

# ***West Calcasieu Port Board Meeting Minutes***

October 13, 2015

## **I. Call to order**

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on October 13, 2015, at the offices West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

## **II. Invocation**

Wilmer Dugas led the invocation.

## **III. Pledge of Allegiance**

Pledge led by Lynn Hohensee and recited by all board members and guests.

## **IV. Roll call**

Secretary Tim Dougherty conducted a roll call. The following persons were present:

- ✓ Dick Kennison
- ✓ Wilmer Dugas
- ✓ Tim Dougherty
- ✓ Dave Aguillard
- ✓ Scott Foreman

(Others also present at the meeting were: Lynn Hohensee, Peter O'Carroll, Derek Williams, Chris Funk and Sheila Burton.)

## **V. Approval of minutes of the September 1, 2015 regular monthly meeting**

President Dick Kennison entertained a motion to approve the minutes of the September 1, 2015 regular monthly meeting. A motion was made by Dave Aguillard to approve the minutes of the September 1, 2015 regular monthly meeting, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

## **VI. Amendments, additions and deletions to the proposed agenda**

President Dick Kennison added 2 items to the agenda. President Kennison stated Item VI(a) will be the Auditor's Report and VI(b) will be demonstration and approval of new web site.

VI(a). President Dick Kennison turned the meeting over to Chris Funk of McMullen & Mancuso to go over the Auditor's Report with the Board. Mr. Funk told the Board it was an excellent audit with no issues, no management letter comments, no compliance and no internal control findings. Mr. Funk stated that the use of Darla Perry and her expertise prevented a lot of potential audit issues that could have occurred as a small Governmental entity. Mr. Funk briefly reviewed the contents of the Financial Report for June 30, 2015, with the Board. Mr. Funk stated that the Legislative Auditor called his office and asked to review the Port's audit. Mr. Funk said he submitted all of the audit documentation, work papers and statements; and the Legislative Auditor's office found the audit to be a good audit with no areas of improvement. There was a brief discussion about why the Legislative Auditor chose the Port's audit for review. Mr. Funk said he didn't know why it was chosen. Wilmer Dugas made a motion to accept the auditor's report from McMullen & Mancuso, CPAs, LLC, as presented, 2<sup>nd</sup> by Scott Foreman. No opposition. Motion carried.

VI(b). President Dick Kennison turned the meeting over to Peter O'Carroll from the O'Carroll Group to give a demonstration of the new port website. Mr. O'Carroll explained how he updated the website for 2015 and made it more user-friendly. Mr. O'Carroll showed the Board the different pages on the new website, along with the updated photos. Port Director Lynn Hohensee explained that once the website is upgraded, the Port will employ the O'Carroll Group to be the webmaster of the site. Mr. O'Carroll told the Board that if they had any changes that needed to be made to their bios, to let Lynn know so he can pass on the information so that the changes can be made quickly. Under the "News" page, Lynn asked if the Category years could start at 2015 at the top and go downwards. Derek Williams said that going from current year downwards made more sense, and he will get it changed. Lynn said he feels the website sets a tone for a lot of people's perception of the Port. There was a brief discussion about the website. Lynn stated that once the Board approves the website, he will then look into redoing a port brochure based on the graphics from the website. There was further discussion about the website. Tim Dougherty made a motion to approve the website and allow the O'Carroll Group to become the webmaster, 2<sup>nd</sup> by Scott Foreman. No opposition. Motion carried.

## **VII. Election of Officers**

Dave Aguillard made a motion to have the current officers reinstated by acclamation, 2<sup>nd</sup> by Scott Foreman. No opposition. Motion carried.

## VIII. Committee Reports

There were no committee reports at this time.

## IX. Port Director Report

*{NOTE: The following report is a copy of the original sent out by Lynn Hohensee.}*

*{NOTE: Port Director Lynn Hohensee reported that he has been in contact with 2 companies that are going to be putting facilities in along the Calcasieu River Waterway in Cameron Parish, and they are interested in looking to develop a process where they would be moving dirt by barge using the Port of Vinton and the West Cal Port to transport the dirt to Cameron Parish.*

*Lynn said the improvements to the S.T.A.R. Concrete building are going well. Lynn stated that in speaking with Ken & Bart from S.T.A.R. at the Devall steak dinner, they expressed how happy they are to be at the port.*

*Lynn reported that they are engaged with Nash Fence Company to provide all of the names of the people that need key cards to work the gate. Lynn said that since employees from Morris-Shea need to enter the gate as early as 4 a.m., he made arrangements with the guards to have the gate opened at 4 a.m.*

*Lynn announced that the West Cal Chamber of Commerce annual banquet is next month, and the Port will have a table of 8. Lynn asked everyone interested in attending to please let him know as soon as possible.*

*Tim Dougherty requested sending a letter from the Port to the Devalls thanking them for the steak dinner. Tim Dougherty also mentioned the large hole on the Parish road coming to the port. Lynn stated he would follow up with Tim Conner, the Parish Engineer, on the issue. There was a brief discussion about port property and ownership of property on the corner next to the port. Lynn stated the corner property is owned by a gentleman in Houston that used it as a fishing camp. Lynn said he thought they would try to reach out to the owner to see if he would be interested in selling it to the Port.}*

### **Marketing/Business Development –**

- Annual Devall Steak Cookout attracted more than 80 invited attendees and Devall personnel to honor and showcase the West Calcasieu Port.
- S.T.A.R. Concrete Pumping Company of Tomball, Texas, officially became a tenant of the West Calcasieu Port this month, and we welcome them. The company also completed modifications to the company's leased building – overhead doors and inside facilities during September.
- The West Calcasieu Port continues to work with the State of Louisiana to finalize all approvals for the use of state grant monies that will be directed to the purchase 11.5 acres of property adjacent to the port's footprint from the Rhodes Group.
- Discussions continue with Devall Towing and two Texas firms that may bring sizeable barge-related business operations to the West Cal Port. Tour of the port was provided to each of the companies. A third firm – local – also has expressed interest in performing wet barge cleaning/stripping at the port.
- The port director continues to meet with Devall Towing and the Port of Vinton re: early discussions for possible movement of construction soil by barge from western Calcasieu and Cameron Parishes to industrial sites planned or under construction on the Calcasieu River Waterway. The WCP would play an instrumental role in the movement of dirt by barge.

- The O'Carroll Group has nearly completed the redesign the port website, and it will be officially presented to the port board on Oct. 13. A preview of the website was exhibited at the Devall steak cookout. When the website is completed and rolled out, the port brochure will be redesigned to compliment the website
- The port director represented the West Cal Port at the fall conference of the Gulf Ports Assn. of the Americas.

**Port Operations –**

- Permitting/engineering continues for the replacement of bulkhead along the Devall Diesel Building area. Port engineer estimates that the port will be ready to go out for bids early next year.
- Modifications to heighten the doors from 12 feet to 14 feet and interior upgrading efforts have been completed on the S.T.A.R. Concrete Pumping Company building.
- Port engineer continues to work with barge loading ramp manufacturer, Orion Marine Group (ramp installer) and Devall Towing to initiate upgrades to the equipment.

**Professional Organizations & Networking –**

- In September, the WCP director (and/or board members) represented the port at:
  - a. Calcasieu River Waterway Harbor Safety Committee meeting
  - b. Gulf Ports Assn. of the Americas fall conference
  - c. Propeller Club meeting
  - d. Two chamber-sponsored gubernatorial lunch meetings
  - e. Three PetroChem meetings.
  - f. BV board meeting

**News Media & Community Relations–**

- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities.

**X. Announcements/Reports (Legal, Financial, Engineer)**

**FINANCIAL:** Wilmer Dugas made a motion to accept the financial report as presented, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**LEGAL:** There was no legal report at this time.

**ENGINEER:** There was no engineer report at this time.

**XI. Executive Session**

There was no executive session at this time.

**XII. Public Comments**

There were no public comments at this time.

**XIII. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:32 p.m.

  
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President

  
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Secretary