

Minutes of a meeting of the Plaquemines Parish Council, as the Sole Governing Authority of the Plaquemines Port, Harbor & Terminal District, held in the Pointe-a-la-Hache Council Chambers, 18055 Highway 15, Pointe-a-la-Hache, Louisiana on Thursday, July 23, 2020, at 5:05 p.m., pursuant to notice to all members with a quorum present as follows:

PRESENT: Commissioner Richie Blink, Chairman
Commissioner John L. Barthelemy, Jr.
Commissioner Benedict Rousselle
Commissioner Carlton M. LaFrance, Sr.
Commissioner Mark Cognevich

Barbara S. Marcotte, Assistant Secretary

ABSENT: Commissioner W. Beau Black
Commissioner Corey Arbourgh
Commissioner Stuart J. Guey
Commissioner Trudy Newberry

Sandy Sanders, Paul Matthews and Chambrel Riley were present representing the Port.

The Prayer said and the Pledge was recited.

The following items were deferred:

- 6b, “An Ordinance to amend and as amended re-adopt Rule 1 in Chapter I of Section 2-18 of the Code of Ordinances for Plaquemines Parish relative to the Plaquemines Port, Harbor & Terminal District; to rescind, annul and set-aside Ordinance No. 19-150; and otherwise to provide with respect thereto;” (1:00 p.m. start time)
- 6d, “An Ordinance to amend and as amended re-adopt Rule 1 in Chapter I of Section 2-18 of the Code of Ordinances for Plaquemines Parish relative to the Plaquemines Port, Harbor & Terminal District; to rescind, annul and set-aside Ordinance No. 19-150; and otherwise to provide with respect thereto;” (3:00 p.m. start time)
- 6e, “A Resolution authorizing the Executive Director, Maynard " Sandy" Sanders to engage with Woodland Burrow Pits LLC for the acquisition of a particular tract of land, as described below;”
- 7b, “Receipt and discussion of Annual Port Audit.”

There being no items for Executive Session, Commissioner Blink moved to Agenda Item 3, “Status Report by the Executive Port Director”. Without objection, so ordered. Sandy Sanders said he met with incoming and outgoing Commanders of the Joint Reserve Naval Air Station and briefed the incoming Commander of the proposed joint use project for commercial air and invited him to a future board meeting for introduction.

Commissioner Blink moved to Agenda Item 3a, “Financial Report/Budget to Actual”. Without objection, so ordered. Chambrel Riley handed out the Port 2020 Total Budget Report and reviewed it with the Council. She stated that all Commissioners were provided with a 2020 Total Budget Report with actual expenditures shown as of June 30, 2020. As of June 30, 2020, 55% of the total budget has been spent which is five percent over its budget remaining was highlighted in the packet provided. Financial highlights include the following:

- Revenues are about 7% below budget overall including tariffs, leases and grant revenue.
- Personal services are 6.22 % below budget.
- Financial services 11% below budget.
- Operating services are 15% below budget.
- Capital outlay is 32% below budget.

Watching revenues closely and evaluating reporting trends vs. actual activity trends to monitor the economic impacts of recent events like COVID. Necessary budget amends should be presented during the next financial report next month.

Commissioner Rousselle asked Ms. Riley if the revenue shown as option revenue was part of the expenditure budget also, are we using that to operate on? Ms. Riley said yes, operating revenues are only tariff revenues which is our main operating function. Lease and grant revenues are non-operating revenues. Commissioner Rousselle asked if we were spending them in operations and Ms. Riley stated expenditures are included as operating expenditures but only tariff revenue is classified as operating revenue. Ms. Riley further explained how grant revenue works. Commissioner Rousselle asked if the \$2 million lease dollars that we are receiving on the option payment is being used to pay operating expenses such as insurance, payroll, etc. Ms. Riley advised that they are not included in the operating expenditures. He then asked if any of the option money was used yet and Ms. Riley said yes, for capital improvements and that only certain departments and divisions come out of it and said that a balance can be provided.

Commissioner Rousselle asked if the Audit was being addressed today? Ms. Riley stated that it was on the agenda. Commissioner Rousselle asked the Chairman to call a special meeting of the Port to discuss the budget and audit to get a picture of where the money is being allocated and spent such as the Venture Global money or the lease options, advance rents if they are being spent and to address the other items in the audit that shows the operating loss so we can get a good explanation of the operating loss from the last few years. Commissioner Blink said that he would tentatively schedule it on the next meeting date, August 13 for 1pm pending confirmation that the auditors are available. Ms. Riley will check with the auditors.

Commissioner Rousselle stated that as the email responded to the private meeting, but he would like this discussion brought to the public's benefit for transparency with the public.

There were no bids or advertisements.

Commissioner Blink moved to Agenda Item 5, "Introduction of Ordinances and Resolutions". Without objection, so ordered.

1. An Ordinance to amend the Plaquemines Port, Harbor and Terminal District Manpower Structure to remove the unclassified position of Diesel Mechanic and add the unclassified position of Marine Diesel Mechanic; and otherwise to provide with respect thereto. COMMISSIONER BLINK

Commissioner Blink advanced to Agenda Item 6, "Ordinances and Resolutions on Second Reading and Final Passage". Without objection, so ordered.

There were no ordinances under Agenda Item 6a.

ORDINANCE NO. 20-77

The following Ordinance was offered by Commissioner Rousselle who moved its adoption:

An Ordinance to amend, and as amended, readopt Ordinance No. 15-138 which established a policy of the Plaquemines Port, Harbor & Terminal District relative to the solicitation and receipt of proposals for professional services for the Port prior to employment; and otherwise to provide with respect thereto.

WHEREAS, there is a need to amend Ordinance No. 15-138 to clarify the intent of the Council regarding the Port's professional services proposal policy;

NOW, THEREFORE:

BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL DISTRICT THAT:

SECTION 1

It hereby establishes the following policy regarding seeking professional services, including but not limited to legal, engineering, consulting and architectural services:

1. The Port Administration shall submit the entire proposal package to the Council Secretary for review by the Council at least ten (10) days prior to soliciting the proposals.
2. The Port Administration shall solicit proposals from at least three firms, companies or individuals providing the desired services prior to the employment or submission to this Council for authority to enter into a contract for said services.
3. The Port Administration shall submit the proposals immediately upon receipt of same to the Council Secretary's Office for review by the Council.
4. Agreements for professional services shall not be signed until legislation is adopted by the Council authorizing the Executive Port Director to execute the contract.

SECTION 2

The Secretary of this Council is hereby authorized and directed to immediately certify and release this Ordinance and that Port employees and officials are authorized to carry out the purposes of this Ordinance, both without further reading and approval by the Plaquemines Parish Council.

WHEREUPON, in open session the above Ordinance was read and considered section by section and as a whole.

Commissioner LaFrance seconded the motion to adopt the Ordinance.

The foregoing Ordinance having been submitted to a vote, the vote resulted as follows:

YEAS: Commissioners John L. Barthelemy, Jr., Benedict Rousselle, Carlton M. LaFrance, Richie Blink and Mark Cognevich

NAYS: None

ABSENT: Commissioners W. Beau Black, Corey Arbourgh, Stuart J. Guey and Trudy Newberry

PRESENT BUT NOT VOTING: None

And the Ordinance was adopted on this the 24th day of July, 2020.

Commissioner Blink moved to Agenda Item 7, "New Business". Without objection, so ordered.

There were no items under 7a, "Resolutions wherein suspension is being sought".

Commissioner Blink moved to Agenda Item 8, "Approval of the July 9, 2020, meeting minutes". Without objection, so ordered.

RESOLUTION NO. 20-176

On motion of Commissioner Blink, seconded by Commissioner Cognevich, and on roll call all members present and voting "YES", except Commissioners Black, Arbourgh, Guey and Newberry who were "ABSENT", the following Resolution was adopted:

BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL THAT it hereby approves the minutes of the July 9, 2020, Regular Port Meeting, as recorded by the Secretary of this Council.

There being no further business to come before this Council, on motion Commissioner LaFrance, seconded by Commissioner Cognevich and on roll call all members present and voting "Yes", except Commissioners Black, Arbourgh, Guey and Newberry who were "ABSENT", the meeting adjourned at 5:20 p.m.

Chairman

Assistant Secretary