

**SOUTH TANGIPAHOA PARISH PORT COMMISSION  
REGULAR MEETING**

**WEDNESDAY, JULY 10, 2024 9:00AM  
CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the regular meeting to order on July 10, 2024 at 9:10 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 Sims.

Commissioners Present: Daryl Ferrara, William "Bill" Joubert, Tina Roper, Timothy DePaula, William Sims

Commissioners Absent: Jimmy Schliegmeyer, Jr., Rhonda Sheridan

President Ferrara welcomed everyone to the meeting. Others in attendance included Patrick Dufresne, STPPC Executive Director, Robyn Pusey, Administrative Assistant, Lee Barends ITL Accounting, Andre Coudrain, Cashe Coudrain and Bass, Richard Meek, 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 July 10, 2024, as presented. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegmeyer, Jr., Sheridan

President Ferrara announced that the minutes of the regular meeting on June 12, 2024, had been sent to the Commissioners electronically 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 Roper and seconded by Commissioner DePaula to adopt/approve the minutes from the regular meeting on June 12, 2024. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegmeyer, Jr., Sheridan

**TREASURER'S REPORT**

The financial reports for the period ending June 30, 2024, had been emailed to the Commissioners for their review. Due to the absence of the STPPC Treasurer, port accountant Lee Barends reviewed the financial reports with the Commissioners. She said the journal entries had been received from auditor Randy Martinez for the FY 2023 audit period, and that the information has been entered and adjusted on the balance sheet. She said the investment dividend interest is now current for the first 6 months of the year. She reviewed the June interest dividend from the Edward Jones statement with the Commissioners. Ms. Barends said

that monies were not transferred this month to the Edward Jones account because of a large insurance payment that was due. President Ferrara asked about CD's that will be coming due. Ms. Barends said financial advisor Sean McArthur usually contacts her when these things come up. President Ferrara suggested that Mr. McArthur come in to give the commission an update, and Ms. Barends agreed. Ms. Barends told the Commissioners if there were any questions regarding the budget vs. actual, to let her know. She said there are a couple of items that will need to be reviewed for amending the budget. She said the Executive Director told her the LA-DOTD primary project is wrapping up, and one of the final payments will be disbursed today, and likely there will be one more in September. She suggested amending the budget in October to wrap up the LA-DOTD project that we didn't anticipate having activity on this year and the insurance, which is over, because originally we didn't have the actual quotes. She said so far there has been no activity on the special maintenance account, and \$50,000 was budgeted for that. Ms. Barends said overall, the numbers are good. President Ferrara asked the port director about railcar activity at the port. He said there had been some issues with Darling Ingredients, that they were behind in payments due to problems with their accounting system, and the administrative assistant said they are working to get this resolved.

President Ferrara called for a motion to approve the financials. It was moved by Commissioner DePaula and seconded by Commissioner/Vice President Joubert that the Commission accept/ approve the financials for the month ending June 30, 2024. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegelmeyer, Jr., 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 said the port received the final reimbursement for the retainage fee from LA Contracting Enterprise, LLC for the LA-DOTD project. The final retainage fee was \$29,157.55, and the port was reimbursed approximately \$27,000.00. Mr. Dufresne told the Commissioners that today we have a LA-DOTD required resolution for project acceptance for the electrical work completed on the truck scale house by M&R Resources, LLC. He said this action will allow the lien period for this portion of the project to start, and once the lien period has passed (45 days), we will pay them and be completely finished with this project, probably by September.

A resolution was introduced by Commissioner/Secretary Roper for the required LA-DOTD project acceptance for the electrical work performed on the truck scale by M&R Resources, LLC.

WHEREAS, the South Tangipahoa Parish Port Commission contracted with M&R Resources, LLC to complete State Project No. H.011927 (323) in accordance with the current bid laws of the State of Louisiana, including, but not limited to R.S. 38:2211 et seq; and

WHEREAS, the contract between the South Tangipahoa Parish Port Commission and M&R Resources, LLC has been successfully completed and is hereby accepted by the South Tangipahoa Parish Port Commission effective July 10, 2024.

NOW, THEREFORE, BE IT RESOLVED by the South Tangipahoa Parish Port Commission, in regular session, assembled on this 10<sup>th</sup> day of July, 2024, that the contract is hereby accepted by the South Tangipahoa Parish Port Commission.

A motion was made by Commissioner DePaula and seconded by Commissioner Sims to approve the resolution for project acceptance between the STPPC and M&R Resources, LLC. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegmeyer, Jr., Sheridan

President Ferrara asked if the truck scale was working, and Mr. Dufresne replied that yes, everything was working, including the a/c and computer system in the truck scale container house. Mr. Dufresne said M&R Resources, LLC did a great job installing the electricals. Commissioner Roper asked if the truck scale could be used to generate revenue from other trucks or just those at the port. She said she was thinking of Estes Trucking on Airport Road that might be interested in knowing that the truck scale could be available to them and was thinking in terms of using the truck scale for something like that. Mr. Dufresne said he could certainly create a contract if this is something they would be interested in. He said that the truck scale is certified by the LA-DOTD. He also thanked Entergy for their work installing the new service pole needed to power up the truck scale and equipment in the truck scale container unit. There were no questions.

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

Port attorney Andre Coudrain told the Commissioners that the tenant had reported completion of work on the wall panels on the northeast corner, running west the wall panels on the northeast corner running south, replaced purlins and base angles that were bad in those sections. He said he had seen photos of some repairs of structural beams support, and photos of electricals that had been refurbished and cleaned up. Andy Parker with Premier Chemicals told him that summer is a busy time for them, but once done he will start a routine maintenance schedule for the upkeep of the building, to be reviewed by the commission, to ensure we don't get to the conditions that were seen prior to this. Commissioner Roper asked if the issue with standing water around the electrical panel had been addressed. Mr. Dufresne said yes that there is a little channel that directs the water out of the building, and they also built a walking platform which makes it much safer to approach. Commissioner Roper asked if there was a way for the tenant to wash their buckets away from the electrical panel. Mr. Dufresne said sometimes the washing process does spill over the sides and he has asked that in the future they have a better contained maintenance area.

Commissioner Roper said that while reviewing the maintenance inspection for Warehouse Building #3 there were some conversations about the tenant leasing Warehouse Building #2. She asked Mr. Dufresne if he would provide some formal information to the commission regarding follow up with the tenant as to whether the tenant still wants to lease building #2. She said conversations with the tenant need to be had before agreeing to sign a lease. She agreed that it appears the tenant is doing the repairs in good faith as they were asked to do in Warehouse Building #3. She suggested we may want to start those conversations again with the tenant before agreeing to a lease and would like to discuss at the next meeting their intentions for Warehouse Building #2. The Commissioners agreed with her suggestion.

**3. Prospective Tenant(s) – update**

Mr. Dufresne said since the last meeting there had been another inquiry from a company doing work in Lake Ponchartrain that needed a place to transload some cargo from deck to barge, and a small storage space. He said they were still investigating the project and he would let the Commissioners know if anything should happen with the request. A brief discussion was had regarding the storage space size and location. Commissioner Roper asked if there was any follow-up on the other barge dock. Mr. Dufresne told her that FEMA is still reviewing information from the port’s engineer, and he will try to have an update at the next STPPC meeting. There were no additional questions.

**4. Invoice Payment Approval**

The following invoices for payment were presented today by President Ferrara:

- 1. Cash Coudrain & Bass  
Services rendered through June 30, 2024  
Inv# 128471 Matter # 4623-13 Amt. \$ 60.00  
Inv# 128470 Matter # 4623-1 Amt. \$ 240.00  
Total \$ 300.00
  
- 2. LA Contracting Enterprise, LLC  
Payment Application No. 5  
Contract SPN H 011927 (322) Amt. \$29,157.55

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

**5. Official Journal of Record – RFP update**  
**a) Resolution**

Mr. Dufresne said there were two bids received for the Official Journal – The Tangi Times and the Daily Star. There was a brief discussion regarding the significant difference in the pricing for publication of the Insurance RFP from March 7, 2024 to May 30, 2024 in The Tangi Times and Daily Star. Both publications had the same billing fees, but the invoice for The Tangi Times was significantly higher. Mr. Dufresne said there were several attempts by the administrative assistant to get a better understanding of the billing from the Tangi Times without success. Commissioner Roper asked Mr. Dufresne for his recommendation, and he said based on this recent cycle and the coverage that the STPPC gets from the Daily Star, he would recommend the Daily Star. Commissioner Roper said based on the recommendation of the Executive Director and information received today regarding the costs of the publications, she would like to make a motion that the STPPC approve the Daily Star as the Official Journal of Record for the period beginning August 1, 2024 and ending July 31, 2025. The motion was seconded by Commissioner Sims. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegelmeyer, Jr., Sheridan.

The resolution was introduced by Commissioner/Secretary Roper:

Moved by Commissioner Roper, seconded by Commissioner Sims, that the South Tangipahoa Parish Port Commission accepted the proposal submitted by Reece Terry, Group Publisher of the Daily Star, dated April 19, 2024 to serve as its Official Journal, for the period beginning August 1, 2024 and ending July 31, 2025 and is hereby designated and authorize to represent the contractual rates as stated in the proposal, meeting all state law requirements, LA R.S.43:142, with regards to port related business/public notices.

A motion was made by Commissioner Roper and seconded by Commissioner DePaula to accept the resolution naming The Daily Star as the Official Journal of Record for the STPPC for the period as stated. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegelmeyer, Jr., Sheridan

## **6. Budget FY 2024 – update**

### **a) Executive Session**

As recommended by port attorney Andre Coudrain, a motion was made by Commissioner Roper and seconded by Commissioner Sims to enter into Executive Session for the purpose of reviewing the character competence of personnel. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegelmeyer, Jr., Sheridan

President Ferrara asked everyone to leave the meeting room. Approximately 10 minutes later, the Executive Director and Administrative Assistant were asked to re-enter the room. A motion was made by Commissioner Roper and seconded by Commissioner Joubert to exit the executive session and return to the regular meeting. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegelmeyer, Jr., Sheridan

President Ferrara asked that the minutes reflect there was no action taken during the executive session and no voting was done.

A statement read by Commissioner Sims began with an apology to the Executive Director and Administrative Assistant for the delay in getting the salary issues resolved, that the increases would be retroactive, and that they were going to work with port accountant Lee Barends to have the salary increases entered to the budget. Commissioner Sims said the commission would like to provide a cost-of-living increase of 3% for the Executive Director and adjust the salary for the Administrative Assistant to \$40,000.00. He said the Commissioners are very pleased with how things are progressing at the port, that there is a lot of activity, but they believe there are opportunities to be had and potential to grow. Commissioner Sims told Mr. Dufresne that the commission would like to focus specifically on the strategic component of where they would like to see the port and would like to re-evaluate the 5-year strategic plan for the port. They would also like a maintenance plan for the port, which is happening in 2024. He said although this evaluation reflects 2023, they feel they are now on the path to getting this done. He said they would like Mr. Dufresne to be a bit more pro-active about what is upcoming but recognize this is challenging within the government space, contractors and the long term of some of these things. Commissioner Sims told Mr. Dufresne if there is a significant increase or change that he wants to make financially, to let the commission help build a path of what it will

look like to get to there and will continue to provide specifics on what the expectations are to make sure this happens.

There were no questions from the Executive Director or Administrative Assistant.

A motion was made by Commissioner Roper and seconded by Commissioner Sims to accept the recommendations for 3 percent salary increase for Executive Director Patrick Dufresne and salary increase to \$40,000.00 for Administrative Assistant Robyn Pusey, both raises retroactive to January 1, 2024 and to be represented in the budget for this year. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, DePaula, Sims. Nays: 0 Absent: 2 Schliegmeyer, Jr., Sheridan

### **NEW BUSINESS**

There was no new business today.

### **REMARKS**

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

The meeting adjourned at 10:02 AM.

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Tina Roper, Secretary STPPC

Daryl Ferrara, President STPPC