

West Calcasieu Port Board Meeting Minutes

7959 Alfred Devall Parkway, Sulphur, Louisiana 70665
April 2, 2024

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 April 2, 2024.

2. Invocation

Jennifer Mabou led the invocation.

3. Pledge of allegiance

Oliver Schrupf led the pledge of allegiance.

4. Roll Call

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

Dick Kennison
Trey Case
Tim Dougherty
Jennifer Mabou

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

5. Approval of minutes of the March 5, 2024 regular monthly

A motion was made by Tim Dougherty to approve the minutes of the March 5, 2024 regular monthly meeting, 2nd by Trey Case. No opposition. Motion carried.

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

Trey Case made a motion to delete Item 7 and add as the updated Item 7: Review and approve proposed leases, 2nd by Jennifer Mabou. No opposition. Motion carried.

7. Review and approve proposed leases.

Darla Perry reported that there was a proposed short-term lease with Entact for the rest of April for \$5,000 for a parking area.

The second lease is with LA Storage for approximately 9 acres for a laydown yard and they additionally want to negotiate for the bulkhead and crane pad for offloading, most likely for at least two years. The proposed lease amount is \$2,500 per acre per month until they put the first piece of equipment, then \$3,500 per acre per month.

After a brief discussion, a motion was made by Jennifer Mabou giving Dick Kennison the authority to execute the leases, once approved by the tenant committee, 2nd by Trey Case. No opposition. Motion carried.

8. Review and approve CSRS EDA contract amendment once approved by tenant committee.

Darla Perry recommended, and the tenant committee approved, extending the CSRS EDA contract to an hourly as-needed basis.

A motion was made by Tim Dougherty to accept the CSRS EDA contract extension as negotiated, 2nd by Trey Case. No opposition. Motion carried.

9. **Discuss and approve: Federal FY25 Community Project Funding (CPF) Grant Application to be sent to Congressman Higgins Office.**

Chuck Stutes stated that he was contacted by Congressman Higgins' office regarding the Community Project Funding grant application due by April 5.

Jennifer Mabou made a motion for a resolution giving Chuck Stutes the authority to submit a Community Grant Project Funding Grant Application on behalf of the West Calcasieu Port, 2nd by Trey Case. No opposition. Motion carried.

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 was working with the contractor to see if they could get a patch on the 3" water line that was severed to get it back in operation.

He stated he was in Baton Rouge for a joint House and Senate Transportation Committee dinner meeting sponsored by the Port Association of Louisiana.

- b. **Legal:** Oliver Schrupf reported that they were working on leases.

- c. **Engineer:** Chuck Stutes reported that the prep work for the West Barge Basin dredging has begun, which includes mowing the levee and building a ramp to allow access for his equipment.

The bulkhead and crane pad has been under construction for several months now. All the piles are in the ground and they have poured the last bit of concrete. They still need to freshen up the dirt work to cap off the area, then they will place limestone. It's possible that by the next meeting they will have a substantial completion.

They started a hydrographic survey of the east barge basin and area in front of the crane pad, but were not able to finish. They should be able to complete next week to submit to the EDA.

The VLS project was bid and awarded. The contractor has all the documents to execute and get his insurance and bonds to be submitted to FEMA. The demolition of the old VLS building is not quite empty. When it is, the documents are ready to receive quotes.

- d. **Financial:** Darla Perry reported that in February the port took in \$121,730 and expended \$171,718. The port is 2,184 ahead on barge days over last year. There was \$1,600 ramp revenue for the month, YTD is \$2,800 over last year.

After a brief discussion, a motion was made by Tim Dougherty to accept the Port Director, Financial, Engineer, and Legal reports as presented, 2nd by Jennifer Mabou. 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 3:35 p.m.



President



Secretary