

WEST ST. MARY PARISH PORT, HARBOR AND TERMINAL DISTRICT

MEETING MINUTES

NOVEMBER 12, 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. Mrs. Lanceslin gave the Invocation. A roll call resulted in the following:

Present:

Calvin Deshotel  
Donna Lanceslin  
Greg Paul  
Joseph Phillips  
Murphy Pontiff  
Wilson Terry

Absent:

Ralph Longman  
Willie Peters  
Joseph Tabb

Also present at the meeting were Ms. Marguerite Robinson of Teche Talk, Mr. Casey Collier of the Franklin Banner, Mr. Eric Duplantis, Port Attorney, Mr. Nicholas Molaison of Miller Engineers, Mr. David Allain, Executive Director, Ms. Benita Prevost, Secretary and Ms. Rebecca Pellerin, Office Manager of the Port Commission.

A motion was made by Mr. Paul to dispense with the reading of the October 1, 2019 meeting minutes and to accept them 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. Terry asked if there was any public comment - there was none.

Mr. Allain reported on the proposed Port Employee and Operations Policy Manual. He explained that several months ago, a draft copy was presented to the Commission and Mr. Duplantis for review. Comments and recommendations for corrections were made by the Commission and Mr. Duplantis - those changes have been made. A motion was made by Mr. Paul to approve the Policy Manual as presented. 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 proposed that the Port's Secretary/Receptionist position be designated to a Part-Time position. Mr. Paul made a motion to designate the Secretary/Receptionist position to Part-Time. 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 on the CLECO Power, LLC waterline servitude - it was decided that the waterline would be left in its current location and that CLECO would deal with it as they build their substation.

The Port would not be able to use the current water line and is working with CLECO for a right-of-way servitude that would not impede their substation.

A motion was made by Mr. Deshotel to approve a Memorandum of Understanding with FEMA to continue the process of filing a claim for damages caused by Hurricane Barry to the Port's rail spur at the Port, the Superior building and buildings at the Port. Mr. Duplantis has reviewed the MOU and has approved the Port's participation. 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 proposed the following budget amendments to the Port's 2019 Budget: Audit - increase by \$3,000, the Water System - increase by \$10,000, Computer - increase by \$1,700, Ports Association of Louisiana Conference Sponsorship - increase by \$2,500. Mr. Allain proposed to increase the Building and Facilities Maintenance category by \$105,728 - he explained repairs that were approved previously to the Superior building - air conditioning repair, ground maintenance, service charges, sheet metal repair and security cameras. He further explained that additional repairs and improvements are needed to the building including electrical-LED lighting on the exterior of the building, repair to the roof and repairs to the doors. Mr. Allain explained that in the 2019 budget there were no budget items for maintenance and repairs for the Baldwin Campus (old Superior facility) as it was being leased and the tenant was responsible for all repairs and maintenance of the building. In the 2020 budget, he has separated the three different locations for maintenance of the facilities. A motion was made by Ms. Lanceslin to approve the proposed amendments to the 2019 budget. The motion was seconded by Mr. Paul. Mr. Terry asked if there were any discussion or opposition. There was none. The motion carried unanimously.

Mr. Allain presented the proposed 2020 Budget to the Commission. He reported that minor changes were made to the budget including adding a Baldwin Facility Maintenance line item in the amount of \$30,000 which will include ground maintenance and utility costs until the facility is leased. He asked the Commission review the proposed budget and to contact him with any questions or comments. He noted slight increases in insurances, rail maintenance, and retirement. On the revenue side of the budget, several of the budget items for 2019, exceeded what was anticipated especially in the Interest Earned and Ivanhoe Lease budget items.

Mr. Allain reported that the Louisiana DOTD Port Priority State Project No. H.013325 is in the final phase and is nearing being closed. The following items were approved:

A motion was made by Mr. Deshotel to approve Change Order #2 in the amount of \$857.46 (over run) on Phase IV of the Project. 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. Paul to approve a Resolution of Project Acceptance. The motion was seconded by Mr. Phillips. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously.

A motion was made by Ms. Lanceslin to approve the Certificate of Substantial Completion. The motion was seconded by Mr. Paul. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously.

A motion was made by Mr. Phillips to approve Contractor's Request for Payment #3 to FRP Construction in the amount of \$59,860.99. The motion was seconded by Mr. Paul. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously.

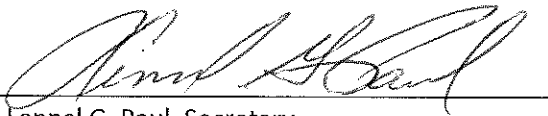
A motion was made by Mr. Paul to approve Miller Engineer's pay request #8 in the amount of \$2,072.39. The motion was seconded by Mr. Deshotel. Mr. Terry asked if there was any discussion or opposition - there was none. The motion carried unanimously.

Mr. Duplantis reported that as he understands, all Port Commissioners have completed the required annual Ethics Training and Sexual Harassment Prevention Training.

Mr. Molaison reported that the Louisiana DOTD project is near completion and that the necessary documents have been submitted.

There being no further business to be discussed, a motion was made by Mr. Paul to adjourn the meeting. The motion was seconded by Ms. Lanceslin. 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

A handwritten signature in cursive script, appearing to read "Lennel G. Paul", is written over a horizontal line.

Lennel G. Paul, Secretary