

SOUTH TANGIPAHOA PARISH PORT COMMISSION
TUESDAY, June 9, 2020 – 12:00 NOON
AT
PONCHATOULA CITY HALL

MINUTES REGULAR MEETING

President Daryl Ferrara called the Regular Meeting to order at 12:00 noon on Tuesday, June 9, 2020 at the Ponchatoula City Hall Chamber, 125 W. Hickory St., Ponchatoula, LA 70454

Helen Muller, Administrative Secretary, gave the invocation and Commissioner Brumfield followed with the Pledge of Allegiance.

Commissioners Present: Cheryl Brumfield, Daryl Ferrara, Wm. Joubert, James Nelson, and Ryan Williams

Commissioners Absent: James Wes Daniels II and Wm. Poland

Others Present: Patrick Dufresne, Director; Helen Muller, Administrative Assistant; Lee Barends, Ginger Cangelosi, Melissa T. Bordelon, William Nercer; Ponchatoula Times, Don Ellzey; Hammond Daily Star

President Ferrara welcomed everyone and thanked them for attending.

APPROVAL OF AGENDA AND MINUTES

It was moved by Commissioner Joubert and seconded by Commissioner Williams that the South Tangipahoa Parish Port Commission amend its agenda prior to approval to add an item relative to a Resolution (D) under Old Business Item 2, as requested. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson and Williams Nays: 0 Absent: 2 Daniels II and Wm. Poland

It was moved by Commissioner Brumfield and seconded by Commissioner Nelson that the South Tangipahoa Parish Port Commission adopt the minutes of the Regular Monthly Meeting held on March 10, 2020, as presented. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson and Williams Nays: 0 Absent: 2 James Daniels II and Wm. Poland

President Ferrara announced that there were no meetings or minutes for the months of April and May due to the Covid-19 virus.

TREASURER'S REPORT:

The Financial Reports for the month ending May 31, 2020 was presented by Commissioner Brumfield. She reported that the Income Statement *total revenues* were \$37,833.63 and *total expenses* were \$ 19,196.03 leaving a *net income* of \$18,637.60. The May Balance Sheet report showed *Total Assets* \$ 7,758,622.73 *Total Liabilities & Capital* \$ 7,758,622.73 for period ending May 31, 2020.

It was moved by Commissioner Joubert and seconded by Commissioner Williams that the South Tangipahoa Parish Port Commission approve the financial reports for the period ending May 31, 2020 as presented by Commissioner/Treasurer Brumfield. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

Ms. Lee Barends, Bookkeeper, inquired about the financial reports for the months of March and April, 2020 that was sent to the Commissioners by e-mail for their review and comments. Copies of the prior months, March, April financials were put into the Commissioners meeting folder and she recommend that the Commission approve those as well.

It was moved by Commissioner Joubert and seconded by Commissioner Williams that the South Tangipahoa Parish Port Commission amend its motion to include the March and April financials for approval , as well. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

**1. DOTD- Port Priority State Project: SPN-578-53-0012/H.003600 (323)
Bulkhead, Yard Hard Surfacing and Rail Improvements, Phase III Update
a) Resolution b) Resolution c) Resolution d)Resolution**

Port Director, Patrick Dufresne reported that the closure of present SPN 578-53-00012/H.003600 (323) project was still pending/ waiting for the contractor to provide a clean lien certificate on final close-out documents so the necessary retainage fee can be paid. As a result of the delay LA DOTD understood what the problem/issues were and they also are authorizing the Commission to proceed with its Transload Improvements project.

2. LA DOTD Port Priority State Project H.011927- Transload Improvements

The port director gave an update relative to the next Port Priority application grant approved by DOTD for Transloading Improvements and discussed previous rail-tie emergency maintenance project. The hiring of an engineering firm will be required prior to moving forward with the upcoming series of DOTD projects and requested authorization from the Commission to proceed with the Trans-loading improvements project (s) at the Port Manchac inter-modal terminal. The initial project scheduled will be the Rail-Tie Maintenance/Improvements that are critical relative to maintaining safe rail trans-loading operations, as mandated by the CN Railroad. There will be two initial phases of the State Project H.011927- that includes: Floodwall Phase II, Truck-Scale Foundation Improvements, Asphalt Paving and Site Grading. To satisfy DOTD legal requirements, a resolution on behalf of the STPPC/PORT MANCHAC must be executed and submitted to DOTD.

Commissioner Joubert presented/introduce the following resolutions for (Phase I of State Project Number H.011927) (321) *Port Improvements Port Manchac Transload Improvements* and (Phase II of State Project No. H.011927 (322) *Port Improvements Port Manchac Transload Improvements Floodwall (Phase II), Truck-Scale Foundation Installation, Asphalt Paving and Site Grading* (Phase II of SPN H. 011927)

A) Moved by Commissioner Williams, seconded by Commissioner Nelson that the Commission authorize Patrick Dufresne, Port Director, to execute an agreement with AECOM – (1515 Poydras Street, Suite 2700, New Orleans, LA 70112) for Professional Engineering Services for the LA- DOTD *STATE PROJECT NUMBER H.011927* that will include the following Port Improvement Projects as Listed: 1) *Floodwall-Phase II*, 2) *Truck Scale Foundation Repairs* 3) *Asphalt Paving* and 4) *Site Grading*. The professional engineering services will include the design plans and specifications to be in compliance with the guidelines established in the Port Construction and Development Priority Program grant application. This resolution allows AECOM Corporation Work Authorization for the modification, preparation and submission for services to be rendered. The total cost of the plans and specifications design work and project construction management services performed by AECOM is not to exceed the total amount of \$ 72,000. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

B) Moved by Commissioner Joubert, seconded by Commissioner Nelson that the Commission authorizes Patrick Dufresne, Port Director, to execute an agreement with Professional Engineering Services (P.E.C. 7600 Innovation Park Drive, Baton Rouge, LA 70820) for the Rail-Tie Maintenance/Improvements for the *LA-DOTD Project Number H. 011927* at the Port Manchac inter-modal terminal. The engineering plans, specifications, and Request for Proposals (RFP) -bid documents review shall be performed in compliance with the guidelines established in the Port Construction and Development Priority Program grant application and the work shall not exceed a total amount of \$3,000.00. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

C) Moved by Commissioner Nelson, seconded by Commissioner Brumfield that the Commission Approve the requesting authority to Advertise with Contingency of Port responsible for engineering services for State Project No H.011927 (321). Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

RESOLUTION REQUESTING AUTHORITY TO ADVERTISE with Contingency

Port responsible for engineering STATE PROJECT NO H.011927 (321) PARISH OF TANGIPAHOA

RESOLUTION South Tangipahoa Parish Port Commission

WHEREAS, The South Tangipahoa Parish Port Commission has submitted an application for funding of the Port Manchac Transload Improvements – Rail-Tie Maintenance & Improvements port improvement project under the Port Construction and Development Priority Program; and

WHEREAS, the State’s share of the project funds have been made available and the South Tangipahoa Parish Port Commission has available its local matching share of the project funds in an amount of not less than ten (10%) percent; and

WHEREAS, at the request of the South Tangipahoa Parish Port Commission , Professional Engineering Consultants (P.E.C.) has prepared plans and specifications for said project, which plans and specifications are designated by State Project No. H.011927 (321) and

WHEREAS, the South Tangipahoa Parish Port Commission has reviewed the plans, specifications and cost estimate and has submitted them to the Department of Transportation and Development. The South Tangipahoa Parish Port Commission will accept the final plans and specifications **contingent** on the Department of Transportation and Development’s final approval inasmuch as they comply with the requirements of the Port Construction and Development Priority Program.

D) Moved by Commissioner Williams, seconded by Commissioner Nelson that the Commission enter into an amendment to an agreement with the State of Louisiana , Department of Transportation and Development under the Louisiana Port Construction and Development Priority Program. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

**RESOLUTION AUTHORIZING AN AMENDMENT TO AN AGREEMENT
AND DESIGNATION OF PERSON AUTHORIZED TO SIGN
STATE PROJECT NO H.011927 PARISH OF TANGIPAHOA**

A Resolution authorizing the South Tangipahoa Parish Port Commission to enter into an amendment to an agreement with the State of Louisiana, Department of Transportation and Development under the Louisiana Port Construction and Development Priority Program for assistance in the implementation of a port improvement project; providing for the necessary documentation of the need for the port improvement; and providing for other matters in connection therewith.

WHEREAS, the South Tangipahoa Parish Port Commission has a need for port improvements; and

WHEREAS, the South Tangipahoa Parish Port Commission has reviewed the application for Port Manchac Transload Improvements and agrees with said agreement and amendment; and

WHEREAS, the South Tangipahoa Parish Port Commission has applied for State matching funds pursuant to Chapter 47 of Title 34 of the Louisiana Revised Statutes of 1950, as amended, to implement a project to improve its port operation and South Tangipahoa Parish Port Commission is fully aware of its obligations under said Statute; and

WHEREAS, the South Tangipahoa Parish Port Commission is a political body duly organized and existing under the laws of the State of Louisiana and is eligible to apply for funds under said Statute; and

NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission as follows:

Section 1. That South Tangipahoa Parish Port Commission acknowledges that an application was submitted to the Louisiana Port Construction and Development Priority Program.

Section 2. That South Tangipahoa Parish Port Commission acknowledges that an agreement with the Louisiana Department of Transportation and Development has been executed.

Section 3. That at the appropriate time South Tangipahoa Parish Port Commission agrees to execute an amendment to said Project Agreement and a Statement of Sponsorship pursuant to the Statute and hereby authorizes and empowers Patrick J. Dufresne, Executive Director/CEO to enter into and execute said amendment to the agreement with the Louisiana Department of Transportation and Development.

Section 4. That Patrick J. Dufresne, Executive Director/CEO is hereby Authorized Representative for South Tangipahoa Parish Port Commission to represent the port with regards to the receipt of funds from the Louisiana Port Construction and Development Priority Program for a port improvement project.

Section 5. That said Authorized Representative shall have the authority to sign and approve all documents that are necessary under the circumstances to accomplish the above project.

3. Prospective Tenant (s) Update

The port director reported on previous inquires and discussed matters relative to their operation and potential transloading opportunity for rail storage use of the Port Manchac terminal.

4. Invoice Payment Approval

Commissioner Brumfield presented the June 9, 2020 invoices for the Commissioners' review and payment approval.

- 1. Rail Technical Services Inv. # 16571 (Emergency Track Repairs) \$9,582.00*
- 2. Cashe Coudrain & Bass Inv. # 117723 Matter # 4623-1 Amt. \$340.00*

It was moved by Commissioner Nelson and seconded by Commissioner Brumfield, that the Commission approve payment on the invoices, as presented by Commissioner Brumfield. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

5. Committee Reports

There were no Committee Reports.

6. Insurance RFP Update

a) Resolution

The port director reported on the annual insurance packet RFP that was advertised in the Ponchatoula Times, Port's Official Journal of Record, and also the Hammond Daily Star. The Port received only one qualified proposal that was submitted by Jackson-Vaughn, for insurance coverage for FY-2020-2021. A copy of the proposal was presented in the Commissioner's folder for their review. Commissioner Nelson questioned having only one submittal and asked the port director what was his recommendation? In response, the port director reiterated that marine insurance is put into a different category and requires the proper portfolio of insurance coverage that would be adequate for port facilities, so as a result, the insurance issue will likely need more research in order to attract additional quotes. The Commissioners decided to decline the Jackson & Vaughan proposal for FY 2020/2021, as submitted, and ask its current carrier for an extension of 90 days. Commissioner Joubert suggested that the director seek at least three proposals and re-advertise RFP for FY 2020-2021 and report back to Commission at the September meeting making sure that the two insurance companies, recommended by Commissioner Nelson, can write marine insurance coverage.

Moved by Commissioner Nelson and seconded by Commissioner Brumfield that the Commission seek a 90 day extension with current policy carrier and re-advertise insurance RFP. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

7. Dana Brown, Professional Services Update

President Ferrara informed the Commissioners that he received a work sheet status from Dana Brown & Associates relative to the \$2,900 contractual agreement, dated March 6, 2020. The work status report was in the Commissioners meeting folder for reviewing. The agreement was for utilizing as much as possible future port property intended to be use as a marketing tool for presentations to appropriate parties. The following update was sent to President Ferrara on June 8, 2020 on status of work: 1) about to send a list of program elements to include in the sketch plan, which will need your okay or modification 2) working on a map showing analysis, much of which is in your presentation 3) working on a more graphic slide presentation layout. 4) sending our drone out over the site on Thursday, which is when we expect wind speeds to be favorable 5) then given program elements are approved, we will create sketches and other diagrams 6) send these to you for approval hopefully by the end of next week 7) when approved, we will fold into the presentation 8) will send the presentation to you for review and comment and 9) will finalize the presentation. In concluding the update President Ferrara stated that the agreement is near completion and once approved the slide presentation of Port Manchac will be include in the Southeastern Louisiana University slide presentation as a marketing tool.

NEW BUSINESS:

1. Journal of Record for 2020-2021 – RFP
a) Resolution

The port director announced that the current annual term for the present Official Journal of Record, Ponchatoula Times, will soon expire and that the Commission is required to advertise to seek proposal for FY 2020-2021.

In the absence of Secretary Daniels II, Commissioner Joubert introduce the following resolution :

It was moved by Commissioner Nelson and seconded by Williams that the Commission authorize its Executive Director, to empower and execute any and all documents pertaining to advertising its Request For Proposals for an official journal of record for the period beginning August 1, 2020 and ending July 31, 2021. The requested information shall 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, and 5) Any other information you deem appropriate. Proposals must be received no later than Monday, July 13, 2020 at 5:00 pm. at 163 West Hickory Street, Ponchatoula, LA 70454 .Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

Remarks:

Port Director Pat Dufresne thanked everyone for their attendance and was happy that they were doing well through the Covid-19 pandemic crisis.

The port director responded to Commissioner Brumfield’s question relative to the due date for the required Annual Personal Financial Disclosure Statement stating the deadline for filing the annual report is May 15th. The deadline for the Annual Ethics Training is December 31, 2020.

Having no further business, a motion was made by Commissioner Brumfield and seconded by Commissioner Joubert to adjourn. Motion passed. Yeas: 5 Brumfield, Ferrara, Joubert, Nelson, and Williams Nays: 0 Absent: 2 Daniels II, and Poland

The meeting was adjourned at 1:05 pm.

James Wes Daniels II, Secretary STPPC

Daryl Ferrara, President STPPC