

**SOUTH TANGIPAHOA PARISH PORT COMMISSION
REGULAR MEETING**

**WEDNESDAY, FEBRUARY 8, 2023 9:00AM
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the Regular Meeting to order Wednesday, February 8, 2023 at 9:00AM. Meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

Administrative Assistant Robyn Pusey gave the invocation. Commissioner William Sims led the group with the Pledge of Allegiance.

Commissioners Present: Daryl Ferrara, William "Bill" Joubert, Tina Roper, Jimmy Schliegelmeyer, Jr., Timothy DePaula, and William Sims.

Commissioners Absent: None

President Ferrara welcomed the attendees. Others Present: Patrick Dufresne, Executive Director; Robyn Pusey, Administrative Assistant, Andre Coudrain, Cashe Coudrain & Bass; Lee Barends, ITL Accounting; Dwight Williams, Ponchartrain Conservancy; Richard Meek, Staff Writer Hammond Daily Star, Chris Coombs, SELU, Hammond, LA

Visitors were introduced and welcomed.

APPROVAL OF AGENDA/MINUTES

It was moved by Commissioner Joubert. and seconded by Commissioner Schliegelmeyer, Jr., that the South Tangipahoa Parish Port Commission approve the Meeting Agenda for February 8, 2023, as presented. Motion passed. Yeas: 6 Ferrara, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

President Ferrara announced that the minutes of the regular meeting on January 10, 2023, had been sent to the Commissioners by email prior to the meeting for review, and a copy of the minutes had been placed in the meeting folders. A motion was made by Commissioner Roper and seconded by Commissioner Schliegelmeyer, Jr. to adopt/approve the minutes from the regular meeting on January 10, 2023. Commissioner Joubert discovered an error in the minutes on item #6, Employee Evaluation Update. He said that the 4% raise given to the Executive Director was based on raises given last year by the State of Louisiana - not the State of Louisiana Civil Service as typed in the minutes and asked that "Civil Service" be removed. A motion was made by Commissioner Roper and seconded by Commissioner Schliegelmeyer, Jr., to accept the corrections as requested by Commissioner Joubert and adopt/approve the minutes of January 10, 2023. Motion passed. Yeas: 6 Ferrara, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

Before moving on to the Treasurer's Report, President Ferrara announced that Commissioner Wes Daniels, II had resigned from the Commission, stating that Mr. Daniels had "other aspirations at this time." Executive Director Patrick Dufresne stated that "we are doing diligence to find another Commissioner" and a letter had been created to obtain nominations to replace Commissioner Daniels.

TREASURER'S REPORT

The financial reports for the period ending January 31, 2023, were emailed to the Commissioners prior to the meeting by Ms. Lee Barends with ITL Accounting for their review and a copy was placed in the Commissioners meeting folders. Commissioner/Treasurer Schliegmeyer, Jr. told the Commissioners that the interest income for January, 2023 was \$451.10, the rental income was \$118,254.04 and the rail car storage/activity was \$12,650.00. He said that the net income for the month was \$103,167.10. Under expenses, Port accountant, Lee Barends pointed out to the Commissioners that the insurance for the employees had been separated from the insurance expense for the port. Several Commissioners agreed that they liked the new format. Commissioner/Treasurer Schliegmeyer, Jr., said that the total expenses for the month was \$28,489.92.

It was moved by Commissioner DePaula and seconded by Commissioner Joubert that the Commission accept/approve the financials for the month ending January 31, 2023. Motion passed. Yeas: 6 Ferrara, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

OLD BUSINESS

1. LA DOTD Port Priority State H. 011927 – Transload Improvements - update

Patrick Dufresne, Executive Director advised the Commissioners that work had begun on the LA DOTD Transload Improvements projects, primarily the truck crossing and the truck scale. He said he was hopeful that paving of the truck crossing would start the next week depending on weather conditions, and that “things are progressing well.” He also told the Commissioners that the first invoice for the project should be received by the next meeting. Commissioner Sims asked how long the project will last, and Mr. Dufresne answered 120 days.

2. Hurricane Ida Damage Repair - update

Patrick Dufresne, Executive Director informed the Commissioners that the Warehouse Building #2 project was currently being advertised in the newspaper (Ponchatoula Times, Daily Star, The Advocate in Baton Rouge and New Orleans) and online at the Central Auction House website. Mr. Dufresne said that a pre-bid meeting was scheduled at the port on February 16, 2023, and the bid opening would be on March 6, 2023. He said the plan would be to have the bids reviewable for the STPPC meeting on March 8, 2023. Mr. Dufresne also stated that after discussion with the ports engineer, it was decided to add the roof panel replacement as an alternate. Mr. Dufresne continued, advising the Commissioners that the roof replacement project on building #3 was proceeding despite weather delays, and that A-Lert Roof Systems had people working on the weekends to “catch up” with the roof replacement. The first invoice of that project was received and will be reviewed today for approval.

3. Prospective Tenant(s) - update

a) Resolution

Patrick Dufresne, Executive Director reminded the Commissioners that last month local company Bip and Son's Services, LLC, requested to use the dock at the port as needed for transloading operations as they had done once before in 2021. Port attorney, Andre Coudrain told the Commissioners that he had reviewed a copy of the original lease agreement from 2021 and said there would be no significant changes to the 2023 lease agreement, with the exception that the 24-hr. advance notice requirement for each transloading event had been changed to require a 72-hr. advance notice for each transloading event. A copy of the 2023 Lease Agreement with Bip and Son's, LLC was placed in the Commissioners meeting folders, along with a map of the area and dock location.

Commissioner DePaula asked the Executive Director if he knew what kind of equipment Bip and Son's would be using while utilizing the dock, concerned about the weight on the dock. Mr. Dufresne responded that equipment would be "on the light side" and would not interfere with Air Products at the South end of the port.

A resolution was introduced by Commissioner/Secretary Roper relative to the agreement with Bip and Son's, LLC:

At a Regular meeting of the South Tangipahoa Parish Port Commission held on Wednesday, February 8, 2023, the following resolution was introduced and unanimously adopted, to wit:

Moved by Commissioner DePaula, seconded by Commissioner Schliegmeyer, Jr., that the Commission authorize Patrick J. Dufresne, Executive Director to enter into an agreement with Bip and Son's, LLC for deck-barge trans-loading operations on an as needed basis with a minimum of seventy-two (72) hours prior notice before any transloading operations.

The port fee for the contractor agreement shall be \$500.00 per trans-loading event and \$100 port tariff fee per each additional day Lessee is docked at the Port Manchac terminal facility. The contractor agreement will be for a term of ten (10) months commencing on the effective date and ending on December 31, 2023.

Motion passed. Yeas: 6 Ferrara, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

4. **Invoice Payment Approval**

Commissioner/Treasurer Schliegmeyer, Jr. presented the current invoices for payment approval.

1. A-Lert Roof Systems (Centurion Industries)
Project - Port Manchac Warehouse Bldg. #3
Inv# 656207 Pay app - 1 Amount: \$115,070.40

2. Ragland, Aderman & Associates
Project 492022058
Inv# 492022058.BLDG2.2 Amount: \$32,063.35

3. Cashe Coudrain & Bass
Services rendered through January 31, 2022
Inv. #124438 Matter #4623-1 Amount: \$2,820.00

A question was asked if there were anyone who would inspect the work done by A-Lert Roof Systems. Port attorney, Andre Coudrain said the Commission can hire someone to do an inspection of the work. Commissioner DePaula suggested talking to the ports engineer, Jim Ragland. Commissioner Roper advised Mr. Dufresne to look at the contract before calling the engineer.

It was moved by Commissioner Roper and seconded by Commissioner DePaula that the Commission approve for payment the invoices presented by Commissioner/Treasurer Schliegelmeyer, Jr, for A-Lert Roof Systems, Ragland, Aderman & Associates, and Cashe Coudrain & Bass.

Motion passed. Yeas: 6 Ferrara, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

5. Employee Evaluation – update

President Ferrara said it was decided at the January 10, 2023, STPPC meeting that Executive Director Patrick Dufresne would receive a 4% raise retroactive to October 2022. Mr. Dufresne confirmed that he had received this raise on his last paycheck. Commissioner Roper said a scope of measurables is needed for this year's evaluation and suggested to the Commissioners they get together to try and prepare something for the next STPPC meeting. A brief discussion was had by the Commissioners in regard to scheduling a retreat in March. Port accountant, Lee Barends reminded the Commissioners that money had been allotted for a retreat in the 2023 budget.

6. Seismic Survey Permit – Addendum a) Resolution

Executive Director Patrick Dufresne told the Commissioners that the ports attorney, Andre Coudrain had reviewed the agreement with Exoduas, Inc. Mr. Dufresne said that Exoduas, Inc., offered to pay \$7,200.00 for a term of 6 months, ending in June 2023, and that the company will provide 24-hrs. notice before testing begins. He said that basically there is a censoring device that would be placed on the ground to monitor any ground movements. Commissioner Roper expressed concerns as to how the testing will impact the ground at the port. She stressed the importance of knowing what the results will be, saying "we have structures on our ground. It makes sense to know." Port attorney, Andre Coudrain said that a team from SLU and Air Products will be monitoring the results of the testing, and representatives of SLU and Air Products have stated the results will be examined and made publicly available. Commissioner Joubert said SLU/Turtle Cove Environmental Research will also be monitoring potential impacts to well water systems in the area.

A resolution was introduced by Commissioner/Secretary Roper relative to the agreement with Exoduas, Inc.:

At a Regular meeting of the South Tangipahoa Parish Port commission held on Wednesday, February 8, 2023, the following resolution was introduced and unanimously adopted, to wit:

Moved by Commissioner DePaula seconded by Commissioner Roper that the Commission authorize Patrick J. Dufresne, Executive Director to enter into an agreement with Exoduas, Inc., to conduct 3-D seismographic survey operations related to the project in Lake Maurepas at the Port Manchac inter-modal terminal. Exoduas, Inc., will provide twenty-four (24) hours advance notice before surveying and recording operations.

The permit fee for the contractor agreement will be \$7,200.00. The contractor agreement will be for a term of six (6) months commencing on the effective date and ending on June 18, 2023.

Motion passed. Yeas: 6 Ferrara, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

Executive Director, Patrick Dufresne told the Commissioners that Air Products would be installing fiber optics near the Crown Castle cell tower, and the fiber optics would remain after the Air Products project had been completed. He also told the Commissioners that Crown Castle had previously contacted him about the potential of adding 500 additional feet to the South end of their present location. A question was asked if this request would interfere with the current lease in that area (Air Products). Mr. Dufresne said he would know more once the (Air Products) operation starts.

NEW BUSINESS

1. Audit Engagement - Compliance Questionnaire for FY 2022

a) Resolution

Executive Director, Patrick Dufresne advised the Commission that the Compliance Questionnaire form starts the exchange of information process with the auditor. The form is sent to the auditor prior to starting the audit. He stated this is "something routine that is completed every February." A copy of the questionnaire had been provided to the Commissioners in their meeting folders. A resolution requiring a roll call vote was introduced by Secretary Roper:

WHEREAS, the South Tangipahoa Parish Commission as part of its financial and compliance audit as of December 31, 2022, and for the year then ended, is required to complete the Systems Survey and Compliance Questionnaire furnished by the Louisiana Legislative auditor, and,

WHEREAS, upon completion, the questionnaire must be presented to and adopted by the board of commissioners of the South Tangipahoa Parish Port Commission, by means of a formal resolution in an open meeting and,

WHEREAS, the completed questionnaire and a copy of its adoption must then be given to the auditor at the beginning of the audit. The auditor will, during the course of his attestation engagement, test the accuracy of the response in the questionnaire.

WHEREAS, this Systems Survey and Compliance questionnaire was reviewed and all questions answered by the Board of Commissioners of the South Tangipahoa Parish Port Commission.

THEREFORE BE IT RESOLVED that the South Tangipahoa Parish Port Commission hereby adopts this resolution on February 8, 2023 by the following roll call vote:

Yeas: 6 Ferrara, Joubert, Roper, Schliegmeyer, Jr, DePaula and Sims. Nays: 0 Absent: 0 Motion passed.

Remarks:

Patrick Dufresne, Executive Director, told the Commissioners that port tenant Bayou Signs had contacted him and offered two billboards to the port for a onetime fee of \$600 for each sign. He said Bayou Signs would create the marketing design and manage installation, and that the signs would remain in place until removed from natural wear and tear or act of nature. A discussion was had among the Commissioners to determine if signage was needed and if so, what the advertising would be. Commissioner/Vice President Joubert suggested offering this opportunity to the community for festivals

or tourism. Mr. Dufresne explained that the billboards would face traffic leaving Tangipahoa parish. It was suggested that the sign might say "Thank you for visiting Tangipahoa Parish." Mr. Dufresne said he would discuss options with Bayou Signs. A copy of the design will be sent to the Commissioners for review.

Commissioner/Vice President Joubert asked for a moment to recognize Chris Coombs, stating he is the new economic researcher at SLU who is replacing Herb Holloway. He said Mr. Coombs started about a month ago, that he is "fresh from LSU and can't wait to get into the community." Mr. Coombs introduced himself to the Commission.

Patrick Dufresne, Executive Director, thanked everyone for attending today and thanked the Commissioners for their continued support. Having no further business, a motion for adjournment was made by Commissioner Roper and seconded by Commissioner DePaula.

Motion passed. Yeas: 6 Ferrara, Joubert, Roper, Schliegelmeier, Jr., DePaula and Sims Nays: 0 Absent: 0

Meeting adjourned 10:00 am.

Tina Roper, Secretary STPPC

Daryl Ferrara, President STPPC