

**North Webster Parish Industrial District (NWPID)**  
**Board of Directors (BOD)**  
**MINUTES – Regular Meeting**  
**Tuesday, June 25, 2018 – 5:30 PM**  
**117 Loading Dock Drive, Cullen, LA 71021**

**Present:** David Smith, Denny McMullan, Lamar Smith, Randy Sexton, Craig Tripp, Jeff Harper, Terry Revelle; John Slattery, NWPID Attorney; Cindy Scheer (staff).

**Absent:** None

**Guests:** None

Mr. Denny McMullan, Chairman called the meeting to order; Mr. Craig Tripp led in the Pledge of Allegiance and Mr. Randy Sexton offered the invocation.

**Public Comment:** None.

**Adoption of Proposed Budget for FYE: 6/30/19**

Mr. McMullan at this time opened the floor to receive any public comments or questions regarding the propose FYE 2019 Budget as published. There were no questions or public comments.

Mr. Jeff Harper made a motion to accept the FYE 2019 budget as published; Mr. David Smith seconded. Motion carried unanimously.

**Adoption of the Parish Millage Rate for 2018:**

RESOLUTION

BE IT RESOLVED, that the following millage are hereby levied on the 2018 tax roll on all property subject to taxation by North Webster Parish Industrial District.

MILLAGE

General Alimony

5.48 Mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Webster, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2018, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: 7

NAYS: 0

ABSTAINED: 0

ABSENT: None

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on June 25, 2018 at which meeting a quorum was present and voting.

Cullen, Louisiana, this 25<sup>th</sup>. day of June, 2018

/s/Denny McMullan, Chairman

**Adoption of Revised Policies & Procedures for AUP's**

The board reviewed the various policies of NWPID which included the following policies - bank reconciliation, budget, credit cards, customer accounts, financial reporting, plus purchasing and

disbursements policy. Mr. David Smith made the motion to adopt the referenced policies as presented with a second by Mr. Terry Revelle. Motion passed unanimously by show of hands.

**Approval of Minutes:**

Mr. Lamar Smith made a motion to approve the BOD minutes for May 29, 2018, and June 11 - 12, 2018, minutes as presented; with a second by Mr. Jeff Harper. Motion passed unanimously by show of hands.

**Claims Docket:**

Mr. Jeff Harper made a motion to approve the June claim docket totaling \$55,962.17 as presented; with a second by Mr. Randy Sexton. Motion passed unanimously by show of hands. Mr. Jeff Harper made the motion to exclude the LH Properties bill for commissions off the current docket; with a second by Mr. Craig Tripp. Motion passed unanimously by show of hands.

**June Financials:**

Ms. Cindy Scheer reviewed the June financial reports which consisted of the Balance Sheet, Profit & Loss current & year to date; plus review of the budget for the same periods. Mr. David Smith made a motion to accept the financials as presented; with a second by Mr. Randy Sexton. Motion passed unanimously by show of hands.

**Old Business:**

**Administrative Reports:**

- **NWPID/SMC Truck Accident** – Ms. Scheer reported that the District had completed their part of the claim. The insurance carrier (Progressive) was waiting for a response from the driver and company at this time and currently there has been no change.
- **CSP Roof Repairs Long Term Repairs** - Ms. Scheer reported that she had been in touch with Mr. John French, KSA and he was going to meet with Mr. Jody Jenkins (CSP) within the next two weeks to discuss the needed repairs in order to provide the proposed fees for the engineering cost of the project. The consensus of the Board was to obtain other bids regarding the project. Also Ms. Scheer reported that we had received two bids regarding the roof repairs, which were not from local companies. The Board asked that we reach out again by contacting other local roofers and tabled this until a later date.
- **Integrigo** – Ms. Scheer reported that in response to the request of the auditors and the performance leases we would need to address the current lease payments and adjust accordingly. Ms. Scheer stated that there was a broad spectrum from \$8.00 to \$15.00 per square foot from various internet sources. Mr. McMullan stated that we would need to have documentation as to the decision that the board would be making. Ms. Scheer stated that she also had been in touch with Ms. Liz McCain (LED) regarding the rates and she was going to reach out to others within LED for possible rates. Also Ms. Scheer stated that she had reached out to LH Properties with several phone messages and with an email and has not had any feedback from LH Properties and Mr. Jaime Moreland. Mr. Jeff Harper made a motion to discontinue the property management fee paid to LH Properties from here on out; with a second by Mr. Lamar Smith. Motion passed unanimously by show of hands.
- Also I did receive the payroll reports needed for the performance lease, but Ms. Liz McCain (LED) provided the information. I never did receive a response from Integrigo. Currently waiting for the information regarding the market rate for lease of manufacturing buildings, so this was tabled at the time. Mr. David Smith made a motion that once the rates are obtained that the District notifies Mr. John Slattery to prepare a letter regarding the lease rent and the other stipulations of the lease; with a second by Mr. Randy Sexton. Motion passed unanimously by show of hands.
- Mr. Craig Tripp voiced a concern regarding the roof leaks at Integrigo and the repairs obligated by their current lease to repairs. Mr. Tripp asked if we had verification that the repairs had been

completed, due to the fact that the products used within the plant has left a residual that has filled the rain gutters and eventually will damage the building. Currently Ms. Scheer stated that no verification has been sent to the District. Mr. Lamar Smith made a motion that Mr. Craig Tripp visit Integrigo regarding the District's interest in maintaining the buildings currently leased; with a second by Mr. David Smith. Motion passed unanimously by show of hands.

- **CSP** - Mr. Randy Sexton had some question with CSP using or leasing the new industrial building to store shipping crates. Mr. Sexton voiced a concern regarding possible damage or wear to the concrete floors. The District is currently looking at bids and engineering to repairs of the concrete floors in the building they currently lease. Mr. Slattery stated that we would need to have a provision in the contract that CSP would be responsible for all repairs caused by damage, carry or pay for insurance and pay the utilities during the lease period. The board discussed the possible rates to charge. Mr. Jeff Harper made a motion that the District charge CSP for the lease of the building \$8,000.00 per month to include all repairs, insurance, and utilities; with a second by Mr. Craig Tripp. Motion passed unanimously by show of hands.
- **DRA Grant** – Ms. Scheer stated that the DRA grant had been submitted on June 21, 2018, and is currently in the pipeline. The plant will cost approximately \$225,000.00, which includes the fees and permits needed for the project and an upgrade from the previous quote due to the type of material that will be treated.

#### **New Business:**

- Mr. Denny McMullan opened the discussion regarding the possibility to be able to update the current new building from 50,000 square feet to 100,000 square feet that was discussed in a previous meeting by issuing bonds. Ms. Scheer and Mr. Slattery reported that we currently have four more years regarding CSP's bond. Mr. McMullan stated that this would be good to know. The RFI – RFP's are looking at and 80,000 – 100,000 square foot building. Mr. John Slattery has spoken with Foley & Yudell to see if this might be feasible and provided the information he had obtained to the board. Mr. Slattery stated that the District could issue a \$3,000,000.00 in 10 year Certificates of Indebtedness and this would be the max. Mr. Slattery stated that we would have to look at the other obligations also as only 75% of your income can go to your borrowing capacity.
- Mr. McMullen and Mr. Craig Tripp had reviewed the possibility to purchase the 5.377 acre tract to have another access to the Certified Site of the District, which might be better for feasibility from Highway 371. Mr. David Smith stated that we need to pursue any adjacency properties of the District and the possibility of additional Certified Sites. The board felt that it would be beneficial to pursue the 5.377 at this time.

Currently this concluded the meeting and Mr. Craig Tripp made the motion to adjourn the meeting at this time; with a second by Mr. David Smith – Motion carried unanimously by show of hands. Meeting adjourned.

Respectfully Submitted by  
Cindy Scheer, Executive Assistant

Approved by  
Randy Sexton, Secretary-Treasurer