

**SOUTH TANGIPAHOA PARISH PORT COMMISSION
REGULAR MEETING**

**WEDNESDAY, MAY 10, 2023 9:00AM
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the Regular Meeting to order Wednesday, May 10, 2023 at 9:05AM. The 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 Schliegmeyer, Jr., Timothy DePaula, William Sims, Rhonda Sheridan

Commissioners Absent: None

President Ferrara welcomed and thanked the attendees. Commissioner Joubert introduced Dylan Sullivan, a newly hired consultant with the Southeastern University Business Center.

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, Hammond Daily Star.

APPROVAL OF AGENDA/MINUTES

It was moved by Commissioner DePaula and seconded by Commissioner Schliegmeyer, Jr. that the South Tangipahoa Parish Port Commission approve the Meeting Agenda for May 10, 2023, as presented. Motion passed. Yeas: 7 Ferrara, Joubert, Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 0

President Ferrara announced that the minutes of the regular meeting on April 12, 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 their meeting folders. A motion was made by Commissioner Joubert and seconded by Commissioner Roper to adopt/approve the minutes from the regular meeting on April 12, 2023. Motion passed. Yeas: 7 Ferrara, Joubert, Roper Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 0

TREASURER'S REPORT

Prior to the meeting today the financial reports for the period ending April 30, 2023, had been emailed to the Commissioners by Ms. Lee Barends with ITL Accounting for their review and a copy was placed in their meeting folders. Commissioner/Treasurer Schliegmeyer, Jr. told the Commissioners that the interest income for April 2023 was \$468.84, the rental income was \$118,050.00 and the rail car storage/activity was \$3,700.00. He said that the total revenues for the month of April were \$298,683.66 and said that the total expenses for the month were \$32,464.74. Reading from the balance sheet, he said the total assets were \$10,362,122.13. The general ledger was reviewed by the Commissioners. A question

was asked about the insurance entry. Lee Barends of ITL Accounting said that the two insurances were not combined and might appear under budget because we hadn't received the large annual insurance policy yet. She said once we have all the information, we will amend the budget and separate the insurances to appropriately allocate the employee insurance line item and the port insurance line item on the report to make it easier to manage and view. Commissioner Roper asked Ms. Barends if once the buildings and the roof have been completed, are we supposed to go back get a reassessment, and Ms. Barends said yes, possibly get a refund. President Ferrara asked Executive Director Patrick Dufresne if he had been in touch with Jackson Vaughn. Mr. Dufresne said representatives will come to the STPPC meeting next month.

After reviewing the general ledger, Commissioner/Treasurer Schliegmeyer, Jr. had a question about the lawncare service and asked if the bush-hog service was done on a regular basis. Mr. Dufresne said that it was done four or five months a year by another company. President Ferrara said to be clear, the bush-hog and the grass maintenance are two different things. Mr. Dufresne said that the tracks are cut and sprayed for weed control every month, and bush-hogging was done as needed. Commissioner Roper said she asked a while back about getting some quotes from other companies that can do both services and would like to see some comparative prices.

Commissioner Roper asked Mr. Dufresne about the entries for Cummings Sales. He said this was for the generators at the port, that included checking the spark plugs, testing and general maintenance to make sure the generators ran when needed.

Discussion was had regarding the amount of money in the Hancock Whitney account to consider moving. Port Accountant Lee Barends said she thought this discussion had come up previously, that the Commissioners were more comfortable leaving the money at Hancock Whitney until all obligations were met. Some of the money in the account is from insurance, however, Warehouse Building 3 is still being worked on, and there will be a new insurance expense. She suggested re-addressing the budget in the early fall, determining how much is left in the account, then speaking with the financial advisor to see if it's time to go ahead and move funds. The Commission agreed to wait until the projects are finished before moving funds to investment.

It was moved by Commissioner Roper and seconded by Commissioner DePaula that the Commission accept/approve the financials for the month ending April 30, 2023. Motion passed. Yeas: 7 Ferrara, Joubert, Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 0

OLD BUSINESS

1. **LA-DOTD Port Priority State H. 011927 – Transload Improvements – update
Truck scale repair update, percentage of work completed, estimated time of completion**
 - a) **Resolution**

Executive Director Patrick Dufresne stated that all work was completed except for the wiring of the truck scale, and housing for the truck scale. The Commissioners were provided with 3 quotes that were obtained by Mr. Dufresne for sea-can container options that could be modified to house the truck scale. It was decided at last month's meeting that a wooden structure was not the best option. Mr. Dufresne said the issue with the sea-can container is liability; there is not any information as to how much weight the existing foundation might hold. He said the project engineer could investigate reinforcing the platform, but they have no information to go by. Mr. Dufresne said in terms of the DOTD project, they

require concrete and detailed information to construct the housing. He said it would take approximately 4 - 5 weeks for the container to be modified, and during this time the port's engineer could look at options to fortify the platform. He said the other option would be to place the truck scale house on the ground, but this was not the best option. Mr. Dufresne said that even if this is done outside of the project someone needs to be liable for placing the truck scale house on the pad. He said AECOM will look at options for the platform - including the cost.

Continuing, Mr. Dufresne said the quote received from LA Contracting was \$55,896.00 and is "way more than what we need", and that insulation is the difference between the other 2 quotes. A&M Container provided a quote for \$9,400.75, however it didn't include insulating the container because the company does not have the labor to install insulation at this time. LA Container Sales provided a quote for \$16,372.00 that included insulation. Commissioner Sheridan and Commissioner DePaula agreed that insulation is important, as it keeps the mold and mildew down, and protects the electronics. Commissioner Schliegelmeyer, Jr. liked the option by A&M Container and agreed with the description provided. Commissioner Roper reviewed the description of work between A&M Container and LA Container Sales and said in her opinion she believed LA Container Sales would be the best option as a usable structure, as the quote included a completed interior that included insulation and electrical panel boxes. Commissioner DePaula mentioned there was no A/C listed in their quote. Commissioner Roper suggested contacting both companies to see what this might cost. Mr. Dufresne reminded the Commissioners that the local company (A&M Container) cannot provide insulation because they don't have the labor. He suggested saving time by proceeding with the quote from LA Container Sales, and then purchasing a \$1,200.00 window unit with a timer that the port electrician could install. Commissioner Schliegelmeyer, Jr. thanked Mr. Dufresne and agreed with this option, and said he supported Commissioner Roper's opinion to approve the quote received from LA Container Sales.

Commissioner Roper made a motion to accept the quote from LA Container Sales, and Commissioner Sheridan seconded the motion. Motion passed. Yeas: 7 Ferrara, Joubert, Roper Schliegelmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 0

Before moving on to the next agenda item, Mr. Dufresne said again that placing the truck scale house on the ground is not an option and if can't be put on a pedestal we will have to see what the cost is to upgrade the platform. He said the size of the platform is compatible with the container, however we don't know the pounds per square foot of what the platform can hold, and the engineers are in the process of figuring this out. Mr. Dufresne said there are some concrete barriers that are 24 inches high that could possibly be used, but he is not sure the engineer would approve. Commissioner Joubert said this needs to be done right and recommends asking the engineer to "figure this out", get it certified and give a quote for costs.

Commissioner DePaula asked what the lead time would be to get this done. Mr. Dufresne said 3 - 4 weeks, and he should have the information before the next meeting. Commissioner Roper said to check with the engineer before ordering the container, and to have the options/information prepared by the next meeting "so we are ready to go." Mr. Dufresne said If the engineers can reinforce the platform, they can start in 4 weeks. He will also ask the engineer if the concrete barriers could be used. Commissioner DePaula questioned whether the actual scale is ready for installation. Mr. Dufresne said it is not quite ready, that the actual load cells are installed but the electronic wiring and calculator equipment are not yet installed. President Ferrara requested if any of this information is available before the next meeting that it would be sent to the Commissioners.

2. Warehouse Building #3 roof repair – update

Patrick Dufrene, Executive Director informed the Commission that we are still waiting to receive the second invoice from Centurion. He said that there were a couple of places on the roof where the insulation had detached from the eastern wall and was being re-attached, and “other than that, everything is good.” He said there should be an update on the insulation issue, along with the second invoice from Centurion at the next STPPC meeting, and then port attorney Andre Coudrain can proceed with the warranty.

3. Warehouse Building #2 – update

Patrick Dufresne, Executive Director told the Commissioners that the roof on Warehouse Building #2 is 25% complete. He said there was an invoice today from L King Company to be approved for the roofing materials, insulation and for their mobilization. Mr. Dufresne said these items are on the invoice list, and that “things are going as planned.” He said the port’s engineer, Jim Ragland had signed off on the invoice.

4. Barge Dock Repair – update

Mr. Dufresne told the Commissioners that the port’s engineer, Jim Ragland, had provided a progress report regarding assessment of the barge dock conditions and survey drawings. The information had been emailed to the Commissioners prior to the meeting, and copies of the reports had been placed in their meeting folders. Mr. Dufresne reviewed the reports with the Commissioners, and said, “for the most part, (the report) says that it’s in very fixable condition.” Commissioner DePaula said that he was pleasantly surprised by the report. Mr. Dufresne said that there was some FEMA money to repair the western side of the dock, however, the eastern side was not covered. He said FEMA did give the port \$13,000.00 for the engineering study, and there is \$100,000.00 available in insurance money, and thinks he may be able to get some additional FEMA money for the repairs itself.

Commissioner DePaula asked “What is the goal for the dock? Does it need to be expanded or changed to consider barge traffic?” Mr. Dufresne responded that the ports engineer will present his final analysis at the next STPPC meeting, but the goal is to return the dock back to its original condition and purpose.

Commissioner Joubert had concerns about heavy loading on the dock and restrictions on the dock. Mr. Dufresne said signage restricting use would be placed at the dock site. Commissioner Joubert asked if this would be a problem for the tenants. Mr. Dufresne said “Air Products will do their initial testing on the small barge dock at the south end of the port.” A question was asked as to what is considered “heavy”, and to consider defining “heavy” for the signage. Commissioner Roper commented “that way if someone goes out there and exceeds the weight, then they are liable.” Port Attorney Andre Coudrain said, “Yes, they are responsible for any damage that they cause.” and, also, “We have knowledge of a defect. We need to fix it.” Commissioner Joubert asked Executive Director Patrick Dufresne if he, as the port director, could prevent the use of the area and “shut it down”? Mr. Dufresne said signage will be placed on the dock. The question was asked if operations can continue, and Mr. Dufresne said “Yes, on the side of the dock.” Commissioner Roper asked if the small dock could be used, however the small dock cannot be used because Air Products uses that dock exclusively, per Mr. Dufresne. Commissioner Sims said we should ask the engineer for answers now. It was agreed that this will be discussed with the ports engineer, and that the dock will be shut down, signage placed indicating that the dock was closed

for repairs, and that any transloading events will take place on the sides of the dock. Commissioner Joubert asked to let the record show he was in favor of shutting down the dock.

5. Prospective Tenant(s) – update

Mr. Dufresne stated that there was no update today.

**6. Restore the Earth Foundation (REF) – update
a) **Resolution****

Mr. Dufresne said that Restore the Earth Foundation (REF) had requested to end the contract with STPPC on April 30th instead of June 30, 2023, as their project at the port had been completed. A resolution was introduced by Commissioner/Secretary Roper to approve their request.

A motion was made by Commissioner Joubert and seconded by Commissioner Schliegelmeier, Jr., to approve the request from Restore the Earth Foundation, Inc., to amend the existing agreement with the South Tangipahoa Parish Port Commission (October 1,2022 – June 30, 2023) to end effective April 30, 2023, as the project and use of the port site is now complete.

Motion passed. Yeas: 7 Ferrara, Joubert, Roper, Schliegelmeier, Jr., DePaula, Sims, Sheridan. Nays: 0
Absent: 0

7. Invoice Payment Approval

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

1. AECOM – Port Manchac Site Improvements – Phase IV
For professional services March 18, 2023 – April 30, 2023
Inv# 2000749625 Amt. \$3,714.44
2. Cashe Coudrain & Bass
Services rendered through April 30, 2023
Inv# 125084 Matter # 4623-1 Amt. \$560.00
Inv# 125085 Matter # 4623-10 Amt. \$100.00
3. LWCC
Policy Period 5/21/23 to 5/21/24
Inv# 6203854 Amt. \$1,639.00
4. L King Company, LLC
Project # STPPC 2023-01-B / LKC 23-007
Pay App 1 Amt. \$313,055.40
5. LA Contracting Enterprise, LLC
Project # H011927 (322)
Pay App 1 Amt. \$195,001.75

At the previous STPPC meeting Commissioner DePaula stated that invoices from AECOM should have a description of the services performed by the engineers. Executive Director Patrick Dufresne requested that AECOM provide this information, and description/comments for services were added to this month's AECOM invoice. Commissioner DePaula had questions as to how the information was documented. Commissioner Sheridan offered the possibility that some items might be from another document or form and not properly updated on the invoice. Future AECOM invoices will be emailed to Commissioner DePaula for review.

A motion was made by Commissioner Sims and seconded by Commissioner DePaula that the Commission approve for payment the invoices presented by Commissioner/Treasurer Schliegelmeier, Jr. for AECOM, Cashe Coudrain & Bass, LWCC, L King Company, LLC and LA Contracting Enterprise, LLC.

Motion passed. Yeas: 7 Ferrara, Joubert, Roper, Schliegelmeier, Jr., DePaula, Sims, Sheridan. Nays: 0
Absent: 0

NEW BUSINESS

1. Journal of Record – RFP

a) Resolution

Executive Director Patrick Dufresne told the Commissioners that it is time to advertise for the Official Journal of Record. Commissioner/Secretary Roper introduced a resolution for the Official Journal of Record RFP (request for proposals).

Moved by Commissioner DePaula seconded by Commissioner Schliegelmeier, Jr., that the Commission empower and execute any and all documents pertaining to advertising of its Request for Proposals for an Official Journal of Record for the period beginning August 1, 2023 and ending July 31, 2024. Requested information will be as follows: 1) Circulation; 2) Length of time in business; 3) Copy of Standard Rates; 4) A minimum of eight (8) point print for clarity of readership; 5) Any other information you deem appropriate. Proposals must be received no later than 5PM on June 30, 2023, at 163 W. Hickory St., Ponchatoula, LA 70454.

Motion passed. Yeas: 7 Ferrara, Joubert, Roper, Schliegelmeier, Jr., DePaula, Sims, Sheridan. Nays: 0
Absent: 0

Remarks:

Mr. Dufresne reminded the Commissioners that the annual Board of Ethics financial disclosure information was due May 15, 2023. Commissioner/Vice President Joubert asked for Personal Privilege to speak about the strategic planning meeting. He handed out information to the Commissioners regarding Mr. Orhan McMillan, and recommended that Mr. McMillan be hired as a consultant/facilitator for the meeting. He said that Mr. McMillan is someone he has known for a long time and has used him on lots of projects. He suggested the meeting would be held at the Southeastern Business Center, with a morning session open for discussion, followed by lunch for everyone, and in the afternoon, Mr. McMillan would review what the plan might look like, and a week later he would submit a final plan. Commissioner/Vice President Joubert said it would be around \$2,500.00 for Mr. McMillan to do the

project in one day, and that this was already in the budget. He asked Administrative Assistant Robyn Pusey to help with finding a couple of dates from the other Commissioners, and he will discuss with Mr. McMillan.

Executive Director Patrick Dufresne thanked everyone for attending today. Having no further business, a motion for adjournment was made by Commissioner Roper and seconded by Commissioner Schliegelmeier, Jr.

Motion passed. Yeas: 7 Ferrara, Joubert, Roper, Schliegelmeier, Jr., DePaula, Sims, Sheridan. Nays: 0
Absent: 0

The meeting adjourned at 10:03 am.

Tina Roper, Secretary STPPC

Daryl Ferrara, President STPPC