

West Calcasieu Port Board Meeting Minutes

April 2, 2013

I. Call to order

President Dick Kennison called to order the regular meeting of the West Calcasieu Port at approximately 3:00 p.m. on April 2, 2013, at the offices of West Calcasieu Port, 311 Gross Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by Scott Foreman 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
- ✓ Scott Foreman
- ✓ Wilmer Dugas
- ✓ Dick Kennison
- ✓ Dave Aguillard

(Others also present at the meeting were: Lynn Hohensee, Chuck Stutes, Glen James, Darla Perry, Steve Knight, Matt Allen and Sheila Burton)

V. Approval of minutes of the March 5, 2013 regular monthly meeting and March 20, 2013 special meeting

President Dick Kennison entertains a motion to approve the minutes of the regular monthly meeting as printed and presented to the Board. Wilmer Dugas makes a motion to approve the March 5, 2013 regular monthly meeting minutes, 2nd by Tim Dougherty.

Tim Dougherty makes a motion to amend V(a) in the minutes of the special meeting of March 20, 2013 to read as follows: "Resolution to authorize bank account for bonding funds." The motion was 2nd by Wilmer Dugas. President Dick Kennison entertains a motion to approve the minutes of the special monthly meeting as amended and presented to the Board. Wilmer Dugas makes a motion to approve the March 20, 2013 special monthly meeting minutes, 2nd by Tim Dougherty. No opposition. Motions carry.

VI. Amendments, additions and deletions to the proposed agenda

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

VII. Discussion of leases, actions if required – Glen James

Mr. James stated that as soon as President Dick Kennison signs the leases, they will be good to go. Darla said she needs a copy of the recorded lease with the recording signatures so she can send it to USES. Mr. James said he can do that.

VIII. Committee Reports

There were no committee reports at this time.

IX. Port Director Report

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

Marketing/Business Development –

- The port is actively marketing the Devall Diesel Building to local prospects.
- Lease agreements with United States Environmental Services and Tresco have been finalized and signed
- Lease agreement 20-year extension for the Devall Towing lease has been finalized and signed.
- Contact has been made with an international company interested in setting up an operation at the West Calcasieu Port.
- Marketing effort initiated to interest local LNG terminal company to consider the West Cal Port as a support site for planned expansion.
- Provided tour of the port to a local engineering/construction company.

Port Operations –

- Construction activities associated with the west barge basin expansion project are completed. Only vegetation planting in the newly created marshland is the only step that remains in the scope of action.
- The port engineer is working with Devall Towing and contractors to move forward on 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. First Federal will partner with the port on a \$1 million, 10-year bond. Funding is needed to improve critical infrastructure at the port.

- Pre-construction engineering and permitting efforts will begin for the construction of 700 feet of new roadway at the port to support a new barge-loading ramp.
- The new security gate remains out of operation pending the installation of a warranty part.
- A Homeland Security grant payment (\$18,600) that was applied to the costs associated with the installation of the security surveillance system and the new port gate/controls. The original grant was for \$24,800, but the federal government unilaterally applied a 25 percent “match” requirement, which reduced the net amount of the grant. The port has been notified that it will be required to provide documentation for a routine audit being conducted by Homeland Security.
- Contractor Stormy Martin and his plumbing subcontractor are nearly complete with the plumbing facilities installation at the Devall Warehouse building.
- Design/production work for the installation of new port signage is moving forward. Initial steps are to install the main sign inside the port gate, and the other two directional signs will be erected once all parish/state permitting is received.
- A local painting contractor has completed the sanding/painting of the metal support structures at the port entrance. A highly reflective paint was applied. The contractor also replaced ceiling tiles in the Devall Building.
- The port continues to support its tenants as they continue to work with parish officials to make sure that our wastewater mechanical systems are in compliance.

Professional Organizations & Networking –

6. The WCP director represented the port at:
 - a. Ports Assn. of La. Annual Conference/Board meeting
 - b. Regional ozone management meeting
 - c. Chamber/SWLA Gov’t Affairs/Infrastructure Committee
 - d. Chamber Legislative Luncheon Meeting
 - e. West Calcasieu Chamber of Commerce monthly meeting
 - f. Propeller Club meeting and fundraiser
 - g. Workforce Investment Board – Exec. Committee meeting
 - h. BV board meeting
 - i. Chamber breakfast meeting with Sen. David Vitter
 - j. Chamber/SWLA Business Expo Day; business after hours
 - k. Ad/Press Club meeting

News Media & Community Relations–

- Southwest Daily News featured the West Calcasieu Port in an article re: the port’s business growth and infrastructure upgrades.
- Presentation was made to the Moss Bluff Civic Club on the port.
- Ongoing media relations continue through the Lake Charles Ad/Press Club and other networking opportunities.
- The Ports Association of Louisiana featured a re-print of the SWD News article on a presentation made to the Sulphur Rotary Club.
- The port sponsored a team in the Propeller Club golf tourney that raises funds for scholarships for children of people employed in the local maritime industry.

[NOTE: At this time, Lynn introduces Steve Knight and Matt Allen from Tresco. Steve Knight announced to the board the lease has been signed and the first 2 months’ rent has been paid. Mr. Knight went over their plans for the work they will be doing at the port. He stated they have a local construction company that has given them a bid and is ready to do the work.

Tresco plans on having a central gate with a culvert in the middle of the 2 acres they are leasing along with fencing outlining the area. There will be 2 separate sets of berms inside

the fence. The front left corner of the property will be a portable office. Power will be coming in on the northeast corner with underground lines. Mr. Knight further explained how the berms will be set up. Mr. Knight reassured the Board that the tanks will be secured and hurricane proof and will be emptied and sealed in the case of a storm. Each tank will have its own electrical pump and will be explosive proof. Mr. Knight stated USES will be their onsite response team. There was further discussion about the berms. Darla Perry asked when construction would begin. Mr. Knight stated if the Board was okay with the plans, they could start next week. President Dick Kennison said it was okay for them to begin construction.]

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

LEGAL: There was no legal report.

FINANCIAL: Darla Perry reported the Port received a draw of 18,600 from the security grant, but it may have to be given back due to requirements that the Port was not made aware of. Darla said it was way more than what the amount was worth. The Port received \$4700 from FEMA funds due to Hurricane Ike. Repairs and Maintenance were \$27,712 for the payment of the 3 iron maiden of the bulkhead. Darla reported the barge activity has been great with 90-100 barges per day. Ramp revenue for February was \$7050. Darla stated that insurance for the building is the only issue she is dealing with at the present time. They are holding off finalizing the lease with the Devalls until they find an insurer. There was further discussion about the insurance issue.

President Dick Kennison entertains a motion to accept the financials as presented. Tim Dougherty makes a motion to accept the financials as presented, 2nd by Wilmer Dugas. No opposition. Motion carries.

ENGINEER: Chuck Stutes gave an update on the gate project. Chuck stated the parts that were damaged have been repaired. It has gone through a final check and is operational. Chuck said the contractor has delivered to his office the computer hardware, software, cards and instructions for the program. Chuck said a name needs to be programmed to each card. Chuck stated the cards should be ready by next week. Chuck said the guys at the guard shack for Devalls asked if the gate could operate with card in and free out due to the fact there may be work crews needing to get out at 3 a.m. that do not have a card. Chuck said there shouldn't be a problem in doing that. There was further discussion about the cards and how the gate will operate.

XI. Public Comments

Tim Dougherty thanked Glen James for all of his hard work on the leases. Tim also asked if Tresco needed a water line. Steve Knight said they will need water for emergency situations to be in operation. Lynn Hohensee stated he received a certified letter last week from the Parish regarding the waste water treatment system at Orion. Lynn said he faxed everything to Mark Boudreaux. Lynn said he will follow up with Orion to see if they have taken care of the issue since it is their responsibility according to the lease agreement.

XII. Adjournment

President Dick Kennison adjourned the meeting at approximately 3:28 p.m.



President



Secretary