The Madison Parish Port Commission met in a regular session on Tuesday, January 23, 2018 at the Madison Parish Port Office. The meeting was called to order by Chairman Frazier and a roll call was taken as follows:

Commissioners present: Donald Frazier, Charles Vining, Latasha Griffin, Isaiah Ross and Jim Tucker

Commissioners absent: Harold Allen and Robert Charles Brown

Other members present: Mr. Terry Murphy, Director and Kimmeka Epps, Secretary/Treasurer

Visitors: Carl Thomas (Citizen), Matt Prince (Continental Rail), Kevin Allen (Terral River Service) and Pamela Grady (Crews and Grady Law Firm)

On motion given by Commissioner Vining and seconded by Commissioner Ross, on approving the previous meeting minutes on Tuesday, December 12, 2017. The minutes were approved with no necessary corrections. Motion carried unanimously.

Secretary Epps provided the board with the closing of the year end for 2017. Secretary Epps explained two engineering invoices and what projects the engineers are invoicing the Port for. Epps also stated that there is no activity on the Construction account. Commissioner Vining requested an explanation for the monies spent for 2017 maintenance and repairs. Epps reminded the board of the expense occurred with the match on two grant received during that fiscal year and the unforeseen repairs done on the railroad track,etc.

On motion given by Commissioner Vining and seconded by Commissioner Tucker, the financial reports were approved with no necessary changes. Motion carried unanimously.

Murphy informed the board of a proposal from Preferred Tank & Tower (PMD). Murphy explained that this company was used several times for work on the tank. The proposal presented today is to paint the tank and complete some minor repairs required. Murphy added that this proposal was tabled last year due to the cost and the previous work done on the tower. Murphy suggested to the board to approve the proposal and move forward with the necessary work on the tower. The tank houses fire water not potable water. Commissioner Tucker asked which option was Murphy suggested to the board. Commissioner Vining stated that the proposal gives an all of the above for a certain amount but the proposal is misleading. Commissioner Frazier questioned the cost. Commissioner Vining stated no welding is included in the proposal only adjustments of the rods. Commissioner Vining asked if the work on the rods are not welded is there a possibility of coming back later to do the necessary work. Commissioner Ross asked Commissioner Tucker how he felt about the windage rods. Tucker stated he would have to speak with the project engineer before he can determine anything on the rods. Commissioner Frazier advise of getting the welding done now. Commissioner Tucker suggest getting the rods done.

On motion given by Commissioner Ross and seconded by Commissioner Vining, to approve the proposal from PMD as stated for $48,800. Motion carried unanimously.

Pamela Grady made a presentation to the board explaining the work that her firm does. Grady is dedicated to real property practice, business organization & formation, successions, appellate and environmental work. Whereas her partner in the firm Jami Crew is dedicated to domestic issues, probate and estate work. Grady provided contact information to the board should they to need to contact her during business hours/non-business hours. Commissioner Vining asked if the firm will be able to response to the Executive Director in a minimum amount of time. Grady stated that her firm will respond to any and all issues within a 24 hour time line. Chairman Frazier questioned the clause in the contract about no retainer. Grady stated that the company will be billed for work done only. Grady added that her firm protects all documents in their offices via passcodes or thumb protected. She also advised the board to change all passwords every 6 months or so. Murphy stated that he would like to have an additional law firm to contact should he need to. Commissioner Griffin questioned whether we(board) are phasing the current firm out to use this one. Commissioner Vining stated that we are just adding to the list. Commissioner Ross stated that he doesn’t understand why the current firm couldn’t do the work.

On motion given by Commissioner Vining and seconded by Commissioners Ross & Tucker, the board agreed to add Crews-Grady Law Firm as additional firm. Motion carried unanimously.

Roll call was taken.

Yeas: 5

Nays: 0

Absent: 2

Abstain: 0

Murphy informed the board of a grant from USDA that he is applying for. Complex Chemical would like to add a rail spur to load and unload material near their location. Murphy added that he has talked with Robbie Waxman on applying for the grant. Commissioner Tucker asked which area of the property would the rail spur be added. Complex would like for it to be in the new area. Commissioner Vining questioned the cost of the project. Murphy stated the project would cost $400,000.00. Commissioner Vining asked if the grant was awarded would the Port and Complex Chemical renegotiate the lease terms in the current lease. Murphy stated that he has communicated the possibility of changes to the lease terms. Commissioner Vining also questioned if the Port would receive assistance with the match monies. Commissioner Ross questioned if no assistance is received how will the Port cover the cost. Murphy added there are reserved funds just in case.

On motion given by Commissioner Vining and seconded by Commissioner Ross, to approve Robbie Waxman to submit the grant to USDA on behalf of the Port. Motion carried unanimously.

Murphy updated the board on the DRA grant. Murphy stated that the track will run across the road. Commissioner Tucker added that several cars are sitting there. Matt Prince stated that 75% of the cars belong to Complex Chemical. Murphy provided the location of the track on the map. Commissioner Vining asked would a curve benefit a potential tenant. Murphy informed that a curve would be tight but at this moment the straight track would be better.

Murphy informed the environmental issues of the used railroad ties with the board. Murphy stated that the Port has used ties in bundles that needs to be removed and disposed of. Both Murphy and Pamela Crews are working together to obtain a company that will dispose of the materials in question. Murphy added that in the future contracts a statement will be added to include the disposal of the used railroad ties.

Murphy provided information on land clearing phase 2. The work is underway on phase 2 however the project was on hold due to a wetlands scare. That issue was taken care of. The project will resume. Dredging will take place at the Port on the 5th of February. Lease finalized with Terral River Service.

 **Public comments**: **Matt Prince** stated that the cross ties are continuing to the Wye. The next project is bridge work to withstand 286lbs capacity. The capacity will allow larger car storage for Complex Chemical. Chairman Frazier question a location of the rail at Levee Street, he asked if ties would be installed or leveled out. Prince stated that area has received ties but needs resurfacing and rock. Matt hopes that rock and surfacing will be the next project in 2019.

**Kevin Allen** thanked the Port on the completion of the lease between Terral & the Port. Allen questioned whether the work on the tank would hamper the internet services to the businesses at the Port. Allen expressed concerns about the services and asked that someone makes sure no businesses are without internet services during the project on the tank. Murphy assured Allen that he would have that taken care of before the work begins.

There being no further business brought before the board, Chairman Frazier declared the meeting adjourned.

Kimmeka Epps Donald Frazier

Secretary/Treasurer Chairman