

West Calcasieu Port Board Meeting Minutes

December 4, 2012

I. Call to order

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:11 p.m. on December 4, 2012, at the offices of West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

II. Invocation

Lynn Hohensee led the invocation.

III. Pledge of Allegiance

Pledge led by Chuck Stutes and recited by all board members and guests.

IV. Roll call

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

- ✓ Tim Dougherty
- ✓ Dave Aguillard
- ✓ Dick Kennison

[NOTE: Board Member Wilmer Dugas was absent from the meeting.]

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Glen James, Darla Perry, Mayor Chris Duncan and Sheila Burton)

V. Approval of minutes of the November 6, 2012 regular monthly meeting

President Dick Kennison entertains a motion to approve the minutes as printed and presented to the Board. Dave Aguillard makes a motion to approve the November 6, 2012 regular monthly meeting minutes, 2nd by Tim Dougherty. No opposition. Motion carries.

VI. Amendments, additions and deletions to the proposed agenda

There were no amendments, additions, nor deletions to the proposed agenda.

VII. Board to discuss and take action on the Operated Entrance Gate – Substantial Completion forms, payment to contractor, and reimbursement by grant

Chuck Stutes reported that the entrance gate is now complete. There was a meeting a week ago for an inspection and orientation on the gate. Chuck said Lynn Hohensee is presently getting a list of names together of tenants, Devall employees and board members to produce cards for the card reader at the gate. Chuck said the gate will only be closed from 6 p.m. until 6 a.m. Final inspection has been done, and Chuck is recommending that the project is substantially complete and is asking the Board for a resolution to accept the entrance gate project as substantially complete. Tim Dougherty makes a motion for a resolution to accept the entrance gate project as substantially complete, for payment to contractor and reimbursement by grant, 2nd by Dave Aguillard. No opposition. Motion carries.

Lynn stated that once Chuck gets the forms signed, Darla Perry can issue the payment to the vendor; and then the receipt from the vendor, along with the receipt for the cameras, can be given to Louis Hebert at the Sheriff's office to get the grant money out before the year end.

VIII. Presentation of the annual audit for the period ending June 30, 2012

Darla Perry reported that the annual audit is completed; and the Port received a clean opinion with no notations, no management disclosure notes. It has been presented and accepted by the Legislative Auditor, and Lynn Hohensee has a copy of it. Darla said she accidentally left the copies of the audit for the Board on her desk. Darla said the Board can accept the audit as presented by McMullen & Mancuso, and then she can mail out each of the copies to the Board. President Dick Kennison said he would like to hear an acceptance of the verbal presentation by Darla Perry based on McMullen & Mancuso's audit. Tim Dougherty makes a motion to accept the verbal presentation by Darla Perry of the audit conducted by McMullen & Mancuso, 2nd by Dave Aguillard. No opposition. Motion carries.

IX. Committee Reports

Lynn Hohensee gave an update for the tenant lease agreement committee. The committee met recently and is making substantial progress on the lease agreements with Devall, USES, and Tresco. The Devall lease may be delayed due to the death in their family, and the USES lease cannot be completed until the Devall lease is completed. There was a survey done for the Tresco lease; however, they surveyed the wrong piece of property. The survey company admitted their error and said they would redo the survey.

X. Port Director Report

[NOTE: The following report is a copy of the original sent out by Lynn Hohensee.]

Marketing/Business Development –

- The port continues to be in communication with a local commercial/industrial real estate firm that represents a Houston-based prospect who is interested in bringing a large manufacturing operation to the western area of Calcasieu Parish. Developments continue.
- Lease agreement has been finalized with Tressco, which is partially owned by ChemStar, Houston, Texas. A survey has been requested and conducted, and the final survey is the only element needed prior to the lease agreement being signed.
- Work continues on the development of a lease agreement extension for Devall Towing.
- A lease agreement with United States Environmental Services (USES), located in the Devall Warehouse, will be drawn up following the completion of the Devall lease agreement extension.
- Arranged/participated in meeting between Devall Enterprises and the VP-Workforce Development for the SWLA Economic Alliance – discussion focused on workforce needs/potential for Southwest Louisiana.

Port Operations –

- Construction activities associated with the west barge basin expansion project are wrapping up. The Apollo Environmental office trailer was removed from the port in late November. The project is expected to be completed in early-mid December. An Apollo workboat did take on water on Thanksgiving Day, but the situation was corrected and the vessel is operational.
- The port engineer is working with Devall Towing to identify a contractor for the installation of a new barge-loading ramp (est. \$450,000) to replace the old ramp.
- The port's bonding effort has moved forward with the assistance of Bonding Attorney Jay Delafield. Funding is needed to upgrade critical infrastructure at the port.
- A presentation was made to the Calcasieu Parish Police Jury's budget committee on Nov. 15 as the port seeks CPPJ funding support (\$248,700) for the construction of 700 feet of new roadway at the port to support a new barge-loading ramp.
- Orion Marine Group continues to make excellent progress on the waterfront upgrades (including bulkheading) along the GIWW at the port.
- An orientation meeting was held with port tenants for the new security gate at the entrance to the port. The contractor reviewed the gate operation and provided information on the use of keycards. Construction of the new security gate was completed in November. It includes a remote controlled gate opening/closing system that will be operated from the Devall Towing security tower as well as a keycard system. The gate will be closed from 6 p.m. to 6 a.m., as well as on weekends and holidays.
- The port is identifying local construction contractors for the design/installation of restroom and kitchen facilities in the Devall Warehouse.
- Discussion continues between USES, the port and a local marine construction company re: installation of pilings along the stressed bulkhead near the existing loading ramp.
- Design work continues for the installation of new port signage.

Professional Organizations & Networking –

6. The WCP director represented the port at:
 - a. Ports Assn. of La. Board meeting
 - b. Gulf Port Association of the Americas fall meeting
 - c. West Calcasieu Association of Commerce annual banquet (port board table)
 - d. Chamber/SWLA economic development alliance meeting
 - e. Chamber/SWLA gov't affairs/infrastructure meeting

- f. Chamber/SWLA business after hours
- g. PetroChem meeting
- h. Workforce Investment Board – Exec. Committee meeting
- i. BV board meeting

News Media & Community Relations–

- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities.

[NOTE: Darla stated that Alfred Devall approached her and said that the company that did the shoring up on the back side of the building came back 5 feet behind the bulkheading and put a post in concrete. Chuck said that is an auger cast; it's a boring for tying a rope. Chuck said it is to keep them from damaging the wall any further.]

XI. Announcements/Reports (Legal, Financial, Engineer)

LEGAL: There was no legal report.

FINANCIAL: Darla Perry reported the Port took in \$51,261 in October. The new Devall rates have begun. The extraordinary item on the expenditures is the West Barge Basin payment to Apollo. The funding from the State did not come in until November. Barge days for October were 2,843. Ramp revenue for October was \$4,750. Darla said a CD matured, and the best interest rate she could get was .30. There was further discussion about the interest rates at various entities. Tim Dougherty makes a motion to accept the financials as presented, 2nd by Dave Aguillard. No opposition. Motion carries.

ENGINEER: Chuck Stutes passed around photos of progress on the west barge basin project. Chuck said they are very close to completion. They are through with all of the levee work and concrete revetment work. They are also finalizing the dredging and anticipate being through within 2 weeks. Chuck said there should be a substantial completion on the agenda for the next board meeting if everything goes as anticipated. Chuck stated the planting of the beneficial use area will need to be done in April.

On the ramp project, Chuck said they have worked out a preliminary layout on the road and sent that to the surveyors to do a topographic survey. Chuck said they started the survey yesterday and should finish today or tomorrow. Chuck said he contacted several potential barge ramp vendors. Chuck stated that since the barge ramp project is going to be basically private, the Devalls will be paying for it and will pick a vendor that they prefer to do the final design on the barge ramp. Chuck said he is not sure how long it will take them to actually design and fabricate the barge ramp.


Lynn asked Chuck if he had a name of a company that could do the bathroom/plumbing work in the building that will be leased by USES. Chuck said that since it is such a small project, the Port may have a hard time finding someone to do the job. There was further discussion about the bathroom/plumbing project. President Dick Kennison told Lynn he could give him some names of potential contractors that could do the job. Chuck said to just make sure the contractor is licensed and bonded.

XII. Public Comments

Tim Dougherty stated that Charles Boustany met with his union and company reps, and there was discussion about the importance of the local ports. Tim said Mr. Boustany supports our local ports and feels they are vital to our area.

XIII. Adjournment

President Dick Kennison entertains a motion to adjourn. Dave Aguillard makes a motion to adjourn, 2nd by Tim Dougherty. Meeting was adjourned at approximately 3:40 p.m.



President



Secretary