

**SOUTH TANGIPAHOA PARISH PORT COMMISSION
REGULAR MEETING**

**WEDNESDAY, FEBRUARY 14, 2024 9:00AM
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the regular meeting to order on February 14, 2024 at 9:08 AM. The meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

The invocation was given by Administrative Assistant Robyn Pusey, followed by the Pledge of Allegiance, led by Commissioner Jimmy Schliegelmeyer, Jr.

Commissioners Present: Daryl Ferrara, William "Bill" Joubert, Jimmy Schliegelmeyer, Jr., Tina Roper, Timothy DePaula

Commissioners Absent: William Sims, Rhonda Sheridan

President Ferrara welcomed the attendees, and thanked Ginger Cangelosi of the Tangipahoa Economic Development Foundation for her attendance. Others Present: Patrick Dufresne, Executive Director; Robyn Pusey, Administrative Assistant; Andre Coudrain, Cashe Coudrain & Bass; Richard Meek, Hammond Daily Star.

APPROVAL OF AGENDA/MINUTES

It was moved by Commissioner Roper and seconded by Commissioner DePaula that the South Tangipahoa Parish Port Commission approve the regular meeting agenda for February 14, 2024 as presented. Motion passed. Yeas: 5 Ferrara, Joubert, Schliegelmeyer, Jr., Roper, DePaula. Nays: 0 Absent: 2 Sims, Sheridan

President Ferrara announced that the minutes of the regular meeting on January 10, 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 Schliegelmeyer, Jr. and seconded by Commissioner Roper to adopt/approve the minutes from the regular meeting on January 10, 2024. Motion passed. Yeas: 5 Ferrara, Joubert, Schliegelmeyer, Jr., Roper, DePaula. Nays: 0. Absent: 2 Sims, Sheridan.

TREASURER'S REPORT

Prior to the meeting today the financial reports for the period ending January 31, 2024, had been emailed to the Commissioners for their review and a copy was placed in their meeting folders. Commissioner/Treasurer Schliegelmeyer, Jr. reviewed the reports with the Commissioners, saying the total monthly interest income was \$92.54 and the rental income was \$120,006.20, with total revenues of \$133,698.74. He said the total expenses were \$63,742.21 and the net income was \$69,956.53. He also said the Edward Jones Money Market account total was \$2,520,550.52, and the total assets were \$15,696,248.42. There were no questions from the Commissioners. It was moved by Commissioner Roper and seconded by Commissioner DePaula that the Commission accept/approve the financials for the month ending January 31, 2024. Motion passed. Yeas: 5 Ferrara, Joubert, Schliegelmeyer, Jr., Roper, DePaula. Nays: 0 Absent: 2 Sims, Sheridan

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 had arrived at the port and should be installed later in the week. He said the installation of the electrical hardware and insulation will follow. Mr. Dufresne said that a meeting with Entergy will be scheduled to discuss providing service to the container. He said he hopes to have the project completed in two weeks.

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

Port attorney Andre Coudrain said as directed by the Commissioners at the previous STPPC meeting he had sent a letter to the port's tenant regarding the maintenance deficiencies in Warehouse Building #3. Mr. Coudrain said he received a response from Andy Parker with Premier Chemicals that stated there would be a maintenance program in place in a few weeks, that they had received quotes from contractors for repairs on the north wall that would be scheduled soon, and the lights would be fixed soon as well. Also, there were other items that the tenant was in process of getting quotes on. President Ferrara and Commissioner Schliegelmeyer, Jr., agreed that it appeared the tenant was making a lot of effort to get the issues resolved. Mr. Coudrain said he asked for a response from the tenant within 30 days, and that he would follow up with the tenant at that time.

3. Barge Dock Repair – update

Mr. Dufresne said the engineering agreement with Ragland Aderman and Associates for the barge dock repair project is in place, and they will provide a cost analysis to repair the dock with either wood or a steel mitigation option. This should take between 90 and 120 days to complete, and once done the analysis will be submitted to FEMA for review. FEMA will notify the port when a decision is made about their preference between the two options. Once notified by FEMA the barge dock repair project will then be put out for bid. Mr. Dufresne said he thought that FEMA was considering the steel option, which is the most practical solution. President Ferrara said he thought it shouldn't take 120 days for the engineer to complete the cost analysis, as the engineer already has a lot of the information, however Mr. Dufresne said the cost analysis is very detailed and takes a lot of time.

4. Prospective Tenant(s) – update

Mr. Dufresne told the Commissioners there was no prospective tenant update today. There were no questions.

5. Insurance coverage FY 2024 – 2026, update

a) Resolution

Mr. Dufresne said it was time for the Request For Proposal (RFP) advertisement process to begin for the port insurance coverage FY 2024 – 2027. Mr. Dufresne explained that the RFP would be published in the ports Official Journal of Record - The Tangi Times (formerly the Ponchatoula Times), The Hammond Daily Star, The Advocate in Baton Rouge and New Orleans for 90 days, which would give each insurance company plenty of time to review.

Moved by Commissioner Roper, seconded by Commissioner DePaula that the Commission authorize Patrick J. Dufresne, Executive Director, to execute any and all documents pertaining to advertising Requests for Insurance

Proposals, for the South Tangipahoa Parish Port Commission/Port Manchac insurance coverage, for Fiscal Years 2024 – 2027 for the following:

- 1) Property/Inland Marine;
- 2) General Liability (including addition of 100 acres);
- 3) Non-Owned & Hired Auto;
- 4) Employee Dishonesty;
- 5) Directors & Officers Liability;
- 6) Workman’s Compensation;
- 7) Marine/USL&H;
- 8) Full Pollutant Coverage

Advertising for proposals will be placed for a period of 90 days in the Port’s official journal, The Tangi Times, and also The Daily Star – Hammond, and The Advocate – Baton Rouge and New Orleans, beginning March 1, 2024 and ending on May 31, 2024.

A roll call vote was held:

Ferrara - Yes. Joubert - Yes. Roper - Yes. Schliegmeyer, Jr. - Yes. DePaula – Yes.

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

6. Invoice Payment Approval

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

1. Cashe Coudrain & Bass		
Services rendered through January 31, 2024		
Inv# 127251	Matter # 4623-1	Amt. \$460.00
Inv# 127252	Matter # 4623-4	Amt. \$580.00
Inv# 127253	Matter # 4623-10	Amt. \$200.00
<u>Inv# 127254</u>	<u>Matter # 4623-11</u>	<u>Amt. \$35.00</u>
		Total Amt. \$1,275.00

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

7. Audit Engagement FY 2023 – Compliance Questionnaire a) Resolution

Executive Director Patrick Dufresne told the Commissioners that as part of the routine audit process there is a questionnaire that must be completed as part of the financial compliance audit for FY ending December 31, 2023. The questionnaire must be reviewed and adopted by the board by means of a formal resolution. Commissioner Roper introduced the resolution:

WHEREAS, the South Tangipahoa Parish Commission as part of its financial and compliance audit as of December 31, 2023, and for the year then ended, is required to complete the Systems Survey and Compliance Questionnaire furnished by the Louisiana Legislative auditor, and,

WHEREAS, upon completion, the questionnaire must be presented to and adopted by the Board of Commissioners of the South Tangipahoa Parish Port Commission, by means of a formal resolution in an open meeting and,

WHEREAS, the completed questionnaire and a copy of its adoption must then be given to the auditor at the beginning of the audit. The auditor will, during the course of his attestation engagement, test the accuracy of the response in the questionnaire.

WHEREAS, this Systems Survey and Compliance questionnaire was reviewed and all questions answered by the Board of Commissioners of the South Tangipahoa Parish Port Commission.

THEREFORE BE IT RESOLVED that the South Tangipahoa Parish Port Commission hereby adopts this resolution on February 14, 2024 by the following roll call vote:

Roll call vote:

Ferrara - Yes. Joubert - Yes. Roper - Yes. Schliegmeyer, Jr. - Yes. DePaula – Yes.

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

8. Budget FY 2024 – update

a) Executive Session

President Ferrara said that all Commissioners should be present to continue the salary discussion for the Executive Director and Administrative Assistant, and suggested the executive session be tabled today due to the absence of Commissioners Sims and Sheridan. A motion was made by Commissioner Roper, and seconded by Commissioner Schliegmeyer, Jr. to table the executive session. Motion passed. Yeas: 5 Ferrara, Joubert, Schliegmeyer, Jr., Roper, DePaula. Nays: 0 Absent: 2 Sims, Sheridan

NEW BUSINESS

1. Investment Account update

Sean McArthur of Edward Jones gave the commission an overview of the STPPC accounts and said the money market account is still paying very well at almost 5.2%. He said there are three CD's that are maturing during the coming year and suggested the possibility of moving those funds to a higher interest money market account. He also said the expectation is this summer the interest rates will be cut substantially by the federal government, and we may want to "lock in" some of the yields now. Mr. McArthur said he was contacted recently by port accountant Lee Barends, and \$70,000.00 was moved from the Hancock Whitney account into the Edward Jones money market account. He also wanted the commission to be aware that Edward Jones has a legal team that performs random audits on government entities and subsidiaries and said per the statute in Louisiana that technically STPPC is not supposed to be invested in CD's, however, this was a Hancock Whitney issue that was transferred to Edward Jones. He said moving forward, once the CD's mature, he would recommend reinvesting that money into treasury bills, that T-bills are paying about the same as CD's. He said he had the full statute with him and offered to show it to the Commissioners, and again, recommended that the money from the matured CD's be reinvested in T-bills or T-notes. He said it sounded like STPPC would start moving cash positive dollars from the general account to Edward Jones on a monthly basis and said to let him know if the commission wanted to start reallocating funds into a fixed account or continue rolling

funds into the money market account to keep it liquid. Commissioner Roper suggested creating a sub-committee with 3 Commissioners to discuss the options. Port attorney Andre Coudrain reminded the Commissioners that they must comply with the open meeting policy, that it must be a scheduled meeting with an agenda, to be posted 24 hrs. in advance of the meeting in the paper or on the door where the meeting is being held, which can be held at the City Hall Annex or the port office.

Commissioner Roper asked who maintains the STPPC website and noted that there were things to be updated on the site. Executive Director Patrick Dufresne told her that the website was managed by Outlook Design. Commissioner Roper said we may want to find a company that can “spruce up” the website and make it more interactive.

President Ferrara asked again about the CD’s and Mr. McArthur suggested that as the CD’s mature that we “stockpile” up to \$200,000.00 and then invest those funds into a T-bill. Commissioner DePaula said his only concern was that the port currently doesn’t have insurance, that we are self-insured, and this was his concern from a liquidity standpoint but agreed that the Commissioners should meet and discuss.

2. 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

Patrick Dufresne told the Commissioners that STPPC was in the process of implementing a policy for members of the public who have disabilities, and members of the commission with disabilities. Port attorney Andre Coudrain told the Commissioners there were a few small things that he wanted to “clean up” within the policy before approving adoption of the policy. He said he would have the clean version at the next STPPC meeting. A motion was made by Commissioner Schliegelmeyer, Jr. and seconded by Commissioner Roper to table the resolution. Motion passed. Yeas: 5 Ferrara, Joubert, Schliegelmeyer, Jr., Roper, DePaula. Nays: 0 Absent: 2 Sims, Sheridan

Remarks:

Commissioner Joubert told the Commissioners that he would be retiring from Southeastern Louisiana University next week and provided new email information.

Commissioner Schliegelmeyer, Jr. said that the Strawberry Ball would take place on Saturday, February 17th at 7PM, and to contact him for tickets.

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

The meeting adjourned at 9:44 AM.