SOUTH TANGIPAHOA PARISH PORT COMMISSION

THURSDAY, NOVEMBER 15, 2012 12:00 NOON

MINUTES REGULAR MEETING

President Daryl Ferrara called the meeting to order at 12:00 noon on Thursday, November 15, 2012 at the office of the South Tangipahoa Parish Port Commission, 163 W. Hickory Street, Ponchatoula, Louisiana.

Lee Barends gave the invocation and followed with the Pledge of Allegiance.

Commissioners Present: Don Boihem, Ernest Drake, III, Daryl Ferrara, William Joubert, Lucas Watkins and

 Michael Williams

Absent: Mark Griggs

Others Present: Helen A. Muller, Secretary, Lee Barends and Don Ellzey, *Action News*

Visitors were introduced

Hearing no public comments, the president then asked for a motion to adopt the agenda.

It was moved by Commissioner Williams and seconded by Commissioner Watkins that the Commission adopt the Agenda as presented. Motion passed. Yeas: *Boihem, Drake, Ferrara, Joubert, Watkins and Williams* Nay*s*: *None* Absent: Griggs

President Ferrara announced that Patrick Dufresne, Executive Director, is attending the LA Bond Commission meeting in Baton Rouge in reference to the Port’s 2012-13 Capital Outlay funding request for $470,000 and would not be present at this meeting.

**APPROVAL OF MINUTES**

It was moved by Commissioner Boihem, seconded by Commissioner Watkins, that the South Tangipahoa Parish Port Commission adopt the minutes, as presented, of its meeting held on Monday, October 8, 2012. Motion passed. Yeas: *Boihem, Drake, Ferrara, Joubert, Watkins and Williams* Nay*s*: *None* Absent: Griggs

**TREASURER’S REPORT**:

Ms. Lee Barends presented the financials for the period ending October 31, 2012 , reporting that the *total revenues* were $18,890.84 and the *total expenses* were $42,564.89, leaving a *negative* *net income* of $23,674.05. The negative figure pertained to the additional port Site & Property Maintenance and Insurance items. Additional expenditures were incurred to restore damaged property, caused by Hurricane Isaac, necessary to facilitate the ports operations. An insurance premium was paid to the LA Workers’ Compensation Corporation in addition to other insurance expenditures. Also presented for the Commissioners’ review and approval was an Income Statement Compared with Budget Report and a Balance Sheet for the period ending October 31, 2012.

It was moved by Commissioner Williams and seconded by Commissioner Watkins that the Commission approve the financials, as presented, for the month ending October 31, 2012.

**OLD BUSINESS**:

**1. DOTD - Port Priority State Project: SPN 578-53-0012 (321)**

 **a) Bulkhead Project Update**

President Ferrara gave a brief summary on the Bulkhead Project reporting that with Stone Oil Distributor Company, prospective tenants, the Commission wants to make sure that the approved plans and specifications on the design modifications on the Bulkhead project meets the requirements that can accommodate the new tenants needs regarding the position of dolphins and tie-back system. A proposed six month lease agreement is in its final stages of negotiations with Stone Oil for trans-loading petroleum products from rail to truck/barge at the Port Manchac terminal.

Discussed were the modifications to amend the design plans for re-submission of the prior application through the LA Dept. of Transportation Port Priority Program (2011), as previously discussed with the port’s director, Patrick Dufresne and William Evans with URS Engineering. An update on the amendments regarding the current Port Priority Application will take place at the next Commission meeting to be held in December.

 **b) Resolution –**  This was table until further notice.

**2. Prospective Tenant (s) Update**

 **a) Stone Oil Project**

President Ferrara informed the Commissioners that based on previous meeting with the port director and legal counselor all seems to be proceeding well with the short term lease agreement between the Commission and the Stone Oil Distributor Company. The spill containment equipment and piping along the southern dock area and along Track MA-29 & MA-30 (closest spur to the CN mainline) is progressing well and the trans-loading operations from rail-to-barge will be commencing soon. Discussed were the following topics: The 6 months lease agreement, site planning,

long range goals, EPA test results, cargo tonnage, demolition of Warehouse # 1, identify potential revenue and long term income revenue. The Commissioner’s expressed their thanks and appreciation to Gordon Burgess and the Tangipahoa Parish Council for their support shown in the port’s future projects for creating jobs for the community.

**3. Invoice Payment Approval**

Treasurer Watkins presented the following invoice for the Commissioners’ review and payment approval.

 *a) Triple B Construction Inv. 11237 Amt. $150.00*

***\*\**** *b) G. T. Michelli Co, Inc. Invoice # 126670 Total Amt. Due $14,054.00*

 *(Est. was approved at October 8, 2012 Meeting for - $10,150.00 )*

 *Balance Remaining $3,904*

 *c) Cashe Coudrain & Sandage – Inv. # 91555 Amt. $89.40*

 *d) Southeastern Overhead Door Co, Inc. Inv. 82495 Amt. $2,180.00*

\*\* Discussed was G. T. Michelli Co. Inc., Invoice # 126670 increased amount.

 It was moved by Commissioner Boihem, seconded by Commissioner Williams, that the Commission approve payment on the invoices presented by Treasurer Watkins with an exception to G.T. Michelli Co., Inc. increased amount of $3,904 and give the port director permission to pay the remainder amount in question if he feels the increased is justifiable and approve other invoice as presented. Motion passed. Yeas: *Boihem, Drake, Ferrara, Joubert, Watkins and Williams* Nay*s*: *None* Absent: Griggs

**NEW BUSINESS**:

**1. Associated Terminal Globalplex, LLC Lease Agreement**

Discussed was the proposed lease agreement with Associated Terminals at Globalplex, LLC. who has an interest in doing business at the Port Manchac terminal. The pending agreement request was to use one-half of Warehouse # 2 to store palletized/bagged garnet sand (used for sand blasting), for a short-term period for the sum of $2,000 per month with an option to possibly extend the terms pending the long-term agreement with new tenant. Commission Boihem introduced a resolution in regards to the Lease Agreement.

**a) Resolution**

It was moved by Commissioner Williams, seconded by Commissioner Drake that the Commission authorize its Executive Director, Patrick J. Dufresne to enter into lease agreement negotiations with Associated Terminals at Globalplex, LLC, a Louisiana limited liability company, whose address is 155 W. 10th Street, Reserve, LA 70084, a potential tenant prospect, for 15,000 s.f. at the southern end of Warehouse # 2 to store palletized/bagged garnet sand. The initial agreement will begin November 26, 2012 and end on March 31, 2013 with possible monthly extensions upon approval by the South Tangipahoa Parish Port Commission.

Motion passed. Yeas: *Boihem, Drake, Ferrara, Joubert, Watkins and Williams* Nay*s*: *None* Absent: Griggs

**2. Adopt Amended 2012 Budget**

Ms. Lee Barends, I.T.L. Accounting, presented for the Commissioners review and approval the proposed amendments to the Budget for fiscal year 2012. Ms. Lees’ comments were relative to the clarifications of the 2012 projected income and expenses for the purpose of obtaining a realistic budget. She broke down the income revenue and expenditure items by giving a brief summary of the anticipated revenues and expenses arriving from various sources such as Port Priority Funding, Capital Outlay, FEMA, Warehouse and Tower Leases and also unexpected Hurricane expenses. Over all the Commission was satisfied with the Director’s realistic approach pertaining to projected goals. Hearing no further comments the following motion was made. An explanation and clarification was provided

It was moved by Commissioner Williams, seconded by Commissioner Joubert that the Commission approve and adopt the amendments to the 2012 Budget, as presented. Motion passed. Yeas: *Boihem, Drake, Ferrara, Joubert, Watkins and Williams* Nay*s*: *None* Absent: Griggs

**3. Approval of the Proposed 2013 Budget for Public Hearing**

Treasurer Watkins asked if the bookkeeper would present for the Commissioners’ review and discussion the proposed 2013 budget.

It was moved by Commissioner Watkins, seconded by Commissioner Drake that the Commission approve the Proposed 2013 Budget, as presented by Ms. Barends, for the Public Hearing to be held at 12:00 noon on December 10,2012, prior to its regular meeting. The Proposed 2013 budget anticipates *Total* *Revenues* of $ 3,319,700 and *Total Expenses* of $3,333,400, leaving a *Negative Net Income* of $13,700.00. Motion passed. Yeas: *Boihem, Drake, Ferrara, Joubert, Watkins and Williams* Nay*s*: *None* Absent: Griggs

**4) Public Hearing & Regular Meeting Date**

It was moved by Commissioner Watkins, seconded by Commissioner Drake that the Commission authorize the publishing of the Public Hearing Notice for the adoption of the 2013 Proposed Budget, as required by Louisiana Law, in the Hammond Daily Star, on November 20, 28 and December 5, 2012. Motion passed. Yeas: *Boihem, Drake, Ferrara, Joubert, Watkins and Williams* Nay*s*: *None* Absent: Griggs

**Remarks:**

Thanks and appreciation was extended to President Gordon Burgess for his support. Also, Patrick Dufresne, Executive Director, sent an e-mail that contained a photo of a dockage/trans-loading operation that is currently taking place at the dock located next to Building # 2 at the terminal for the Commissioner’s review. The project involved replacement of an engine on a crane/barge for C.L. Bean, a company doing work on the Tangipahoa Rock Jetty Project in Lake Pontchartrain. The project was expected to last two days and the company signed an agreement to pay the port $1,000 in tariff fees.

There being no further business, it was moved by Commissioner Boihem and seconded by Commissioner Griggs that the meeting be adjourned. Motion passed. Yeas: *Boihem, Ferrara,* *Griggs, Drake, Joubert*  *and Watkins ;* Nays: 0Absent: Williams

The meeting was adjourned at 1:00 p.m.

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 Don Boihem, Secretary STPPC