

**SOUTH TANGIPAHOA PARISH PORT COMMISSION
REGULAR MEETING**

**WEDNESDAY, MAY 8, 2024 9:00AM
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the regular meeting to order on May 8, 2024 at 9:05 AM. The meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

The invocation was led by Administrative Assistant Robyn Pusey, followed by the Pledge of Allegiance led by Commissioner William Sims.

Commissioners Present: Daryl Ferrara, Jimmy Schliegelmeyer, Jr., Timothy DePaula, William Sims.

Commissioners Absent: William "Bill" Joubert, Tina Roper, Rhonda Sheridan

President Ferrara welcomed attendees to the meeting. Others in attendance included Patrick Dufresne, STPPC Executive Director; Robyn Pusey, Administrative Assistant; Andre Coudrain, Cashe Coudrain & Bass; Lee Barends, ITL Accounting

APPROVAL OF AGENDA/MINUTES

It was moved by Commissioner DePaula and seconded by Commissioner Sims that the South Tangipahoa Parish Port Commission approve the regular meeting agenda for May 8, 2024, as presented. Motion passed. Yeas: 4 Ferrara, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, Sheridan

President Ferrara announced that the minutes of the regular meeting on April 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 DePaula to adopt/approve the minutes from the regular meeting on April 10, 2024. Motion passed. Yeas: 4 Ferrara, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, Sheridan

TREASURER'S REPORT

Prior to the meeting today the financial reports for the period ending April 30, 2024, had been emailed to the Commissioners for their review. Commissioner/Treasurer Schliegelmeyer, Jr. told the Commissioners that the total revenues for the month was \$120,193.75, the total expenses for the month were \$26,894.05, and the net income was \$93,299.70. There were no questions about the expenses. President Ferrara reminded the commissioners that it was previously agreed to keep a minimum in the operating account and move any overage amount to the Edward Jones money market account. He said that port accountant Lee Barends spoke to

financial advisor Shaun McArthur of Edward Jones and asked him to move \$200,000.00 out of the operating account to the money market account. Ms. Barends confirmed that this had been done, saying the money market account pays a little more interest and it can be moved back to the operating account when needed. Commissioner DePaula and Commissioner Sims asked questions about the interest on the money market account. Ms. Barend reviewed copies of the most current Edward Jones statement with the Commissioners and said the interest from the money market was combined within the statement. Commissioner DePaula asked if she could just get the money market income. Ms. Barends said now that she has access to the Edward Jones account, she will send the Edward Jones statement to the administrative assistant, to be forwarded to the Commissioners with the rest of the monthly meeting information. There were no additional questions.

President Ferrara called for a motion to approve the financials. It was moved by Commissioner Sims and seconded by Commissioner DePaula that the Commission accept/approve the financials for the month ending April 30, 2024. Motion passed. Yeas: 4 Ferrara, Schliegmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, 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 stated he is very happy to report that the truck scale is fully operational, operating as designed and that the tenants are very excited and happy that the project is finally completed. He said the truck scale is working, and he tested it himself. President Ferrara asked if the truck scale electrical equipment is better protected now than it was during the last hurricane. Mr. Dufresne said the truck scale container is on an elevated platform, and the truck scale equipment housed inside should be protected from any flooding. He said the platform had been refurbished and came out very nice. President Ferrara wanted to know what the fee is to use the scale, and Mr. Dufresne said the fee is included in the lease and would be addressed during negotiations at the time the leases are renewed. He said the truck scale would be available for use by all tenants. President Ferrara asked for an electrical update, and Mr. Dufresne said that this was the last thing they had been waiting on to complete the project. He said Micelli Scales came to the port and installed the actual equipment, they tested the equipment, and everything worked. President Ferrara asked about money received from FEMA. Mr. Dufresne said FEMA had given us some money originally. He also said that the LA-DOTD was very cooperative and understanding about the electrical difficulties that made it longer than expected to get this project completed. President Ferrara thanked Mr. Dufresne for his hard work on this project.

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

Mr. Dufresne said that per the updates he had sent to the Commissioners, the sheet metal in the northeast corner had been replaced, and the steel beams inside the building had been reconditioned by cleaning and coating them. He said port attorney Andre Coudrain will be following up with the tenant to discuss the next steps in this repair process. Mr. Coudrain said work is progressing, but there are a few more things to repair, such as rust and corrosion on shelving, electrical equipment damage, exposed wires and some non-functioning lights. He

said he asked the tenant to provide him with a report once all the work is done. Mr. Coudrain said that Mr. Andy Parker of Premier Chemicals told him that going forward they will provide a routine maintenance schedule for the upkeep in Warehouse Building #3. Mr. Coudrain recommended that once Mr. Parker notifies him that all the work has been completed that the Commission make their own inspection to ensure that the repairs have been done to their satisfaction.

3. Prospective Tenant(s) – update

Mr. Dufresne said the port had been contacted by Manson Construction Company, a dredging company that is doing some work in the Spillway area of Lake Ponchartrain. They inquired about doing some transloading and storage operations using the small vessel barge dock and adjacent shoreline at the port for the balance of this year. Mr. Dufresne said he would like approval to negotiate with Manson Construction Company and have a signed agreement in place before the next STPPC meeting. Mr. Coudrain said he would prepare the lease using a standard form agreement and advised that the motion would be to authorize the Executive Director to enter into a lease agreement with Manson Construction Company for transloading and storage through the end of the year at current market rates.

A motion was made by Commissioner Schliegelmeyer, Jr. and seconded by Commissioner DePaula to approve and authorize Patrick Dufresne, Executive Director to enter into a lease agreement with Manson Construction Company for transloading and storage operations at the port through December 31, 2024 at current market rates. Motion passed. Yeas: 4 Ferrara, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, Sheridan

4. Insurance coverage FY 2024 – 2027, update

Mr. Dufresne told the Commissioners that the RFP advertisement continues, and there had been several inquiries for information which had been facilitated by the administrative assistant. He said the bids are due on May 31, 2024 and would be reviewed and discussed at the STPPC meeting on June 12, 2024.

5. Invoice Payment Approval

The following invoices for payment were presented by Commissioner/Treasurer Schliegelmeyer, Jr.

1. Cash Coudrain & Bass
Services rendered through April 30, 2024
Inv# 128023 Matter # 4623-13 Amt. \$ 580.66
Inv# 128022 Matter # 4623-4 Amt. \$ 160.00
Inv# 128021 Matter # 4623-1 Amt. \$ 380.00
Total Amt. \$1,120.66

2. LWCC
Workers Comp Policy Period 5/21/24 – 5/21/25
Inv# 6372525 Installment #1 Total Amt. \$1,619.00

3. Ragland Aderman & Associates

Structural engineering services regarding dock repairs Feb – Apr 2024

Inv# 492023021.24.1

Total Amt. \$32,532.50

Mr. Dufresne said the invoice from Ragland Aderman & Associates is the first invoice of the \$135,000.00 agreement with Mr. Ragland for the work he is doing for FEMA. Mr. Dufresne said he told Mr. Ragland that he would be paid when we receive our first reimbursement from FEMA, and the total would be determined by the repair option chosen by FEMA. There are 3 options for the barge dock repair, with the third option being amended to include additional repair information regarding the barge dock incident that happened in January 2024. This option includes more mitigation and further justifies FEMA's initial investment to the rest of the barge dock. Mr. Dufresne said once a decision has been made by FEMA he will forward the invoice for payment, and FEMA will pay 90%. Ms. Barends said the budget will need to be amended once that information is available.

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, LWCC and Ragland Aderman & Associates (which will be held temporarily pending reimbursement from FEMA). Motion passed. Yeas: 4 Ferrara, Schliegmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, Sheridan

6. Budget FY 2024 – update

a) Executive Session

President Ferrara recommended this agenda item be tabled until all Commissioners are in attendance. He also said the Commission needs to move forward with this agenda item and wants to review at the next meeting with Commissioner Sims in attendance, who is working on the request from the Executive Director for a salary increase for himself and the Administrative Assistant. The commissioners agreed and the session was tabled.

NEW BUSINESS

1. Barge Dock Damage Incident Report

Mr. Dufresne told the Commissioners that he had recently received a report regarding an incident at the port that happened back in January 2024. The report stated there were several barges parked on the side of the dock by one of the tenants, and another tenant came in for transloading on the side and bumped the parked barges into the dock. He said it took a while to get the report, as it had to go through "the chain of command" in two companies before it was released. Mr. Dufresne said he forwarded the report to President Daryl Ferrara and also to port attorney Andre Coudrain. He said the report basically described what the contracted company had observed on the day of the incident.

Mr. Coudrain said that Air Products had released the report to us, and that Wilco Marsh Buggies was our tenant at the time of the day in question. He said he contacted the president of Wilco Marsh Buggies to discuss and was asked by the president to provide some evidence

that Wilco Marsh Buggies had been involved in the incident. Mr. Coudrain said we are not authorized to release the incident report at this time, but there are photographs and statements to indicate Wilco Marsh Buggies was involved in this incident. He said that Mr. Dufresne is in the process of obtaining permission from Air Products to release the incident report to Wilco Marsh Buggies, and if they don't give permission, there are photographs and "some other things" that can be released.

Mr. Dufresne said there is a documented baseline of damage to the barge dock that was done before and after the incident obtained by structural engineer, Jim Ragland. He said he was told by Mr. Ragland that he believes there is more damage to the barge dock than the incident report indicates. Mr. Coudrain said as a result, we need to determine who is the responsible party, provide proof, and then assess what damage was done to the barge dock from the incident. Commissioner DePaula and Mr. Coudrain discussed whether the Commission should go into Executive session, and Mr. Coudrain said it was not necessary today. Mr. Coudrain said the next step would be to obtain approval from Air Products to release the report to Wilco Marsh Buggies and then send them our assessment showing the damage to the dock before and after the incident. He said we must show that the action by Wilco Marsh Buggies caused this damage. Mr. Dufresne suggested that Mr. Ragland evaluate the damage to the dock, as he has done research on this dock before and after the incident. He said going forward, we will need authorization for Mr. Ragland to assist with the damage assessment of the barge dock, that Mr. Ragland's assessment of this incident will be different from the FEMA project. Mr. Coudrain said the Commission should allow Mr. Ragland to complete an initial report for a sense of any new or different damage costs. He said the motion should be to authorize Patrick Dufresne to engage Mr. Jim Ragland to assess and evaluate potential damage to the barge dock that was caused by the January incident. Commissioner DePaula suggested that this authorization should be managed by the port's attorney instead of the executive director.

The motion was made by Commissioner DePaula and seconded by Commissioner Schliegelmeyer, Jr. to authorize the port's attorney, Andre Coudrain, to engage the engineering services of Ragland Aderman and Associates for assessment of potential damages to the large vessel barge dock at the port caused by the incident on January 25, 2024.

Motion passed. Yeas: 4 Ferrara, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, Sheridan

2. Official Journal of Record – RFP

a) Resolution

Before discussing this agenda item, President Ferrara had questioned the large amount of money spent last month for publishing that was posted under marketing expense in the general ledger. The Tangi Times invoice from last month was \$2,214.06, which included a fee of \$1,205.10 for publication of the Port Insurance RFP (Request For Proposal) 2024 – 2027; the balance of the invoice was for publication of meeting notices and minutes from February, March and April 2024. Port accountant Lee Barends said the RFP was required publication in the Tangi Times, and that she may be able to move this item to legal expense instead of marketing expense. Mr. Dufresne said we hope to get a more competitive bid for the Official Journal of Record from the RFP this year. A brief discussion was had by the Commissioners, Ms. Barends and Mr. Coudrain regarding the different options, fees and the terms for the official journal before the resolution was read by Commissioner DePaula.

Moved by Commissioner Sims seconded by Commissioner Schliegelmeyer, Jr., that the Commission empowers and executes any and all documents pertaining to advertising of its Request for Proposals for an Official Journal of Record for the period beginning August 1, 2024 and ending July 31, 2025. Requested information will 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; 6) Any other information you deem appropriate. Proposals must be received no later than 5PM on June 30, 2024, at 163 W. Hickory St., Ponchatoula, LA 70454.

Motion passed. Yeas: 4 Ferrara, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, Sheridan

REMARKS

Mr. Dufresne thanked everyone for attending the meeting today and reminded the Commissioners for the final time that the annual Louisiana Board of Ethics Tier 2.1 Financial Disclosure forms are due by May 15, 2024. President Ferrara wanted the Commissioners to know that he had attended a meeting in Mandeville where Commissioner Sims was a guest speaker, and that he did an excellent job.

Having no further business, a motion for adjournment was made by Commissioner Schliegelmeyer, Jr. and seconded by Commissioner DePaula. Motion passed. Yeas: 4 Ferrara, Schliegelmeyer, Jr., DePaula, Sims. Nays: 0 Absent: 3 Joubert, Roper, Sheridan

The meeting adjourned at 9:53 AM.

Tina Roper, Secretary STPPC

Daryl Ferrara, President STPPC