

Minutes of the Regular Meeting of the Board of Commissioners of the Lake Charles Harbor and Terminal District held at 5:00 P.M., Monday, February 27, 2012, in the Board Room of the Port of Lake Charles located at 150 Marine Street, Lake Charles, Louisiana.

In attendance and constituting a quorum, were:

- Walter M. Sanchez, President
- Harry C. Hank, Vice President
- John L. LeBlanc, Secretary/Treasurer
- Elcie J. Guillory, Assistant Secretary/Treasurer
- Daryl V. Burckel, Commissioner
- Barbara M. McManus, Commissioner

Absent:

None

Also Present:

- Bill Rase, Executive Director
- Michael K. Dees, General Counsel
- Richert Self, Director of Administration and Finance
- Channing Hayden, Director of Navigation/Security
- Donald Brinkman, Director of Engineering, Maintenance and Development
- Todd Henderson, Director of Operations
- Derek Schierloh, Marketing Manager
- Michelle Bolen, Executive Administrative Assistant

Mr. Sanchez called the meeting to order at 5:00 P.M. and asked Mr. LeBlanc to give the invocation. Dr. Burckel led the Board and audience in the Pledge of Allegiance.

Mr. Sanchez made a statement reminding the Public of the Port's procedure for the Public to address an agenda item to the Board.

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1. Approval of the January 23, 2012 Regular Meeting Minutes.
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Mr. Guillory offered a motion to approve the January 23, 2012 Regular Meeting Minutes. Mr. Hank seconded the motion and it carried unanimously.

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2. Submission 2012 – 005 accepting the only responsive bid of L.M. Daigle Oil Distributors, LLC to supply motor fuel.
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Ms. McManus offered a motion to adopt Resolution 2012 – 005 to accept the lowest responsive bid only responsive bid of L.M Daigle Oil Distributors, LLC to supply motor fuel. Mr. Hank seconded the motion and it carried unanimously.

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3. Submission 2012 – 006 accepting the lowest responsive bid of Alfred Palma, LLC for the Motor Control Center at BT-1.
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Dr. Burckel offered a motion to adopt Resolution 2012 – 006 to accept the lowest responsive bid lowest responsive bid of Alfred Palma, LLC for the Motor Control Center at BT-1. Ms. McManus seconded the motion and it carried unanimously.

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4. Submission 2012 – 007 accepting the lowest responsive bid of Alfred Palma, LLC for the new Truck Receiving Station at BT-1.
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Ms. McManus offered a motion to adopt Resolution 2012 – 007 to accept the lowest responsive bid lowest responsive bid of Alfred Palma for the new Truck Receiving Station at BT-1. Mr. LeBlanc seconded the motion and it carried unanimously.

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5. Submission 2012 – 008 authorizing the Port to enter into a professional services agreement with URS Corporation for the Command & Control Center at City Docks.
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Mr. LeBlanc offered a motion to adopt Resolution 2012 – 008 authorizing the Port to enter into a professional services agreement with URS Corporation for the Command & Control Center at City Docks. Dr. Burckel seconded the motion and it carried unanimously.

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6. Submission 2012 – 009 authorizing the Executive Director to enter into a ground lease agreement with Ready Mat U.S., LLC at the Fournet Street Property.
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Mr. Sanchez offered an amendment to Resolution 2012 – 009 to authorize the Executive Director to enter into a ground lease agreement with Ready Mat U.S. LLC and to go forward with the terms and conditions as deemed appropriate.

Mr. Guillory offered the amended motion to adopt Resolution 2012 – 009 authorizing the Port to enter into a professional services agreement with URS Corporation for the Command & Control Center at City Docks and to go forward with the terms and conditions as deemed appropriate. Mr. LeBlanc seconded the motion and it carried unanimously.

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7. Submission 2012 – 010 authorizing the purchase of property adjacent to Bulk Terminal No. 1, which is owned by Phoenix Development Company, Inc.
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Ms. McManus offered a motion to adopt Resolution 2012 – 010 authorizing the purchase of property adjacent to Bulk Terminal No. 1, which is owned by Phoenix Development Company, Inc. Dr. Burckel seconded the motion and it carried unanimously.

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8. Administration, Personnel and Audit Committee
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Mr. Hank stated the Committee met on February 22, 2012 to discuss the responses to the LA Compliance Questionnaire. Mr. Hank stated the Committee recommended Resolution 20121 – 011 to the Board to approve the responses to the LA Compliance Questionnaire. Being a Committee recommendation, no second to the motion is needed. The motion passed unanimously.

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9. January 2012 Financials Briefing Note.
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The Briefing Note on the January 2012 Financials was rendered to the Board and is on file in the Executive Offices.

10. Monthly Staff report from General Counsel.

The General Counsel's Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

11. Monthly Staff report from Director of Administration and Finance.

The Director of Administration and Finance's Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

12. Monthly Staff report from Director of Navigation and Security.

The Director of Navigation and Security's Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

13. Monthly Staff report from Director of Terminal Operations.

The Director of Terminal Operations' Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

14. Monthly Staff report from Director of Marketing and Trade Development.

The Director of Marketing and Trade Development's Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

15. Monthly Staff report from Director of Engineering, Maintenance, and Development.

The Director of Engineering, Maintenance, and Development's Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

16. Monthly Staff report from the State Port Lobbyist.

The State Port Lobbyist's Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

17. Monthly Staff report from the National Port Lobbyist.

The National Port Lobbyist's Monthly Staff Report was rendered to the Board and is on file in the Executive Offices.

18. Executive Session.

Mr. Sanchez asked for a motion to enter into Executive Session to discuss the following item:

- Lake Charles Harbor & Terminal District vs Cheryl K, LLC; 14th Judicial District Court, Parish of Calcasieu, State of Louisiana, Docket No. 2011-3314, Division B

Mr. LeBlanc offered a motion to enter into Executive Session. Dr. Burckel seconded the motion and it carried unanimously. The Board entered into Executive Session at 5:15 p.m.

The Board returned from Executive Session at 5:55 p.m. No action was taken in Executive Session.

19. Other Matters which may properly come before the Board.

There being no further business to come before the Board, Mr. Sanchez asked for a motion to adjourn. Mr. Guillory offered a motion to adjourn. Ms. McManus seconded the motion and it carried unanimously. The meeting adjourned at 5:55 p.m.

All discussions held on the above items were recorded on Compact Disc Number 1, and filed in the Executive Offices of the District.

Please note that when the votes are shown as unanimous, it is the policy of the Board that the President does not vote except in the event of a tie vote by the rest of the Board and/or unless otherwise indicated.

WALTER M. SANCHEZ, President

ATTEST:

JOHN L. LEBLANC, Secretary/ Treasurer