

**GREATER BATON ROUGE PORT COMMISSION**  
**Commission Meeting**  
**5:00 p.m. Thursday, November 16, 2017**

The Greater Baton Rouge Port Commission met in regular session at 5:00 p.m. on Thursday, November 16, 2017 at the Maritime Security Operations Center meeting room in West Baton Rouge Parish, Louisiana.

Following the Call to Order and the Pledge of Allegiance, the roll was called.

PRESENT

Mr. Chabert

Mr. Davis

Mr. DeLaune

Ms. Hurst

Mr. Johnson

Mr. Juneau

Mr. Kelly

Mr. LeBoeuf

Ms. Machen

Ms. Robertson

Mr. Seneca

Mr. Stevens

Mr. Watts

ABSENT

Ms. Cunard

Mr. Medine

Agenda Item 4 - Approval of minutes of a Commission meeting held on Thursday, October 26, 2017.

On a motion by Mr. Kelly, seconded by Ms. Machen, the minutes were unanimously approved.

Agenda Item 5 - Public Comments: Comments from the public regarding any/all of the agenda items listed below will be accepted at this point in the meeting. The meeting chairperson may also allow further comments from the public as and when each agenda item is considered during the meeting process.

There were no public comments.

Agenda Item 6 - Monthly Engineering Report

Mr. White presented the monthly engineering report. No action was required.

A. Discussion and appropriate action regarding Change Orders for the Deepwater Dock Fender System Evaluation and Rehabilitation (State Project Number H.011086).

Following a discussion, on a motion by Ms. Robertson, seconded by Mr. Chabert, the Commission unanimously approved to allow port staff to move forward with the concrete curbing, cat walk repairs and fender system corroded steel repairs.

Agenda Item 7 - Discussion and appropriate action, if any, regarding entering into a Cooperative Endeavor Agreement and Track Agreement with Union Pacific Railroad Company regarding construction of signaling and switches and operations for the Chambering Yard.

Mr. Hardman addressed the Commission, for informational purposes only, by stating that the Port has received the Industrial Track Agreement from Union Pacific with the Port's requested changes. He and Mr. Glusman will again forward the Agreement to UP with the Port's suggested revisions. Progress is being made on the Agreement. No action was required at this time.

Agenda Item 8 - Discussion and appropriate action, if any, regarding finalizing engineering plans and proceeding with construction of the Chambering Yard.

Mr. Hardman addressed the Commission, for informational purposes only, by stating that Johnson and Pace is moving forward on finalizing the plans. No action was required at this time.

Agenda Item 9 - Financial Report

Ms. LeBlanc presented the monthly financial report. No action was required.

Agenda Item 10 - Annual review of the executive director's performance and compensation. As an evaluation and discussion of the professional performance, qualifications and competence of the executive director, this matter may be discussed in executive session pursuant to LA. R.S. 42:16 and 17(1) (Discussion of the character, professional competence, or physical or mental health of a person).

Following Board member discussion on the evaluation process for forthcoming salary increases for the executive director, Mr. Hardman suggested that, with Board approval, Mr. Glusman, port legal counsel, would contact other comparable ports for information on their perspective in evaluating their chief executive and report back to the Board with his findings. It was also suggested that a summary discussion on the process used for the current evaluation and salary increase be maintained in the Port's files.

On a motion by Mr. Johnson, seconded by Mr. DeLaune, the Commission unanimously approved a \$35,000.00 salary increase, effective January 1, 2018.

Agenda Item 11 - Nomination and election of officers for 2018.

Mr. Watts opened the floor for nominations.

Mr. Kelly nominated Ms. Machen for president, Mr. Stevens for vice president, Ms. Hurst for secretary and Mr. Seneca for treasurer, seconded by Mr. LeBoeuf.

Mr. Juneau stated that although he was in favor of the four nominated, he quoted Robert's Rules of Order and opposed nomination and election of all four positions at once and instead recommended that the vote be held separately for each position.

Mr. Glusman stated that Robert's Rules of Order provide for nominations for each office, however, they also provide that the organization can make their own decisions on the election of officers.

Mr. Stevens moved that the Board forego Robert's Rules of Order and adopt a procedure to conduct the nomination process with a slate vote (*Slate (elections) A slate is a group of candidates that run in multi-seat or multi-position elections on a common platform*).

Ms. Robertson called for a vote for Ms. Machen for president, Mr. Stevens for vice president, Ms. Hurst for secretary and Mr. Seneca for treasurer. The Board unanimously approved.

Agenda Item 12 - Other matters

Mr. Hardman recognized Mr. Watts with a plaque for his distinguished service as the Commission President.

Agenda Item 13 - Adjournment

On a motion by Mr. LeBoeuf, seconded by Mr. Chabert, the meeting adjourned.

Secretary: Brenda R. Hurst

President: Angela R. Machen

Date approved: December 14, 2017