

**PORT OF IBERIA DISTRICT BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, MAY 16, 2023
PORT ADMINISTRATIVE OFFICE – 5:30 P.M.
MINUTES**

The Regular meeting of the Port of Iberia District Board of Commissioners was called to order by Commissioner Shane Walet, Board President, at the Port of Iberia Administrative Office, on Tuesday, May 16, 2023, at 5:30 P.M.

In attendance were Commissioners Shane Walet, Board President, Patrick Broussard, Vice-President, Mark Dore, Secretary-Treasurer, and Roy A. Pontiff.

Commissioners Simieon d. Theodile, Bilal Morton, and Danny J. David, Sr. were absent.

Also present were Craig Romero, Executive Director, Tracy Boudreaux, Chief Administrative Officer, Shari Landry, Secretary-Bookkeeper, and Donelson T. Caffery, III., Port Attorney.

Thus, with a quorum being acknowledged, Commissioner Patrick Broussard recited the opening prayer and the Pledge of Allegiance.

I. APPROVAL OF MINUTES – Regular Meeting Thursday, April 18, 2023.
On a motion by Commissioner Mark Dore, and seconded by Commissioner Patrick Broussard the Commission approved the minutes of the Regular Meeting held on Thursday, April 18, 2023.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore, and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

II. DISCUSS AND/OR DISTRIBUTE THE FOLLOWING:

(a) Budget Summary for Ten (10) Months Ending April 2023.

(b) Listing of Utility Breakdown as it Relates to Electricity, Water, & Natural Gas.

(c) Listing of Tenant Lease Billings for 2023.

Discussion ensued and there was no action taken on the above agenda items (a-c).

(d) Listing of Boat Stall Tenant Lease Billings for 2023.

A motion was made by Commissioner Roy Pontiff, seconded by Commissioner Patrick

Broussard to authorize the Port Attorney, Mr. Donelson Caffery, to begin the Public Process associated with the removal of the sunken vessel in boat slip number 11 located at the Port of Iberia Marina.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(e) Approve Payment of Bills & Checks Issued During Interim Period.

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Mark Dore,' to approve and authorize the payment of bills for May 2023, and ratify those paid during the interim period.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

III. Discuss Finance Committee Recommendations & Findings from Friday, May 12, 2023 Committee Meeting.

(a) Discuss and Consider FY 2023 – 2024 Budget.

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Patrick Broussard to accept the FY 2023 – 2024 Budget as presented and recommended by the Finance Committee with the following change: Line-Item Salaries – Secretary/Bookkeeper from \$43,007.50 to \$43,535.00 (Step D).

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(b) Discuss and Consider FY 2022 – 2023 Audit Engagement.

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Roy A. Pontiff that Broussard, Poche,' L.L.P., be retained to perform the Fiscal Year 2022–2023 year-end audit of the financial statements of the Port of Iberia District, for fee not to exceed \$37,900.00.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

IV. Mr. Mark Theriot, Operations Manager, Chart Energy & Chemicals, to Update the Board Regarding Improvements to Lots 77 – 82, 80A, and a portion of the Port of Iberia Public Dock.

Discussion ensued and there was no action taken on the above agenda item.

V. REPORT FROM MR. GERALD GESSER, GESSER GROUP, APC ON:

(a) Port of Iberia Small Repairs Projects:

{1} Status Report on Electrical Overhead Service Lines at Chart Industries.

(a) Discuss/Consider Dixie Electric Final Invoice No. 0011882.

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Mark Dore' to approve and authorize payment of Invoice No. 0011882 from Dixie Electric, Inc. in the amount of \$13,617.11 for labor and material to complete the boring of electrical lines at Chart Energy Plant 2 located at the Port of Iberia.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

{2} Discuss/Consider KATs Services Estimate No. 050747.

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Patrick Broussard to approve, and authorize Estimate No. 050747 from KATs Services & More, LLC in the amount of \$13,550.00 for repairs to the ground water pump station located at the Seadrill Facility in the Port of Iberia.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

{3} Discuss/Consider Gesser Group's Inv # 34-POI-SRP.

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Mark Dore' to approve and authorize the payment of Invoice No. 34-POI-SRP to Gesser Group, APC in the amount of \$1,785.00 for the dates of April 24, 2023 – April 26, 2023 for small repairs projects requested by the Executive Director.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.
And the motion was therefore passed on this the 16th day of May, 2023.

- (b) Hurricane Laura & Delta Storm Damages
 - {1} Status Report on Hurricanes Laura & Delta FEMA Applications.
 - {2} Status Report on Hurricane Laura/FEMA Limestone Yard Repairs.

Discussion ensued and there was no action taken on the above agenda items (1-2).

- (c) Special Projects
 - {1} Status Report on POI Maintenance Equipment Storage Building.

Discussion ensued and there was no action taken on the above agenda item.

- (a) Discuss/Consider Royal Solutions Proposal No. 230315.

A motion was made by Commissioner Mark Dore,' seconded by Commissioner Roy A. Pontiff to approve and authorize Proposal No. 230315 from Royal Security Solutions, Inc. in the amount of \$4,293.00 for labor and material to install Two (2) cameras – One (1) indoor and One (1) outdoor on the Port of Iberia Maintenance Equipment Storage Building.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.
And the motion was therefore passed on this the 16th day of May, 2023.

- (b) Discuss/Consider Modular Constructions Quote 6197-23
Limestone.

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Patrick Broussard to approve, and authorize Quote No. 6197-23-Limestone from Modular Construction Company, Inc. in the amount of \$45,840.00 for labor and material to install 3" 610 limestone and 6' 1x4 limestone for new area at the Port of Iberia Maintenance Equipment Storage Building.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.
And the motion was therefore passed on this the 16th day of May, 2023.

- (c) Discuss/Consider Modular Constructions Quote 6197-23-
Fencing.

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Roy A. Pontiff to approve, and authorize Quote No. 6197-23-Fencing from Modular Construction

Company, Inc. in the amount of \$38,866.00 for labor and material to install 6' h/3 Strand Barbed Wire Commercial Chain-link fence, cantilever gate 3-20ft. with cantilever gates with neoprene rollers and 4" post and barbed wire around the Port of Iberia Maintenance Equipment Storage Building.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(d) Discuss/Consider Modular Constructions Quote 6197-23-Tree Removal.

A motion was made by Commissioner Mark Dore,' seconded by Commissioner Patrick Broussard to approve and authorize Quote No. 6197-23-Tree Removal from Modular Construction Company, Inc. in the amount of \$2,400.00 for the removal of Two (2) trees and roots located at the Port of Iberia Maintenance Equipment Storage Building.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(e) Discuss/Consider Gesser Group's Invoice No. 01-POI-ESF-EW.

A motion was made by Commissioner Mark Dore,' seconded by Commissioner Roy A. Pontiff to approve and authorize payment of Invoice No. 01-POI-ESF-EW to Gesser Group, APC in the amount of \$2,100.00 for Architectural Services relative to the POI Maintenance Equipment Storage Facility (extra work) for the dates of April 2, 2023, April 12, 2023, May 5, 2023, and May 9, 2023.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

{2} Status Report on the Rehabilitation of Buildings "C", "D", "E", & "F" at the POI West Yard.

Discussion ensued and there was no action taken on the above agenda item.

(a) Discuss/Consider Gesser Group's Invoice No. 02-POI-SP-

WYR.

A motion was made by Commissioner Mark Dore,' seconded by Commissioner Patrick Broussard to approve and authorize payment of Invoice No. 02-POI-SP-WYR to Gesser Group, APC in the amount of \$525.00 for the date of April 11, 2023 for Architectural Services regarding Special Projects – West Yard Rehabilitation.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

{3} Status Report on Document Scanning Services:

{4} Update on Gesser Group, Inc to Updating Property Analysis & Assessment of Port-Owned Facilities Book.

Discussion ensued and there was no action taken on the above agenda items (3-4).

(d) Seadrill:

{1} Status Report on HVLS Fans.

{2} Status Report on Crane Adjustments.

{3} Status Report on Electronic Fence Gates.

{4} Status Report on Roof Leak Repairs.

{5} Status Report on Overhead Doors.

Discussion ensued and there was no action taken on the above agenda items (1-5).

(a) Discuss/Consider Mike's Overhead Door Service's Quote (Add photo eyes to all 11 rolling steel doors).

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Mark Dore' to approve and authorize Quote dated April 24, 2023 from Mike's Overhead Door Service, LLC in the amount of \$3,850.00 for labor and material to install photo eyes on 11 rolling steel doors located at the Seadrill Facility (Seadrill to Reimburse).

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(b) Discuss/Consider Mike's Overhead Door Service's Invoice No. 2464 (Service call for motor having problems, changed 3-phase operator).

A motion was made by Commissioner Mark Dore,' seconded by Commissioner Patrick Broussard to approve and authorize payment of Invoice No. 2464 from Mike's Overhead

Door Service in the amount of \$3,750.00 for service call on April 24, 2023 for changing out 3-phase operator on rolling steel door located at the Seadrill Facility (Seadrill to Reimburse).

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore, and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

- {6} Discuss Tiger Tech's Estimate No. 3547 (Troubleshooting Thompson ATS).

Discussion ensued and there was no action taken on the above agenda item.

- {7} Discuss/Consider Gesser Group's Invoice No. 03-POI-SBM.

A motion was made by Commissioner Mark Dore, seconded by Commissioner Roy A. Pontiff to approve and authorize payment of Invoice No. 03-POI-SBM from Gesser Group, APC in the amount of \$3,255.00 for period of April 21, 2023 – May 8, 2023 for architectural services provided regarding Seadrill Building Maintenance.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore, and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

VI. LOUISIANA PORT CONSTRUCTION & DEVELOPMENT PRIORITY PROGRAM
SPN H.011928 "EAST & WEST YARD" EXPANSION & SITE IMPROVEMENTS
PROJECT:

- (a) Report from Mr. Oneil Malbrough of GIS Engineering, LLC. on:

- {1} Port Priority & Capital Outlay Spreadsheets.

- (b) Report from Mr. Austin Hebert of GIS Engineering on:

- {1} Building B – POI West Yard SPN H.011928(325i)

- Additional Repairs

- (Phase Vi of SPN H.011928).

- (a) Update on Status of Project.

- {2} Discuss/Consider GIS Engineering, LLC April Inv. No. 70011462 for POI West Yard Expansion.

A motion was made by Commissioner Roy A. Pontiff, seconded by Commissioner Patrick Broussard to approve, and authorize the payment of Invoice Number 70011462 to GIS Engineering, LLC in the amount of \$712.50 for the period April 1, 2023 thru April 30, 2023

which includes April 2023 activities of: construction administration work and coordination with Contractor on Substantial Completion and project closeout; in accordance with contract dated August 21, 2018.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

VII. REPORT FROM MR. ONEIL MALBROUGH OF GIS ENGINEERING, LLC ON:

(a) Port Millennium Expansion Phase III Project – Site Excavations & Dredging.

{1} Update on the Status of the Port Millennium Expansion Phase III Project.

{2} Discuss/Consider GIS Engineering, LLC April Inv. No. 70011460 for Millennium Expansion Phase III Project.

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Mark Dore' to approve and authorize the payment of Invoice No. 70011460 to GIS Engineering, LLC in the amount of \$628.75 for the period of April 1, 2023 thru April 30, 2023 in accordance with contract dated February 1, 2018.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(b) Port Millennium Expansion Phase II Property Site SPN H.011756 Tract's "O" and "P" Site Improvements.

{1} Update on Status of Tract's "O" and "P" Site Improvements.

Discussion ensued and there was no action taken on the above agenda item.

(c) General Engineering and Consulting Services:

{1} Update on Status of AGMAC Project.

{2} Discuss/Consider Approval of GIS Engineering, LLC April Invoice No. 70011463 for General Engineering and Consulting Services.

A motion was made by Commissioner Mark Dore,' seconded by Commissioner Roy A. Pontiff to approve and authorize the payment of Invoice Number 70011463 to GIS Engineering, LLC in the amount of \$5,262.50 for the period April 1, 2023 thru April 30, 2023; in accordance w/contract effective date of December 13, 2022.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(d) AGMAC Phase I Dredging Project – Commercial Canal.

{1} Project Update.

{2} Port Attorney Update on Magnolia Dredge & Dock, LLC.

{3} Update on Quotes Received for Navigation Aides in Commercial Canal.

Discussion ensued and there was no action taken on the above agenda items (1-3).

{4} Discuss/Consider GIS Engineering, LLC April Inv. No. 70011445 (AGMAC Phase I Channel Dredging Project – Commercial Canal).

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Roy A. Pontiff to approve and authorize the payment of Invoice Number 70011445 to GIS Engineering, LLC in the amount of \$117,064.55 for the period of April 1, 2023 thru April 30, 2023 which includes: LERRDS, daily coordination with dredging contractor and review pay applications, submittals, and RFI's, construction oversight, daily observation & field reporting at dredge and disposal site, environmental inspection oversight, Avery Island Representative, QA/QC Surveys, Reimbursables, and coordination with legal and contractor's surety; as per contract dated August 29, 2019 and Amendment #1 dated May 19, 2020; Amendment #2 dated October 20, 2020; Amendment #3 dated January 18, 2022; Amendment #4 dated January 18, 2022; Amendment #5 dated October 18, 2022; Amendment #6 dated December 13, 2022; and Amendment #7 dated March 23, 2023.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

(e) AGMAC Phase 2 Dredging Project – Freshwater Bayou.

{1} Project Update.

Discussion ensued and there was no action taken on the above agenda item.

{2} Discuss/Consider GIS Engineering, LLC April Inv. No. 70011447 (AGMAC Phase 2 Channel Dredging Project – Freshwater Bayou).

A motion was made by Commissioner Mark Dore', seconded by Commissioner Roy A. Pontiff to approve and authorize the payment of Invoice Number 70011447 to GIS Engineering, LLC in the amount of \$87,569.50 for the period of April 1, 2023 thru April 30, 2023 which includes April activities of: pipeline and dredge drawing and specifications,

pipeline crossing drawing set, pipeline surveys, engineering and magnetometer surveys, environmental analysis and coordination, continued coordination with pipeline companies to discuss relocation efforts, and pipeline permitting; as per contract dated January 18, 2022.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

VIII. REPORT FROM PORT ATTORNEY – Donelson T. Caffery, III.

(a) Port Attorney Report.

(b) Discuss/Consider Approval of Entergy Right-of-Way for Patriot Construction & Industrial.

Discussion ensued and there was no action taken on the above agenda items (a-b).

(c) Discuss/Approve Donelson T. Caffery III, APLC Invoice Relative to the AGMAC Project for April.

A motion was made by Commissioner Patrick Broussard, seconded by Commissioner Roy A. Pontiff to approve, and authorize the payment of Invoice No. 1165 to Donelson T. Caffery, III, APLC in the amount of \$4,387.50 for Professional Services relative to the AGMAC Project for the period of April 1, 2023 thru April 30, 2023.

This motion having been submitted to a vote; the vote thereon was as follows:

Yeas: Shane Walet, Patrick Broussard, Mark Dore,' and Roy A. Pontiff.

Nays: None.

Absent at Voting: Bilal Morton, and Danny J. David, Sr, and Simieon d. Theodile.

And the motion was therefore passed on this the 16th day of May, 2023.

IX. REPORT FROM EXECUTIVE DIRECTOR ON:

(a) Update on Negotiations with Offshore Energy Services Relative to Tracts 62-67 and Tracts A & B (10.520 acres) Former Central Gulf Yard.

(b) Update on Negotiations for a New Lease Agreement with Diamond B Industries (Lots 27, 28, & 29) and Prairie Contractors (Tract i-1).

(c) Update on the Purchase of 117.36 Acres at the Port of Iberia (Mosing Group Property).

(d) Update on Negotiations with Prospect Regarding 117.36 Acres at the Port of Iberia.

(e) Update on Pump Station at West Yard.

(f) Executive Director's Monthly Report.

Discussion ensued and there was no action taken on the above agenda items (a-f).

(g) Announcements:

*** Ethics Training & Sexual Harassment Prevention due by June 30, 2023.

X. ADJOURNMENT.

On a motion made by Commissioner Patrick Broussard and seconded by Commissioner Mark Dore' the meeting was adjourned at 7:33 p.m.