

ORDINANCE NO. 26-

The following Ordinance was offered by Council Member Cognevich who moved its adoption:

1 An Ordinance to amend the 2026 General Fund, Operating Expenditure Budget,
2 Coastal Zone-Land Department and authorize the Parish President to enter into an
3 Intergovernmental Agreement regarding the operation, maintenance, repair,
4 rehabilitation, and replacement of Westbank and Vicinity Mitigation Projects for
5 the Greater New Orleans Hurricane and Storm Risk Reduction System; and
6 otherwise to provide with respect thereto.

7 DIGEST: An ordinance to amend the 2026 General Fund, Operating Expenditure Budget, Coastal
8 Zone-Land Department by appropriating \$150,000 from the General Fund Unreserved
9 Undesignated Fund Balance and authorize the Parish President to sign of an Intergovernmental
10 Agreement with The Coastal Protection and Restoration Authority Board, Coastal Protection and
11 Restoration Authority, The Southeast Louisiana Flood Protection Authority West and the
12 LaFourche Basin Conservation Levee and Drainage District regarding the operation, maintenance,
13 repair, rehabilitation, and replacement, of Westbank and Vicinity Mitigation Projects for the
14 Greater New Orleans Hurricane and Storm Risk Reduction System. *The digest is for informational*
15 *purposes only and is superseded by the language of the actual ordinance or resolution.*

16
17 WHEREAS, Plaquemines Parish Government pursuant to its obligations under law as the
18 governing authority of the levee boards in Plaquemines Parish desires to enter into an
19 Intergovernmental Agreement with CPRA and multiple other levee boards regarding the operation,
20 maintenance, repair, rehabilitation, and replacement, of Westbank and Vicinity Mitigation Projects
21 for the Greater New Orleans Hurricane and Storm Risk Reduction System. the Louisiana into an
22 agreement with the State to construct the West Bank Hurricane Protection Projects; and

23 WHEREAS, a review of the operating expenditure budget was performed and an amendment is
24 necessary;

25 NOW, THEREFORE:

26 BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL THAT:

SECTION 1

28 The 2026 General Fund, Operating Expenditure Budget, Coastal Zone-Land Department, is
29 amended by appropriating \$150,000 from the General Fund Unreserved Undesignated Fund
30 Balance as follows:

Fund: 001 General Fund			
Dept/Div: 773-4610 Coastal Zone-Land Dept			
Object	Description	Inc/ Dec	Amendment
532.750	Prof Services – WBV HSDRRS	Inc	\$150,000

SECTION 2

42 The Parish President is hereby authorized to enter into an IGA with The Coastal Protection and
43 Restoration Authority Board, Coastal Protection and Restoration Authority, The Southeast
44 Louisiana Flood Protection Authority West and the LaFourche Basin Conservation Levee and
45 Drainage District regarding the operation, maintenance, repair, rehabilitation, and replacement, of
46 Westbank and Vicinity Mitigation Projects for the Greater New Orleans Hurricane and Storm Risk
47 Reduction System, attached hereto as Exhibit “A.”

SECTION 3

50 The Secretary of this Council is hereby authorized and directed to immediately certify and release
51 this Ordinance and that Parish employees and officials are authorized to carry out the purposes of
52 this Ordinance, both without further reading and approval by the Plaquemines Parish Council.

RESOLUTION NO. 26-

The following Resolution was offered by Council Member LaFrance who moved its adoption:

1 A Resolution by the Plaquemines Parish Council, as and on behalf of the West Bank
2 Levee District, authorizing and permitting Phylway Construction, LLC (Phylway)
3 with respect to the transporting of materials, vehicles, and equipment across the
4 Mississippi River Levee (MRL) by Phylway and/or its agents at the existing WBP
5 crossing located on the Right descending Mississippi River levee near the second
6 order levee station 1705+80 in Port Sulphur, Plaquemines Parish, Louisiana near
7 coordinates N 29° 34' 42. 19", W 89° 48' 50.17"; and otherwise to provide with
8 respect thereto.

9 WHEREAS, Phylway Construction, LLC has requested permission to transport materials,
10 vehicles, and equipment across the Mississippi River Levee (MRL) by Phylway and/or its agents
11 at the existing WBP crossing located on the Right descending Mississippi River levee near the
12 second order levee station 1705+80 in Port Sulphur, Plaquemines Parish, Louisiana near
13 coordinates N 29° 34' 42. 19", W 89° 48' 50.17" Permit;

14
15 NOW, THEREFORE:

16
17 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS AND ON
18 BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT it hereby authorizes and permits
19 Phylway Construction, LLC to transport materials, vehicles, and equipment across the Mississippi
20 River Levee (MRL) by Phylway and/or its agents at the existing Phylway crossing located on the
21 Right descending Mississippi River levee near the second order levee station 1705+80 in Port
22 Sulphur, Plaquemines Parish, Louisiana near coordinates N 29° 34' 42. 19", W 89° 48' 50.17".

23
24 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS
25 AND ON BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT said authorization and
26 permit shall only be valid after Phylway signs a hold harmless, defense, and indemnity agreement,
27 as prepared and required by the Parish Attorney's Office. Further, all work shall be consistent
28 with application and authorizations granted by the USACE and CPRA. Further this permit is
29 conditioned upon full compliance with parish Coastal Zone Management regulations, Article IV
30 of Chapter 18 of the Parish Code of Ordinances and La R.S. 214:21 et seq., "Louisiana Coastal
31 Zone Management Program".

32
33 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS
34 AND ON BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT this approval and permit
35 shall expire two (2) years from the adoption of this Resolution.

36
37 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS
38 AND ON BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT the Secretary of this
39 Council is hereby authorized and directed to immediately certify and release this Resolution and
40 that Parish Administration is hereby authorized to carry out the purpose of the Resolution, both
41 without further reading and approval by the Plaquemines Parish Council.

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RESOLUTION NO. 26-

The following Resolution was offered by Council Member Newsom who moved its adoption:

1 A Resolution to create a one-time holiday on February 16, 2026, as an approved
2 Holiday (Presidents Day) for Plaquemines Parish Government Employees; and
3 otherwise to provide with respect thereto.

4 WHEREAS, Presidents Day honors the leadership and legacy of U.S. Presidents; and

5 WHEREAS, this resolution will create a one-time holiday on February 16, 2026, in recognition
6 of Presidents Day;

7 NOW, THEREFORE:

8 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL THAT there will be a one-
9 time holiday on February 16, 2026, in recognition of Presidents Day in the Parish of Plaquemines.

10 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL THAT the
11 Secretary of this Council is hereby authorized and directed to immediately certify and release this
12 Resolution and that Parish employees and officials are authorized to carry out the purposes of this
13 Resolution, both without further reading and approval by the Plaquemines Parish Council.

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SECTION 3

The Secretary of this Council is hereby authorized and directed to immediately certify and release this Ordinance and that Parish employees and officials are authorized to carry out the purposes of this Ordinance, both without further reading and approval by the Plaquemines Parish Council.

RESOLUTION NO. 26-

The following Resolution was offered by Council Member Jurisich who moved its adoption:

1 A Resolution by the Plaquemines Parish Council, as and on behalf of the West Bank
2 Levee District, authorizing and permitting Phylway Construction, LLC (Phylway)
3 with respect to the transporting of materials, vehicles, and equipment across the
4 Mississippi River Levee (MRL) by Phylway and/or its agents at the existing WBP
5 crossing located on the Right descending Mississippi River levee near the second
6 order levee station 1705+80 in Port Sulphur, Plaquemines Parish, Louisiana near
7 coordinates N 29° 34' 42. 19", W 89° 48' 50.17"; and otherwise to provide with
8 respect thereto.

9 WHEREAS, Phylway Construction, LLC has requested permission to transport materials,
10 vehicles, and equipment across the Mississippi River Levee (MRL) by Phylway and/or its agents
11 at the existing WBP crossing located on the Right descending Mississippi River levee near the
12 second order levee station 1705+80 in Port Sulphur, Plaquemines Parish, Louisiana near
13 coordinates N 29° 34' 42. 19", W 89° 48' 50.17" Permit;

14
15 NOW, THEREFORE:

16
17 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS AND ON
18 BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT it hereby authorizes and permits
19 Phylway Construction, LLC to transport materials, vehicles, and equipment across the Mississippi
20 River Levee (MRL) by Phylway and/or its agents at the existing Phylway crossing located on the
21 Right descending Mississippi River levee near the second order levee station 1705+80 in Port
22 Sulphur, Plaquemines Parish, Louisiana near coordinates N 29° 34' 42. 19", W 89° 48' 50.17".

23
24 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS
25 AND ON BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT said authorization and
26 permit shall only be valid after Phylway signs a hold harmless, defense, and indemnity agreement,
27 as prepared and required by the Parish Attorney's Office. Further, all work shall be consistent
28 with application and authorizations granted by the USACE and CPRA. Further this permit is
29 conditioned upon full compliance with parish Coastal Zone Management regulations, Article IV
30 of Chapter 18 of the Parish Code of Ordinances and La R.S. 214:21 et seq., "Louisiana Coastal
31 Zone Management Program".

32
33 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS
34 AND ON BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT this approval and permit
35 shall expire two (2) years from the adoption of this Resolution.

36
37 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL, ACTING AS
38 AND ON BEHALF OF THE WESTBANK LEVEE DISTRICT, THAT the Secretary of this
39 Council is hereby authorized and directed to immediately certify and release this Resolution and
40 that Parish Administration is hereby authorized to carry out the purpose of the Resolution, both
41 without further reading and approval by the Plaquemines Parish Council.

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RESOLUTION NO. 26-

The following Resolution was offered by Commissioner Newsom who moved its adoption:

1 A Resolution authorizing and directing Charles D. Tillotson, Executive
2 Director of the Plaquemines Port, Harbor & Terminal District (“the Port”)
3 to enter into lease negotiations with a confidential customer for a project
4 known as “LA Haven” and will be Confidential until further notice; and
5 otherwise to provide with respect thereto.

6
7 DIGEST: The Port wishes to enter into lease negotiations with a Confidential Customer. The
8 identity of the customer and the contents of such discussions are confidential until further
9 notice. *The digest is for informational purposes only and is superseded by the language*
10 *of the actual ordinance or resolution.*

11
12 WHEREAS, the Plaquemines Parish Council/Commission as the sole governing authority for
13 Plaquemines Port, Harbor, and Terminal District seeks to enter into negotiations with a Confidential
14 Client; and

15
16 WHEREAS, the identity of the Client, as well as the terms of the lease negotiations are protected
17 under “LA Haven,” pursuant to La. R.S. 44:22.1; and

18
19 WHEREAS, this Resolution gives the Executive Director authority to enter into lease negotiations
20 with the Confidential Client, referenced herein;

21
22 NOW, THEREFORE:

23
24 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
25 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
26 DISTRICT THAT resolution authorizing and directing the Plaquemines Port, Harbor, and
27 Terminal District (“Port”) Executive Director, Charles Tillotson, to enter into enter into lease
28 negotiations with a Confidential Customer protected under La. R.S. 44:22.1, upon terms and
29 conditions approved by the Plaquemines Parish Council/Commission as the sole governing
30 authority of Plaquemines Port, Harbor and Terminal District (the “Council”); and otherwise, to
31 provide with respect thereto.

32
33 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
34 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
35 DISTRICT THAT the Secretary of this Council/Commission is hereby authorized and directed to
36 immediately certify and release this Resolution and that Port employees and officials are
37 authorized to carry out the purposes of this Resolution, both without further reading and
38 approval by the Plaquemines Parish Council.

39

RESOLUTION NO. 26-

The following Resolution was offered by Commissioner Newsom who moved its adoption:

1 A Resolution to create a one-time holiday on February 16, 2026, as an approved
2 Holiday (Presidents Day) for Plaquemines Parish Port, Harbor & Terminal District
3 Employees; and otherwise to provide with respect thereto.

4 WHEREAS, Presidents Day honors the leadership and legacy of U.S. Presidents; and

5 WHEREAS, this resolution will create a one-time holiday on February 16, 2026, in recognition
6 of Presidents Day;

7 NOW, THEREFORE:

8 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
9 GOVERNING AUTHORITY OF THE PLAQUEMINES PARISH PORT, HARBOR &
10 TERMINAL DISTRICT THAT there will be a one-time holiday on February 16, 2026, in
11 recognition of Presidents Day.

12 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
13 GOVERNING AUTHORITY OF THE PLAQUEMINES PARISH PORT, HARBOR &
14 TERMINAL DISTRICT THAT the Secretary of this Council is hereby authorized and directed to
15 immediately certify and release this Resolution and that Parish employees and officials are
16 authorized to carry out the purposes of this Resolution, both without further reading and approval
17 by the Plaquemines Parish Council.

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ORDINANCE NO. 26-

The following Ordinance was offered by Commissioner Newsom who moved its adoption:

1
2 An Ordinance authorizing Charles D. Tillotson, Executive Director of the
3 Plaquemines Port, Harbor and Terminal District (“the Port”), to issue Task Order
4 #____ to Lanier & Associates Consulting Engineers, Inc. for engineering and
5 design services in regards to developing a repair package of the Westbank Belle
6 Chasse Ferry Landing and the Eastbank Scarsdale Ferry Landing; and otherwise,
7 to provide with respect thereto.
8

9 DIGEST: The Port will be working with Lanier & Associates Consulting Engineers,
10 Inc. to repair dolphins and pilings at Belle Chasse and Scarsdale Ferry Landings. The Port is
11 seeking budget funds for this repair. *The digest is for information purposes only and is superseded*
12 *by the language of the actual ordinance or resolution.*
13

14 WHEREAS, The Port needs to provide emergency repairs to the dolphins and pilings at the Belle
15 Chasse and Scarsdale Ferry Landings; and
16

17 WHEREAS, Additionally, the Port is engaged with Lanier & Associates Consulting Engineers,
18 Inc (Lanier) to repair issues at the Belle Chasse Ferry Landing site. Currently, this project scope
19 involves two (2) primary tasks; and
20

21 WHEREAS, First, Lanier is to compile a comprehensive list of repairs for inclusion in the repair
22 scope of work with both the LADOTD and Plaquemines Port Condition Survey documents for the
23 ferry landing retention system; and
24

25 WHEREAS, Second, Lanier is to develop a detailed Scope of Work (SOW)
26 and supporting drawings to assist the Port in engaging a contractor for the necessary repairs. The
27 SOW will provide general descriptions, locations, and high-level repair details addressing
28 concrete -1 and P-2 structural damage identified in Lanier’s recent survey; and
29

30 WHEREAS, Lanier will also provide recommendations for those areas that were labeled as to
31 be monitored by PPHTD; and
32

33 WHEREAS, Issuing Task Order #_____ to Lanier for engineering and design services associated
34 with the repair of the Belle Chasse and Scarsdale Ferry Landings is in the best interest of the Port;
35 and
36

37 WHEREAS, the total cost for this service is \$123,000.00;
38

39 NOW, THEREFORE:
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41 BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
42 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR AND TERMINAL
43 DISTRICT THAT:

44 SECTION 1
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46 It hereby authorizes the Executive Director of the Port, Charles Tillotson to issue Task Order
47 #_____ to Lanier & Associates Consulting Engineers, Inc for engineering and design services in
48 regard to the repair of Belle Chasse and Scarsdale Ferry Landings.
49

50 SECTION 2
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52 The Plaquemines Port, Harbor & Terminal Fund, 2026 budget, is amended by appropriating
53 \$123,000.00 from the Port’s Unrestricted Fund Balance as follows:
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(PORT) Fill in the Blanks

Fund: 445- Port, Harbor & Terminal District			
Department: 490-2463- Ferry Operations			
Object	Description	Inc/De c	Amendment
532.001	Professional Services - General	Inc	\$123,000

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SECTION 3

63 The Secretary of this Council is hereby authorized and directed to immediately certify and release
64 this Ordinance and that Port employees and officials are authorized to carry out the purposes of
65 this Ordinance, both without further reading and approval by the Plaquemines Parish Council.

ORDINANCE NO. 26-

The following Ordinance was offered by Commissioner Newsom who moved for its adoption:

1 An Ordinance authorizing Charles D. Tillotson, Executive Director, to continue a
2 Navy Business Case Analysis and amend the 2025 Five-Year Capital Improvements
3 Budget, to appropriate funding for the integrated Phase II and III of the Project; and
4 otherwise to provide with respect thereto.
5

6 DIGEST: A Navy Business Case Analysis is needed to continue the growth of the Port and will
7 include an update every five years. This will be a guide to aid Legislators to evaluate the value of
8 these projects as they relate to the State’s priorities. Phase I of the Analysis is scheduled for
9 completion January 13, 2026. Phases II and III are scheduled to commence immediately following
10 the completion of Phase I. *The digest is for informational purposes only and is superseded by the*
11 *language of the actual ordinance or resolution.*
12

13 WHEREAS, it is in PPHTD’s vital interest to generate a Navy Business Case Analysis to continue
14 its growth in a planned manner, to include an update every five years. It is also of vital importance
15 for PPHTD to use this analysis as an aid for its Legislators to evaluate the value of its projects as
16 relates to the State’s priorities; and
17

18 WHEREAS, an amendment to the Five-Year Capital Improvements Budget is required for the
19 project to continue because it was not included in the 2025 Adopted Five-Year Capital
20 Improvements Budget. Phases II and III of the Business Case Analysis is estimated to cost
21 \$ _____; and
22

23 WHEREAS, The Port will seek additional funding from the U.S. Navy for Phase II;
24

25 NOW, THEREFORE:
26

27 BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL, AS THE SOLE
28 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR, & TERMINAL
29 DISTRICT THAT:
30

SECTION 1

31 It hereby authorizes Charles D. Tillotson, Executive Director to proceed with a Navy Business
32 Case Analysis Phases II and III.
33

SECTION 2

34 The Five-Year Capital Improvements Budget is amended by appropriating \$ _____ a new line-
35 item - Navy Business Case Analysis to the 2025 Adopted Five-Year Capital Improvements Budget
36 from the Plaquemines Port Harbor and Terminal District Unrestricted Fund Balance; funding year
37 2025 as follows:
38

Fund: 445 - Port, Harbor & Terminal			
Department: 910 – Capital Improvements			
Division: 9032 – Navy Business Case Analysis			
Object	Description	Inc/Dec	Amendment
532.001	Prof Services-General	Inc	\$ _____

SECTION 3

39 The Secretary of this Council is hereby authorized and directed to immediately certify and release
40 this Ordinance and that Port employees and officials are authorized to carry out the purposes of
41 this Ordinance, both without further reading and approval by the Plaquemines Parish Council.
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RESOLUTION NO. 26-

The following Resolution was offered by Commissioner Newsom who moved its adoption:

1
2 A Resolution authorizing the Executive Director of the Port, Charles D. Tillotson
3 to enter into and execute a Memorandum of Understanding between APMT, and
4 Plaquemines Port, Harbor and Terminal District d/b/a Louisiana Gateway Port
5 ("the Port")
6

7 DIGEST: Authorization to enter into an agreement with APMT to evidence the understanding of
8 the Parties hereto with respect to outlining the framework and timeline for negotiating the
9 lease/concession agreement for the planned container terminal. *The digest is for informational*
10 *purposes only and is superseded by the language of the actual Resolution.*
11

12 WHEREAS, the Memorandum of Understanding further recognizes new expectations for good
13 faith negotiations between the parties as it relates to aiming complete lease negotiations within the
14 next six to twelve months; and
15

16 WHEREAS, the Memorandum of Understanding includes and allows for collaboration activities
17 such as engineering, planning, permitting, railroad negotiations, inland river vessel negotiations,
18 environmental and regulatory, commercial, and the project's Internal Rate of Return (IRR); and
19

20 WHEREAS, the Parties have reached certain general understandings that constitute expected
21 terms and conditions that will allow the PPHTD to enter into negotiations and cooperative
22 endeavor agreements with APMT;
23

24 NOW, THEREFORE:
25

26 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
27 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR AND TERMINAL
28 DISTRICT THAT it hereby authorizes the Executive Director of the Port, Charles D. Tillotson to
29 enter into this Memorandum of Understanding to evidence the understanding of the Parties hereto
30 with respect to securing and funding the access to federal RAISE grant projects and funding.
31

32 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
33 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR AND TERMINAL
34 DISTRICT THAT the Secretary of this Council is hereby authorized and directed to immediately
35 certify and release this Resolution and that Port employees and officials are authorized to carry out
36 the purposes of this Resolution, both without further reading and approval by the Plaquemines
37 Parish Council.
38

ORDINANCE NO. 26-

The following Ordinance was offered by Commissioner Newsom who moved its adoption:

1
2 An Ordinance authorizing Charles Tillotson, Executive Director of Plaquemines
3 Port, Harbor and Terminal District to purchase land and property, more fully
4 described in Exhibit A, owned by BOLSU PCF, LLC; to enter into an Act of Predial
5 Servitude with BOLSU PCF, LLC simultaneously with the closing; and otherwise,
6 to provide with respect thereto.
7

8 *DIGEST:* The Port is working to finish the acquisition of the “Piano Keys II” properties for Port
9 development. The Port is seeking approval to move forward with the purchase of Lot 30 currently
10 owned by BOLSU PCF, LLC, and to enter into an Act of Predial Servitude with BOLSU PCF,
11 LLC simultaneously with the acquisition of Lot 30. *The digest is for informational purposes only*
12 *and is superseded by the language of the actual ordinance or resolution.*
13

14 WHEREAS, through negotiations with BOLSU PCF, LLC, a recommendation is being made to
15 approve the acquisition of Lot 30, which is owned by BOLSU PCF, LLC, known as one of the
16 “Piano Keys II”; and
17

18 WHEREAS, the negotiations between BOLSU PCF, LLC recognize a total recommended
19 purchase price of \$738,000.00 for Lot 30, Point Celeste Farms S/D currently owned by BOLSU
20 PCF, LLC; and
21

22 WHEREAS, through negotiations with BOLSU PCF, LLC, a recommendation is being made to
23 approve the Port entering into an Act of Predial Servitude with BOLSU PCF, LLC simultaneously
24 with the acquisition of Lot 30; and
25

26 NOW, THEREFORE:

27
28 BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
29 GOVERNING AUTHORITY OF THE PORT, HARBOR AND TERMINAL DISTRICT THAT:
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SECTION 1

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33 It hereby authorizes and directs Charles Tillotson, Executive Director of the Plaquemines Port,
34 Harbor and Terminal District, to acquire the land, more fully described as Lot 30, Point Celeste
35 Farms S/D owned by BOLSU PCF, LLC.
36

SECTION 2

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39 The acquisition shall be for a purchase price of \$738,000.00 plus the closing cost for the transfer
40 of ownership of the land at Lot 30, Point Celeste Farms S/D currently owned by BOLSU PCF,
41 LLC, to the Plaquemines Port, Harbor and Terminal District.
42

SECTION 3

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45 It hereby authorizes and directs Charles Tillotson, Executive Director of the Plaquemines Port,
46 Harbor and Terminal District, to enter into an Act of Predial Servitude with BOLSU PCF, LLC
47 simultaneously with the acquisition of Lot 30.
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1 **Exhibit A**

2 Legal Description

3 ONE CERTAIN LOT OR PARCEL OF GROUND, together with all of the buildings and
4 improvements thereon, and all of the rights, ways, privileges, servitudes, advantages and
5 appurtenances thereunto belonging or in anywise appertaining, situated in the Parish of
6 Plaquemines, State of Louisiana, in that part thereof known as POINT CELESTE FARMS
7 SUBDIVISION per plan of Tilton J. Dufrene, Jr., Surveyor, dated January 22, 1996, last revised
8 March 17, 1997, approved by the Plaquemines Parish Council Ordinance Number 97-101,
9 registered in COB 911, folio 137, in the conveyance records for the Parish of Plaquemines, State
10 of Louisiana, and according to said plan, said lot is designated as **LOT 30** and is located and
11 measures as follows, to-wit:

12
13 Commencing at the intersection of the northeasterly right of way line of Louisiana
14 Highway Number 23 and the upper or northwesterly line of property belonging (now or
15 formerly) to Horace Wilkinson, which point of intersection is the southeasterly corner of
16 Point Celeste Farms Subdivision and which point bears Louisiana Plane Coordinate
17 System (NAD "83), coordinates X=3,757,921.74 and Y=392,825.99, proceed thence North
18 53 degrees 30 minutes 17 seconds West, on said line of Louisiana Highway Number 23, a
19 distance of 234.77 feet to a point of curvature;

20
21 Thence North 50 degrees 55 minutes 16 seconds West, on said line of Louisiana Highway
22 Number 23, a distance of 1,275.30 feet;

23
24 Thence North 70 degrees 12 minutes 40 seconds West, on said line of Louisiana Highway
25 Number 23, a distance of 48.37 feet;

26
27 Thence North 50 degrees 37 minutes 21 seconds West, on said line of Louisiana Highway
28 Number 23, a distance of 359.70 feet;

29
30 Thence North 50 degrees 22 minutes 56 seconds West, on said line of Louisiana Highway
31 Number 23, a distance of 248.05 feet;

32
33 Thence North 31 degrees 05 minutes 32 seconds West, on said Line of Louisiana Highway
34 Number 23, a distance of 48.43 feet;

35
36 Thence North 50 degrees 22 minutes 56 seconds West, on said line of Louisiana Highway
37 Number 23, a distance of 1,455.76 feet to the southeasterly or southerly-most corner of Lot
38 30 and the Point of Beginning.

39
40 From said Point of Beginning, continue thence North 50 degrees 22 minutes 56 seconds
41 West, on said line of Louisiana Highway Number 23, a distance of 209.59 feet to the line
42 common to Lots 30 and 29, Point Celeste Farms Subdivision;

43
44 Thence North 21 degrees 29 minutes 16 seconds East, on said common line, a distance of
45 1,560 feet, more or less, to the mean low water line of the Mississippi River.

46
47 Thence southeasterly, on the meander of the mean low water line of the Mississippi River,
48 a distance of 206 feet, more or less, to the intersection of said mean low water line with the
49 line common to Lots 30 and 31, Point Celeste Farms Subdivision, and bearing North 21
50 degrees 25 minutes 00 seconds East, from the aforesaid Point of Beginning.

51
52 Thence South 21 degrees 25 minutes 00 seconds West, on the said line common to Lots 30
53 and 31, Point Celeste Farms Subdivision, a distance of 1,570 feet, more or less, to the
54 northeasterly right of way line of Louisiana Highway Number 23 and the Point of
55 Beginning.

56
57 Improvements thereon bear the Municipal Number 21381 Hwy. 23, Port Sulphur, LA 70083.
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ORDINANCE NO. 26-

The following Ordinance was offered by Commissioner Newsom who moved its adoption:

An Ordinance authorizing Charles Tillotson, Executive Director of Plaquemines Port, Harbor and Terminal District (the “Port”) to purchase land and property, more fully described in Exhibit A owned by Brandon Headrick, subject to the approval of the Rezoning of the Property (as hereinafter defined) to Heavy Industrial (I-3) with respect to Lot 38; and otherwise to provide with respect thereto.

DIGEST: The Port is working to finish the acquisition of the “piano keys” properties for Port development. The Port is seeking approval to move forward with the purchase of immovable property described as Lot 38 located in Pointe Celeste Farms S/D, and the home and improvements located thereon (the “Property”), all as further described in Exhibit A which Property is currently owned by Brandon Headrick. *The digest is for informational purposes only and is superseded by the language of the actual ordinance or resolution.*

WHEREAS, The Port has determined that acquisition of the Property is in the best interest of and integral to the Port’s plans for development, expansion and operation; and

WHEREAS, through negotiations with Brandon Headrick, a recommendation is being made to approve the acquisition of the Property owned by Brandon Headrick; and

WHEREAS, Brandon Headrick and the Port have negotiated in good faith the terms and conditions of a sale to the Port resulting on an agreed purchase price of \$617,000.00 subject to and confirmed by appraised market value for the Property more fully described on Exhibit A currently owned by Brandon Headrick; and

WHEREAS, Plaquemines Parish Council, as the sole governing authority of the Port, approved the Rezoning of the Property to Heavy Industrial (I-3). A resolution by Plaquemines Parish Council approving the Rezoning of the Property to Heavy Industrial (I-3) must be obtained by the date of the purchase of the Property;

NOW, THEREFORE:

BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE GOVERNING AUTHORITY OF THE PORT, HARBOR AND TERMINAL DISTRICT THAT:

SECTION 1

It hereby authorizes and directs Charles Tillotson, Executive Director of the Plaquemines Port, Harbor and Terminal District, to acquire the Property, more fully described by Exhibit “A” owned by Brandon Headrick.

SECTION 2

It hereby authorizes and directs Charles Tillotson, Executive Director of the Plaquemines Port, Harbor and Terminal District, to execute any and all documents necessary to acquire the Property more fully described as Lot 38, Pointe Celeste Farms S/D owned by Brandon Headrick, including a purchase agreement, act of sale, affidavits, settlement statement and any other documents related to the transfer and acquisition of the Property on behalf of the Port.

SECTION 3

The acquisition shall be for a purchase price of \$617,000.00, subject to and confirmed by appraised market value, plus the closing costs and expenses associated with the transfer of ownership of the Property identified as Lot 38, Pointe Celeste Farms S/D, described in Exhibit A currently owned by Brandon Headrick, to the Plaquemines Port, Harbor and Terminal District.

Exhibit A
Legal Description

A CERTAIN LOTS OF GROUND, together with all the buildings and improvements thereon, and all of the rights, ways, privileges, servitudes, appurtenances and advantages thereunto belonging or in anywise appertaining, situated in the Parish of Plaquemines, State of Louisiana, in that part thereof known as POINT CELESTE FARMS SUBDIVISION, per plan by Tildon J. Dufrene, Jr., dated January 22, 1996, last revised March 17, 1997, approved by Plaquemines Parish Council Ordinance No. 97-101, registered in COB 911 folio 137, Conveyance Records of Plaquemines Parish, Louisiana. And according to said plan, said lot is designated as LOT 38, and is located and measures as follows:

LOT 38:

Commencing at the intersection of the northeasterly right of way line of Louisiana Highway No. 23 and the upper or northwesterly line of property belonging (now or formerly) to Horace Wilkinson, which point of intersection is the southerly corner of Point Celeste Farms Subdivision and which point bears Louisiana Plane Coordinate System (NAD '83) coordinates X-3,757,921.74 and Y-397,825.99, proceed thence North 53 degrees 30 minutes 17 seconds West, on said line of Louisiana Highway No. 23, a distance of 234.77 feet to a point of curvature;

Thence northwesterly, on said line of Louisiana Highway No. 23, on a curve to the right having a radius of 11,349.16 feet, an arc distance of 511.72 feet to a point of tangency;

Thence North 50 degrees 55 minutes 16 seconds West, on said line of Louisiana Highway No. 23, a distance of 1,275.30 feet;

Thence North 70 degrees 12 minutes 40 seconds west, on said line of Louisiana Highway No. 23, a distance of 48.37 feet;

Thence North 70 degrees 12 minutes 40 seconds west, on said line of Louisiana Highway No. 23, a distance of 48.37 feet;

Thence North 50 degrees 22 minutes 56 seconds West, on said line of Louisiana Highway No. 23, 61.38 feet to the southeasterly or southerly-most corner of Lot 38 and the Point of Beginning.

From said Point of Beginning, continue thence North 50 degrees 22 minutes 56 seconds West, on said line of Louisiana Highway No. 23, 186.67 feet.

Thence North 31 degrees 05 minutes 32 seconds West, on said line of Louisiana Highway No. 23, 28.77 feet to the line common to Lots 38 and 37, Pointe Celeste Farms Subdivision;

Thence North 21 degrees 27 minutes 03 seconds East, on said common line, 1,550 feet to the mean low water line of the Mississippi River.

Thence southeasterly, on the meander of the mean low water line of the Mississippi River, 209 feet to the intersection of said low mean water line with the line common to Lots 38 and 39, Pointe Celeste Farms Subdivision, and bearing North 21 degrees 26 minutes 00 seconds East from the aforementioned Point of Beginning.

Thence South 21 degrees 26 minutes 00 seconds West, on the said line common to Lots 38 and 39, Pointe Celeste Subdivision, 1,560 feet to the northeasterly right of way line of Louisiana Highway No. 23 and the Pointe of Beginning.

For informational purposes only: The improvements thereon bear Municipal No. 21541 Louisiana Highway No. 23, Port Sulphur 7008.

Being the same property acquired by Jade Bragg of/and James H. Nichols by Cash Sale dated July 14, 2006, recorded in COB 1119, Page 504.

RESOLUTION NO. 26-

The following Resolution was offered by Commissioner Newsom who moved its adoption:

1
2 A Resolution adopting a Quality Management System and Quality Plan policies for
3 Plaquemines Port Harbor & Terminal District (the Port) to be added to the Port's
4 approved Administrative Policies and Procedures; and otherwise, to provide with
5 respect thereto.
6

7 Digest: The Port seeks to adopt a Quality Management System and Quality Plan policies to be
8 added to the Port's approved Policies and Procedures as required by ISO 9001:2015. *The digest is*
9 *for informational purposes only and is superseded by the language of the actual ordinance or*
10 *resolution.*

11 WHEREAS, the Port recently completed ISO 9001:2015 Certification Training on December 11,
12 2025 during which time it received updates on required policies; and
13

14 WHEREAS, the Port would like to adopt a Quality Management Systems policy for
15 communications and to add this policy to the Port's approved Policies and Procedures;
16

17 NOW THEREFORE:
18

19 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
20 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
21 DISTRICT THAT hereby adopts the Quality Management Systems Policy for the Port Harbor &
22 Terminal District.
23

24 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
25 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
26 DISTRICT THAT it does hereby authorize the Executive Director of the Plaquemines Port Harbor
27 & Terminal District to amend and update the Port's Policies and Procedures as may be needed
28 within the laws of the State of Louisiana.
29

30 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
31 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
32 DISTRICT THAT the Secretary of this Council is hereby authorized and directed to immediately
33 certify and release this Resolution and that Port employees and officials are authorized to carry out
34 the purposes of this Resolution, both without further reading and approval by the Plaquemines
35 Parish Council
36



LOUISIANA GATEWAY PORT: ISO-9001:2015

Policy Category: ISO 9001:2015

Subject: Quality Management System (QMS)

Office Responsible for Review of this Policy: Chief Administrative Officer

Procedures: TBD

Related Port Policies: Quality Management Plan and Policy, Port Policies, Work Instructions

ISO 9001:2015 Quality Management System

1. Leadership Commitment

- Top management is directly responsible for the effectiveness of the QMS, ensuring quality objectives are aligned with strategic goals and embedded in daily operations.
- Leadership models integrity, accountability, and respect, fostering a culture of transparency, collaboration, and continuous improvement.

2. Core Values and Mission

- The QMS is guided by core values: integrity, respect, accountability, customer focus, transparent communication, safety, community-first mindset, global awareness, service excellence, technological advancement, environmental stewardship, and continuous improvement.
- Mission: Advance safe maritime operations that drive economic growth and sustainability for the region.

3. Quality Policy

- Quality objectives are integrated into strategic direction and daily operations, driving safe practices, economic growth, and sustainability.
- Commitment to meeting and exceeding customer and stakeholder expectations through ongoing process control, training, and transparent communication.

4. Process Approach

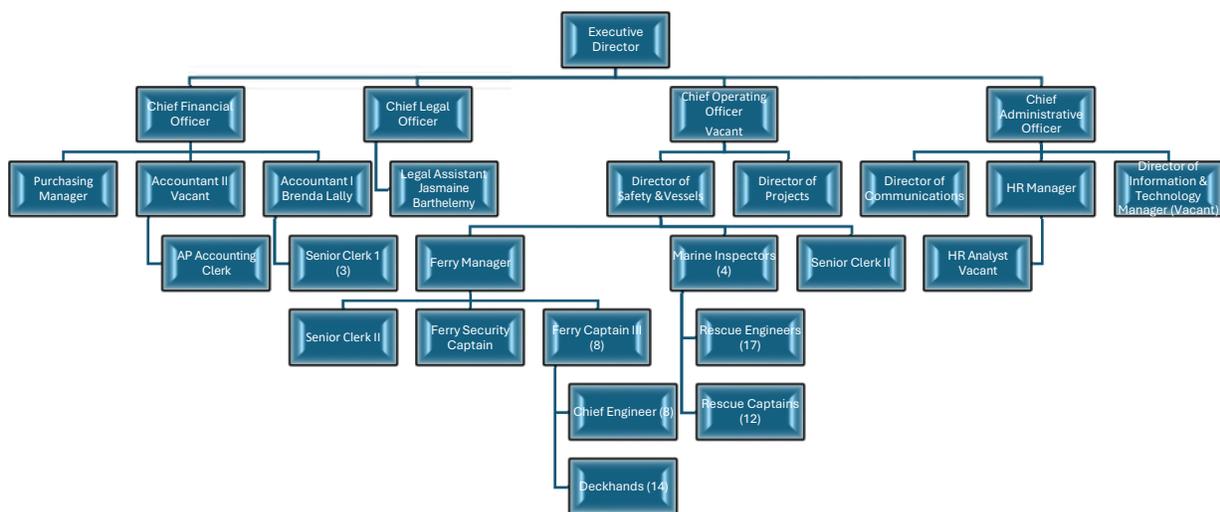
- All business processes are mapped, monitored, and continually improved.

Document Owner Chief Admin Officer & Assistant to Executive Director

- The QMS is integrated into every aspect of operations, not treated as a side project.

5. Resource Management

- Necessary resources and training are provided to achieve quality and compliance.
- Staff are empowered to participate actively in quality management and compliance.
- Professional Service Agreements are required to meet the same standards in the QMS.



Chief Administrative Officer

1. CEA RTA
2. CEA LMR Ports
3. Grant Administrators
4. Glo Resources
5. Sloan Group
6. Human Like Me
7. Bridges Group

Chief Legal Officer

1. Dwyer Camber – Contracts, P3, Real Estate
2. Braseale Sachs – Civil Service Port Manual
3. Kullman Law – Civil Service Employment
4. Mercury – Lobbyist
5. Castex Law - Construction

Chief Financial Officer

1. Banking
2. Auditor

Director of Projects

1. Infinity Engineering w/subs
2. Lanier & Associates w/subs
3. Kyle & Associates w/subs
4. T Baker Smith
3. PPG CEA Projects
4. JP CEA Projects

Director of Information & Technology

1. ES2 (GIS)
2. Elvav IQ (IT)
3. Evalv EQ (Cyber)

Director of Communications

1. Palmer Group

6. Operational Control

- Decentralized command empowers collaborative decision-making.
- Rules of engagement include: proactive support (cover and move), simplicity in processes, prioritization and decisive execution.

7. Performance Evaluation

- Regular monitoring, measurement, and analysis of QMS effectiveness.
- Continuous improvement initiatives are driven by feedback and data.

8. Communication

- Transparent communication is maintained while protecting confidential strategies.
- Weekly actions reflect established goals, and the Port Commission is kept informed.

9. Continuous Improvement

- Leaders and staff are expected to pursue personal and professional development.
- Challenges are treated as opportunities for growth, maintaining a positive and adaptable mindset.

10. Ethical Standards

- All actions must reflect the highest ethical and legal standards.

11. Engagement and Participation

- Staff are invited to engage with the QMS, share ideas, collaborate, and pursue growth and innovation.
- Success is shared by the team and each member—a rising tide lifts all ships.

Call to Action

Every member of the staff is encouraged to actively participate in the QMS journey, collaborate across departments, and pursue opportunities for growth and innovation. Commitment to these principles is essential for maintaining the highest standards of quality and compliance.

Quality Management System Requirements

LGP follows the below requirements set forth in ISO 9001:2015 © ISO 2015

Every staff member will be familiar with the requirements, and they will be filed in the Share Point ISO 9001-2015 QMS

1. Scope
2. Normative references
3. Terms and definitions
4. Context of the Organization
5. Leadership
6. Planning
7. Support
8. Operation
9. Performance evaluation
10. Improvement

(Aligned with ISO 9001:2015 and Louisiana Government Accounting Standards)

1. Introduction

Purpose

This manual defines the Quality Management System (QMS) for Louisiana Gateway Port (LGP), ensuring compliance with ISO 9001:2015 and supporting our mission to drive port growth sustainably and responsibly. It also incorporates **Louisiana Government Accounting principles** to ensure financial transparency, accountability, and compliance with state regulations.

Scope

The QMS applies to all LGP operations, including:

Document Owner Chief Admin Officer & Assistant to Executive Director

- Vessel traffic management
- Cargo handling and storage
- Safety and environmental compliance
- Customer service and stakeholder engagement
- Financial management and reporting under Louisiana Government Accounting Standards

References

- ISO 9001:2015 Standard
 - U.S. Coast Guard Regulations
 - MARPOL, OSHA, and EPA Guidelines
 - Louisiana Government Accounting Standards and Practices
 - Louisiana Gateway Port Policies
-

2. Organizational Context

- Financial governance is integrated into operational planning to ensure compliance with state accounting requirements.
 - Interested parties include state auditors and financial oversight bodies.
 - Port internal and external customers
-

3. Leadership and Commitment

- **Quality Policy** includes commitment to fiscal responsibility and compliance with Louisiana accounting laws, and Port and Marine related regulations and laws.
 - Management ensures resources for accurate financial reporting and internal controls.
-

4. Planning

- Risk assessment includes **financial risks** (budget overruns, grant compliance).
 - Quality objectives include:
 - Timely submission of state-mandated financial reports.
 - Zero audit findings related to accounting compliance.
-

5. Support

- Resources include accounting systems aligned with Louisiana standards.
 - Competence: Staff trained in **state accounting procedures** and internal audit protocols.
 - Document control includes financial records retention per Louisiana statutes.
-

6. Operation

- Operational planning integrates **budgetary controls** and procurement compliance.
 - Vendor payments and grant administration follow Louisiana accounting rules.
-

7. Performance Evaluation

- Internal audits include **financial audits** per state requirements.
 - Management reviews cover budget performance, grant compliance, and audit findings.
-

8. Improvement

- Corrective actions address both operational and financial nonconformities.
 - Continuous improvement includes adopting best practices for **government accounting transparency**.
-

Appendices

- Financial Compliance Matrix (ISO clauses + Louisiana accounting requirements)
 - Budget and Audit Process Flowcharts
 - KPI Dashboard (including financial metrics)
-

Appendix A: Financial Process Maps

Document Owner Chief Admin Officer & Assistant to Executive Director

1. Budgeting Process

- **Inputs:** Annual revenue forecasts, grant allocations, prior-year audit findings
- **Steps:**
 1. Departmental budget requests submitted to Finance.
 2. Consolidation and review for compliance with Louisiana statutes (R.S. 39:1211-45).
 3. Approval by Executive Director and Board.
 4. Upload to centralized accounting system.
- **Outputs:** Approved budget, compliance certification.

2. Procurement Process

(Aligned with [2025-LGP PROCUREMENT POLICY 9-10-2025](#))

- **Steps:**
 1. Verify Public Bid Law compliance (La. R.S. 38:2211 et seq.).
 2. Ethics training verification for staff.
 3. Bid solicitation and documentation.
 4. Award and contract filing with Finance.
- **Controls:** Checklist for bid protest procedures, federal procurement standards (2 CFR 200.318-326).

3. Grant Administration

- **Steps:**
 1. Review grant terms for allowable costs.
 2. Set up work order in Finance system.
 3. Track reimbursements and deadlines.
- **Controls:** Compliance with federal and state reporting requirements.

4. Accounting & Cash Management

(Based on [2024-05-03_PPHTD Adopting Accounting Policies - SIGNED](#))

- **Steps:**
 1. Record transactions in accordance with Louisiana statutes.
 2. Monthly reconciliation of credit card and travel expenses.
 3. Reporting suspected misuse to Inspector General hotline.
- **Controls:** Compliance with R.S. 24:513 and R.S. 39:1211-45.

Appendix B: Compliance Checklists

Checklist 1: Louisiana Audit Compliance

(From [2024 LOUISIANA_AUDIT_COMPLIANCE_QUESTIONNAIRE_government](#))

- Annual financial statement filing (R.S. 24:514).
- Open Meetings Law compliance (R.S. 42:11-28).
- Asset management records (R.S. 24:515).
- Debt restrictions and State Bond Commission approvals.
- Revenue and expenditure limitations per Louisiana statutes.

Checklist 2: Procurement

- Public Bid Law adherence.
- Documentation of quotes and awards.
- Ethics training certification.
- Federal procurement compliance for grant-funded purchases.

Checklist 3: Internal Audit

- Verify segregation of duties.
- Confirm timely submission of annual financial report.
- Review corrective actions for prior audit findings (e.g., expenditure beyond contract limits, grant administration gaps).

Next Steps:

1. **Design these process maps visually** (flowcharts for budgeting, procurement, grant, and accounting)?
2. **Create editable compliance checklist templates** for your team to use during audits?
3. **Combine everything into a polished PDF appendix** for official submission?



LOUISIANA GATEWAY PORT: ISO-9001:2015
Policy Category: ISO 9001:2015
Subject: Quality Plan & Policy
Office Responsible for Review of this Policy: Chief Administrative Officer
Procedures: TBD
Related Port Policies: QMS, Work Instructions

ISO 9001:2015 Quality Plan and Policy

Quality Policy

Louisiana Gateway Port is committed to advancing safe maritime operations, driving economic growth, and promoting sustainability for our region. We integrate quality objectives into every aspect of our strategic direction and daily operations, ensuring compliance with ISO 9001:2015 standards. Our dedication to continuous improvement, transparent communication, and staff empowerment enables us to consistently meet and exceed the expectations of our customers and stakeholders. We foster a culture of integrity, accountability, and collaboration, delivering public benefit through excellence and innovation.

Key ISO 9001:2015 Leadership Commitments

- Top Management Accountability: ISO 9001:2015 requires leaders to take direct responsibility for the effectiveness of the Quality Management System (QMS), ensuring quality objectives align with strategic goals and are embedded in daily operations.
- Continuous Improvement: Leaders must foster a culture of ongoing improvement, transparency, and customer focus.
- Resource Allocation: Commitment includes providing necessary resources and training to achieve quality and compliance.
- Integration with Strategy: The QMS should be integrated into all business processes, not treated as a side project.

Executive Summary for ISO 9001:2015 Commitment

This leadership philosophy sets the foundation for Louisiana Gateway Port's pursuit of excellence as the premier U.S. International Gateway Port in the Gulf of Mexico. Our core values—integrity, respect, accountability, customer focus, transparent communication, safety, community-first mindset, global awareness, service excellence, technological advancement, environmental stewardship, and continuous improvement—guide every decision and action.

Document Owner: Chief Admin Officer & Assistant to Executive Director

In alignment with our commitment to ISO 9001:2015 standards, Louisiana Gateway Port's leadership is fully accountable for the effectiveness of our Quality Management System (QMS). We ensure that quality objectives are integrated into our strategic direction and daily operations, driving safe maritime practices, economic growth, and sustainability for our region. Our approach includes ongoing process control system training, continuous improvement initiatives, and transparent communication to meet and exceed customer and stakeholder expectations.

We provide the resources, training, and support necessary for all staff to actively participate in quality management and compliance. By embedding ISO 9001:15 principles into our culture, we foster a workplace where excellence, safety, and public benefit are achieved through innovation and teamwork. Together, we will build generational wealth, protect our environment, and deliver public benefit through a quality-driven, collaborative approach.

Call to Action: I invite every member of our staff to engage with this philosophy and our ISO 9001:2015 journey—share your ideas, collaborate across departments, and pursue opportunities for growth and innovation. Your commitment is essential to our shared success and to maintaining the highest standards of quality and compliance.

Why This Works

- **Demonstrates Leadership Accountability:** Clearly states that top management is responsible for QMS effectiveness.
- **Links Quality to Strategy:** Shows how quality objectives are part of the port's strategic direction.
- **Commits to Continuous Improvement:** References ongoing training and improvement programs.

RESOLUTION NO. 26-

The following Resolution was offered by Commissioner Newsom who moved its adoption:

1
2 A Resolution adopting updates and amendments to the Communications Policy
3 establishing a mandatory framework for all public-facing and stakeholder
4 communication relating to Capital Improvement Program (CIP) projects for
5 Plaquemines Port Harbor & Terminal District (the Port) to be added to the Port's
6 approved Administrative Policies and Procedures; and otherwise, to provide with
7 respect thereto.

8
9 Digest: The Port seeks to adopt updates to the Communications Policy regarding Capital
10 Improvement Program (CIP) projects to be added to the Port's approved Policies and Procedures.
11 *The digest is for informational purposes only and is superseded by the language of the actual*
12 *ordinance or resolution.*

13 WHEREAS, the Port's Administrative Policies were adopted by the Port Commission under
14 Resolution 25-132 on May 8, 2025; and

15
16 WHEREAS, the Port would like to adopt an updated policy for Capital Improvement Program
17 (CIP) projects and to add this policy to the Port's approved Policies and Procedures;

18
19 NOW, THEREFORE:

20
21 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
22 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
23 DISTRICT THAT hereby adopts the updated Communications Policy regarding Capital
24 Improvement Program (CIP) projects for the Port Harbor & Terminal District.

25
26 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
27 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
28 DISTRICT THAT it does hereby authorize the Executive Director of the Plaquemines Port Harbor
29 & Terminal District to amend and update the Port's Policies and Procedures as may be needed
30 within the laws of the State of Louisiana.

31
32 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
33 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR & TERMINAL
34 DISTRICT THAT the Secretary of this Council is hereby authorized and directed to immediately
35 certify and release this Resolution and that Port employees and officials are authorized to carry out
36 the purposes of this Resolution, both without further reading and approval by the Plaquemines
37 Parish Council

38



Policy Title:	Capital Projects Communications Compliance	Document Version:	1.7
Policy Number:	CIP-COM-2025-01	Effective Date:	January 2026
Approved By:	Plaquemines Port Commission	Review Schedule:	Biennial

SECTION I: POLICY STATEMENT AND AUTHORITY

This policy establishes the mandatory framework for all public-facing and stakeholder communications related to the **Louisiana Gateway Port (LGP) Capital Improvement Program (CIP)** projects.

A. Purpose: To ensure the Port maintains public trust, transparency, and compliance with federal and state legal mandates, including:

- **NEPA:** National Environmental Policy Act.
- **Title VI:** Civil Rights Act (Non-discrimination and Limited English Proficiency - LEP).
- **ADA/WCAG:** Americans with Disabilities Act / Web Content Accessibility Guidelines.
- **R.S. 44:** Louisiana Public Records Law.

B. Authority: This document is binding upon all Port staff, contractors, and departments engaged in the planning, permitting, design, procurement, and construction of CIP projects.

SECTION II: COMMUNICATIONS GOVERNANCE (RACI MATRIX)

The following matrix defines the responsibilities for key communications tasks across PPHTD departments, ensuring clear accountability and compliance.

Communications Task	Projects Dept.	Comms Dept.	Legal Counsel	Exec. Director
A. Develop Technical Content (EA/EIS, Maps)	R, A	C	I	C
B. Ensure ADA/WCAG Compliance (Formatting)	C	R, A	I	C
C. Title VI / LEP Compliance (Translation)	C	R, A	C	I
D. Final Review of Public Notices (Legal)	C	C	R, A	I
E. Official Publication/Distribution	C	R, A	I	C
F. Authorize Final Publication (Sign-off)	C	C	I	R, A
G. Public Comment Log Management	I	R, A	C	I

H. Media/Crisis Communication	C	R, A	I	C
--------------------------------------	---	------	---	---

R = Responsible | A = Accountable | C = Consulted | I = Informed

SECTION III: MANDATORY PROJECT PHASE DELIVERABLES

This section details the mandatory notices and distribution channels for each stage of a CIP project.

Phase 1: Planning and Initiation

- **Project Summary Sheet:** Published on the dedicated project webpage and press release upon official initiation.
- **Initial Stakeholder Engagement:** Targeted meetings or direct mail for affected residents during the initial 90 days.

Phase 2: Environmental Review and Permitting (NEPA/USACE)

- **Draft EA/EIS Availability Notice:** Minimum 30 days prior to the close of the comment period. Published in media of general circulation and as an ADA-compliant PDF.
- **Mandatory Public Hearing Notice:** Minimum 10 days in advance of the meeting date. Must include Title VI/LEP translation statements.
- **Public Comment Log:** Formal tracking and archiving of all input received.

Phase 3: Design, Procurement, and Financial Milestones

- **Federal Grant Award Announcement:** Issued within 5 business days of official award notification.
- **RFP/RFQ Publication:** Per R.S. 38 (Louisiana Public Contracts Law).

Phase 4: Construction and Completion

- **Construction Impact Notices:** Minimum 7 days prior to closures or disruptions via direct mail, email, and website alert bars.
- **Weekly/Monthly Progress Updates:** Maintained on the dedicated project webpage.

SECTION IV: STRATEGIC MESSAGING PRINCIPLES

All communications shall reinforce the Port's strategic goals and financial narrative:

- **Financial Self-Sufficiency:** Highlight that **97% of the total CIP funding** is derived from private investment. Public funding is sought only for essential, shared infrastructure.
- **Safety and Mobility Focus:** For community-facing projects, the primary focus is on increased safety, hurricane evacuation resilience, and enhanced mobility.

SECTION V: PROJECT COMPLIANCE AND AUDIT CHECKLIST

This checklist must be used by the Projects and Communications Departments to ensure mandatory compliance.

Phase Checkpoint	Required Action/Deliverable	Status (Y/N)
Initiation	Is the Project Summary Sheet published on the Port website?	
Permitting	Is the Draft EA/EIS document posted as an ADA-compliant (tagged) PDF?	
Permitting	Is the Public Hearing Notice published with Title VI/LEP statement?	
Permitting	Is a formal Public Comment Log established for tracking and archiving?	
Procurement	Has the Federal Grant Award Announcement been issued within 5 days?	
Construction	Are Impact Notices distributed a minimum of 7 days prior to road closures?	

RESOLUTION NO. 26-

The following Resolution was offered by Commissioner Edwards who moved its adoption:

1 A Resolution terminating the Employment Contract of Charles Tillotson, Executive
2 Director of the Plaquemines Port, Harbor, and Terminal District, for cause; and
3 otherwise to provide with respect thereto.

4
5 WHEREAS, Charles Tillotson and the Plaquemines Port, Harbor, and Terminal District (Port)
6 entered into an Employment Contract that initially took effect on December 1, 2022, then was
7 extended and is set to expire on November 30, 2026; and

8
9 WHEREAS, the Employment Contract provides for the termination thereof prior to its expiration
10 “for cause”; and

11
12 WHEREAS, for years 2023 and 2024, both of which are within the term of Mr. Tillotson’s
13 contract, the Port received audits that disclosed serious and material findings, including findings
14 of expenditures that violated Port policy, State law, and Federal rules; and

15
16 WHEREAS, the 2024 audit noted that several of the findings were repeat findings from the 2023
17 audit, evidence of Mr. Tillotson’s failure to correct the violations from the prior year; and

18
19 WHEREAS, the repeat findings were in the following areas:

- 20 • Special Meals
21 • Expenditure Beyond Contract Limits
22 • Grant Administration
23 • Procurement Practices, Quote Solicitations Process and Documentation

24
25 WHEREAS, the findings of the 2024 audit pertaining to expenditures of federal grant funds
26 without properly following established procurement laws, rules and policy, exposing the Port to
27 the potential federal claw back of those federal grant funds; and

28
29 WHEREAS, the findings themselves provide sufficient “cause” for termination under the
30 Employment Contract, and the repeat nature of the findings for 2024 for similar violations from
31 2023 further support the basis of termination “for cause”; and

32
33 WHEREAS, Mr. Tillotson has displayed dishonesty in his communications with the Commission,
34 in multiple respects including but not limited to his knowledge of the ferry ramp deficiencies; and

35
36 WHEREAS, Mr. Tillotson has displayed misconduct in his failure to follow the applicable
37 personnel policies in the suspension of Ms. Bergeron and the general treatment of PPHTD staff;
38 and

39
40 WHEREAS, Mr. Tillotson has displayed mismanagement of the PPHTD as evidenced by the
41 repeat audit findings and the failure to make timely payment to the Parish in regard to a property
42 transfer earlier this year, which also is the failure to perform a directive of the Commission;

43
44 NOW, THEREFORE:

45
46 BE IT RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
47 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR AND TERMINAL
48 DISTRICT THAT the Employment Contract of Charles Tillotson is hereby terminated “for cause”
49 effective January 22, 2026.

50
51 BE IT FURTHER RESOLVED BY THE PLAQUEMINES PARISH COUNCIL AS THE SOLE
52 GOVERNING AUTHORITY OF THE PLAQUEMINES PORT, HARBOR AND TERMINAL
53 DISTRICT THAT the Secretary of this Council is hereby authorized and directed to immediately
54 certify and release this Resolution providing a copy thereof to each member of the Council, to Mr.
55 Tillotson, and to the appropriate human resource officer of the Port to be included in Mr.
56 Tillotson’s personnel file.

57
58

