

## **Minutes of the Bay St. Louis Harbor Commission**

**Date:** Monday, September 8, 2014

**Location:** Bay St. Louis Central Fire Station Training Room, 543 Main Street.

The meeting of the Bay St. Louis Harbor Commission convened at 3:00 p.m.

**Commissioners Present:** Ken Barbor, Vice Chair presiding, Rod Ward, Charles LaFleur, Chris Roth, Chet LeBlanc and Mike Hemsley, alternate.

**Absent:** Commissioners Seal and Compretta

**City Officials Present:** Chuck Fortin, Harbormaster, Buz Olsen, Community Development, City Attorney and Paula Fairconnetue, Secretary

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### **APPROVAL OF MINUTES**

#### **RE: July 1 & August 12, 2014**

Commissioner LaFleur moved, seconded by Commissioner Roth to approve minutes of the Harbor Commission meetings held July 1<sup>st</sup> and August 12<sup>th</sup>, as presented.

A vote was called for with the following response:

VOTING YEA: LaFleur, Roth, Ward, LeBlanc, and Barbor

VOTING NAY: None                      ABSENT: Seal and Compretta

### **HARBOR MASTER'S REPORT**

Chuck reported that 93 permanent slips are occupied; only two 50' slips remain for lease; 24 transient slips have been reserved for the Bridge Fest; 14 reservations have been made so far for Cruisin' the Coast. Since July 25<sup>th</sup> over \$50,000 worth of fuel has been sold; the harbor's profit from fuel sales is approximately \$8,400.00

The Commission requested financial report information on the harbor. Chuck reported that the City Clerk is handling financial information for the harbor until his sales tracking equipment is up and running in October. Once installation of equipment is complete, he will have the capability to handle billing and all points of sale at the harbor. At that point, he would be able to provide financial reports to the Board.

Discussion on the finance report was had at the Harbor Commission meeting on August 12<sup>th</sup>. The minutes from that meeting states that Commissioner Seal would meet with the City Clerk to get a financial report for the harbor.

Discussion was had on complaints of the affect of wave motion on smaller vessels in the harbor and possible methods of rectifying the situation.

Chuck presented the Cruisin site plan to the Commission for approval; 64 parking spots would be reserved for harbor use. Members of the 'Misfits' classic car organization will help monitor parking. The harbor will mainly be used for the stage, utility area and vehicles and trailers for musicians with the intent of making more room in the upland area for parking. There's a possibility that specialty cars may be parked in the harbor parking lot, but the majority of cruisers will be parked on the upland area.

Board members inquired if the harbor received any money for hosting the Harbor Fest. Chuck had no knowledge of payments to the harbor fund from the Harbor Fest. Utilities and water were used during the festival.

After a lengthy discussion a motion was called for to approve the site plan for Cruisin' the Coast.

**MOTION TO APPROVE SITE PLAN**

**RE: Cruisin' the Coast**

Commissioner Ward moved, seconded by Commissioner Barbor, to approve the site plan for Cruisin' the Coast as presented, with the stipulation that the Cruisin' organization is responsible for any expenses accrued or damages to the harbor during the event.

A vote was called for with the following response:

VOTING YEA: Ward, Roth, Barbor, LeBlanc, and LaFleur

VOTING NAY: None                      ABSENT: Seal and Compretta

**Guest: Jason Chiniche, BMA**

Jason presented closeout documents to the Board for review and discussion.

After discussion, a motion was called for by Commissioner Barbor.

**MOTION TO RECOMMEND APPROVAL OF FINAL PAY APP & SUMMARY CHANGE ORDER NO. 7**

Commissioner Roth moved, seconded by Commissioner Ward, to recommend that the City Council approve the Final Pay App and Summary C.O. No. 7, as presented by Jason Chiniche, BMA. (SEE EXHIBIT A)

A vote was called for with the following response:

VOTING YEA: Roth, Ward, LaFleur, LeBlanc, and Barbor

VOTING NAY: None                      ABSENT: Seal and Compretta

**TASK ORDER CONTRACT - WORK AUTHORIZATION NO. 1 FOR PROFESSIONAL SERVICES**

Jason Chiniche reported that the City Council chose not to place a moratorium on fishing off the east side of the breakwater, as recommended by the Commission, but asked BMA to look into ADA fishing requirements; preparation of cost for breakwater modification; and cost on expansion of Rutherford Pier to the north.

After a lengthy discussion, Commissioner Barbor called for a motion.

**MOTION TO RECOMMEND APPROVAL OF WORK AUTHORIZATION NO. 1**

**RE: BMA Professional Services**

Commissioner LaFleur moved, seconded by Commissioner Roth, to recommend that the City Council approve Work Authorization No. 1, as presented by Jason Chiniche with a cost not to exceed \$1,750.00. (SEE EXHIBIT B)

**Request for Fuel Reimbursement to Contractor**

Jason presented fuel invoices to the Commission for 3500 gallons of fuel for the diesel and 3500 gallons for the regular non-ethanol gas tanks at the pump Station. He previously discussed the matter with the Commission at an earlier meeting. The contractor purchased fuel from Waring Oil Company, LLC for both fuel tanks in order to stabilize the tanks during installation. A few gallons of fuel were also needed to test the pumps to make sure they would flush out. The remaining fuel has since been sold to boaters by the harbor master.

Jason noted that the invoices are eligible for reimbursement and recommended approval of reimbursement to the contractor.

After discussion, Commissioner Barbor called for a motion on the fuel invoices.

**RECOMMENDATION FOR APPROVAL OF REIMBURSEMENT TO CONTRACTOR**

**RE: Fuel Invoices**

Commissioner Roth moved, seconded by Commissioner LeBlanc, to approve reimbursement of fuel invoices to the contractor, totaling \$12,873.53 for non-ethanol gasoline and \$11,769.28 for diesel, as presented by Jason Chiniche, BMA Engineering. (SEE ATTACHED C)

A vote was called for with the following response:

VOTING YEA: Roth, LeBlanc, Barbor, Ward and LaFleur

VOTING NAY: None                      ABSENT: Seal and Compretta

**OLD BUSINESS**

**Harbor Web Page**

Commissioner Roth reported that he spoke with Ben Hunter with The Focus Group about acquiring the domain name and they will send it to us. He also spoke with Jerry Beaugez to see how he will set everything up.

**MOTION TO ADJOURN**

Commissioner Barbor moved, seconded by Commissioner LaFleur, to adjourn the Harbor Commission meeting of September 9, 2014, there being no further business to discuss.

A vote was called for with the following response:

VOTING YEA: Barbor, LeBlanc, Roth, LaFleur, and Ward

VOTING NAY: None                      ABSENT: Seal and Compretta