

**SOUTH TANGIPAHOA PARISH PORT COMMISSION
REGULAR MEETING**

**TUESDAY, JANUARY 10, 2023 12:00 NOON
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the Regular Meeting to order Tuesday, January 10, 2023 at 12:15PM. Meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

Administrative Assistant Robyn Pusey gave the invocation. Vice President William "Bill" Joubert followed with the Pledge of Allegiance.

Commissioners Present: Daryl Ferrara, James Wes Daniels II, William "Bill" Joubert, Tina Roper, Jimmy Schliegmeyer, Jr., Timothy DePaula, and William Sims.

Commissioners Absent: None

President Ferrara welcomed the attendees. Others Present: Patrick Dufresne, Port Director; Robyn Pusey, Administrative Assistant, Andre Coudrain, Cashe Coudrain & Bass; Lee Barends, ITL Accounting; Brigitte Hyde, TPG, Councilwoman District 9; Ginger Cangelosi, TPG; Dwight Williams, Ponchartrain Conservancy; Richard Meek, Staff Writer Hammond Daily Star, Jonathan Pham, LSBDC at Southeastern, Hammond, LA

Visitors were introduced and welcomed.

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 January 10, 2023, as presented. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

President Ferrara announced that the minutes of the December 13, 2022, Public Hearing and Regular Meeting were sent to the Commissioners by email for their review prior to this meeting and a copy was also presented in the meeting folders. After reviewing the minutes, the following motions were made.

It was moved by Commissioner Roper and seconded by Commissioner DePaula, that the South Tangipahoa Parish Port Commission adopt/approve the December 13, 2022, minutes as presented. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

TREASURER'S REPORT

The financial reports for the period ending December 31, 2022, 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. The commissioners were given a few minutes to review the reports. Commissioner/Treasurer Jimmy Schliegmeyer, Jr. asked if there were any questions about the financial reports. There were no questions.

It was moved by Commissioner Joubert and seconded by Commissioner Roper, that the Commission accept/approve the financials for the 6 months ending December, 2022. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

OLD BUSINESS

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

a) Resolution

Patrick Dufresne, Port Director advised the Commission that since the last STPPC meeting there had been an update from the engineer (AECOM) requiring an additional \$23,391.25 for engineering fees to cover the professional services for the invoicing construction phase of the Transload Improvements project. The Commissioners were provided with a copy of the AECOM Task Order 14-B in their meeting folders. Commissioner Roper questioned Mr. Dufresne several times as to why there were additional fees, assuming the costs were already budgeted in the original task order. The Port Director stated that the project had to be re-bid, and that the initial design had to be updated, which caused the additional expense. He also explained that when the DOTD project had to be re-bid it was “like starting all over”. Port accountant Lee Barends suggested that it may be helpful for the Commissioners to see the invoices from AECOM that have been paid and what was done for that money. A copy of the AECOM invoices will be sent to the Commissioners for review.

A resolution for payment of additional invoice services to AECOM was introduced by Secretary Daniels, II:

At a regular meeting of the South Tangipahoa Parish Port Commission held on Tuesday, January 10, 2023, the following resolution was introduced and unanimously adopted to wit:

Moved by Commissioner Roper, seconded by Commissioner DePaula that the South Tangipahoa Parish Port Commission authorize payment to AECOM Technical Services, Inc. for additional engineering services related to the Port Manchac Site Improvement Project - Phase IV, Floodwall, Truck Scale Foundation Repairs, Asphalt Paving and Site Grading. SPN H.011927 (322), Task Order 14-B.

The total cost of the additional engineering services provided by AECOM Technical Services, Inc. is not to exceed the amount of \$23,391.25.

A motion was made by Commissioner Roper and seconded by Commissioner Schliegmeyer, Jr to approve the resolution. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

2. Hurricane Ida Damage Repair Update

a) Resolution

Port Director Patrick Dufresne told the Commissioners that the roof replacement project on Warehouse Building #3 had begun, and that the old tin in front of the building had been removed. Jim Ragland of Ragland, Aderman and Associates presented to the Commissioners the structural repair design drawings and contract documents for Warehouse Building #2. Copies had been placed in the Commissioners meeting folders for review. Mr. Ragland presented the design drawings from his laptop to a screen visible to the room. He explained that repairs to the building included removing and repairing hurricane

damaged components on the south end of the building. He also stated that the north end of the building would be strengthened for additional protection. Commissioner Roper asked that if the funds were available, would it be beneficial to replace the entire roof? Mr. Ragland replied that it was an option to consider. After discussion among the Commissioners, it was decided to continue with repairs to the roof and leave the option to replace the entire roof for future consideration. The question was asked as to how quickly this job can be put out for bid. Mr. Dufresne said the Request for Bid advertisement will be placed in the STPPC Official Journal of Record, The Daily Star, The Advocate in Baton Rouge and The Advocate in New Orleans starting January 26, 2023. A resolution to authorize Patrick Dufresne, Executive Director to proceed with advertising was introduced by Secretary Daniels, II:

At a regular meeting of the South Tangipahoa Parish Port Commission held on January 10, 2023 the following resolution was introduced and unanimously adopted; to wit:

Moved by Commissioner Roper, seconded by Commissioner Schliegelmeyer, Jr., that the Commission authorize Patrick J. Dufresne, Executive Director, to proceed with advertising of its Request for Proposals (RFP) for the roof repair related to Hurricane Ida for Warehouse Building #2 at the Port Manchac inter-modal terminal. The advertisement will be placed in the STPPC's Official Journal of Record for a period of 45-days and the project will be awarded to the lowest-qualified bidder, in accordance with all State of Louisiana bid law. In addition, the awarded contractor must perform the repair work in accordance with all related local and State of Louisiana permit rules and regulations.

Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0
Absent: 0

3. Prospective Tenant(s) Update

Patrick Dufresne, Port Director told the Commissioners that he was contacted by Bip & Sons Services, LLC, a small local company that works on camps in the area. He said that they had requested to use the dock at the port as needed for transloading operations, as they had done once before in 2021. He told the Commissioners that there would be a \$500.00 fee for each transloading event, and that Bip & Sons would provide 3 days notice of each event. Mr. Dufresne said that the ports attorney, Andre Coudrain had a copy of the original one-year contract from 2021 and would review to update for 2023.

4. Investment Accounts – update

President Ferrara stated that Shaun McArthur, Financial Advisor with Edward Jones had emailed the Commissioners informing them that funds had been moved from Hancock Whitney to Edward Jones into 7 CD's and Money Market account. Mr. McArthur stated in his email that "these investments are still settling but the transfer is complete with no issues." Lee Barends of ITL Accounting told the Commissioners that this information is reflected in the balance sheets as well.

5. Invoice Payment Approval

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

1. Cashe Coudrain & Bass –
Services rendered through December 31, 2022
Inv. #124328 Matter #4623-1 Amount: \$240.00
2. Port Association of Louisiana
PAL Corporate membership dues for Patrick Dufresne, Executive Director
January – December 2023 Amount: \$2,200.00

It was moved by Commissioner DePaula and seconded by Commissioner Daniels II that the Commission approve for payment the invoices presented by Commissioner/Treasurer Schliegmeyer, Jr, for Cashe Coudrain & Bass, and Port Association of Louisiana.

Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0
Absent: 0

6. Employee Evaluation – update

Commissioner Sims read the following statement regarding the evaluation of Executive Director, Patrick Dufresne.

First, the Port Commission recognizes the Executive Director evaluation process is overdue. Establishment of detailed criteria and expectations and management to those expectations should be clear and straightforward for the Executive Director and the Board alike.

Second, as the Commissioners evaluate the Executive Director's performance in 2022 there are areas of success – most notably an increase in tenants and revenue. Also new challenging opportunities, such as continuous recovery and repairs from Hurricane Ida. Overall, the Commissioners believe areas of success and opportunity should be evaluated regularly for the Executive Director, which will be detailed and outlined below.

Finally, overall, Pat's been a constant with the Port for sixteen years. Thank you for service and loyalty to the Port and for being a significant part of its history thus far. Throughout that tenure, the Port has experienced successes and disappointments, however, with new tenants and positive revenue streams, the opportunities for the Port during the next few years can become the most transformational since its beginning. The Commissioners believe having additional structure regarding roles, responsibilities, accountabilities, priorities, and expectations will ensure the next five years will be positively impactful for the Port of Manchac and its District.

A motion was made by Commissioner Sims and seconded by Commissioner Roper to go into Executive Session to discuss increasing Mr. Dufrene's salary. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

All guests were asked to leave the room. Commissioner Joubert asked that his graduate student Jonathan Pham be allowed to remain in executive session as a learning opportunity. Approximately 20 minutes later guests were allowed to re-enter the room. A motion was made by Commissioner Daniels and seconded by Commission DePaula to return to the regular meeting. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

It was noted that no action was taken by the Commission during the Executive Session. Commissioner Sims made a motion for Port Director Patrick Dufresne's review and pay raise to follow the standards of the State of Louisiana which gave a 4% raise for all state employees the previous year, and this was seconded by Commissioner Roper. Commissioner Sims also stated that the board reserves the rights to continue with the evaluation process moving forward to understand how other state employees and other port directors are being evaluated. Commissioner Sims said the Commission would like Mr. Dufresne's raise to be retroactive to the time when the State raises were given. Port Attorney Andre Coudrain told the Commission that a raise cannot be retroactive for public officials; however, it can be retroactive to the date that it was first discussed with the Commission. It was agreed that Mr. Dufresne would receive a 4% raise with a one-time payment retroactive to the first time the evaluation and raise had been discussed by the Commissioners.

Motion passed. Yeas: 7 Ferrara, Daniels, II, Joubert, Roper, Schliegmeyer, Jr, DePaula and Sims. Nays: 0 Absent: 0.

NEW BUSINESS

1. Election of Officers for Term 2023

The election of STPPC officers item for 2023 was opened by President Ferrara, who named the 2022 officers as Daryl Ferrara, President; William "Bill" Joubert, Vice President; James "Wes" Daniels, II, Secretary; Jimmy Schliegmeyer, Jr., Treasurer. Commissioner Daniels, II had made the decision to step down from the position of STPPC Secretary, and Commissioner Roper was nominated to replace him as Secretary for 2023. A motion was made by Commissioner Joubert and seconded by Commissioner Daniels to accept the nomination of Commissioner Roper for the position of Secretary. Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0.

There was a brief discussion as to whether the nominations should be addressed individually, or to make one motion as a group, and it was agreed to make one motion as a group. A motion was made by Commissioner Schliegmeyer, Jr. and seconded by Commissioner Daniels to accept the nominations and elect the following Commissioners - Daryl Ferrara, President; William "Bill" Joubert, Vice President; Jimmy Schliegmeyer, Jr., Treasurer, Tina Roper, Secretary.

Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0. Port Director Patrick Dufresne congratulated the newly elected STPPC officers for 2023.

2. Audit Engagement for FY 2022

a) Resolution

Port Director Patrick Dufresne advised the Commission that the Annual Audit Engagement Agreement for 2022 has been received from Pinell and Martinez, LLC and the audit fee would be \$6,500.00. A resolution was introduced by Secretary Roper:

At a regular meeting of the South Tangipahoa Parish Port Commission held on January 10, 2023 the following resolution was introduced and adopted; to wit:

Moved by Commissioner Schliegmeyer, Jr., seconded by Commissioner DePaula that the Commission approve acceptance of the proposed Audit Engagement Proposal agreement, not to exceed the amount

of \$6,500.00 from Pinell & Martinez, LLC, 308 South Tyler Street, Suite 4, Covington, LA 70433 and execute the engagement contract as stipulated in its proposal to perform the audit for the year ended December 31, 2022 for the South Tangipahoa Parish Port Commission.

Motion passed. Yeas: 7 Ferrara, Daniels, II, Joubert, Roper, Schliegmeyer, Jr, DePaula and Sims. Nays: 0
Absent: 0

3. STPPC discussion for new meeting day and time

A discussion was held in regard to changing the time of the STPPC monthly meetings from 12:00PM to 9:00AM. The Commissioners originally agreed to the time change, however Commissioner Joubert realized he had a conflict which would prevent him from attending the meetings. After additional discussion, it was agreed to change the time and also the date of the monthly STPPC meetings to the 2nd Wednesday of each month, starting at 9:00AM. A motion was made by Commissioner Roper and seconded by Commissioner Daniels, II to change the STPPC monthly meetings from the 2nd Tuesday of each month at 12:00PM to the 2nd Wednesday of each month at 9:00AM.

Motion passed. Yeas: 7 Ferrara, Daniels, II, Joubert, Roper, Schliegmeyer, Jr, DePaula and Sims. Nays: 0
Absent: 0

Remarks:

Port Director Patrick Dufresne 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 Schliegmeyer, Jr.

Motion passed. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegmeyer, Jr., DePaula and Sims Nays: 0
Absent: 0

Meeting adjourned 1:33 pm.

Tina Roper, Secretary STPPC

Daryl Ferrara, President STPPC