

OFFICIAL PROCEEDINGS
ST. BERNARD PORT, HARBOR AND TERMINAL DISTRICT
REGULAR MONTHLY MEETING – AUGUST 8, 2017

The Board of Commissioners of the St. Bernard Port, Harbor and Terminal District met in regular session on Tuesday, August 8, 2017, at 12:00 p.m. in the boardroom of its office located at 100 Port Boulevard, Chalmette, Louisiana.

After the Pledge of Allegiance, roll was called.

Members present were: Mr. Elton J. LeBlanc, Vice President; Mr. Harold J. Anderson, Secretary and Ms. Cheri C. Quigley, Treasurer. Absent was Rev. Henry Ballard, Jr., President. Also present were Mr. Drew Heaphy, Executive Director; Ms. Denise Kraesig, Executive Assistant; Mr. Jerry Graves, Director of Operations; Mr. Ted Roche, Project Manager; Mr. Sal Cusimano, Agreement Analyst; Mr.'s Gary Poirrier and Todd Fuller, Associated Terminals; Mr. Suresh Shah, Burk-Kleinpeter; Mr.'s Mark Melancon and Jonathan Fox, Intelligent Transportation System and Mr. Jim Simmons, N-Y Associates.

Vice President LeBlanc asked if there were any public comment in accordance with R.S. 42:14 (D). Not hearing from anyone, he continued with the meeting.

On motion of Mr. Anderson, seconded by Ms. Quigley, and after asking for any public comment, the Board unanimously approved the minutes of the regular meeting held on July 18, 2017.

On motion of Mr. Anderson, seconded by Ms. Quigley, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section II, Page EA-7.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section II, Page EA-12.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section II, Page EA-14.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section II, Page EA-15.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section II, Page EA-19.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section II, Page EA-20.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section III, Page ES-1.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section III, Page ES-3.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved Employee Policy Manual change: Section V, Page EP-34.

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved to update the Index, Organizational Chart and Staffing Plan to reflect policy manual changes.

Vice President LeBlanc recognized Mr. Heaphy who gave the Executive Director's Report. Mr. Heaphy discussed the Finance Report which included the operating and capital budgets, balance sheet, professional services and lessees' arrears. Mr. Heaphy then recognized Mr. Roche who gave an update on current construction projects. Mr. Heaphy also informed the Board that D.D. Keller & Partners will be helping with federal grant applications and that Requests for Proposals will be sent out for Security Maintenance Services. The Board discussed the Finance and Executive Director's Reports. Vice President LeBlanc thanked Mr. Heaphy for the reports.

On motion of Mr. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved a resolution for the System Survey and Compliance Questionnaire required by the Legislative Auditors:

RESOLUTION

WHEREAS, it is a requirement of the Legislative Auditor of the State of Louisiana that the book of the St. Bernard Port, Harbor and Terminal District be audited annually, and

WHEREAS, as a required part of the audit, a System Survey and Compliance Questionnaire is to be completed by the administrative staff, and

WHEREAS, this questionnaire when completed must be adopted by the governing body of the District,

NOW, THEREFORE BE IT RESOLVED, that the St. Bernard Port, Harbor and Terminal District move to adopt the Systems Survey and Compliance Questionnaire and present it and a copy of this resolution to our auditors.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

Yeas:	3
Nays:	0
Absent:	1
Abstaining:	0

The resolution was declared to be adopted on this 18th day of August, 2017.

/s/ Harold J. Anderson, Secretary

On motion of Ms. Quigley, seconded by Mr. Anderson, and after asking for any public comment, the Board unanimously approved a resolution authorizing an agreement with the State of Louisiana, Department of Transportation and Development under the Louisiana Port Construction and Development Priority Program relating to State Project No. H.012334 Port Improvements Rehabilitation of Chalmette Slip Sections A and F project:

STATE PROJECT NO H.012334
PARISH OF ST. BERNARD

RESOLUTION

St. Bernard Port, Harbor and Terminal District

A Resolution authorizing the St. Bernard Port, Harbor and Terminal District to enter into an agreement with the State of Louisiana, Department of Transportation and Development under the Louisiana Port Construction and Development Priority Program for assistance in the implementation of a port improvement project; providing for the necessary documentation of the need for the port improvement; and providing for other matters in connection therewith.

WHEREAS, the St. Bernard Port, Harbor and Terminal District has a need for port improvements; and

WHEREAS, the St. Bernard Port, Harbor and Terminal District has reviewed the application for (Project Name) and agrees with said agreement; and

WHEREAS, the St. Bernard Port, Harbor and Terminal District has applied for State matching funds pursuant to Chapter 47 of Title 34 of the Louisiana Revised Statutes of 1950, as amended, to implement a project to improve its port operation and St. Bernard Port, Harbor and Terminal District is fully aware of its obligations under said Statute; and

WHEREAS, the St. Bernard Port, Harbor and Terminal District is a political body duly organized and existing under the laws of the State of Louisiana and is eligible to apply for funds under said Statute; and

NOW, THEREFORE, BE IT RESOLVED by the St. Bernard Port, Harbor and Terminal District as follows:

Section 1. That St. Bernard Port, Harbor and Terminal District acknowledges that an application was submitted to the Louisiana Port Construction and Development Priority Program.

Section 2. That at the appropriate time and prior to commencement of work on the project St. Bernard Port, Harbor and Terminal District agrees to execute a Project Agreement and a Statement of Sponsorship pursuant to the Statute and hereby authorizes and empowers Drew M. Heaphy, Executive Director to enter into and execute said agreement with the Louisiana Department of Transportation and Development.

Section 3. That Drew M. Heaphy, Executive Director is hereby Authorized Representative for St. Bernard Port, Harbor and Terminal District to represent the port with regards to the receipt of funds from the Louisiana Port Construction and Development Priority Program for a port improvement project.

Section 4. That said Authorized Representative shall have the authority to sign and approve all documents that are necessary under the circumstances to accomplish the above project.

/s/ Harold J. Anderson, Secretary

/s/ Henry Ballard, Jr., President

On motion of Ms. Quigley, seconded by Mr. LeBlanc, and after asking for any public comment, the Board unanimously approved a resolution to become a member of the Louisiana Asset Management Pool (LAMP) and authorize and empower the Executive Director to invest and transfer funds:

RESOLUTION

Whereas, St. Bernard Port, Harbor and Terminal District is a “public entity,” as that term is defined in the Articles of Incorporation of LAMP, Inc., and is subject to the restrictions imposed under the laws of the State of Louisiana with respect to the investment of funds of municipalities, parishes and other political subdivisions (a “Public Entity”); and

Whereas, such Public Entity has received and reviewed the Depositing Members’ Information Statement and such other documents as it deems material related to an investment in the Louisiana Asset Management Pool (the “LAMP”), including documents relating to the organization and investment policies of the LAMP; and

Whereas, such Public Entity has determined that an investment in the LAMP is consistent with its investment authority, including any limitations imposed under the laws of the State of Louisiana, and such Public Entity now desires, from time to time, to invest its funds in the LAMP.

Now, therefore, be it resolved that such Public Entity is hereby authorized and empowered to enter into an “Account Application & Agreement Form” for the purpose of establishing one or more accounts for investment purposes in the LAMP; and be it

Further resolved that the individuals named below, in their capacities as authorized officers, employees or agents of such Public Entity, are hereby authorized and empowered to invest and transfer, in their sole discretion, funds from any such account established in the LAMP for the benefit of such Public Entity; to issue letters of instruction related to any such account or investments thereunder; and to take any and all other actions which they, in their discretion, deem necessary or appropriate in connection with the establishment of one or more accounts in the LAMP and the investment of funds thereunder:

Drew M. Heaphy
Executive Director

/s/ Harold J. Anderson, Secretary

/s/ Henry Ballard, Jr., President

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On motion of Ms. Quigley, seconded by Mr. Anderson, the meeting was adjourned.

/s/ Harold J. Anderson, Secretary