

West Calcasieu Port Board Meeting Minutes

July 2, 2013

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 July 2, 2013, at the offices of Orion Group, West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

II. Invocation

Dave Aguillard led the invocation.

III. Pledge of Allegiance

Pledge led by Chuck Stutes and recited by all board members and guests.

IV. Roll call

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

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

*Scott Foreman was absent.

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Darla Perry, and Sheila Burton)

V. Approval of minutes of the June 4, 2013 regular monthly meeting

President Dick Kennison entertains a motion to approve the minutes as printed and presented to the Board. Wilmer Dugas makes a motion to approve the June 4, 2013 regular monthly meeting minutes, 2nd by Tim Dougherty. No opposition. Motion carries.

VI. Amendments, additions and deletions to the proposed agenda

There were no amendments, additions nor deletions to the proposed agenda.

VII. Committee Reports

There were no committee reports at this time.

VIII. Port Director Report

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

Marketing/Business Development –

- The port continues to actively market the Devall Diesel Building to local prospects.
- Met with River Consulting. RC has offices in Cleveland, Philadelphia, Tulsa and New Orleans.
- With the assistance of Meyer & Associates, a new aerial map of the port was developed and provided to the Southwest Louisiana Economic Development Alliance for its website and internet marketing service. The map depicts current tenants and property available for lease.
- Aerial photos and new text on the West Calcasieu Port were provided to a firm retained by the SWLA Economic Development Alliance to be used in publishing an updated version of the Southwest Louisiana Port Network brochure. Cost of the publication is covered by the SWLA EDA.
- Revisions are being made to the text for a reprint of the West Calcasieu Port brochure. New aerial photos will be inserted. Cost of the reprinting will be covered by the SWLA EDA.

Port Operations –

- Vegetation planting in the newly created marshland – part of the construction activities associated with the west barge basin expansion project -- were completed.
- The port engineer is working with Devall Towing and contractors to move forward on the installation of a new barge-loading ramp (est. \$450,000) to replace the old ramp.
- The port engineer also is in the initial phase of preparing for the bidding out of work to be done in constructing a new hard-surfaced road to the planned loading ramp.
- River Barge Works has made a proposal to the port to underwrite the costs associated with infrastructure improvements in the barge basin and alongside it. The Port Tenant Committee reviewed the proposal. Discussions continue.
- Devall Towing has completed the installation of a water meter that supports the water usage at the Devall guard tower.
- The port has commissioned a new 2-inch water meter to be installed on the new 6-inch water line. The meter will be used to support additional water sales to USES. The port will also have a 2-inch line installed from the meter to a location near the existing barge loading ramp.
- Work continues on the Tresco leased land. Rainy weather in June has delayed the completion of the work.
- Century Concrete expects the port sign to be completed and installed by the end of the first week of July.
- A new air conditioner has been installed at the Devall Building.
- Plumbing inspection/work was performed at the Devall Building.
- Repairs to the north awning of the USES building were made following strong storms.

[NOTE: Lynn stated he has been working with USES. Lynn said he paid a fee to put in a new 2" meter for a water line to go from the 6" line to where the old barge loading ramp is now. Lynn said USES plans on doing wet barge cleaning. President Dick Kennison asked Lynn to confirm whether a request was made at the meeting to have Glen James place in any future lease agreements a clause that if any tenants required water, they would have to buy it from the Port. Lynn answered yes. Lynn said they are moving ahead with the project.

Wilmer Dugas asked about the new tenant, Tresco. Lynn said, due to the weather, it has delayed their project. Once they are able to get their ground surface done, they will build their concrete berms and then get the security fencing.

Tim Dougherty said he noticed the road coming into the Port has a large hole. Tim asked if the road can be patched when the ramp construction begins. Dick Kennison stated that when the new by-pass road begins construction, possibly that would be a good time to have the road patched up. Darla stated the Port still has money left over from the FEMA project on road repairs. Lynn asked Chuck if the road repairs can be part of the bid for the new road so they do not have to go out for 2 bids on 2 separate projects. Chuck stated yes, it could be an added item. Darla said there would need to be a separate bid if the FEMA money was used. There was further discussion about the road.]

Professional Organizations & Networking –

6. The WCP director represented the port at:
 - a. Ports Assn. of La. board meeting
 - b. West Calcasieu Chamber/Commerce monthly meeting, economic development committee meeting and quarterly board meeting
 - c. Calcasieu River Waterway Harbor Safety Committee quarterly meeting
 - d. Chamber/SWLA function and Business After Hours
 - e. Workforce Investment Board quarterly meeting and executive committee meeting.
 - f.
 - g. Ad/Press Club meeting

News Media & Community Relations–

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

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

FINANCIAL: Darla stated she does not have her June report yet; but in reviewing the daily barge report, there were 117 barges on one day. Darla said that's the most she's ever seen. Darla reported cumulatively they are at 31,526 for the fiscal year. Ramp usage for the fiscal year thus far is 65,000; whereas, there was only 43,000 last year. There was a positive cash flow of nearly \$60,000. Everything was in line with the expenditures. Darla reported that Monsour's Photography fees, website annual fee and association dues were placed under advertising. Darla said she would probably make some oral requests for bid proposals on the audit.

Darla stated she attended the FEMA GOHSEP seminar at Graywood, and it was very informative. Darla said she attended a 3-hour session on how the Port has to obtain and maintain insurance on anything that FEMA has ever paid to the Port. Darla said since FEMA reimbursed the Port money on the barge basin, the Port will need to obtain and maintain insurance. Darla said you cannot buy insurance on a barge basin, so the Port has to apply for an Interstate Commerce Exemption Certificate/Waiver. Darla said the Port will also need to have a FEMA Policies & Procedures plan on what the Port will do to minimize the expense to FEMA for emergency preparedness. Darla said she is looking into buying a Policies & Procedures manual. Lynn asked Darla to email him about this issue, and he will ask people at the PAL meeting to see how other ports are handling this. There was further discussion about the FEMA seminar.

LEGAL: There was no legal report.

ENGINEER: Chuck Stutes reported that Lynn had sent out several pictures of the West Barge Basin; however, he has put together a summary of all of the photos he has been provided. Chuck said for the last 2 weeks they have been planting the wetlands vegetation in the beneficial use area. Smooth cordgrass has been sprigged on 5' centers in the entire 12-acre area. Chuck told Darla there will probably be 2 more payments, and the project will be done.

Chuck said they received the estimate on the barge ramp project this morning and then had a meeting with Orion, with Mike Devall in attendance. Chuck reported the original project budget was \$450,000. The estimate came in at \$640,000. Chuck said there were some line items that could be deleted, and Mike Devall is going to talk to some of his people about some of the steel pipe moorings in the water. Chuck said one issue that he feels needs to be discussed with Glen James concerns the taxes on the project. Chuck said it would be helpful if the Port was doing the project with Orion so the Port could use its tax exemption and name Orion as an agent of the Port. Chuck recommends getting legal counsel to research and see if there is a way to call Devall an agent of the Port to receive tax exemption. President Dick Kennison recommended calling the State Representatives to see if their staff could do the research without costing the Port a bunch of legal fees. Lynn said he will check with Jay Delafield, also. There was further discussion about the project. Chuck said Mike Devall was going to take the cost estimate back to his Board for review and make a decision and get back with Lynn Hohensee. There was continued discussion about the project.

X. Public Comments

Lynn said he would like to come up with an unveiling ceremony for the new sign, and then later on do another ceremony for the barge ramp expansion, Orion Marine Group's improvements, the new sign and Tresco.

XI. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:29 p.m.

President 

Secretary 