

## West Calcasieu Port Board Meeting Minutes

December 1, 2020

### **I. Call to order**

In accordance with JBE 2020-30, the West Calcasieu Port's meeting was held 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 30, 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 3:07 p.m. on December 1, 2020.

### **II. Invocation**

Invocation was suspended at this time.

### **III. Pledge of Allegiance**

Pledge was suspended at this time.

### **IV. Roll call**

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

- ✓ Dick Kennison (via conference call)
- ✓ Wilmer Dugas (present in person at 7000 Southland Field, Southland Airport)
- ✓ Buddy Reams (via video conference call)
- ✓ Tim Dougherty (via conference call)
- ✓ Scott Foreman (via video conference call)

Also present at the meeting via video conference was Lynn Hohensee.

Also present at the meeting via conference call was Glen James.

Also present in person at 7000 Southland Field, Southland Airport, were Darla Perry, Chuck Stutes, Cathy Hoffpauir, Tim LaFleur, Dalton Langford and Sheila Burton.

**V. Approval of minutes of the November 10, 2020 regular monthly**

President Dick Kennison entertained a motion to approve the minutes of the November 10, 2020 regular monthly meeting. A motion was made by Wilmer Dugas to approve the minutes of the November 10, 2020 regular monthly meeting, 2<sup>nd</sup> by Scott Foreman. No opposition. Motion carried.

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

Darla Perry asked to add to the agenda discuss and take action on a request for proposal for a debris monitor and debris contract for the port. Darla said those will be 2 separate proposals. Wilmer Dugas made a motion to add to the agenda discuss and take action on a request for proposal for a debris monitor and debris contract for the port, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

There was a brief discussion regarding any further additions that needed to be added to the agenda.

Wilmer Dugas made a motion to add to the agenda discuss (and take action on) the Port Director's contract, 2<sup>nd</sup> by Scott Foreman.

**VI(a). Discuss and take action on Port Director's contract**

Wilmer Dugas made a recommendation to give a 2% increase. President Dick Kennison recommended a 3% increase. Wilmer Dugas made a motion for a 3% increase to the Port Director's contract effective today's date, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**VI(b). Discuss and take action on a request for proposals for debris monitoring and debris removal from Hurricanes Laura and Delta damage**

Darla Perry explained to the Board she has been in contact with the FEMA rep as well as the State GOSEP and CSRS. The Port has to issue a proposal for debris monitoring and then a second proposal for debris pickup. If approval is accepted, Darla can advertise it in the paper Friday and will take proposals up to the following Friday. After that time, a committee consisting of Darla Perry, Lynn Hohensee and Dick Kennison will score and recommend to the Board who to choose for the proposal contract.

Tim Dougherty made a motion to issue a request for proposals for debris monitoring and debris removal from Hurricanes Laura and Delta damage, 2<sup>nd</sup> by Scott Foreman. No opposition. Motion carried.

**VII. Discuss and take action on any lease agreements needed (Gates)**

Regarding CGBM, Attorney Glen James explained since it is just an inflation adjustment, no action needs to be taken because it is already in the lease. Darla stated she will send CGBM a notice.

Glen explained that Gates will be occupying the area west of the ramp and will be charged directly from Devalls. The Port will just be receiving a percentage of that amount. Glen told the Board there should be a contract stating in consideration of the Port allowing them to sell fuel from that location, they agree to pay the Port a through-put fee of 3 cents over a certain amount of fuel sold. Glen stated the contract also needs to address insurance. Water usage will be billed to Gates and does not need to be in the contract. Port Director Lynn Hohensee mentioned that Gates will be leasing the S.T.A.R. Concrete building for \$3500 per month once repairs are done. Glen said the building lease will need to be in the contract, as well; but it will not be done until the lease is negotiated with Gates. There was a brief discussion regarding the Gates lease and the through-put fee.

Glen told the Board that no action needs to be taken at this time regarding the Gates lease.

#### **VIII. Committee Reports (also annual contracts)**

There were no committee reports given at this time, and the annual contracts were discussed in VI(a) above.

#### **IX. Port Director Report**

Port Director Lynn Hohensee gave an update on the legal issues with Genesis regarding the damage to the barge ramp. There was a brief discussion regarding the Genesis legal issue. Darla Perry told Glen that she, Chuck Stutes and Lynn will get together to answer the interrogatories to the best of their ability and send it to Attorney Matt Mize.

Lynn reported that Orion's equipment will be moved out later this week. Lynn announced there is a 30-day extension on the contract with CSRS. Lynn told the Board the green house is still being leased by CGBM. Lynn stated he has been in touch with the company that built the Port sign about relocating the sign to the new road entrance. VLS will provide the crane to relocate the sign to minimize the cost. Darla requested to Lynn that he ask the tenants how they want to list their names on the sign.

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

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

- A Baton Rouge-based commercial real estate firm contacted the West Calcasieu Port in mid-November seeking additional information about the port's certified site as publicized by the La. Dept. of Economic Development on its State Certified Site website. Early discussions are continuing. A fabrication company is interested in the port (as well as other sites in the state) for a location of 20-25 acres.
- The WCP continues to work with tenants in the follow up to damages incurred as the result of Hurricanes Laura and Delta. Steps identified by FEMA and GOHSEP must be strictly adhered to in the process.
- Crosby Marine continues to lease parking space for employee vehicles. Employees are picked up at the port bulkhead for transport to dredging operations on the Calcasieu River Waterway.

- During the autumn months and despite the COVID-19 pandemic and the aftermath of Hurricanes Laura and Delta, 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 November. 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.

#### **Port Operations –**

- The port director, the port CPA and the port engineer continue to be in contact with FEMA representatives re: post-hurricane federal recovery assistance and have participated in a FEMA Exploratory Call and a Nov. 12 Recovery Scoping Meeting. A 90-day emergency consulting contract has been signed with CSRS to assist with hurricane recovery and to make sure that all FEMA requirements are met.
- 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 received the insurance inspector's report on Nov. 12, minutes before the FEMA meeting.
- Pelican Surveyors surveyed the west barge basin on Oct.27 and the results have been compared to a similar survey conducted prior to the hurricanes. It appears that the two hurricanes resulted in an addition 13,000 cubic feet of silt being deposited in the basin.
- The port director was contacted by a Texas-based contract pipeline right-of-way firm seeking verbal permission to survey port land near Southland Airfield for twin 42-inch natural gas lines. Permission was granted.
- 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.
- The port has been in contact with McManus Construction of Lake Charles re: the construction of an entrance gate for the driveway to the storage building near the entrance to the port.
- The old port gate remains closed and out of operation 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 November, 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 after Tropical Storm Delta.

**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)**

**ENGINEER:** Chuck Stutes stated their primary focus right now is on the EDA-funded bulkhead and crane pad project. The goal is to have a set of final plans ready for early next year. Chuck stated he will have some drawings ready to be displayed and discussed at the committee meeting next week. There was a brief discussion regarding EDA and CSRS. Chuck said a meeting may need to be set up with the Corps to see what they can do to help expedite the permit. There was continued discussion regarding the permit.

**LEGAL:** There was no Legal Report given at this time.

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

President Dick Kennison entertained a motion to accept all reports presented above. A motion was made by Wilmer Dugas to accept all reports as presented above, 2nd by Tim Dougherty. No opposition. Motion carried.

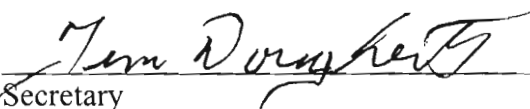
**XI. Public Comments**

There were no public comments given at this time.

**XII. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:51 p.m.

  
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President

  
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Secretary