

**SOUTH TANGIPAHOA PARISH PORT COMMISSION
REGULAR MEETING**

**WEDNESDAY, SEPTEMBER 13, 2023 9:00AM
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

With the absence of the STPPC President and Vice President at today's meeting, Commissioner/Secretary Tina Roper called the Regular Meeting to order Wednesday, September 13, 2023 at 9:00AM. The meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

The invocation was said, followed by the Pledge of Allegiance.

Commissioners Present: Tina Roper, Jimmy Schliegmeyer, Jr., Timothy DePaula, William Sims, Rhonda Sheridan

Commissioners Absent: Daryl Ferrara, William "Bill" Joubert

Commissioner/Secretary Roper welcomed everyone to the meeting and asked guests to introduce themselves. Others Present: Patrick Dufresne, Executive Director; Lee Barends, ITL Accounting; Andre Coudrain, Cashe Coudrain & Bass; Randy Martinez, Pinel & Martinez; Bonnie Naquin, Pinel & Martinez; Richard Meek, Hammond Daily Star

APPROVAL OF AGENDA/MINUTES

Commissioner/Secretary Roper said there were some things that needed to be added to the agenda before voting for approval. Commissioner/Treasurer Schliegmeyer, Jr., said he would like to add a resolution under "Prospective Tenants(s)-update" for a new tenant asking to transload equipment from land to barge. Commissioner/Secretary Roper also said she wanted to add to the agenda under "New Business" a discussion regarding maintenance review and repair review of Warehouse Building #3, and a discussion to request the DEQ reports on Warehouse Building #3 to the Commission.

A motion was made by Commissioner Schliegmeyer, Jr. and seconded by Commissioner Sims to add the above-mentioned three (3) items to the South Tangipahoa Parish Port Commission meeting agenda for September 13, 2023. Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

Another motion was made by Commissioner DePaula and seconded by Commissioner Sheridan that the South Tangipahoa Parish Port Commission approve the amended meeting agenda for September 13, 2023. Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

Commissioner/Secretary Roper announced that the minutes of the regular meeting on August 9, 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. After a brief review of the minutes, a motion was made by Commissioner Schliegmeyer, Jr. and seconded by Commissioner DePaula to adopt/approve the minutes from the regular meeting on August 9, 2023. Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

TREASURER'S REPORT

Prior to the meeting today the financial reports for the period ending August 31, 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. reviewed the reports with the Commissioners, saying the current assets and total liabilities \$9,906,245.72. The total monthly rental income was \$116,449.24, and rail car activity income was \$4,250.00. The month to date revenue was \$120,840.91 and total expenses month to date were \$363,467.76, leaving a net income of -\$242,626.85. Commissioner Roper asked Mr. Dufresne and Ms. Barends to clarify if the \$250,000.00 from LA-DOTD was received? Ms. Barends replied that the money had been received. Commissioner Roper said, "So this is truly not a deficit, we are just paying out a cost, as this is money we've already received." Commissioner Roper said she wanted to verify this information for the record. Commissioner DePaula asked why the rental income appears 33% less than it should? Ms. Barends said that this was part of the annual budget and said that a meeting was scheduled to prepare a proposed amended budget for review at the next STPPC meeting, and there will be some adjustments. She said that there isn't a current year by month column on the report, but if the Commission finds that helpful, she could add another column to the report. She said she had done so in the past, but the Commission had found it cumbersome. She asked the Commissioners if they would like her to insert that column into the report to "think about it" and let her know what they would like her to do.

It was moved by Commissioner DePaula and seconded by Commissioner Sims that the Commission accept/approve the financials for the month ending August 31, 2023. Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan . Nays: 0 Absent: 2 Ferrara, Joubert.

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.

Executive Director Patrick Dufresne said after multiple meetings with the LA-DOTD and the project engineering company of record, AECOM it was decided that a modified shipping container would be the best option to house the truck scale. LA Contracting was going to submit a change order for the truck scale house container, but they were not going to contract the electrical component installation work. Mr. Dufresne said the LA-DOTD will allow the Commission to submit quotes for the electrical part of the work, and the project engineer would evaluate the bids; then the LA-DOTD would approve the lowest qualified bidder. Also, since the last meeting port attorney Andre Coudrain drafted an agreement for the on-site welder to install the container. Mr. Dufresne said that the remaining project work will be performed in three different segments and believes this will work will allow the port to stay within its budget. He clarified that the LA-DOTD will cover 90% of the costs, per grant regulations.

2. Warehouse Building #3 roof repair – update

Patrick Dufresne, Executive Director told the Commissioners that after review by port attorney Andre Coudrain the retainage fee was forwarded to Centurion/A-Lert Roofing, and we are now into the warranty period. Mr. Coudrain said he was in contact with the company and the warranty should be released to STPPC next week.

3. Warehouse Building #2 – update **a) Resolution**

Patrick Dufresne, Executive Director told the Commissioners that L King Company had requested a twenty-two (22) day extension of time for the roof repair of Warehouse Bldg. #2 due to weather issues at the port, however they have made significant progress and should finish the project ahead of schedule. A discussion was had whether the resolution should be tabled, and the decision was made not to table the resolution in case any other possible issues may occur.

At a Regular meeting of the South Tangipahoa Parish Port Commission held on Wednesday, September 13, 2023, the following resolution was introduced and unanimously adopted; to wit:

Moved by Commissioner Sheridan and seconded by Commissioner Schliegmeyer, Jr., that the Commission approve the request by L King Company LLC for STPPC Project NR: 2023-01-B2 Structural Repair of Warehouse Building #2, for an additional extension of time to complete the work previously authorized by the South Tangipahoa Parish Port Commission, from five (5) days to twenty-two (22) days, due to winds that presented very dangerous working conditions and did not allow for installation of the insulation. The new project completion date is October 16, 2023. The total amount for the project, including the previous change order item, will not exceed \$624,387.00.

Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan . Nays: 0 Absent: 2 Ferrara, Joubert.

4. **Barge Dock Repair – update**

a) **Resolution**

Mr. Dufresne told the Commissioners since the last meeting there have been multiple conference calls with FEMA, and that they are nearing a complete submission of the application. He said they are making good progress but there are lots of details. Mr. Dufresne stated there is a resolution today regarding the engineering costs for the barge dock repair research project. In 2022 FEMA allotted \$13,900.00 and allocated another \$4,900.00 for engineering costs, totaling \$18,800.00. The port director said the resolution for today will allow the STPPC to pay the project engineer up to \$25,000.00. Commissioner Roper said regarding the “not to exceed” resolutions, that the engineer always meets or exceeds the target. Commissioner Sheridan asked for clarification of costs. Mr. Dufresne said FEMA will cover 5% of the total cost of the project for engineering fees. Commissioner Roper questioned whether the \$18,800.00 is guaranteed right now and Mr. Dufresne said yes, that it was. He said that he has not received any invoices yet from the project engineer, that he was just trying to set an amount. Mr. Dufresne said that it could go up to \$25,000.00, and he was trying to prepare the Commission for that possibility. Commissioner Roper asked if there was a cap on professional engineering services. Port attorney Andre Coudrain said that it could be different for federal grants. A discussion continued over the engineering costs and what has been spent to date. Commissioner DePaula said it gets a little confusing because the engineer (Jim Ragland) is involved with several projects at the port. Commissioner DePaula said he is all for doing what needs to be done to get the barge dock repaired and paid for by FEMA.

At a regular meeting of the South Tangipahoa Parish Port commission held on September 13, 2023 the following resolution was introduced and 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 Ragland, Aderman and Associates for professional engineering services to research and develop scope of work for the barge dock repair located adjacent to Warehouse Building #2 at the Port Manchac inter-modal terminal, not to exceed \$25,000.00.

Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

5. Prospective Tenant(s) – update
a) Resolution

Mr. Dufresne told the Commissioners he had received a request from Wilco Marsh Buggies, Inc. (a company that is currently performing a dredging project on the Amite River) to transload some material on the shoreline area adjacent to the large barge dock. This company is doing maintenance work in the lake similar to the projects by Bip and Sons, Inc., and Faucheux Services. He said port attorney Andre Coudrain would prepare a contract that would be straightforward as the ones made previously for Bip and Sons, Inc., and Faucheux Services.

At a regular meeting of the South Tangipahoa Parish Port Commission held on Wednesday, September 13, 2023, the following resolution was introduced and unanimously adopted; to wit:

Moved by Commissioner Schliegmeyer, Jr., seconded by Commissioner William Sims that the Commission authorize Patrick J. Dufresne, Executive Director to enter into an agreement with Wilco Marsh Buggies, Inc., a company authorized to do business in Louisiana under Louisiana contractor's license # 14558, with an address at 1304 MacArthur Ave., Marrero, LA 70058, for dock-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 \$100.00 port tariff fee per each additional day Lessee is docked at the Port Manchac terminal facility. The contractor agreement will commence on September 14, 2023 and end on December 31, 2023.

Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

6. Insurance Package for FY 2023-2024 – update

Patrick Dufresne, Executive Director told the Commissioners there were no new quotes this month from Jackson Vaughn for insurance at the port. Commissioner DePaula said he reached out to three different insurance brokers to see if we could get some sort of wind insurance coverage for the port. He said one of those three had been "pretty responsive" and he was forwarded a quote similar to what was received from Jackson Vaughn regarding the wind, for \$1,000,000.00 coverage with a policy premium of \$70,000.00. A discussion was had regarding how the policy would be paid out, and other premium options. Commissioner Schliegmeyer, Jr. said the roofs on the buildings are repaired, and as hurricane season is essentially over, does not think we need wind coverage at this time. Commissioner DePaula said the insurance brokers are still looking for other insurance options.

7. Invoice Payment Approval

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

1. Cashe Coudrain & Bass
Services rendered through July 31, 2023
Inv# 126018 Matter # 4623-1 Amt. \$1,140.00

Inv# 126019	Matter # 4623-9	Amt. \$ 15.00
Total amount -		\$1,155.00

2. Pinell & Martinez, LLC
Audit of the December 31, 2022 Financial Statements
Inv# 13662 Amt. #6,500.00
3. L King Company, LLC
Project # STPPC 2023-01B / LKC 23-007
Pay App 5 Amt. \$96,696.14

A motion was made by Commissioner Sheridan and seconded by Commissioner DePaula that the Commission approve for payment the invoices presented today by Commissioner/Treasurer Schliegmeyer, Jr. for Cashe, Coudrain & Bass, Pinell & Martinez, LLC, and L King Company, LLC. Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

NEW BUSINESS

1. Audit review for FY 2022 – Pinell & Martinez, LLC

Bonnie Naquin with Pinell & Martinez, LLC introduced herself to the Commissioners and began to explain the audit process. She said they obtained audit evidence about the amounts and disclosures in the financial statements, which included direct confirmation of account balances with third parties such as banks, investment firms and attorneys. They reviewed supporting documentation of the authorization of expenses and proper classification of transactions within the accounting records. They also reviewed contracts, payroll files, tested payroll transactions, and performed analytical procedures comparing the current year to the prior year and actual amounts to budgeted figures. They also tested compliance with certain provisions and reviewed the audit results for the year ending December 31, 2022. She said based on the audit procedures performed, they believe that the audit evidence obtained was sufficient and appropriate to provide a basis for the audit opinions. Ms. Naquin said they issued an unmodified opinion, that there were no findings or deficiencies related to the Port Commission's financial statements as of December 31, 2022, and stated it was a "clean report" for the FY 2022. She went on to give a brief overview of the assets, liabilities, revenues and expenses that were audited. She offered to answer any questions that may arise once the Commissioners have time to review the full report. Commissioner/Secretary Roper thanked Lee Barends, Patrick Dufresne, and Robyn Pusey for their help with the audit process.

2. Discussion – repair of Warehouse Building #3, and environmental report

Commissioner/Secretary Roper said she believed there was a clause in the tenant contracts that said the tenant is responsible for all repairs and maintenance to the warehouse building. Port attorney Andre Coudrain said there had been efforts to renegotiate the lease, and said that in general, the STPPC is not obligated to make repairs to damage caused by the tenant. Commissioner Roper stated she has concerns from visits to the port that she can see rusting around the vents. Also, in the reports regarding Warehouse Building #2 there were comments made about beams being run into by forklifts operating in the building. Now that the Warehouse Building #3 roof is repaired, she wants to focus on getting an inspection of the building to evaluate and provide a list of the issues that we should be aware of and discuss with the tenant. Mr. Coudrain said this should be a part of the discussion with the tenant, that they are responsible for any damage they cause. Commissioner Roper said she would like to see a maintenance review schedule created to ensure that the building is up to standard. She said the tenant (Premier Chemicals) should not perform the evaluation, that it should be assessed by an independent company. Commissioner Sheridan said this would be good to set up a baseline and said it may help our

insurance costs as well. Commissioner Roper said she made a call to the Port of South Louisiana to ask if they had anyone or knew of anyone they could recommend to perform this evaluation, and is waiting for a response. She said she would like a motion to have the Port Director work with her to get a preliminary baseline and recommend a regular maintenance schedule for Warehouse Building #3. Mr. Coudrain said the motion is for Mr. Dufresne to review and investigate costs and bring this information back to review at the next STPPC meeting. Commissioner Roper said she would like a report from the DEQ (Department of Environmental Quality) regarding what chemicals are being blended in the building and what possible issues may come to the building because of it. Commissioner Sheridan said the DEQ may only give a report saying what the issues are and what needs to be fixed.

A motion was made by Commissioner Roper and second by Commissioner Sheridan for Executive Director, Patrick Dufresne to review and investigate costs for inspection and maintenance of Warehouse Building #3 and bring this information back to the Commission to be reviewed at the next STPPC meeting. Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

Remarks:

Executive Director Patrick Dufresne thanked everyone for attending today. Having no further business, a motion for adjournment was made by Commissioner Sheridan and seconded by Commissioner Sims. Motion passed. Yeas: 5 Roper, Schliegmeyer, Jr., DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Joubert.

The meeting adjourned at 9:50 AM.

Tina Roper, Secretary STPPC

Daryl Ferrara, President STPPC