**SOUTH TANGIPAHOA PARISH PORT COMMISSION**

**REGULAR MEETING**

**WEDNESDAY, OCTOBER 11,** **2023 9:00AM**

**CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

With the absence of the STPPC President at today’s meeting, Commissioner/Vice President William “Bill” Joubert called the Regular Meeting to order Wednesday, October 11, 2023 at 9:00AM. The meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

The invocation was given by Administrative Assistant Robyn Pusey, followed by the Pledge of Allegiance, led by Commissioner/Vice President Joubert.

Commissioners Present: William “Bill” Joubert, Tina Roper, Jimmy Schliegelmeyer, Jr., Timothy DePaula, William Sims

Commissioners Absent: Daryl Ferrara, Rhonda Sheridan

Commissioner/Vice President Joubert welcomed everyone to the meeting and thanked Ginger Cangelosi of the Tangipahoa Economic Development Foundation for attending the meeting today. Others Present: Patrick Dufresne, Executive Director; Lee Barends, ITL Accounting; Andre Coudrain, Cashe Coudrain & Bass; Richard Meek, Hammond Daily Star

**APPROVAL OF AGENDA/MINUTES**

It was moved by Commissioner DePaula and seconded by Commissioner Sims that the South Tangipahoa Parish Port Commission approve the meeting agenda for October 11, 2023, as presented. Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

Commissioner/Vice President Joubert announced that the minutes of the regular meeting on September 13, 2023, had been sent to the Commissioners by email prior to the meeting for review, and a copy of the minutes had been placed in their meeting folders. Commissioner Roper asked for a correction to the minutes under “New Business, Discussion – repair of Warehouse Building #3 and environmental report.” In the last paragraph she asked that the word “bent” be changed to “vent”. After a brief review of the minutes, a motion was made by Commissioner Schliegelmeyer, Jr. and seconded by Commissioner DePaula to adopt/approve the minutes with the above correction from the regular meeting on September 13, 2023. Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

**TREASURER’S REPORT**

Prior to the meeting today the financial reports for the period ending September 30, 2023, had been emailed to the Commissioners by Ms. Lee Barends with ITL Accounting for their review and a copy was placed in their meeting folders. Commissioner/Treasurer Schliegelmeyer, Jr. reviewed the reports with the Commissioners, saying the total monthly rental income was $124,562.40 and rail car activity income was $4,700.00. The interest income was $70.08. The total revenue was $129,332.48 and the total expenses were $127,506.00, leaving a net income of $1,826.48. There were no questions from the Commissioners.

It was moved by Commissioner Roper and seconded by Commissioner Sims that the Commission accept/approve the financials for the month ending September 30, 2023. Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

**OLD BUSINESS**

1. **LA-DOTD Port Priority State H. 011927 – Transload Improvements – update**

**Truck scale repair update, percentage of work completed, estimated time of completion.**

1. **Resolution**
2. **Resolution**
3. **Resolution**

Executive Director Patrick Dufresne told the Commissioners that the contractor for the LA-DOTD project agreed to order the container for the truck scale project which should be delivered the first week of November, however, they did not want to proceed with the electrical installation. As a result, the LA-DOTD recommended that we obtain three (3) contractor bids for the electrical installation and submit them for approval. Mr. Dufresne said M&R Resources, LLC was the lowest bidder, and would be the contractor for this project. As a result, he said the port would have to go through the same paperwork process as we did in the beginning of the project.

Mr. Dufresne said there were three (3) resolutions today; the first was to certify compliance with the public bid laws and the second was to award the electrical installation project to the lowest qualified bidder (M&R Resources, LLC). The third resolution was to request $2,000.00 for additional engineering costs because there was more paperwork involved for this project, however, Mr. Dufresne said the amount requested could be less than that. He said this was just to ensure that there is enough money to close out the documents and believed there were two more invoices to follow that would close out the project.

The first resolution “Certifying Compliance with the Public Bid Laws” was introduced by Commissioner/Secretary Roper;

Whereas, the South Tangipahoa Parish Port Commission has solicited bids for State Project No. H.011927 (323) in accordance with the current bid laws of the state of Louisiana, including, but not limited to R.S. 38:2211 et. seq; and

Whereas, the South Tangipahoa Parish Port Commission has submitted to DOTD one (1) copy of the bid proposals as submitted by each of the three (3) lowest bidders, a copy of the engineer’s recommendation, contract documents, Notice of Award of Contract, and a copy of the recordation data in the Clerk of Court’s Office.

NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission, in Regular session, assembled on this 11th  day of October 2023, does hereby certify that the bidding procedures comply with Louisiana Revised Statutes 38:2211, et. seq.

A motion was made by Commissioner DePaula and seconded by Commissioner/Secretary Roper to accept the resolution, certifying compliance with the public bid laws. Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

The second resolution “Award Project” was introduced by Commissioner/Secretary Roper;

WHEREAS, the South Tangipahoa Parish Port Commission has received bids on September 15, 2023 at 5:00 P.M. on the Port Manchac Transload Improvements – Electrical Work for Truck Scale port improvements project under the Louisiana Port Construction & Development Priority Program; and

WHEREAS, AECOM has recommended that award of contract be made to the lowest qualified bidder; M&R Resources, L.L.C.

NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission, in Regular session, assembled on this 11th day of October 2023, acting pursuant to the recommendation of AECOM that the Base Bid in the Amount of $11,500.00 by M&R Resources, L.L.C. be accepted and a contract be awarded to them.

A motion was made by Commissioner DePaula and seconded by Commissioner Schliegelmeyer, Jr., to accept the resolution to award the project to M&R Resources, LLC. Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

The third resolution authorizing payment to AECOM Technical Services, Inc., for additional engineering services for project SPN H.011927 (322) was introduced by Commissioner/Secretary Roper;

At a regular meeting of the South Tangipahoa Parish Port Commission held on Wednesday, October 11, 2023, the following resolution was introduced and unanimously adopted to wit:

Moved by Commissioner DePaula, seconded by Commissioner Schliegelmeyer, Jr., that the South Tangipahoa Parish Port Commission authorize payment to AECOM Technical Services, Inc. for additional engineering services related to the Port Manchac Site Improvement Project, SPN H.011927 (322), Task Order 14-B, which includes Floodwall-Phase II, Truck Scale Foundation Repairs, Asphalt Paving and Site Grading. The total cost of the additional engineering services provided by AECOM Technical Services, Inc., is not to exceed the amount of $2,000.00.

Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

1. **Warehouse Building #3 - evaluation & maintenance schedule update**

Patrick Dufresne, Executive Director told the Commissioners that he had received three (3) quotes from engineering companies that could provide an evaluation and maintenance assessment of Warehouse Building #3. Commissioner Roper asked Mr. Dufresne if he had contacted any commercial building inspectors to provide this information. She said she thought this can be done without hiring an engineering company to complete the assessment. She asked Commissioner Schliegelmeyer, Jr. if he thought a construction company could do this task. He replied that he thought “a commercial inspector would be more the person that we need to look at the components of the building to see if there are any issues or deteriorations to the components, and then they can make a recommendation of what needs to be fixed or changed.” A discussion continued among the commissioners as to whether a commercial inspection should be done or an engineering inspection. Commissioner Joubert said that the port director should get three commercial building inspectors to go through and give an assessment of what the repairs to the building need to be, the conditions of the building and the assessment of the repairs. Commissioner DePaula said that he didn’t think this was about repairs, that it was a maintenance assessment. He said he thought that a commercial inspector would not be able to walk into this building and say, “there’s corrosion there and that’s caused by that.” Commissioner Roper said “I don’t think we know anything about what’s going on in these buildings. We’ve not gotten a maintenance report on these buildings in years.” Commissioner Joubert said we need to establish a baseline for maintenance in the building. Commissioner Roper said she would like Mr. Dufresne to contact the Port of South Louisiana to inquire as to which company they use for their maintenance inspections. Commissioner Joubert said he thought “the goal is, as a Commission, we have some level of responsibility to assess our building, and someone who knows more than we do can look around and provide us with a report or assessment. We should task our director to find someone to provide that for us.” Commission Roper followed by saying, “And then if they report seeing something like massive corrosion around multiple pillars, we may want to bring in an engineering company to look at it at that time.” Port Director Patrick Dufresne was assigned to contact several commercial inspection companies and the Port of South Louisiana regarding assessment and maintenance of Warehouse Building #3 and report his findings, including the costs, to the Commission at the next STPPC meeting.

1. **Warehouse Building #2 – update**

Patrick Dufresne, Executive Director told the Commissioners that the final inspection was completed this week. He said there were a few minor cleanup issues to be done, and then port attorney Andre Coudrain would work on the retainage phase and warranty as he did on Warehouse Building #3.

1. **Barge Dock Repair – update**

Mr. Dufresne told the Commissioners that he had a couple of conference calls with FEMA and the Governor’s Office of Homeland Security and Emergency Preparedness regarding the barge dock repair project. Port engineer Jim Ragland had been involved with the calls because they wanted assurance that the repair work would be done to the International Maritime Barge Docking Standard codes and that everything would be done correctly. Once they are satisfied with Mr. Ragland’s repair drawings and the plans for repairing the barge dock, the next phase of the project would be to submit the final cost of the barge dock repair and engineering services. FEMA would require that the Commission enter into an engineering agreement with the ports project engineer of record before proceeding with the barge dock repair project. The project engineer would manage the RFP process and bidding process and the design of the actual construction documents. Once the contract was approved by the Commission and submitted to FEMA they would authorize and pay 90% of all project costs.

1. **Prospective Tenant(s) – update**
2. **Resolution**

Mr. Dufresne told the Commissioners he had received a request from the same group that planted trees in the surrounding areas and utilized the port as a staging area for the project last year (Restore the Earth). He said it is the same group but with a different front organization, named ECO/Restore, LLC. This year’s planting operations would be from December 1, 2023 to February 29, 2024, and would not interfere with the existing tenants on the property. He said the port’s fee would be $1,000.00 a month.

 Moved by Commissioner DePaula, seconded by Commissioner Schliegelmeyer, Jr., that the Commission authorize Patrick J. Dufresne, Executive Director, to enter into an agreement with ECO/RESTORE, LLC to store and transload trees on one (1) acre parcel of lay-down storage area, located at the southeast corner of the port terminal.

The port fee for the contractor agreement shall be $1,000.00 per acre, per month for the leased property. The contractor agreement will be for a term of three (3) months, commencing December 1, 2023 and ending February 29, 2024.

Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

1. **Insurance Package for FY 2023-2024 – update**

Patrick Dufresne, Executive Director told the Commissioners there were no new insurance quotes this month from our insurance broker, Jackson-Vaughn. Commissioner DePaula did not have any information to add. The Commissioners agreed they had been been very lucky for no storms this hurricane season.

1. **Invoice Payment Approval**

Commissioner/Treasurer Schliegelmeyer, Jr. presented the current invoices for payment approval.

1. Cashe Coudrain & Bass

Services rendered through August 31, 2023

Inv# 126234 Matter # 4623-1 Amt. $540.00

Inv# 126235 Matter # 4623-9 Amt. $110.00

Total amount - $650.00

1. L King Company, LLC

Project # STPPC 2023-01B / LKC 23-007

Pay App 6 Amt. $5,734.86

1. Ragland, Aderman and Associates

Professional services through September 30, 2023

Project # 492023021

Invoice # 49202302.1 Amt. $24,977.50

A brief discussion was had regarding the invoice for Ragland, Aderman and Associates. Mr. Dufresne was asked if this invoice was going to be added to the total cost of the professional engineering services for the dock repair project. Mr. Dufresne said he believed so, that this was for preliminary structural engineering services for the barge dock assessment and that we’ve previously submitted this invoice to FEMA and have already received $18,800.00. Once completed we should receive 90% of the total project cost.

A motion was made by Commissioner Roper and seconded by Commissioner Sims that the Commission approve for payment the invoices presented today by Commissioner/Treasurer Schliegelmeyer, Jr. for Cashe, Coudrain & Bass, L King Company, LLC and Ragland, Aderman and Associates. Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

**NEW BUSINESS**

1. **Financial Budget Amendments – FY 2023**
2. **Resolution**

Port accountant Lee Barends told the Commissioners that she had a meeting with Executive Director Patrick Dufresne and Commissioner/Treasurer Jimmy Schliegelmeyer, Jr. on September 19, 2023 to discuss amending the budget for FY 2023.

Ms. Barends said there were just a few items that needed to be readjusted and “cleaned up”. She said since meeting to discuss the amended budget, there had been one modification to the budget in the audit expense. She explained that two invoices had come through in September from the CPA firm (Pinel & Martinez, LLC) and one was not factored in. On the report sent prior to the meeting, the proposed amended audit expense was $8,250.00 and should be $9,650.00, as that is amount actually paid out. She said that was the only thing that needed to be addressed. She also said it was Commissioner/Treasurer Schliegelmeyer, Jr.’s suggestion to move $20,000.00 of the hurricane insurance money received into to the legal expense, as the money we have for repairs is more than sufficient. Ms. Barends also said that the two insurances had been separated to see the property, board insurance/liability versus employee insurance, which was something not done on the first budget.

Commissioner Roper asked if the date of August 2023 on the proposed amended budget report was an error. Ms. Barends said no, this was the information she had at the time of the meeting. There was also a question about the interest income, that it should be more than what was documented. Ms. Barends explained that the interest income on the report was from the STPPC bank account and not the Edward Jones account. Ms. Barends said she was not aware that since moving to online accounting, the Edward Jones statements had to be obtained electronically, but would have this information next month, and that the interest income should be significant. She told the Commissioners they could table the amended budget until next month if they had any questions or concerns.

Commissioner Roper asked Ms. Barends to resubmit the amended budget report with the correct numbers. Ms. Barends said yes, she would provide a document that had just the proposed amended budget information, that the report provided today was just a tool for the Commission to find out “where we are at and what we need to change.” Ms. Barends said next there will be a proposed 2024 budget, which will be presented in November and adopted in December after review. Commissioner Roper introduced the following resolution.

At a Regular Meeting of the South Tangipahoa Parish Port Commission held on October 11, 2023 the following resolution was introduced and adopted; to wit:

Moved by Commissioner Roper, seconded by Commissioner DePaula that the South Tangipahoa Parish Port Commission adopt the following resolution with regard to the 2023 proposed Amended Budget:

 Whereas, the South Tangipahoa Parish Port Commission has met all Formal requirements of Louisiana law; and,

 Whereas, the South Tangipahoa Parish Port Commission now desires formally to adopt its proposed budget amendments for calendar year 2023 in the form of that made a part hereof:

 NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission, acting as the governing authority of the Tangipahoa Parish Port District, that:

1. The Proposed Budget of the South Tangipahoa Parish Port Commission for the calendar year 2023 be and is hereby formally adopted, a copy being attached hereto and made a part hereof by reference.
2. The President of the South Tangipahoa Parish Port Commission, Daryl Ferrara, be and is hereby authorized to provide a copy of the Budget so adopted to the State Auditor of Louisiana, and to take any other actions with reference thereto as may be required by law.

Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

**Remarks:**

Commissioner/Vice President William “Bill” Joubert reminded the Commissioners of the upcoming event with Dr. Loren Scott on November 2, 2023. He thanked the sponsors and partners for their participation and said, “The sponsorships are very important to us.”

Executive Director Patrick Dufresne told the Commissioners that the annual training for Ethics and Sexual Harassment were due by the end of the year, and Administrative Assistant Robyn Pusey would email additional information to the Commissioners.

Commissioner DePaula said the Commission has been talking about having a strategic planning meeting for almost a year now and it’s never happened. He said, “It would be great if we could actually figure out a time to do that before the end of the year.”

Commissioner Roper asked if information for the meetings could be sent in one email instead of multiple emails, as it would be easier to review everything. Port Accountant Lee Barends said she would send the financials to the administrative assistant, to be forwarded to the Commissioners in one email.

Commissioner Joubert asked TEDF President Ginger Cangelosi if there was anything she would like to share with the Commission. She said she was wondering what the response had been to Dr. Scott’s event, and thought they had 40 people registered so far. Commissioner Joubert said he thought this was the first time an event like this was done for the community at no charge and it was great that the Chamber is pickup up the tab for the food. He said he had a conversation with the Executive Director Patrick Dufresne, that if they fall short STPPC could help cover some of the charges. Registration for the event is first come first serve and once the Eventbrite registration is full, it’s done. Ms. Cangelosi said, “Sometimes when you don’t charge people, they say they’ll come, and then they don’t.”

Having no further business, a motion for adjournment was made by Commissioner Roper and seconded by Commissioner DePaula. Motion passed. Yeas: 5 Joubert, Roper, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 2 Ferrara, Sheridan.

The meeting adjourned at 9:48 AM.

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Tina Roper, Secretary STPPC Daryl Ferrara, President STPPC