COLUMBIA PORT COMMISSION June 15 ,2023`

May MINUTES MEETING:

COMMISSIONERS: Darron McGuffee, Bruce Frazier, Monty Adams Jr, Mark McKee and Charles Hearns

PORT DIRECTOR: GREG RICHARDSON

Meeting was called to order by Darron McGuffee at the Police Jury Meeting Room in the Caldwell Parish Courthouse.

READING OF THE MINUTES, **motion was made by Charles Hearns, and seconded by Bruce Frazier to adopt the minutes**

**Reading Bank Statements, motion was made by Charles Hearns, and seconded by Mark McKee to accept the bank statements motion passed.**

ITEMS DISCUSSED DURING MEETING Greg informed the Commission of activities since last port meeting:

* Greg provided the Commissioners with our FY2023 Funding Objectives and Grant Plan. The plan discussed awarded plans and applications for funding. The purpose of the plan was to present a timeline and funding availability to develop a schedule for the upcoming two years.
* Greg updated the commissioners of the status of writing the grant opportunity for Reduction of Truck Emissions at Port Facilities and a DRA grant application for the Railspur Construction Project. Greg informed the Commissioners that the Strategic Plan grant would have to be placed on hold, time restraint.
* Greg discussed positive meeting with LGF. The purpose of the meeting was to discuss the Grant Plan seeking their support and input to strengthen future applications. LGF pledged to be more supportive and work with the Port on these applications.
* Greg informed commissioners of activities with USDA, DRA and DHS pertaining to awarded grants as well as discussed submittals of quarterly reports and requested reimbursements. Greg had to submit a request for modification of budget for our DRA grant shifting money from Engineering to Construction.
* Progress report on RC Road Improvements, Progressive Construction and discussed payments. The majority of the road work is complete and Progressive is finishing up small task however RC Road cannot be completed until Union Pacific performs the rail crossing. The Engineers have stated that Union Pacific will not give a time line for construction but anticipates the agreement to ‘commence the work’ should be received withing the next 30 days. Greg Cautioned the commissioner that we have heard this before, basically union pacific will do the work on their time schedule. Union Pacific has stated that the rail crossing will be closed for 2 days and they will not allow any crossing. Greg suggested that we shuttle the residents across the rail crossing. Greg discussed meeting with Drew Keahey about building a road around the turn row of the adjacent Reynolds property to provide emergency vehicle access. Greg received an hourly rate from the Caldwell Parish Police Jury for assisting with building the road. The Commissioners directed Greg to go ahead and start working on building the road.
* Greg has instructed our Accountant to stress to Bosch & Statham the importance to complete the Audit on time this year. Concern that potential delays could delay reimbursements from LaDOTD PPP for RC Road project.
* Greg presented information about a section of RC ROAD. Greg Informed commissioners that the two core samples which were taken at the cracks extended thru the thickness of the concrete and failed testing. Progressive’s initial suggestion that these cracks were due to wind blistering seems to not be a suitable answer. The Engineers and Progressive are working on a plan to determine the extent of the problem and possible solutions. The Port has withheld payment for the section in questions. The plan of action is to allow the Engineers and Contractor to present the Board with options with the understanding the remedy selected will be made by the Commission. In discussions with LaDOTD PPP, the state will defer to the Port’s decision but cautions the board in the manner in which they handling the situation since legal fees are not included within the grant. Greg performed a preliminary crack count on the panels in question which ranged from 40 to no cracks (average about 10 cracks per panel) moving east to west on RC Road.
* Greg encouraged those that did not complete ethic Training course at the library, to please complete as soon as possible. The link to the sexual harassment class was corrected and provided [www.lma.teachable.com](http://www.lma.teachable.com)
* Greg told the commissioners that SB214, thanks to the efforts of the Ports was modified and Port Priority Program was left in Dotd.
* **Motion made by Charles Hearns and seconded by Mark Mckee to pay all outstanding bills presented to the board motion passed.**

**Motion was made by Charles Hearns to adjourn the meeting second by Mark McKee motion passed meeting was adjourned.**

**Columbia Port Commission Meeting Minutes - June 15, 2023**

**Attendees:**

* Commissioners: Darron McGuffee, Bruce Frazier, Monty Adams Jr, Mark McKee, and Charles Hearns
* Port Director: Greg Richardson

**Location:** Police Jury Meeting Room in the Caldwell Parish Courthouse

The meeting was called to order by Commissioner Darron McGuffee.

**1. Reading and Adoption of the Previous Minutes:** Motion was made by Commissioner Charles Hearns and seconded by Commissioner Bruce Frazier to adopt the previous minutes. The motion passed.

**2. Bank Statements:** Motion was made by Commissioner Charles Hearns and seconded by Commissioner Mark McKee to accept the bank statements. The motion passed.

**3. Items Discussed During the Meeting:** Port Director Greg Richardson updated the Commission on activities since the last port meeting:

* **FY2023 Funding Objectives and Grant Plan:** Greg presented the Commissioners with the FY2023 Funding Objectives and Grant Plan, discussing awarded plans and funding applications. The purpose of the plan was to create a timeline and secure funding for the next two years.
* **Grant Opportunities:** Greg provided an update on the progress of writing the grant applications for the Reduction of Truck Emissions at Port Facilities and the DRA grant application for the Railspur Construction Project. He mentioned that the Strategic Plan grant would be put on hold due to time constraints.
* **Meeting with LGF:** Greg discussed a positive meeting with LGF where they expressed support and willingness to work with the Port on future grant applications.
* **Activities with USDA, DRA, and DHS:** Greg informed the Commissioners about the progress of awarded grants and the submission of quarterly reports and reimbursement requests. He also mentioned a request for budget modification for the DRA grant to shift funds from Engineering to Construction.
* **RC Road Improvements:** Greg provided a progress report on the RC Road Improvements project by Progressive Construction. He discussed that the majority of the road work is complete, but completion is dependent on Union Pacific performing the rail crossing. The Commissioners were cautioned about possible delays from Union Pacific, and alternative measures for residents' access were discussed.
* **Audit Completion:** Greg stressed the importance of completing the audit on time to avoid potential delays in reimbursements from LaDOTD PPP for the RC Road project. Greg has instructed our Accountant to stress to Bosch & Statham the importance to complete the Audit on time this year. Concern that potential delays could delay reimbursements from LaDOTD PPP for RC Road project.
* **Section of RC Road with Cracks:** Greg presented information about a section of RC Road where 2 core samples failed testing due to cracks. The Engineers and Progressive Construction were working on determining the extent of the problem and possible solutions. The Port withheld payment for this section, and the decision on the remedy would be made by the Commission after options were presented. In discussions with LaDOTD PPP, the state will defer to the Port’s decision but cautions the board in the manner in which they handling the situation since legal fees are not included within the grant. Greg performed a preliminary survey of the frequency of the crack in the panels which ranged from 40 to no cracks (average about 10 cracks per panel) moving east to west on RC Road.
* **Ethics Training:** Greg encouraged those who haven't completed the ethics training course at the library to do so as soon as possible. He provided the corrected link to the sexual harassment class.
* **SB214 Modification:** Greg informed the Commissioners that SB214 was modified, and thanks to the Ports' efforts, the Port Priority Program was left in DOTD.

**4. Payment of Outstanding Bills:** Motion made by Commissioner Charles Hearns and seconded by Commissioner Mark McKee to pay all outstanding bills presented to the board. The motion passed.

**5. Meeting Adjournment:** Motion made by Commissioner Charles Hearns to adjourn the meeting, seconded by Commissioner Mark McKee. The motion passed, and the meeting was adjourned.