928 "East & West Yard Expansion & Site Improvements Project."

There was no update on the above agenda item.

(e) Update on the 2018-2019 Port Priority Application (Port Millennium Expansion Phase III Project).

{1} Status of GIS Engineering, LLC Contract with the POI.

Mr. Zack Autin, GIS Engineering, LLC, reported that a draft contract will be submitted to Mr. Craig Romero soon for review.

{2} Channel Delineation (Port Atty Requested).

Mr. Zack Autin, GIS Engineering, LLC, reported that GIS would speak with Mr. Ray Allain to get what is needed for them to do the channel delineation. Mr. Ray Allain stated that he would get the information to GIS Engineering, LLC as soon as possible.

(f) AGMAC Project General Engineering and Consulting Services:

{1} Update on Status of AGMAC Project.

There was no action taken on the above agenda item.

{2} Discuss/Approve GIS Engineering, LLC Invoice.

Mr. Zack Autin, GIS Engineering, LLC, reported that per Mr. Oneil Malbrough's request GIS Engineering, LLC will wait until the February 2018 meeting to present the above invoice.

(g) Shark Island/Chevron Canal Dike Removal.

{1} Discuss/Approve GIS Engineering, LLC Invoice.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Larry Rader, to approve and authorize the payment of Invoice Number 70000823 in the amount of \$3,297.50 to GIS Engineering, LLC for the period October 2017 thru December 2017, which includes activities for Shark Island/Chevron Canal Dike Removal which include project coordination/oversight, coordination with agencies, permitting, and post-construction surveys.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

VII. REPORT FROM PORT ATTORNEY ON:

(a) AWS Lease Agreement & Collection of Unpaid Rental.

Mr. Ray Allain stated that he is in ongoing settlement negotiations but will defer the discussion on this until the February 2018 meeting.

(b) LBC Port Judgment/Collection of Money due the Port of Iberia.

Mr. Ray Allain stated that a hearing was held on January 18, 2018. Mr. Dale Behan was ruled into court but did not show up. Judge Lori Landry signed a Judgement of Rules giving Mr. Dale Behan 15 days from being served with the Judgement to Comply, to contact Mr. Kreig Breaux and submit to the judgement debtor examination and answer our discovery or an attachment will be issued to arrest Mr. Dale Behan and hold him for 48 hours to comply. The attachment is returnable for February 28, 2018.

VIII. REPORT FROM EXECUTIVE DIRECTOR ON:

(a) Discuss/Approve LeBlanc Marine, LLC Invoice for Removal of Sunken Vessel in Slip Number 5 (Timothy Chesson).

A motion was made by Commissioner Danny J. David, Sr., seconded by Commissioner Mark Dore' to approve and authorize the payment of Invoice Number 22201 in the amount of \$13,500.00 to LeBlanc Marine, LLC for the removal and disposal of the submerged (sunken) sailboat in the Port's Marina Boat Slip Number 5 (Timothy Chesson) as per LeBlanc Marine, LLC proposal dated February 17, 2017.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Roy A. Pontiff, Mark Dore', Danny J. David, Sr., and Larry Rader.

Nays: None.

Absent at Voting: Elbridge "Smitty" Smith, III, Simieon d. Theodile, and Gene L. Jefferies.

And the motion was therefore passed on this the 19th day of January, 2018.

(b) Update on Executive Director's Negotiations with Mr. R. Hamilton "Hammy" Davis, Coldwell Banker Pelican Real Estate, Regarding a Prospect for the AWS Property Site (Tract "H") (15.14 Acres).

- {1} Update on Lease Commission Agreement to be Executed by the Executive Director Between Coldwell Banker Pelican Real Estate and the Port of Iberia District (Contingent upon Legal Review & Approval by the Port Attorney).**

There was no update on the above agenda item.

(c) Update on the potential for the Economic Development Project at the Port of Iberia regarding the installation of an 8" gas line at Louisiana CAT.

- {1} Discuss/Consider Cooperative Endeavor Agreement Between Atmos Energy Corporation and the POI.**

Mr. Craig Romero stated that he met with Troy Matherne at LA CAT, and they went over the paperwork that is required by the LED. Mr. Craig Romero stated that everything is on track.

- (d) **Update on Letter of Intent Between the Port of Iberia District and Goldman Sachs Regarding the Purchase of Approximately 106.72 Acres of Available Property located at 6005 Port Road (former Dynamic Ind. West Yard Site).**

{1} **Executive Director Negotiations with Prospective Tenants Regarding Available Property located at the former Dynamic Industries West Yard; Contingent Upon the Receipt of the Necessary Approvals.**

Mr. Craig Romero stated that he got a call from the Real Estate company that has the land, JLL, to open the gate so they could be able to show someone.

- (e) **Update on Henry Bernard Property Located Behind the POI Administrative Office.**

There was no update on the above agenda item.

- (f) **Executive Director's Monthly Report.**

{1} **Logan Industries International Corporation Expansion Request.**

Mr. Craig Romero stated that he received a call from Mr. Buck Evans with Logan Industries. Logan Industries would like to expand their facility. Mr. Gerald Gesser and Mr. Craig Romero met with Mr. Evans with Logan Industries to go over everything they would like in the new building. Mr. Gerald Gesser will spend a couple days preparing a cost estimate and then get back with Logan Industries. Mr. Evans would like to know the additional lease cost if they were to do an expansion.

Mr. Craig Romero reported that Seamar Marine called him about the possibility of bringing additional boats in. As a result of that request, Mr. Craig Romero contacted Mr. Oneil Malbrough with GIS Engineering, LLC to get water depths at the POI Millennium Expansion Phase II Property Site particularly by where the Danos Lease is located.

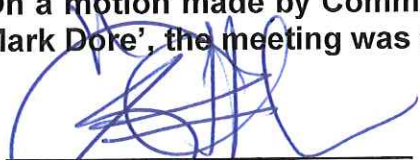
- (g) **Announcements:**

{1} **PAL 35th Annual Conference – March 5 – 7, 2018 Lake Charles, LA.**

{2} **AAPA Spring Conference March 20 – 21, 2018 Washington, DC.**

IX. ADJOURNMENT.

On a motion made by Commissioner Larry Rader, and seconded by Commissioner Mark Dore, the meeting was adjourned at 1:20 p.m.



SECRETARY-TREASURER



PRESIDENT