WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

JULY 5, 2011

6:00 P.M.

The meeting was called to order by Mr. Ralph Longman, Secretary/Treasurer of the Port Commission. Mr. Stevens led in the Pledge of Allegiance. A roll call resulted in the following:

Present: Absent:

Ralph Longman Tad Blevins

Greg Paul Calvin Deshotel

John Lockett Phil Bell

Willie Peters

Wayne Stevens

Wilson Terry

Also present at the meeting were Ms. Marguerite Robinson of Teche Talk, Mr. Frank Fink - St. Mary Parish Office of Economic Development, Mr. Sam Jones - Louisiana State Representative, Mr. Daniel Edgar of St. Mary Seafood, Mr. Alan Taylor of Kolder, Champagne, Slaven and Company, Mr. Eric Duplantis, Port Attorney, Mr. David Allain, and Ms. Rebecca Pellerin, Office Manager of the Port Commission.

A motion was made by Mr. Peters to dispense with the reading of the June 7, 2011 meeting minutes and to accept the same. The motion was seconded by Mr. Stevens and carried unanimously.

A motion was made by Mr. Lockett to go into Public Session and to ask if anyone had any comments. The motion was seconded by Mr. Terry and carried unanimously. Representative Sam Jones spoke to the Commission about money for projects being available through Port Priority Trust Funds and that the Port may qualify for funding. Discussion followed. Mr. Jones encouraged the Port Commission to start some kind of infrastructure and reported that there is $2.2 million in the Capital Outlay Budget for the development of the 100 acres of property on the Charenton Canal. His concern was if the Port does not start using that money, it may be taken back and used in another area. He suggested that the Port could possibly put in a public dock on the property.

Mr. Jones was also attending the Port Commission meeting in support of Mr. Daniel Edgar’s proposal to construct a bait processing plant near the Port site. Mr. Edgar explained the dire need for such a facility and that three or four years ago ABC Bait Company in Amelia, Louisiana was the last bait dealer in the Gulf of Mexico for all of the Gulf States. He further explained that at this time 100% of all bait purchased in Louisiana comes from the East Coast of the United States. There is a little bit of domestic bait from Louisiana. Mr. Edgar reported that Louisiana Department of Wildlife and Fisheries gave him $1 million to help develop this bait industry. There are several states that have been closed for fishing bait. Mr. Edgar reported that bait is needed for crawfish ponds and for crabbing and without it, Louisiana’s seafood industry would suffer greatly and would cause a ripple effect in other businesses in the area. Mr. Edgar is negotiating with someone for a fishing boat and also has plans for the infrastructure needed to supply Louisiana with bait and is in need of approximately $2 million in additional funding for the infrastructure. Mr. Edgar said the proposed facility would employ 40-50 people and stressed that if Louisiana does not have access to bait, several businesses would be affected adversely. Mr. Edgar asked for support and assistance from the Port Commission and thanked the Commissioners for their time and offered to meet with them at any time to discuss his business plan.

Mr. Longman asked if there were any additional public comments. There being no additional public comments, a motion was made by Mr. Terry to go back into regular session. The motion was seconded by Mr. Stevens and carried unanimously.

Mr. Alan Taylor of Kolder, Champagne, Slaven and Company presented the Commissioners with a draft of the Annual Audit of the Port of West St. Mary performed recently by his company. Mr. Taylor reported that everything is good and that an Unqualified Opinion, which is a good opinion will be issued for the Port Commission. Mr. Taylor reported that the Port is in a very good financial position with assets of $14 million. The lease rentals are up and the agricultural leases have produced more revenues than in past years. The expenditure side of the port’s financial position is flat. Mr. Taylor reported that the final draft of the Annual Audit report will be available for next month’s meeting and asked for any questions or comments regarding the audit report presented. Acceptance of the Annual Audit Report will be voted on at next month’s Port Commission meeting.

Under the Executive Director’s report, Mr. Allain gave the following report: all of the barges belonging to Garber Brothers and Inland Barges have been moved out of the Port’s canal and the companies have been invoiced for dock rental. Six more barges that are working for D & L Salvage have moved into the Port Channel and will be invoiced for dock rental.

Mr. Allain reported that he is in the process of negotiating with two potential tenants interested in Port property and he requested that Mr. Longman appoint a committee to review proposed leases and to make decisions regarding the potential tenants. Mr. Longman appointed Mr. Peters, Mr. Stevens, and Mr. Paul. Mr. Blevins will sit on the Committee as President of the Commission. A motion was made by Mr. Terry to accept the appointment of the Committee by Mr. Longman. The motion was seconded by Mr. Lockett and carried unanimously. Mr. Allain said the Committee members would be contacted to schedule a Committee meeting in the near future.

Mr. Allain reported that the building currently occupied by National Oilwell Varco is in need of repair. The purlings on the transit shed are rotten and deteriorated. Mr. Allain presented photographs of the purlings to the Commission and it was decided that repair to the building would be postponed until later in the year and that he would secure bids for the repair sometime in August.

Mr. Allain reported on the tower for Gulf Coast Broad Band. Mr. Reid Miller of Miller Engineers has completed the drawings for the cement base of the tower. Mr. Miller was not in attendance at the Port Commission meeting.

Mr. Allain reported that the Louisiana Department of Health and Hospitals, Office of Public Health will perform a Sanitary Survey of the Port’s water plant on Thursday, July 7th. Mr. Allain has been informed by DHH that several items are needed at the water plant – scuba gear and a chlorine kit. Both items have been ordered.

Mr. Allain reported that the Salary Committee met recently to discuss salary increases for the

Port Commission staff. Members of that committee are Mr. Longman, Mr. Deshotel, Mr. Terry and Mr. Blevins. Mr. Allain reported that on a two to one vote, the Committee recommends raising the Receptionist/Secretary’s salary $2.00 per hour and the Office Manager’s salary $4.20 per hour. Mr. Terry motioned to accept the recommendation of the Committee and to adjust the budget to accommodate the changes. The motion was seconded by Mr. Stevens. Mr. Peters stated that he had questions. Mr. Peters said that he heard that there was another fund that the employees are paid besides salaries. Mr. Allain explained that the Office Manager performs janitorial duties after hours and is paid separately for those duties. Mr. Peters questioned the work times of the employees and was told by Mr. Allain that the office is open from 8:30 a.m. until 4:30 p.m. and the office is open during the lunch hour and someone occupies the office during the lunch hour. Mr. Peters questioned the amount of pay for janitorial duties and was informed that it was $400 per month. Mr. Peters said he was not in favor of increasing the Office Manager’s salary in that amount. Mr. Terry added to his motion to have the increase in salaries effective July 5, 2011. The motion passed with Mr. Peters abstaining.

A motion was made by Mr. Terry to issue letters of no objection to those requesting 404 permit applications. The motion was seconded by Mr. Stevens and carried unanimously.

A motion was made by Mr. Stevens to expand the agenda. The motion was seconded by Mr. Terry and carried unanimously. A motion was made by Mr. Stevens to adopt a Resolution of Respect in honor of Mr. Bob Miller who passed away recently. Mr. Miller is the father of Glenn Miller and the grandfather of Reid Miller, engineers for the Port Commission. The motion was seconded by Mr. Peters and carried unanimously.

A motion was made by Mr. Stevens to go back into regular session. The motion was seconded by Mr. Peters and carried unanimously.

There being no further business to be discussed, a motion was made by Mr. Stevens to adjourn the meeting. The motion was seconded by Mr. Lockett and carried unanimously. The meeting adjourned at 6:50 p.m.

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ralph Longman, Secretary