

West Calcasieu Port Board Meeting Minutes

November 10, 2020

I. Call to order

In accordance with JBE 2020-30, the West Calcasieu Port's meeting was held at 7000 Southland Field (Southland Airport), Sulphur, Louisiana, via video/telephone conference for anyone not able to attend in person and in a manner that will allow for observation and input by members of the public, as set forth in the notice posted on November 1, 2020. All other Open Meetings Law requirements have been met.

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on November 10, 2020, at 2244 Swisco Road, Devall Building, Sulphur, Louisiana.

II. Invocation

President Dick Kennison led the invocation.

III. Pledge of Allegiance

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

IV. Roll call

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

- ✓ Dick Kennison
- ✓ Wilmer Dugas
- ✓ Tim Dougherty
- ✓ Scott Foreman
- ✓ Buddy Reams

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Byron Racca, Glen James and Sheila Burton.)

V. Approval of minutes of the October 6, 2020 regular monthly

President Dick Kennison entertained a motion to approve the minutes of the October 6, 2020 regular monthly meeting. A motion was made by Wilmer Dugas to approve the minutes of the October 6, 2020 regular monthly meeting, 2nd by Buddy Reams. No opposition. Motion carried.

VI. Amendments, additions and deletions to the proposed agenda

President Kennison deleted Item #10 from the agenda because it has already taken place.

VII. Discuss and take action on any lease agreements needed (T&T, Crosby, Gates)

Port Director Lynn Hohensee explained the leases for T&T and Crosby are short-term leases that will last approximately 1 to 2 months in the amount of \$1750 per acre, per month, per lease.

Lynn reminded the Board that Gates's short-term lease was approved at an earlier board meeting. They are waiting for the lease agreement to be finalized and signed. Gates will be leasing the slip on the west side of the barge loading ramp. They will pay Devalls a daily fleet rate. The Port will receive a portion of the fleet rate as well as collecting revenue 3 other ways: leasing a building, purchasing water and through-put over a certain gallon amount. There was a brief discussion regarding Gates's business at the port. Lynn explained Gates will be leasing the S.T.A.R. building for storage of non-hazardous materials. There was a brief discussion regarding the temporary leases.

President Dick Kennison entertained a motion to accept the short-term leases for T&T and Crosby for \$1750 per acre, per month, for each tenant. Wilmer Dugas made a motion to accept the short-term leases for T&T and Crosby for \$1750 per acre, per month, for each tenant, 2nd by Tim Dougherty. No opposition. Motion carried.

VIII. Discuss and take action on proposal for accounting services for Hurricane Laura grant applications/compliance

President Kennison said he spoke with Darla Perry and asked her if she felt there would be any conflict of interest, and she assured him there wasn't. Darla received bids from 5 or 6 different CPA firms, and hers was the lowest bid.

President Kennison recommended accepting Darla Perry's bid, read as follows: "Darla Perry will proceed with task assignments following signed acceptance of this proposal for professional services as authorized by the WCP. Contemporaneous records of hourly time worked will be maintained. The duration of this agreement is upon reaching the not-to-exceed amount as listed below and may be terminated by either party upon written notice. Compensation for services shall be \$125 per hour up to a maximum not-to-exceed amount of \$30,000. There will be no other costs or multipliers added to the hourly rates or to any approved direct expenses. In addition, no overtime will be charged. Signed invoices with time sheets will be submitted monthly during the duration of the contract time. Mileage will be invoiced as a direct expense if directly related to the specific grant. Certificates of professional liability will be provided to West Cal Port and will be kept current throughout this contract duration.

'Under a prior, separate, oral agreement approved by the WCP Board between Perry's CPA and WCP, which you have no objection to, PCO, Perry & Company, is providing the following scope of services for WCP and submitting monthly agreed-upon invoices to WCP for the services shown below; to wit, completion of client write-up to include bank

reconciliations, accounts payable unrelated to grant, classification of income and expenses in preparation of related boards, reports for the board.

“The above services are specifically excluded from this contract between Perry & Company and WCP such that there are no duplication of services. It has been a pleasure to provide assistance to the WCP, and I look forward to continuing working with you and your consultants. My ultimate goal is to move the WCP forward with facility construction.”

There was a brief discussion regarding the proposal by Darla Perry. Wilmer Dugas made a motion to accept Darla Perry’s bid as outlined above, 2nd by Tim Dougherty. No opposition. Motion carried. Port Director Lynn Hohensee and the Board praised Darla for the great job she does for the port.

IX. Discuss and appoint committee to review annual contracts

There was a brief discussion regarding who can or cannot be on the committee. President Kennison suggested placing Glen James, Buddy Reams and Scott Foreman on the committee to review annual contracts. Wilmer Dugas made a motion to appoint Glen James, Buddy Reams and Scott Foreman as members on the committee to review annual contracts, 2nd by Tim Dougherty. No opposition. Motion carried.

X. Committee Reports

There were no committee reports given at this time.

XI. Port Director Report

Port Director Lynn Hohensee announced that he, along with Darla Perry and Byron Racca (or Chuck Stutes) will be on a conference call with CSRS on November 12th to discuss a number of documents that were prepared for their review regarding FEMA. Lynn told the Board that Donald Brinkman and a team of people with CSRS are assisting the Port with hurricane recovery.

Lynn briefly explained the silting issues at the port. VLS is ready to begin bucket dredging their 4 slips east of the barge loading ramp. Lynn stated VLS’s reimbursement for the dredge work will be a percentage of their lease payment over the next several months.

Lynn briefly spoke about the new road dedication. Lynn reported the old gate was damaged by Hurricane Delta, and there have been reports from the neighborhood that people are using the old road and old gate to enter into the port. There was a brief discussion regarding the gate and the road into the port.

Lynn reported the Devalls are no longer using the yellow and green buildings. Lynn stated repairs are being made to the green building. Lynn expressed his frustrations with the insurance representative in trying to get his report.

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

Marketing/Business Development/Retention –

- Hurricane Delta (Oct. 8) added to the impact of Hurricane Laura on the port's marketing program, but we have set up arrangements for two short-term tenant arrangements with companies needing space for worker parking and for a crane barge that are involved with maritime hurricane recovery in Calcasieu and Cameron Parishes.
- The port is bringing onboard for a short period of time Crosby Dredging (1-2 months). The firm needs parking space for employee vehicles. Employees will be picked up at the port bulkhead for transport to dredging operations on the Calcasieu River Waterway.
- T&T Marine out of Galveston is leasing the east Orion slip for two weeks to accommodate a crane barge that is being used to support the US Coast Guard efforts to clear vessels and other obstacles from the Calcasieu River Waterway as a result of the two hurricanes.
- During October and despite the COVID-19 pandemic and the aftermath of Hurricane Laura, West Calcasieu Port tenants have continued with much of their respective operations with a priority for health/safety.
- Devall Fleeting operations continue to report daily barge fleeting numbers between 110-126. Overall, inland marine transportation business in SW La. has slowed following the hurricanes.
- VLS Marine Services operations have been brisk in October. Since Laura's destruction of the VLS building, VLS management team has operated out of an emergency operations office trailer.
- Atlantic Equipment continues to relocate scaffolding and support materials from the acre that it has leased east of the port entrance road to within its two-acre fenced leased area.
- Port remains in contact with Stream Land Services. Stream is interested in establishing an auxiliary dredge spoil pump station on port land that will support the movement of spoils by pipeline from the proposed Driftwood LNG Export Terminal site to beneficial use spoil reception areas west of the port. SLS also is interested in leasing the yellow house near the shoreline. Tellurian also is interested in possibly establishing a staging site at the port for pipe during installation of the pipeline. Interest for the site of the pump station remains focused on a two port locations.
- Marketing efforts continue to find a replacement tenant for the Orion waterfront lease area.
- Entergy has contacted the port to offer a digital communications effort to assist the port with marketing activity. A presentation on the offering is tentatively planned for an upcoming WCP board meeting.
- The port director was located in Texas hotels for 6 days as the result of Hurricane Delta. During that time, efforts to remotely address port-related business were maintained. He also participated in a series of tele-meetings and webinars designed to share information.

Port Operations –

- The port director and port CPA have been in contact with FEMA representatives re: post-hurricane federal recovery assistance and have participated in a FEMA Exploratory Call and also will participate in a Nov. 12 Recovery Scoping Meeting. A 90-day emergency consulting contract has been signed with CSRS to assist with hurricane recovery.
- Insurance adjuster arrived at the port on Sept. 25 and spent several hours inspecting damages to 4 port buildings – Green House, Yellow House, old STAR building (that will be leased to Gates Fueling) and the VLS Marine Services Building. The port to date has not received the insurance inspector's report. The port director and port CPA have been in repeated contact with the insurance company office to encourage a more rapid response.
- While the insurance adjuster did not devote any of his time to the water assets of the port, the port tenant committee contends that there must have been some impact from the hurricane on the water depths of the waterfront basins, slips and shoreline. Pelican Surveyors surveyed the west barge basin on Oct.27 and the results will be compared to a similar survey conducted prior to the hurricanes.
- The port staff (led by our CPA) continues to work with the Economic Development Administration, the EDA project administrator firm and an engineering firm to facilitate project development for the construction of new bulkhead and heavy-duty crane pad. CSRS serves as administrator, and Meyer & Associates serves as project engineer.

- A substantial completion meeting was held with McManus Construction of Lake Charles re: the new port entrance road. The only work that remains is the installation of a gate in the fence and the pickup of hay bales used to assist with the seeding of the sides of the road way.
- The old port gate remains in open position due to damages by Hurricane Delta.
- The port is partnering with CGBM to arrange for dredging of the waterfront of the green house on a short-term basis.
- The port is working with VLS Marine Services on a dredging operation plan to alleviate the silting conditions in their slips east of the barge loading ramp.
- Coordination of repairs to the barge loading ramp are currently in legal development between the port and the responsible party re: projected repair costs. Outside counsel is assisting with the matter.

Professional Organizations & Networking –

- In October, the WCP director (and/or board members) represented the port at:
 - a. PAL executive committee meeting via Go to Meeting online and the PAL monthly board meeting.
 - b. USCG conference calls for the regional maritime community before/after Tropical Storm Delta.

News Media & Community Relations–

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

Wilmer Dugas made a motion to accept the Director's Report as presented, 2nd by Scott Foreman. No opposition. Motion carried.

XII. Announcements/Reports (Legal, Financial, Engineer)

LEGAL: Port Director Lynn Hohensee reported that he, along with Attorney Glen James, met by phone with Matt Mize regarding the legal issue with Genesis Marine. Lynn stated Genesis Marine has now retained another outside counsel who is asking for a lot of documentation. Lynn said Mr. Mize feels the Port is still in a good position to settle the issue before it goes to court. Attorney Glen James confirmed that the lawsuit is still in the discovery phase. There was a brief discussion regarding the lawsuit with Genesis Marine.

ENGINEER: Chuck Stutes reported the roadway project is substantially complete. All that is left is to settle up on the money and documents. Chuck praised the contractor for the job they did and how smoothly the project went. There was a brief discussion about the new roadway and how nicely it came out.

Chuck stated the EDA project will be ready to go out for bids the first part of next year. Chuck said he would like to have one more meeting with EDA the first part of next year to go over all of the specifications they will need. There was a brief discussion regarding the EDA project.

FINANCIAL: There was no Financial Report given at this time.

Wilmer Dugas made a motion to accept the Legal and Engineer Reports as presented, 2nd by Tim Dougherty. No opposition. Motion carried.

XIII. Public Comments

There were no public comments given at this time.

XIV. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:54 p.m.

Dick Kennison
Vice President _____

Virtual (Covid)
Secretary _____