

# West Calcasieu Port Board Meeting Minutes

7959 Alfred Devall Parkway, Sulphur, Louisiana 70665

November 14, 2023

**1. Call to order**

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on November 14, 2023.

**2. Invocation**

Dick Kennison led the invocation.

**3. Pledge of allegiance**

Lynn Hohensee led the pledge of allegiance.

**4. Roll Call**

Tim Dougherty conducted a roll call. The following persons were present:

Dick Kennison  
Tim Dougherty  
Trey Case  
Jennifer Mabou

Also present were Oliver Schrumppf, Joanne Coleman, Chuck Stutes, and Port Director Lynn Hohensee.

**5. Approval of minutes of the October 3, 2023 regular monthly**

A motion was made by Tim Dougherty to approve the minutes of the October 3, 2023 regular monthly meeting, 2nd by Jennifer Mabou. No opposition. Motion carried.

**6. Amendments, additions, and deletions to the proposed agenda**

Dick Kennison stated that Item 10 needed to be amended to Change Order No. 8 on Star Building, not Change Order No. 7. He also stated that Item 11 would be deleted from the agenda.

A motion was made by Jennifer Mabou to accept the amended agenda, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**7. Discuss/Take Action on Policy LA ACT 393-Changes to Open Meetings Law**

Darla Perry stated that the legislative auditor made a few changes to the Open Meetings Law regarding public requests for a video or teleconference of a meeting. Darla reviewed policy options for the board to adopt.

After a brief discussion, a motion was made by Tim Dougherty to approve the Open Meetings Policy, as presented, in connection with Policy LA ACT 393, 2<sup>nd</sup> by Trey Case. No opposition. Motion carried.

**8. Discuss/Take Action on Adopting an Official Journal of West Calcasieu Port (LLA)**

Darla Perry stated that according to a change in Louisiana Revised Statutes ACT 178's regulations, the port needs to adopt an official journal of the West Calcasieu Airport.

After a brief discussion, Jennifer Mabou made a motion to adopt the Lake Charles American Press as the official journal of West Calcasieu Port, 2nd by Trey Case. No opposition. Motion carried.

**9. Discuss and award West Barge Basin Dredging including Award Resolution and Resolution Confirming conformance to Public Bid Law**

Chuck Stutes reported that on October 12 they received three bids for the West Barge Basin dredging project. The low bid was Coastal Dredging Company, Inc. for \$2,799,248. The project estimate was \$1,643,000. Mobilization and retaining levees were the items with the largest increase.

Last time the contractor was able to bore and use materials from on site. That would account for 1/3 of the increase, but the rest is just inflation. Recommendation is that the contract be awarded to Coastal Dredging Company, Inc.

After a brief discussion, a motion was made by Trey Case to award the West Barge Basin Dredging project to Coastal Dredging Company, Inc. for \$2,799,248, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

A motion was made by Jennifer Mabou to approve a Resolution Certifying Compliance with the Public Bid Laws on the West Barge Basin Dredging Project, 2<sup>nd</sup> by Trey Case. No opposition. Motion carried.

**10. Discuss and approve the following change orders:**  
**Approval of Change Order No. 1 on bulkhead and Crane Pad**  
**Approval of Change Order No. 2 on bulkhead and Crane Pad**  
**Approval of Change Order No. 8 on Star Building**

Chuck Stutes stated that Change Order No. 1 on bulkhead and crane pad was to reroute existing Entergy electrical power feeder to avoid conflict with proposed construction for an increase of \$10,121.26.

A motion was made by Trey Case to approve Change Order No. 1 on bulkhead and crane pad for \$10,121.26, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

Chuck Stutes stated that Change Order No. 2 on bulkhead and crane pad was to cover the additional cost for steel sheet piling due to material cost increase subsequent to bid date for an increase of \$101,963.93.

After a brief discussion, a motion was made by Tim Dougherty to approve Change Order No. 2 on Bulkhead and Crane Pad for an increase of \$101,963.93, 2<sup>nd</sup> by Jennifer Mabou. No opposition. Motion carried.

Chuck Stutes stated that Change Order No. 8, on Star Building was to replace three (3) sprinkler heads on the spray lines for the existing sewer system for an increase of \$613.95.

After a brief discussion, a motion was made by Jennifer Mabou to approve Change Order No. 8 on Star Building for an increase of \$613.95, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

**~~11. Discuss/ Take Action on Amendment #3 Tolunay Weng Engineers~~**

This item was deleted from the agenda.

**12. Discuss/Take Action on resolution to request CPPJ funding assistance on Dredging**

No action needed at this time.

**13. Review any recommended actions or proceed with Capital Improvements including any change orders or pay applications needed. Discuss and take action on Change Order/Pay Application authorization/execution by Board President or Port Director**

No action needed at this time.

**14. Committee Reports**

There were no committee reports at this time.

**15. Port Director Report: Announcements/Reports (Legal, Financial, Engineer)**

- a. **Port Director:** Port Director Lynn Hohensee reported that they are continuing to work on right of way and easement communications with the pipeline company. He doesn't foresee any problems, but wants to make sure the port attorney reviews everything.

Since the overhead crane cannot be salvaged, it will be demolished with the VLS building.

He also reported that Maritime Insurance has reached out regarding blanket coverage for the port that might mean an insurance rate reduction.

- b. **Legal:** Oliver Schrupf reported that he will be looking at documents on the pipeline and will report once he has finished.
- c. **Engineer:** Chuck Stutes reported that they will be doing a formal substantial completion walkthrough on the STAR building tomorrow.

The dredging at the West Barge Basin contract should be awarded and under contract in December.

The bulkhead and crane pad project is progressing well; close to 75% complete. They have made the first pour on the crane pad.

They are waiting on FEMA to give the green light to go out for bids on the demolition of the old VLS building and construction of the new VLS building.

- d. **Financial:** Darla Perry reported that the port is running ahead on barge count with 12,838 days through September. Ramp revenue in September was \$1,600. In September the port took in \$1.9 million from the EDA on the bulkhead project, as well as \$18,469 on the VLS building from FEMA in addition to regular rental income. The port expended \$1.28 million for the month, leaving a positive cash flow of \$827,306.84.

She also stated that the FEMA and EDA project funds are coming in much quicker.

After a brief discussion, a motion was made by Tim Dougherty to accept the Port Director, Legal, Engineer, and Financial reports as presented, 2<sup>nd</sup> by Trey Case. No opposition. Motion carried.

**16. Public Comments**

There were no public comments at this time.

**17. Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:40 p.m.

  
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President

  
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Secretary