

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, October 29, 2012, in the Board Room of the Port of Lake Charles located at 751 Bayou Pines, Suite A, 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
- Mike Dees, General Counsel
- Richert Self, Director of Administration and Finance
- Donald Brinkman, Director of Engineering, Maintenance and Development
- Todd Henderson, Director of Operations
- Dan Loughney, Director of Marketing and Trade Development
- Michelle Bolen, Executive Administrative Assistant

Mr. Hank called the meeting to order at 5:03 P.M. and asked Mr. LeBlanc to give the invocation. Dr. Burckel 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.

- 
1. Approval of the September 24, 2012 Regular Meeting Minutes.
- 

Mr. LeBlanc offered a motion to approve the September 24, 2012 Regular Meeting Minutes. Ms. McManus seconded the motion and it carried unanimously.

- 
2. Submission 2012 – 058 accepting the lowest responsive bid of Pat Williams Construction, Inc. in the amount of \$1,327,000.00 for the Command and Control Center at City Docks.
- 

Ms. McManus offered a motion to adopt Resolution 2012 – 058 to accept the lowest responsive bid lowest responsive bid of Pat Williams Construction, Inc. in the amount of \$1,327,000.00 for the Command and Control Center at City Docks. Mr. Guillory seconded the motion and it carried unanimously.

- 
3. Submission 2012 – 059 accepted the lowest responsive bid of Heavy Machines, Inc. in the amount of \$2,097,000.00 for three new tracked dozers.
- 

Mr. Dixon offered a motion to adopt Resolution 2012 – 059 to accept the lowest responsive bid of Heavy Machines, Inc. in the amount of \$2,097,000.00 for three new tracked dozers. Mr. Leblanc seconded the motion and it carried unanimously.

- 
4. Submission 2012 – 060 authorizing the Port to amend an agreement for Construction Management, Field Technical and QA/QC services with River West Enterprises, Inc.
- 

Mr. Guillory offered a motion to adopt Resolution 2012 – 060 to amend an agreement for Construction Management, Field Technical and QA/QC services with River West Enterprises, Inc. Dr. Burckel seconded the motion and it carried unanimously.

- 
5. Submission 2012 – 061 authorizing the Port to enter into a professional services agreement with Gahagan and Bryant Associates, Inc.
- 

Mr. Sanchez offered a motion to adopt Resolution 2012 – 0616 to authorize the Port to enter into a professional services agreement with Gahagan and Bryant Associates, Inc. Ms. McManus seconded the motion and it carried unanimously.

- 
6. Submission 2012 – 062 authorizing the Executive Director to submit an application to the Louisiana Port Construction and Development Priority Program for the implementation of a port improvement project.
- 

Dr. Burckel offered a motion to adopt Resolution 2012 – 062 to authorize the Executive Director to submit an application to the Louisiana Port Construction and Development Priority Program for the implementation of a port improvement project. Mr. Dixon seconded the motion and it carried unanimously.

- 
7. Submission 2012 – 063 authorizing the Executive Director to submit a Capital Outlay Request for the implementation of certain port improvement projects.
- 

Ms. McManus offered a motion to adopt Resolution 2012 – 063 to authorize the Executive Director to submit a Capital Outlay Request for the implementation of certain port improvement project. Mr. Dixon seconded the motion and it carried unanimously.

- 
8. Submission 2012 – 064 authorizing the Executive Director to enter into an agreement with the State of Louisiana, Division of Administration, Facility Planning & Control under the Louisiana Capital Outlay Program.
- 

Mr. Guillory offered a motion to adopt Resolution 2012 – 064 to authorize the Executive Director to enter into an agreement with the State of Louisiana, Division of Administration, Facility Planning & Control under the Louisiana Capital Outlay Program. Mr. LeBlanc seconded the motion and it carried unanimously.

- 
9. Submission 2012 – 065 authoring a letter of no objection and support for the general concept of the establishment of a Foreign-Trade Zone by the West Cameron Port, Harbor and Terminal District within Cameron Parish.
- 

Mr. LeBlanc offered a motion to adopt Resolution 2012 – 065 to author a letter of no objection and support for the general concept of the establishment of a Foreign-Trade Zone by the West Cameron Port, Harbor and Terminal District within Cameron Parish. Ms. McManus seconded the motion and it carried unanimously.

-----  
10. Committee Report.  
-----

The Administration, Audit and Personnel Committee met October 29, 2012 to discuss the Forecast III.

Mr. Sanchez asked Mr. Self to explain the Forecast III to the Board and audience at the Regular Board meeting.

-----  
11. Executive Director Quarterly Expenses Briefing Note.  
-----

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

-----  
12. Forecast III Briefing Note.  
-----

The Briefing Note concerning the Forecast III was rendered to the Board and is on file in the Executive Offices.

-----  
13. 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.

-----  
14. 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.

-----  
15. 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.

- 16. 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.

- 17. 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.

- 18. 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.

- 19. 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.

- 20. Executive Session.  
-----

- a. Threatened litigation in writing by the *M/V Advantage* relating to possible damages at Berth 6.
- b. Threatened litigation related to the Bag House Lease termination.

Mr. Hank asked for a motion to enter into Executive Session. 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 5:33 p.m.

The Board returned from Executive Session at 6:43 p.m. No action was taken.

-----  
21. 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. Ms. McManus offered a motion to adjourn. Mr. Sanchez seconded the motion and it carried unanimously. The meeting adjourned at 6:43 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