TERREBONNE PORT COMMISSION

**MINUTES**

**December 12, 2023**

**1116 Bayou Lacarpe Rd.**

Houma, Louisiana 70363

# **Bill Purvis, President Presiding**

Present: Bill Purvis, Steve Crispino, Jacob Brown, Dan Davis, John DeBlieux and Greg Landry arriving at 12:09

**Absent: Joe Caldwell**

Staff: David Rabalais – Executive Director, Sonja Labat – Finance Manager and Wayne Lirette - Maintenance

**Legal: Danna Schwab – Schwab Law Firm**

**Consultants Bill Blanchard – GIS, Stevie Smith, Jay Duplantis and Melanie Caillouet – All South, Jacob Waitz and Craig Hebert**

###### Media: None

###### Guests: Joe Waitz and Robert Perez

1. **WELCOME AND INVOCATION** 
   1. **Bill Purvis called the meeting to order and led with the invocation by Jacob Brown and the Pledge of Allegiance. Sonja Labat called roll. A quorum was present.**
2. **PUBLIC WISHING TO ADDRESS THE COMMISSION – None**
3. **APPROVAL OF MINUTES AND ABSENCES**
   1. **A motion by Steve Crispino and seconded by Jacob Brown approving the minutes of the October 10, 2023 regular meeting. No opposition. Motion passed.**
4. **FINANCIAL REPORT**
   1. **Reconciliation of finances were reviewed and approved for the month of November 2023 on a motion by Steve Crispino and seconded by Dan Davis. No opposition. Motion passed.**
   2. **A motion by Dan Davis and seconded by John DeBlieux to approve the 2023 budget amendments and adopt the 2024 budget. No opposition. Motion passed.**
5. **EXECUTIVE DIRECTOR’S REPORT** 
   1. **Government Multi-Use Complex**
      1. **CBP (OFO) Expansion – Craig Hebert advised that everything is complete, functional and operational. We are waiting on the State Fire Marshall inspection which will hopefully be on next Tuesday. Hopefully we will be able to celebrate the completion soon.**
      2. **David discussed the ICE lease renewal as he is proposing a 10% increase. The lease is a ten year lease agreement. They would like to add 800-1000 square feet to their facility for a conference room. Craig will do the design work once approved by GSA.**
   2. **Other Port Projects**
      1. **HNC Deepening Study – Bill Blanchard with GIS was present to give a project update. He advised that they are continuing to work on the pipeline surveys of the Southern Reach. They are putting together a proposal for Hilcorp to assist with computing the project costs and that should be wrapped up this month. They are also working with Kinder Morgan and Kinetica with project cost estimates. Regarding the Northern Reach, they are evaluating mag and SBP survey data and hope to wrap that up next month. They had a meeting with the Corp on December 4th and they plan to set up a meeting with David and Chris Collins with DOTD regarding funding. A motion by Dan Davis, seconded by Jacob Brown to approve the GIS invoices in the amount of $54,541.71 and $55,882.50. No opposition. Motion passed.**
      2. **HNC Maintenance Dredging (Corp) – David discussed his report. The dredge of the Northern Reach and the Short Cut Canal are complete. The dredge of the Bay Reach is approximately 75% complete.**
      3. **HNC Rock Jetty – David advised that a request from Capital Outlay was made for the design costs.**
      4. **Bollinger Project – David advised that the capital outlay request was renewed.**
      5. **LED Site Certification – Amber Plessala with Delta Coast was not present with an update.**
      6. **EDA Sewer Grant – Melanie Caillouet with All South was present to give an update on the sewer system project. All that is outstanding is the preliminary engineering report which should be complete before Christmas.**
      7. **David advised that BS Unlimited was hired for levee maintenance on the Eastern property line. The cost was $15,250.**
      8. **Robert Perez was present to give a presentation on Port wide security. David Waitz was present to support the cutting-edge technology that he would like to see in Terrebonne Parish. Alexis was present via zoom to give a brief presentation on how the equipment works and the benefits it provides. Robert would like to partner with the Port and for Houma to be a model port. There is funding allocated for maritime port technology. A meeting will be scheduled at a later date with David and all entities involved to discuss the value to the community and the cost.**
      9. **David discussed the need for a BRIC grant writer. Mike Henry referred a grant writer at a cost of $25,000. The minimum BRIC grant is $25M which could be used for the construction of the rock jetty. A motion by Steve Crispino and seconded by John DeBlieux to hire her at a cost of $25,000. No opposition. Motion passed.**
      10. **David advised that the contract for Claitor and Chabert needs to be renewed for 2024 with no increase. It was motioned by John DeBlieux and seconded by Dan Davis to renew Claitor and Chabert’s contract for another year. No opposition. Motion passed.**

1. **COMMITTEE REPORTS – The finance committee plans to meet in January. The marketing committee met with Brew and were in sticker shock with the cost. They asked her to reevaluate and they plan to meet again soon to discuss further. They plan to come back to the entire board with a recommendation. They also discussed HTV costs.**

**VIII.COMMISSIONER’S COMMENTS – Dan Davis discussed the drainage ditch on Performance’s property. There is an electrical line running across the ditch. They would like an agreement with us to clean the ditch and utilize our property with their equipment. David will get with them next week and have legal approve the agreement. A motion by Steve Crispino and seconded by Dan Davis to authorize David to sign the agreement pending legal approval. No opposition. Motion passed. The Chairman thanked All South for providing lunch.**

**IX.STAFF REPORT – David thanked the commissioners for their support through his medical emergency. He thanked Danna and Sonja also.**

**X.ADJOURNMENT – There being no further business to come before the commission, a motion made for adjournment by John DeBlieux and seconded by Steve Crispino. The meeting was adjourned at 1:21 pm. No opposition. Motion passed.**