

West Calcasieu Port Board Meeting Minutes

7959 Alfred Devall Parkway, Sulphur, Louisiana 70665
March 5, 2024

1. Call to order

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:14 p.m. on March 5, 2024.

2. Invocation

Lynn Hohensee led the invocation.

3. Pledge of allegiance

Trey Case 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

Also present were Joanne Coleman, Darla Perry, Chuck Stutes, Oliver Schrupf and Port Director Lynn Hohensee.

5. Approval of minutes of the February 6, 2024 regular monthly

A motion was made by Trey Case to approve the minutes of the February 6, 2024 regular monthly meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

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

Trey Case made a motion to add Item 6a Award of VLS Construction Contract to the agenda, 2nd by Tim Dougherty.

6a. Award of VLS Office Building Construction Contract to Keiland Construction, LLC In

Trey Case made a motion to award the Construction Contract to Keiland Construction, LLC for the new VLS office building for the amount of their total base bid of \$2,997,000 contingent upon the consent of CSRS and FEMA, 2nd by Tim Dougherty. No opposition. Motion carried.

7. Review and approve external audit of West Calcasieu Port.

Darla Perry reported that Steve Derouen, CPA, completed the external audit and the port received a fair opinion with a clean report.

After a brief discussion, a motion was made by Trey Case to approve the external audit of West Calcasieu Port, 2nd by Tim Dougherty. No opposition. Motion carried.

8. Review and approve amended budget FYE 6/30/2024 West Calcasieu Port.

Darla Perry stated that the Miscellaneous Income, Grant Management, and Repairs & Maintenance items on the agenda needed to be amended.

After a brief discussion, a motion was made by Trey Case to approve the amended budget FYE 6/30/2024 West Calcasieu Port, 2nd by Tim Dougherty. No opposition. Motion carried.

9. **Discuss and approve pending lease agreement as recommended by Tenant Committee.**

No action was needed at this time.

10. **Review any recommended actions to 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 was needed at this time.

11. **Committee Reports**

There were no committee reports at this time.

12. **Port Director Report; Announcements/Reports (Legal, Financial, Engineer)**

a. **Port Director:** Port Director Lynn Hohensee stated that he had nothing to add to his written report at this time.

b. **Engineer:** Chuck Stutes reported that the bulkhead/crane pad project was going well. It is 88% complete and should be completed in April.

The West Barge Basin dredging contract was awarded, but hasn't started yet. They will be issuing a notice to proceed.

The next project that's coming is the dredging of the area in front of the bulkhead and crane pad which is a DOTD funded project. They are currently waiting on a revised hydrographic surveys on that area. Based on a conversation with the DOTD personnel, they have agreed to allow dredging of the East Barge Basin in the project already funded.

c. **Financial:** Darla Perry reported that July - January the port took in \$1,011,315 and expended \$895,379. The port is 1,502 ahead on barge days over last year. There was no ramp revenue for the month.

She also reported they are expecting \$900,000 from EDA this week.

d. **Legal:** There was no legal report at this time.

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

13. **Public Comments**

There were no public comments at this time.

14. **Adjournment**

President Dick Kennison adjourned the meeting at approximately 3:37 p.m.



President



Secretary