

West Calcasieu Port Board Meeting Minutes

200 Old Ferry Road, Sulphur, Louisiana 70665

September 5, 2023

1. Call to order

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on September 5, 2023.

2. Invocation

Dick Kennison led the invocation.

3. Pledge of allegiance

Lynn Hohensee led the pledge of allegiance.

4. Roll Call

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

Dick Kennison
Tim Dougherty
Buddy Reams

Also present were Oliver Schrupf, Joanne Coleman, Chuck Stutes, and Port Director Lynn Hohensee.

5. Approval of minutes of the August 1, 2023 regular monthly

A motion was made by Tim Dougherty to approve the minutes of the August 1, 2023 regular monthly meeting, 2nd by Buddy Reams. No opposition. Motion carried.

6. Amendments, additions, and deletions to the proposed agenda

There were no amendments, additions, or deletions to the agenda.

7. Discuss/Take Action on CSRS Contract

Dick Kennison reported that the CSRS contract amendment is to increase the maximum grant management fees to \$300,000. Chuck Stutes pointed out that CSRS sent an amendment to up their contract last month from \$180,000 to \$360,000 total grant management fees. Darla stated that she doesn't think they will get more than \$5 million in FEMA funds, and FEMA will pay up to 5% on grant management. CSRS is already up to \$200,000 to date. Darla discussed the fee with CSRS and they agreed to go to \$300,000 total grant management fees.

A motion was made by Buddy Reams to approve the amended contract to increase the maximum grant management fees for CSRS to \$300,000, 2nd by Tim Dougherty. No opposition. Motion carried.

8. Discuss and take action on Resolution to authorize advertising for West Barge Basin Dredging.

Chuck Stutes reported that the final signed executed permit was received from the Corps of Engineers in July. Written authorization to advertise for the project was received by the DOTD. The project to be funded by DOTD is the Mid-Port Dock Infrastructure IMPR., Containment Levee

Improvements, & West Barge Basin Dredging State Project No. H.014606(323). They will start advertising next week and receive bids October 12.

A motion was made by Tim Dougherty to authorize advertising for Mid-Port Dock Infrastructure IMPR., Containment Levee Improvements, & West Barge Basin Dredging State Project No. H.014606(323), 2nd by Buddy Reams. No opposition. Motion carried.

9. Discuss and take action on Star Building Change orders.

Chuck Stutes stated that Change Order No. Six for the STAR Building to move the north wall of Office 103 to the north approximately 3.5 ft and relocate doorway to the northeast corner for an increase of \$1,183.38.

A motion was made by Tim Dougherty to approve Change Order #6 on the STAR Building for \$1,183.38, 2nd by Buddy Reams. No opposition. Motion carried.

10. Review any recommended actions to proceed with Capital Improvements including any change orders needed. Discuss and take action on Change Order authorization/execution by Board President or Port Director.

Chuck Stutes explained that the request is to give authorization to the Board President or Port Director to execute any change orders between -\$20,000 and \$10,000 that have been signed off on by the engineer. The change order will be brought before the board for ratification at the next meeting.

A motion was made by Buddy Reams to authorize the Board President or Port Director to execute change orders between -\$20,000 and \$10,000 that have been signed off on by the engineer, 2nd by Tim Dougherty. No opposition. Motion carried.

11. Discuss/Ratify the engagement with Steve Derouen for the June 30, 2023 audit and Saup engagement.

Dick Kennison stated that this is the same auditor and the same price. It is Darla's recommendation that the board ratify the engagement.

A motion was made by Tim Dougherty to ratify the engagement with Steve Derouen for the June 30, 2023 audit and SAUP engagement, 2nd by Buddy Reams. No opposition. Motion carried.

12. Committee Reports

There were no committee reports at this time.

13. Port Director Report; Announcements/Reports (Legal, Financial, Engineer)

- a. **Port Director:** Port Director Lynn Hohensee reported that GES has completely moved off the port property except for the materials being used by Keiland Construction. GES did pay their July Invoice, and it is his recommendation that the port modify the GES August lease invoice to 1 acre. When GES was moving, they attempted to remove a pole and found it to be live. It was taped off and Keiland Construction was advised not to go near the area. It is presumed that this was left from the concrete company that leased the property before GES. Lynn will have an electrician look at it and advise the port on how to proceed.

He also reported that Keiland Construction is doing an excellent job. They are about to start driving the poles that will hold the heavy-duty crane pad. Early on in the pile driving, the Devall dispatch office was having problems with the noise, so those operations had to be

moved temporarily. Mr. Hohensee stated that he checked the noise level when Keiland was driving the poles in the new location and found the noise level to be much less so he advised Devall that they should be able to move their operations back to the dispatch office.

Lynn will get with the postmaster in Sulphur to get the 911 addresses for the port buildings squared away.

He also stated that FEMA put a freeze on distribution of funds for the remainder of their fiscal year due to the high demand of disaster fund relief.

- b. **Legal:** Oliver Schrupf stated that he was happy everything worked out with GES.
- c. **Financial:** Dick Kennison went over Darla Perry's financial report. He stated the port had a net change in cash of \$64,000 to the good: \$113,000 in revenue and \$49,000 in disbursements. The barge days were 710 ahead of last year and are running 140-150 a day.
- d. **Engineer:** Chuck Stutes reported that the Star building will probably be finished before schedule and the work looks good.

They are 38% finished with the bulkhead project already. Next they will be driving steel piles. It will possibly finish ahead of schedule also.

Mr. Stutes also reported they will be receiving bids on the west barge basin dredging project October 12.

After a brief discussion, a motion was made by Tim Dougherty to accept the Port Director, Financial, Engineer, and Legal reports presented above, 2nd by Buddy Reams. No opposition. Motion carried.

14. Public Comments


There were no public comments at this time.

15. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:50 p.m.



President



Secretary