

WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

JULY 2, 2019

6:00 P.M.

The meeting was called to order by Mr. Wilson Terry, President of the Port Commission. Mr. Terry led in the Pledge of Allegiance. Ms. Donna Lanceslin gave the Invocation. A roll call resulted in the following:

Present:

Absent:

Calvin Deshotel
Donna Lanceslin
Ralph Longman
Greg Paul
Willie Peters
Joe Phillips
Murphy Pontiff
Joseph Tabb
Wilson Terry

Also present at the meeting were: Ms. Marguerite Robinson of Teche Talk, Mr. Casey Collier of the Franklin Banner, Mr. Alan Taylor of Kolder, Slaven & Company, LLC, Mr. Eric Duplantis, Port Attorney, Mr. Reid Miller of Miller Engineers and Associates, Mr. David Allain, Executive Director and Ms. Rebecca Pellerin, Office Manager of the Port Commission.

A motion was made by Mr. Tabb to dispense with the reading of the June 4, 2019 meeting minutes and to accept them as presented. The motion was seconded by Mr. Longman. Mr. Terry asked if there was any discussion or opposition. There was none. The motion carried unanimously.

Mr. Terry asked for any public comment - there was none.

Mr. Alan Taylor, CPA with Kolder, Slaven and Company presented the Audit Report for the year ended December 31, 2018. Mr. Taylor reported that once again, the Port Commission received an Unmodified Opinion, which is the best opinion that CPA's can give. He reported that there were no significant findings that warrant response or corrected action on the part of the Port Commission. He added that the Port is in a very strong financial position.

Mr. Taylor also explained the Statewide Agreed Upon Procedures report required by the Louisiana State Legislative Auditor. This report was devised with a number of target areas that are set forth with specific procedures that Auditors utilize when performing audits on political subdivisions. He further explained that Written Policy and Procedure Manuals are required and noted that the Port Commission does have certain policies in place but does not have an actual manual. He reported that the Port Commission staff is in the process of compiling this manual. He commended the Port Staff for maintaining and supplying him and his staff with all documents and information as requested. A motion was made by Mr. Tabb to accept the Audit as presented. The motion was seconded by Ms.

Lanceslin. Mr. Terry asked if there was any discussion or opposition. There was none. The motion carried unanimously.

Mr. Allain presented the Commissioners with a mid-year budget update. He reported that two budget items on the Expense side were slightly over, the Audit expense and the Ports Association of Louisiana sponsorship. On the Revenue side of the budget, Advalorem collections were higher than budgeted, Interest on Accounts is substantially higher and all lease accounts are current. Mr. Allain requested that the Commissioners look over the budget update and to contact him with questions or comments. Mr. Terry asked if there were any questions on the budget update as presented. There were none.

With reference to the Baldwin Campus (old Superior facility), efforts to secure the facility are moving along well. Mr. Allain also reported that he is meeting with representatives of two different companies seriously interested in leasing this facility. He will report on the outcome of those meetings at the August Port Commission meeting.

Regarding the Industrial Park, Mr. Allain reported that he and Mr. Duplantis, are working on a Right of Way Agreement between the Port and the St. Mary Water and Sewer Commission #4. He also said that someone with CLECO contacted him to advise that they are building a new substation on their property and that the Port may have to move a portion of the water line servicing the Industrial Park. He said that he will report on this as he receives additional information from CLECO.

Mr. Allain reported on his efforts to drain sections of the Industrial Park. Using a map of the Industrial Park, he explained the drainage issues and what had been done to rectify the problems. He also reported that he requested that Mr. Miller prepare and distribute a request for quotations for the construction of a berm to assist with the drainage of the property. Several quotations were received and the lowest was \$3,600.00. Discussion followed. A motion was made by Mr. Deshotel to accept the quotation of \$3,600.00 and to enter into a contract to have the berm constructed. The motion was seconded by Mr. Pontiff. Mr. Terry asked if there was any discussion or opposition. There was none. The motion carried unanimously.

Mr. Allain reported that Phase III (Crane and Fencing) of the LA DOTD Port Priority Project has been completed, inspected and approved. A motion was made by Mr. Paul to pay the final payment request (Pay Request No. 5) to the contractor in the amount of \$34,641.32. The motion was seconded by Mr. Deshotel. Mr. Terry asked if there was any discussion or opposition. There was none. The motion carried unanimously.

A motion was made by Mr. Peters to adopt a Resolution of Respect in honor of Mr. Alden J. Heaphy, Jr., the father of Ports Association of Louisiana President and Executive Director Drew Heaphy of the St. Bernard Port Commission who passed away recently. The motion was seconded by Ms. Lanceslin. Mr. Terry asked if there was any discussion or opposition. There was none. The motion carried unanimously.

Mr. Duplantis reminded the Commission that their online Ethics Training must be completed by the end of the year.

Regarding the LA DOTD Port Priority Project at the Port, Phase IV - Bulk heading, Mr. Miller stated that at last month's meeting a Change Order was executed to stay within the budgeted amount of DOTD funds and to extend the bulkhead an additional five feet. Also a part of the project that was taken out

early on because it was anticipated that it would be above the budget, was limestone surfacing the DLS site and to also include some additional parking. Approval was granted by the Department of Transportation and Development to include the two changes in the project. The final Change Order was within the budgeted amount and has been executed by the Contractor and approved by the Engineer and the Port.

Mr. Phillips thanked Mr. Allain for bringing him to the Industrial Park and explaining the drainage issues. Mr. Allain offered to do the same for any of the Commissioners regarding any of the Port's locations.

There being no further business to be discussed, a motion was made by Mr. Paul to adjourn the meeting. The motion was seconded by Mr. Longman. Mr. Terry asked if there was any discussion or opposition. There was none. The motion carried unanimously and the meeting adjourned at 6:25 p.m.

Signed 
Lennel G. Paul, Secretary