

West Calcasieu Port Board Meeting Minutes

August 7, 2012

I. Call to order

President Matt Vincent called to order the regular meeting of the West Calcasieu Port at approximately 3:03 p.m. on August 7, 2012, at the offices of West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by Dave Aguillard 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
- ✓ Dave Aguillard
- ✓ Wilmer Dugas
- ✓ Dick Kennison
- ✓ Matt Vincent

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

V. Approval of minutes of the July 3, 2012 regular monthly meeting

President Matt Vincent entertains a motion to approve the minutes as printed and presented to the Board. Dick Kennison makes a motion to approve the July 3, 2012 regular monthly meeting minutes, 2nd by Tim Dougherty. No opposition. Motion carries.

VI. Amendments, additions and deletions to the proposed agenda

Dick Kennison makes a motion to amend the agenda by adding a discussion regarding increasing Perry & Co.'s fees, 2nd by Wilmer Dugas. No opposition. Motion carries.

VI (a). Dick Kennison makes a motion to increase Perry & Co.'s fees from \$1100 per month to \$1400 per month effective August 1, 2012, 2nd by Wilmer Dugas. No opposition. Motion carries.

VII. Discuss continued investment in the SWLA Alliance Foundation via contribution to SWLA on the Move capital campaign for regional economic development

Lynn Hohensee gave some background regarding the Alliance Foundation stating that five years ago the Port Board made a contribution of \$250 per year for 5 years and paid the total \$1250 at one time back in 2007. Lynn said it is time to renew the contribution. Lynn explained all of the marketing services the Alliance provides to the Port and encouraged the Board to consider raising the contribution amount to the Alliance for the next five years. Wilmer Dugas makes a motion to make a contribution to the SWLA Alliance Foundation of \$500 per year for the next 5 years, being paid all at one time with a check for \$2500. Dave Aguillard 2nd the motion. No opposition. Motion carries.

VIII. Discuss hosting a ribbon cutting ceremony in October for the barge basin expansion completion

Lynn said he's been in discussion with the Devalls about doing a ribbon cutting for the expansion on the same day as the Devalls' BBQ. Chuck Stutes stated that the project thus far is 70% complete. There have been delays due to rain that have put them 2 weeks behind. The latest for the dredge to show up is August 26. Chuck said it is possible they may not be through dredging by October. Lynn said the date they are looking at is October 2nd. Lynn discussed with the Board possibly getting Governor Jindall to come to the ribbon cutting. The Board further discussed ideas and the guest list for the ribbon cutting.

IX. Sign engagement letter for McMullen and Mancuso to complete the June 30, 2012 audit

Darla Perry stated she received a bid quote and engagement letter from McMullen and Mancuso showing a price of up to \$7500 or \$7800. Darla said she was going to ask if they would charge the Port less if they take less time in doing the audit. Darla stated the only time-consuming item for the audit will be the FEMA project. Dick Kennison asked Darla what she estimated an audit like the Port's would take. Darla stated it would be approximately 100 total hours at an average of \$75 per hour.

Wilmer Dugas makes a motion to accept McMullen and Mancuso's bid quote, not to exceed \$7800, 2nd by Dick Kennison. No opposition. Motion carries.

X. Committee Reports

There were no Committee Reports at this time.

XI. Southland Airfield Report

Tim Dougherty reported the Airfield had their election of officers. Matt Vincent was voted Vice President. The bids are in for the tank farm, and they all came in over what was estimated. There was discussion about a possible raise for the employees in the future. The Board discussed potential ways the Airfield could generate revenue.

XII. Port Director Report

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

Marketing/Business Development –

- Met with an environmental firm representative who is “testing the waters” for expansion into Southwest Louisiana.
- Met with Devall Enterprise officials to discuss development of a barge basin ribbon cutting activity with the annual Devall steak night.
- Met with PPG officials.
- Met with Center Point Energy officials re: development of natural gas service to the port.
- Communication continues with recycling firm re: possible lease at the port.
- Remain in contact with Windstar Energy.

[NOTE: Lynn and the Board discussed the need for maritime safety classes and meetings regarding maritime education for the school district.]

Tim Dougherty brought up ground maintenance needing to be done around the Port. There was discussion with Chuck Stutes on what could be done to maintain the grounds without disturbing the wetlands.]

Port Operations –

- Construction activities associated with the west barge basin expansion project continue on schedule.
- River Barge Works has been relocated inside the barge basin with the assistance of Devall Towing.
- Engineering/design work continues for the installation of bulkhead infrastructure along the GIWW waterfront currently under lease to F. Miller Construction.
- Construction of the new security gate will begin in August. It will include a remote controlled gate opening/closing system that will be operated from the Devall Towing security tower as well as a keycard system. The gate will be closed from 6 p.m. to 6 a.m.

- Repair work to replace worn cables is underway on the port ramp.
- FEMA continues to require historical data associated with construction work performed to repair the port entrance road following Hurricane Rita.
- A board sub-committee continues to review tenant lease agreements.

Professional Organizations & Networking –

- The WCP director represented the port at:
 1. Sulphur City Council; made a PowerPoint presentation
 2. Coastal Restoration public hearing
 3. SWLA Port Network quarterly meeting
 4. Chamber/SWLA economic development alliance meeting
 5. Chamber/SWLA gov't affairs/infrastructure meeting
 6. Ports Assn. of Louisiana board meetings (July, August)
 7. West Calcasieu Assn. of Commerce monthly meeting
 8. Chamber/SWLA business after hours session
 9. WIB executive board meeting; quarterly meeting
 10. PetroChem meeting
 11. BV board meeting & fund raiser
 12. PPG 65th anniversary event

News Media & Community Relations–

- Public Access television broadcast the WCP PowerPoint presentation to the Sulphur City Council numerous times.
- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities.

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

LEGAL: There was no legal report.

FINANCIAL: Darla Perry gave a copy of the Profit & Loss Budget for July 2011 through 2012 to the Board members and reviewed it with them. Darla reminded the Board that River Barge Works is up for renewal in August. Darla and Chuck reported that the ramp needs repairs done in the near future. Darla reported that the Port did approximately \$66,000 better than budgeted. Barge days for the year were 34,395. Ramp usage for the year was \$43,200.

Darla acknowledged that Lynn Hohensee has worked with the Port for six years.

Tim Dougherty brought up the need to repair the bulkheading. The Board discussed ways the bulkheading can be repaired temporarily and ways to finance it.

ENGINEER: Chuck Stutes reported that the West Barge Basin project is 70% complete. The dredge is supposed to be at the Port towards the end of the month. Chuck explained how the dredge companies work and the difficulty in scheduling dredge projects. There was discussion about mitigation.

Chuck also reported that Entergy is supposed to come out in the next few weeks to put in a pole for the gate. Hopefully the gate project will be finished by the next meeting.

On the bulkheading with F. Miller, the final set of construction drawings were delivered 6 weeks ago. F. Miller will be able to use most of the material in their yard. Chuck said he was told F. Miller would begin the work in August.

XIV. Public Comments

There were no public comments.

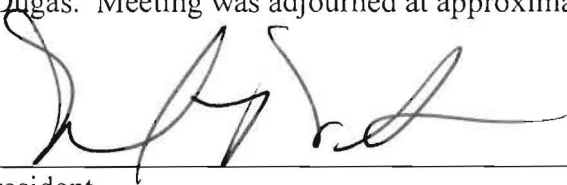
XV. Executive Session

There was no Executive Session held at this time.

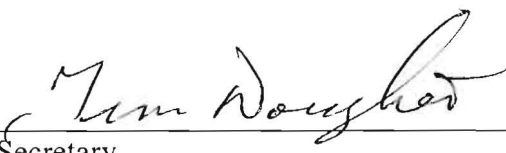
XVI. Adjournment

Lynn Hohensee stated he would be going to Houston tomorrow for surgery at M.D. Anderson and will be back Thursday. Dick Kennison asked the Board to join him in a prayer for Lynn Hohensee's upcoming cancer surgery.

President Matt Vincent entertains a motion to adjourn. Dave Aguillard made a motion to adjourn, 2nd by Wilmer Dugas. Meeting was adjourned at approximately 4:05 p.m.



President



Secretary