

WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

JUNE 5, 2018

6:00 P.M.

The meeting was called to order by Mr. Will Terry, President of the Port Commission. Mr. Terry led in the Pledge of Allegiance. A roll call resulted in the following:

Present:

Absent:

Phil Bell  
Tad Blevins  
Calvin Deshotel  
Ralph Longman  
Greg Paul  
Willie Peters  
Phil Prejean  
Joseph Tabb  
Will Terry

Also present at the meeting were Mr. Casey Collier of the Franklin Banner, Mr. Alan Taylor of Kolder, Slaven and Company, State Representative Sam Jones, Mr. David Allain, Executive Director and Ms. Rebecca Pellerin, Office Manager of the Port Commission.

A motion was made by Mr. Tabb to dispense with the reading of the May 1, 2018 meeting minutes and to accept them as presented. The motion was seconded by Mr. Longman. Mr. Terry asked if there was any discussion or opposition, there was none and the motion carried unanimously.

Mr. Terry asked if there was any public comments - there was none.

Mr. Alan Taylor of Kolder, Slaven and Company presented the Commission with two reports - one of the reports is the annual Audit as required by the Louisiana State Legislative Auditor. In addition to the regular Audit Report, he reported that the Legislative Auditor's office has prescribed a series of specific Agreed Upon Procedures to be performed on every entity in the state that was subject to an audit that had revenues in excess of \$500,000. He explained that the procedures are detailed and that his company evaluated the Port's data in relation to the specific procedures that are prescribed and set forth. He gave an example of information gathered like budgeting, collections, disbursements, debt service, etc. He further stated that some of the questions asked may not necessarily be something the Port is dealing with at this time. He presented the report to the Commissioners for their review.

With reference to the audit of the Port Commission's financial statements, he reported that the Port Commission is receiving an Unmodified Opinion, which is the best opinion that they can offer. He explained that possible opinions are Unmodified (Best - No findings), Modified (Fairly presented but for these items), Adverse (do not fairly present the financial position of the entity in accordance with generally accepted accounting principles) and Disclaimer (they were not able to formulate an opinion).

Mr. Bell asked Mr. Taylor to repeat his explanation of the different types of opinions - he did so. Mr. Peters questioned the change in verbiage from Unqualified to Unmodified and Mr. Taylor stated that, in fact, the verbiage had changed as such by the AICP (the standard setting body). He reported that the Port Commission is financially in great shape - there is no debt and the Port is in a position to handle items that may come up in the operation of the Port Commission.

In the course of his explanation, Mr. Bell asked Mr. Taylor why he was moving so quickly in the explanation of the audit. Mr. Taylor explained that he had reviewed the audit with Mr. Allain, the Executive Director. Mr. Bell asked him if the Audit Report had been approved and if the Commission had time to look it over before approving it. Mr. Taylor explained that the Legislative Auditor is charged with auditing all political subdivisions in the state of Louisiana. The Legislative Auditor does not have the staffing, manpower or time to be able to audit every political subdivision in the state of Louisiana and as such has authorized the local political subdivisions to engage local, approved CPA firms to perform the engagements on the Legislative Auditor's behalf. Mr. Tabb clarified the matter and stated that the Port Commission approves the audit report out of tradition and out of an abundance of caution, but ultimately the Legislative Auditor receives the report, reviews and approves it. Mr. Bell stated that his concerns, as well as Mr. Peters, some of the items noted in the Audit Report, are the same items noted for several years, are relevant but not to the extent that's listed in the Audit Report. Discussion followed. Mr. Bell said he felt that the Commissioners should look the Audit Report over and make sure they understand it and agree with it. A motion was made by Mr. Tabb to table the Audit Report until the Commissioners have time to review it and ask any questions they may have. The motion was seconded by Mr. Peters. Mr. Terry asked if there was any more discussion on the item. Mr. Bell said that he thinks that the Port Commission does have a legal responsibility and that he is not saying that there is anything wrong with the Audit Report as presented, but he thinks that they should have an opportunity to review it. He also stated that he felt that saying nothing in the report is changeable is totally incorrect and misgiving. Mr. Terry called for a vote on the motion. Mr. Prejean and Mr. Longman voted no and the motion carried with majority in favor. Mr. Taylor offered that either he or Mr. Thibodeaux of his firm would be happy to come to next month's meeting to answer any questions the Commissioners may have about the Audit Report.

Mr. Allain reported on the Louisiana Department of Transportation and Development Project # H.013325 at the DLS site. He asked for approval to pay an invoice from Miller Engineers and Associates, Request No. 3, in the amount \$11,265.00. A motion was made by Mr. Paul to pay the invoice as presented. The motion was seconded by Mr. Blevins. Mr. Terry asked if there was any opposition or discussion. There was none. The motion carried unanimously.

Mr. Allain added with reference to Project # H.013325 that the Air Compressor (Phase I) is in route and should be received early next week. The compressor will be installed by DLS and the company that compressor was purchased from will come to the port site and perform the initial startup to validate the warranty.

A motion was made by Mr. Tabb to pass a resolution certifying compliance with the Public Bid Law for Phase II of LA DOTD Project # H.013325, the sandblasting building. The motion was seconded by Mr. Paul. Mr. Terry asked if there was any further discussion or opposition. There was none. The motion carried unanimously.

Mr. Allain reported the Economic Development Administration project proposing a Training School to be built at the Port's Industrial Park. He attended a meeting last week with representatives of EDA in

Houma. He was informed that the Awardance letter should be received the second week in July with the "kick-off" meeting shortly thereafter. Those in attendance at the meeting were from Austin, Texas and Washington, D.C. Mr. Peters asked if there was any sort of rendering of what the facility would look like and Mr. Allain responded that there is no rendering at the moment and that everything is contingent upon the letter from EDA. He stated that he has spoken to several architects in the area about the proposed project and offered to form a committee of Port Commissioners to discuss what is needed for the training facility.

Mr. Allain also recommended that the Port Commission consider contracting with South Central Planning and Development Commission for their assistance with administering the EDA grant and required documentation. A motion was made by Mr. Paul to authorize the Executive Director to enter into an Agreement Contract for Professional Services with South Central Planning and Development Commission in the amount of \$32,000 - which will come out of the grant proceeds. The motion was seconded by Mr. Peters. Mr. Terry asked for any discussion or opposition to this item, there was none. The motion carried unanimously.

Mr. Allain requested a resolution authorizing him to enter into a Memo of Understanding with the South Louisiana Community College for the training school to be built at the Port's Industrial Park. He reported that the MOU basically states that the Port of West St. Mary will build the facility and lease it to the school and they will operate the school, will be responsible for maintenance and utilities, repairs, etc. He further reported that he is compiling a list of local companies interested in utilizing the school and a meeting will be held with them in the near future. Mr. Duplantis reminded the Commission that the MOU would not obligate them, but merely lays out the parameters of what the parties proposed to do at some time in the future. A motion was made by Mr. Prejean to authorize the Executive Director to enter into a Memo of Understanding with the South Louisiana Community College. The motion was seconded by Mr. Tabb. Mr. Terry asked if there was any discussion or opposition to this item. Mr. Bell asked if there were any other possible situation like the what the Port is contemplating with another branch that Mr. Duplantis might see what they have done in the past. Representative Jones said that the Maritime Training School built in Morgan City, a couple of years ago, along with Young Memorial Technical School, is operated by the SLCC. Discussion followed. There was no opposition. The motion carried unanimously.

State Representative Sam Jones reported that Louisiana Legislature passed a budget last night, passed a Capital Outlay Bill in the regular session, which the Governor signed.

Representative Jones congratulated Mr. Allain and the Port Commissioners for pursuing funding for the construction of the facility at the Industrial Park. He further stated that one half million dollars was lost in funding in the Capital Outlay Bill because it was not called for, the clock ran out, there was no Cooperative Endeavor Agreement for the funding. After speaking to the Governor, he was able to get the money back into the Bill in Priority 2. There is also language in the Bill that no matter when the project is started, once a Cooperative Endeavor Agreement is signed, the Port can get paid retroactively. He reported that there is \$1,027,000 in the Capital Outlay Budget, but only \$500,000 is for the school, the other \$527,000 is a carry-forward from the remaining payments on the bulkhead at the Industrial Park.

Representative Jones spoke about the three Legislative Sessions that were held. He said two of them were almost complete failures. He reported on items that were affected by budget cuts, taxes and other highlights of the session.

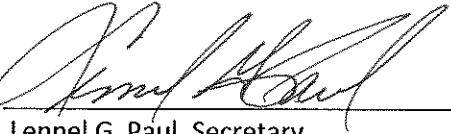
Mr. Terry thanked Representative Jones and Senator Allain for all of their help in the past sessions.

Mr. Terry asked if there was any other business.

Mr. Bell pointed out that he would like to request that the Invocation be added back to the Agenda. Mr. Duplantis advised him to have his request placed on next month's agenda. Mr. Bell agreed and stated that he would make that request.

There being no further business to be discussed, Mr. Paul made a motion to adjourn the meeting. The motion was seconded by Mr. Peters. Mr. Terry asked if there was any discussion or opposition, there was none. The motion carried unanimously and the meeting adjourned at 6:45 p.m.

Signed

  
Lennel G. Paul, Secretary