

**SOUTH TANGIPAHOA PARISH PORT COMMISSION  
REGULAR MEETING**

**WEDNESDAY, MARCH 13, 2024 9:00AM  
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

Vice-President William "Bill" Joubert called the regular meeting to order on March 13, 2024 at 9:05 AM. The meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

The Pledge of Allegiance was led by Commissioner Timothy DePaula. There was no invocation today per Vice-President Joubert.

Commissioners Present: William "Bill" Joubert, Tina Roper, Timothy DePaula, William Sims, Rhonda Sheridan

Commissioners Absent: Darryl Ferrara, Jimmy Schliegmeyer, Jr.

Vice-President Joubert welcomed the attendees, which included Stormy Joiner, Fire-Chief from the Ponchatoula Volunteer Fire Department and George Coxen, Fire-Chief from the Manchac Volunteer Fire Department. Others Present: Patrick Dufresne, Executive Director; Robyn Pusey, Administrative Assistant; Andre Coudrain, Cashe Coudrain & Bass; Lee Barends, ITL Accounting; Richard Meek, Hammond Daily Star.

**APPROVAL OF AGENDA/MINUTES**

It was moved by Commissioner DePaula and seconded by Commissioner Sheridan that the South Tangipahoa Parish Port Commission approve the regular meeting agenda for March 13, 2024 as presented. Motion passed. Yeas: 5 Joubert, Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Schliegmeyer, Jr.

Vice-President Joubert announced that the minutes of the regular meeting on February 14, 2024, had been sent to the Commissioners by email 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 Sims and seconded by Commissioner DePaula to adopt/approve the minutes from the regular meeting on February 14, 2024. Motion passed. Yeas: 5 Joubert, Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Schliegmeyer, Jr.

**TREASURER'S REPORT**

Lee Barends of ITL Accounting told the Commissioners that prior to the meeting today the financial reports for the period ending February 29, 2024, had been forwarded and emailed to the Commissioners for their review, and she did not receive any feedback. She said the first report that provides income and expenses in comparison to the budget shows Hurricane Ida items that were not budgeted but will be addressed at the first budget amendment.

On the balance sheet, she said there was a balance in the Hancock Whitney general account of around \$345,000.00, leaving the possibility of moving another \$95,000.00 to the Edward Jones cash account. She pointed out that the Edward Jones cash-money market account had a total of \$2,639,240.85, and \$978,708.00 in the Edward Jones CD account.

Returning back to the income and expenses report, Ms. Barends said since she was given access to the Edward Jones account, she would provide the earnings information on a monthly basis instead of quarterly. Commissioner DePaula asked Ms. Barends if she transfers money to the Edward Jones account. Ms. Barends said she does not transfer money to the account, that she lets the financial advisor Sean McArthur know the amount that needs to be transferred and then he gets approval from the Executive Director, Patrick Dufresne, to make the transaction. She assured the Commissioners that this process has run smoothly with no problems.

Vice-President Joubert asked what Hurricane expenses were not accounted for in the budget. Executive Director Patrick Dufresne said it was the retainage for Warehouse Building #2. Ms. Barends said she did not have that information when the budget was originally created.

There were no additional questions from the Commissioners. It was moved by Commissioner DePaula and seconded by Commissioner Sheridan that the Commission accept/approve the financials for the month ending February 29, 2024. Motion passed. Yeas: 5 Joubert, Roper, DePaula, Sims, Sheridan. Nays: 0 Absent: 2 Ferrara, Schliegmeyer, Jr.

## **OLD BUSINESS**

### **1. LA-DOTD Port Priority State H. 011927 – Transload Improvements – update Truck scale container update and electrical update.**

Executive Director Patrick Dufresne told the Commissioners that the truck scale container unit had been installed, and the electrical components inside and outside the unit were currently being installed. Mr. Dufresne said that he was waiting on Entergy to discuss installing a new power service pole that would provide electrical service to the container unit. Vice-President Joubert asked if the container unit had been lifted on to a platform. Mr. Dufresne said yes, the container unit had been transferred to the refurbished platform at the port, and said he emailed photographs to President Ferrara that should have been forwarded to the Commissioners. Commissioner DePaula confirmed that they had received the photos. There were no additional comments or questions.

### **2. Warehouse Building #3 - evaluation & maintenance schedule update**

Port attorney Andre Coudrain said that he had been in touch with Andy Parker of Premier Chemicals and was told the lights had been fixed, and that the area around the generator would be replaced and repainted. He said Mr. Parker told him proposals were still out for bid, and he expects to award the contract at the end of the month. Mr. Coudrain advised the commission to let Premier Chemicals get this work completed and when done see what else needs to be addressed. He said the work is progressing.

**3. Prospective Tenant(s) – update**

Mr. Dufresne told the Commissioners that he had received an inquiry from a company regarding the storage of empty 20 ft storage containers at the port. He said that it would be temporary laydown storage space, that it's a manageable size and there may be just enough space to lease. He said we should be able to accommodate the project if they want to proceed, and that it could last a year. He said the company is doing some research and he should have an update at the next meeting.

**4. Insurance coverage FY 2024 – 2027, update**

Mr. Dufresne told the Commissioners that the RFP advertisement process for the port insurance coverage had started, and that the RFP will run for 90 days and expire on May 31, 2024. He said that the port office had already received a couple of inquiries and hopefully will get more. The RFP was placed in the Tangi Times, the Daily Star, and The Advocate in Baton Rouge and New Orleans. Commissioner DePaula asked for a digital copy of the RFP for review, and asked when the commission would make a decision on this. Mr. Dufresne told him it would be at the June board meeting, as the deadline for proposals is May 31, 2024.

**5. Invoice Payment Approval**

Commissioner/Secretary Roper presented the current invoices for payment approval.

- 1. Cashe Coudrain & Bass  
Services rendered through February 29, 2024  
Inv# 127504 Matter # 4623-1 Amt. \$300.00  
Inv# 127505 Matter # 4623-4 Amt. \$60.00  
Total Amt. \$360.00
  
- 2. LA Contracting Enterprise, LLC  
State Project No. H.011927 (322)  
Payment application #4 Amt. \$13,639.15

Mr. Dufresne reminded the Commissioners that the payment for LA Contracting Enterprise, LLC was for the truck scale container unit, and that FEMA would pay 90% of this invoice.

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

**NEW BUSINESS**

**1. Review and adoption of a policy to facilitate participation in public meetings by members of the public with disabilities recognized by the Americans with Disabilities Act to fully comply with LA RS 42:14E and 17.2.1**

**a) Resolution**

Port attorney Andre Coudrain said there is a state law that requires jurisdictional public entities like the commission to have a participation policy for persons who are disabled, including Commissioners who are disabled. He said that the policy was patterned after other government jurisdictions and complies with the ADA policy. He also said that the administrative assistant has information to assist a disabled person who may contact STPPC asking to participate in one of the board meetings. Mr. Coudrain said the person requesting assistance must have a recognized disability and that essentially this would be a hearing disability, as a policy for mobility disability is already in place with handicapped parking and access to the building. He said once the policy is approved and adopted by the commission, the policy will be added to the STPPC by-laws, and at that time the by-laws will be reviewed for any changes or updates if needed.

Vice-President Joubert asked if there would be any fee's associated with satisfying this policy, and the administrative assistant said she didn't think there were any fees to use the TTY service, however there may be a fee for use of an interpreter if requested. Commissioner Sheridan said the City of Ponchatoula had used an interpreter during past meetings, and the closest agency providing interpretation services was in Covington, LA.

A resolution was introduced by Commissioner/Secretary Roper:

Moved by Commissioner DePaula, seconded by Commissioner Sheridan that the Commission adopt and approve a policy to facilitate participation in its public meetings by disabled individuals as recognized by the Americans with Disabilities Act by telephone, to fully comply with Louisiana Revised Statutes 42:14E and 17.2.1; such policy shall be added to and included in Article VIII of the by-laws of the commission.

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

**2. Manchac Fire Department – update**

Mr. Dufresne told the Commissioners that Fire-Chief George Coxen of the Manchac Volunteer Fire Department had recently inquired if modifications could be made to the small vessel dock at the port to help facilitate their new air boat. Mr. Dufresne said the small vessel dock was originally funded by the LA-DOTD program, and he planned to apply for another package of funding once the current program is completed and feels certain the DOTD would accommodate any additional requests. Mr. Dufresne said there was an existing pole guidewire near the dock that would need to be moved, and this would open up more space for access. He had also spoken to Entergy about adding a support pole in the area. There were also other improvements that could be completed around the parking lot. Mr. Dufresne then introduced Fire-Chief Coxen, who told the Commissioners that there is no place to park in the area to launch a boat. Fire-Chief Stormy Joiner also explained the different issues they find at the port when trying to launch from the small dock vessel. Vice-President Joubert thanked both men for their attendance, and said it was something for future consideration.

**Remarks:**

Mr. Dufresne reminded the Commissioners that the annual Louisiana Board of Ethics Tier 2.1 Financial disclosure is due by May 15, 2024.

Commissioner Roper said she had attended the PAL (Ports Association of Louisiana) conference and found it very informative and said, “there is a lot of money out there strictly for the ports.” She said she had spoken with the director from the Port of South Louisiana, and said he is interested in the possibility of doing some joint ventures with STPPC. She also said it was discussed at the meeting the problem of getting insurance, and that everyone seems to be having the same issues. She said the meeting was very interesting and suggested that more of the Commissioners attend next year.

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

The meeting adjourned at 9:41 AM.

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Tina Roper, Secretary STPPC

Daryl Ferrara, President STPPC