

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, July 23, 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:

- Harry C. Hank, President
- John L. LeBlanc, Vice President
- Elcie J. Guillory, Secretary/Treasurer
- Barbara M. McManus, Assistant Secretary/Treasurer
- Daryl V. Burckel, Commissioner
- Dudley R. Dixon, Commissioner
- Walter M. Sanchez, 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
- Dan Loughney, Director of Marketing and Trade Development
- Michelle Bolen, Executive Administrative Assistant

Mr. Hank called the meeting to order at 5:08 P.M. and asked Mr. LeBlanc to give the invocation. Ms. McManus led the Board and audience in the Pledge of Allegiance.

Mr. Hank 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 June 18, 2012 Regular Meeting Minutes.
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Dr. Burckel offered a motion to approve the June 18, 2012 Regular Meeting Minutes. Ms. McManus seconded the motion and it carried unanimously.

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2. Submission 2012 – 041 approving revisions to the District’s Tariff No. 013.
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Mr. LeBlanc offered a motion to adopt Resolution 2012 – 041 to approve revisions to the Port of Lake Charles Tariff No. 013. Mr. Guillory seconded the motion and it carried unanimously.

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3. Submission 2012 – 042 authorizing the Executive Director to amend Resolution 2011 – 022 for engineering services with Meyer & Associates for the Motor Control Center at Bulk Terminal No. 1, Port project CP10003.
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Ms. McManus offered a motion to adopt Resolution 2012 – 042 to authorize the Executive Director to amend Resolution 2011 – 022 for engineering services with Meyer & Associates for the Motor Control Center at Bulk Terminal No. 1, Port project CP10003. Dr. Burckel seconded the motion and it carried unanimously.

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4. Submission 2012 – 043 authorizing a change order for professional services with Lanier & Associates for feasibility and engineering studies Bulk Terminal No. 1.
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Mr. Guillory offered a motion to adopt Resolution 2012 – 043 to authorize a change order for professional services with Lanier & Associates for feasibility and engineering studies Bulk Terminal No. 1. Mr. LeBlanc seconded the motion and it carried unanimously.

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5. Submission 2012 – 044 authorizing the Executive Director to amend Resolution 2011 – 057 for engineering services with CH2M Hill for the Ladder Tracks at City Docks, Port project 06-CIP-08 Phase III.
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Mr. Dixon offered a motion to adopt Resolution 2012 – 044 to authorize the Executive Director to amend Resolution 2011 – 057 for engineering services with CH2M Hill for the Ladder Tracks at City Docks, Port project 06-CIP-08 Phase III. Ms. McManus seconded the motion and it carried unanimously.

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6. Submission 2012 – 045 authorizing the Port to enter into a professional services agreement with Jeff Kudla, AIA Architect, LLC.
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Mr. Guillory offered a motion to adopt Resolution 2012 – 045 to authorize the Port to enter into a professional services agreement with Jeff Kudla, AIA Architect, LLC. Dr. Burckel seconded the motion and it carried unanimously.

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7. Submission 2012 – 046 and 2012 – 046A accepting the lowest responsive bid of Pat Williams Construction, Inc., certifying compliance with the public bid laws for the Railroad Improvements and Ladder Tracks at City Docks; State Project No. 578-10-0026 (321)/H.003580.6.
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Dr. Burckel offered a motion to adopt Resolutions 2012 – 046 and 2012 – 046A to accept the lowest responsive bid of Pat Williams Construction, Inc., certifying compliance with the public bid laws for the Railroad Improvements and Ladder Tracks at City Docks; State Project No. 578-10-0026 (321)/H.003580.6. Mr. Dixon seconded the motion and it carried unanimously.

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8. Submission 2012 – 047 authorizing the Port to enter into a professional services agreement with Meyer & Associates.
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Mr. Dixon offered a motion to adopt Resolution 2012 – 047 to authorize the Port to enter into a professional services agreement with Meyer & Associates. Mr. Guillory seconded the motion and it carried unanimously.

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9. Administration, Audit and Personnel Committee.
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Mr. Sanchez stated the Committee met on July 17, 2012 to discuss the District’s Forecast II and the District’s ad valorem tax.

Mr. Richert Self presented the Forecast to the Committee. Mr. Sanchez stated no action was taken on the Forecast II presentation.

Mr. Sanchez asked Mr. Self to present the Forecast II to the Board.

Mr. Sanchez stated the Committee also discussed the District’s ad valorem tax.

The ad valorem tax revenue received by the District has averaged approximately \$2,600,000 over the last two years. Every four years the tax assessor revalues all properties subject to

taxation within the Parish. The LCHTD recently received notice from the Calcasieu Parish Tax Assessor that the revalued taxable property of the District increased to \$1,087,456,267 for 2012 from the 2011 value of \$1,048,731,177. Using the current millage rate of 2.60 and the 2012 property revaluation yields additional tax revenue of approximately \$100,000 beginning in 2013. However, staff recommended reducing the millage rate to 2.53 mills so as to leave the annual tax revenue at its previous year's level of \$2,600,000. This action provides a nominal reduction in taxes for the public without decreasing tax revenues from prior years for the LCHTD.

Mr. Sanchez stated the Committee recommended Resolution 2012 – 048 to the Board to approve and levy for the tax year 2012 an ad valorem millage rate of 2.53 mills. Being a Committee recommendation no second to the motion is required. Mr. Hank asked for any discussion on the issue. Hearing none he called for a vote. The motion passed unanimously.

10. Executive Director Quarterly Expenses Briefing Note.

The Briefing Note on the Executive Director's Quarterly Expenses was rendered to the Board and is on file in the Executive Offices.

11. Forecast II Briefing Note.

The Briefing Note on the District's Forecast II was rendered to the Board and is on file in the Executive Offices.

12. 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.

13. 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.

14. Monthly Staff report from Director of Operations.

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

- 15. 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.

- 16. 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.

- 17. 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.

- 18. 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.

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

There being no further business to come before the Board, Mr. Hank asked for a motion to adjourn. Mr. Guillory offered a motion to adjourn. Dr. Burckel seconded the motion and it carried unanimously. The meeting adjourned at 5:33 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.

H.C. HANK, President

ATTEST:

ELCIE J. GUILLORY, Secretary/ Treasurer