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Regular Board Meeting
Regional Commerce Center, Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
October 15, 2015

The regular monthly Board meeting of the Caddo-Bossier Parishes Port Commission was called to order by President Capt. Thomas F. Murphy at approximately 4:30 p.m. in the Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, LA and everyone welcomed.

Commissioner Prescott led the Pledge of Allegiance.

Commissioner Murphy called on Eric for roll call: Capt. Thomas F. Murphy, Rick C. Prescott, Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall and Steve Watkins. A quorum was present. Absent: James L. Pannell and Sam Gregorio. Guests: Nnamdi Thompson, Government Consultants; Anne Gremillion & Ashley Ellingsen, Gremillion & Pou; Tyler Comeaux, BKI; Staff: Eric England, Danyne Malone, Gloria Washington, Kathy French, Ted Knight and Mary Ward.

Commissioner Murphy said we open the floor for any public comments at this time.

Approval of Special Meeting Minutes of September 17, 2015: Commissioner Prescott said the special board meeting minutes of September 17, 2015 are included in your packet. If there are no corrections, additions or deletions, I make a motion for approval. The motion was seconded by Commissioner Austin. Commissioner Murphy said it had been moved and seconded that the minutes of the special board meeting of September 17, 2015 be accepted. Any discussion? Hear no discussion, the vote was called for. All in favor, please say "Aye". Opposed, "Nay". The motion passes unanimously.

Approval of Regular Meeting Minutes of September 17, 2015: Commissioner Prescott said the regular board meeting minutes of September 17, 2015 are included in your packets. If there are no corrections, additions or deletions, I make a motion for approval. The motion was seconded by Commissioner Bryant. Commissioner Murphy said it had been moved and seconded that the minutes of the regular board meeting of September 17, 2015 be accepted. Any discussion? Hearing no discussion, the vote was called for. All in favor, please say "Aye". Opposed, "Nay". The motion passes unanimously.

"The Caddo-Bossier Port Commission is an equal opportunity provider."

MEMBERS: Capt. Thomas F. Murphy, President; Sam N. Gregorio, Vice President; Rick C. Prescott, Secretary-Treasurer; Lynn Austin; Erica R. Bryant; Roy Griggs; James D. Hall; James L. Pannell; Steve Watkins

Approval of the September 2015 Financials: Commissioner Prescott said the September 17, 2015 financial reports are included in your packets. If there are no corrections, additions or deletions, I make a motion for approval. The motion was seconded by Commissioner Austin. Commissioner Murphy said it had been moved and seconded that the September 2015 financials be accepted. Any discussion? Hearing no discussion, the vote was called for. All in favor, please say "Aye". Opposed, "Nay". The motion passes unanimously.

UNFINISHED BUSINESS:

MBE Committee Report of September 17, 2015

The MBE Committee meeting of the Caddo-Bossier Port Commission was called to order by Committee Chairman James L. Pannell at approximately 3:00 p.m. on September 17, 2015 in the Steering Room at the Regional Commerce Center. Everyone was welcomed and Commissioner Pannell called for introduction of guests.

Committee members in attendance included James L. Pannell, James D. Hall, Rick C. Prescott and Capt. Thomas F. Murphy, Ex Officio. Commissioner Roy Griggs was also in attendance. Guests in attendance: James Flurry, City Council of Shreveport; Art and Colby Walker, Communications One; Ida Henderson, Henderson Construction Services; Craig Lee, Get Up, Inc.; Jim Jacobs, Kyle Culverhouse and Wendell Armant, Core Construction; Karen Barnes, City of Shreveport; Darrin Dixon, SUSLA; Taylor Jamison, SMI/SAC; Jake Flukers, Flukers; Jerry Thomas, T&M Fence; Jasmine Green, Green Electric; Jeffrey Thomas, SAC; Ty Scroggins, Scroggins Consulting; Romano Dillard, 2 R Construction LLC; Joseph Nelson, Brothers Construction; Patrick Furlong, City of Shreveport; Mike Smith, Airco Service & CMM Construction; LeMar Flukers, Giant Construction; Raymond Hill, Thermo-Technics; Dottie Bell, Caddo Parish School Board; Mary Trammel, Caddo Parish School Board; Melvin Douglas, Douglas Construction; Matt Redmon, City of Shreveport; Rickey Hall, Hall Builders Inc. and Raymond L. Green, Caddo Parish School Board. Staff included Eric England, Danyne Malone, Kathy French, Marilyn Haley, Layne Chenevert and Hettie Agee.

Commissioner Pannell thanked everyone for coming out to the committee meeting and said we invited everyone out to this committee meeting because one of the things we do as public officials and Board members here is try to make sure that we make best use of our taxpayers' money. One of the things we did back when I was with the NAACP several years back, and we did a study on construction and construction dollars and how those dollars turn over. Coincidentally the AGC did a similar study about 8 months later and those studies was basically identical. The studies showed back then, we're talking about somewhere around '92 so those numbers are much higher now, the studies showed that over \$300 and some million dollars left the City of Shreveport in construction on a yearly basis. So we know it's important for those dollars to circulate within our area. Working with the Port has shown us about how working together is important in things we accomplish by doing that. There's several issues as to why we have not been able to achieve the advances that we like. We have the Fair Share program; we have several other programs. Let's be very clear that when we're talking about circulating dollars and growing our businesses here, it's not a minority issue it's a local issue because we know when those dollars leave, that our cars and our gas is not bought and furniture and a lot of things. Yes it's a lot of things so it's very important to keep those dollars here.

So I was fortunate enough, and I'm State licensed electrical and I'm also State licensed in general construction, I was asked by the Orleans Parish School Board to serve on a five member committee to

select a contract manager at risk for a school in New Orleans. The presenters presented their proposals and it took a while to go through those proposals it was certain things I was looking for in those proposals. First of all, if were they financially capable of take on this project and doing it; second of all, how was your minority participation? After that there were several other areas. What became evident and surprising to me was that the people who was submitting here was doing work already in the City of New Orleans with the school board and other entities there. I read those proposals and there were little to no proposals that I read that did not have their minority participation numbers in those goals. I was extremely impressed with that and I think what we get into a lot of times, we try to put things together and we hope this will work; we hope that will work and try to figure out what makes things work.

I thought this was interesting that we had an opportunity to look at something that not might work, this was something that was actually working. We looked at all the proposals and two were extremely close. Core's proposal was the winning proposal. When it was over with, I talked with several people whose doing the minority portion of these proposals and asked them about the process. I met Wendell and a couple of other people and I asked Wendell if they would be able to come here and give a layout of what the proposal was and I thought that Core would send in a couple of their people to help us with that. I was pleasantly surprised when Wendell called and said the President of the company was coming in. I thought that was a very nice gesture on his part to take time out from his busy schedule to come in to present this to us. I wanted to give them opportunity to present their proposal and then have a little time. We do have a Board meeting in about an hour or so. So we will be brief and like to take questions and answers from the audience. Commissioner Pannell then recognized Mr. Armand to begin his power point presentation.

Mr. Armand began by saying he is a principal at Dev Corp Consulting Services. I have been representing Core Construction for about two and a half years. I do business development and what I like to call affectionately inclusion consulting of Core Construction. Core is a national company; it has ten major offices around the United States of America. In New Orleans we have 100 or so construction professionals in our Metairie office which is just outside New Orleans. Kyle Culverhouse is the head of pre-construction at the New Orleans office. One gentleman couldn't make it, the Executive Vice President of Operations, Mr. Brad Roberts.

Mr. Jacobs concluded his one hour presentation with questions and answers from the group. Commissioner Pannell closed the meeting by recognizing the Board members and Eric England, Executive Port Director. He thanked everyone and said that if we could bring this process into this area, it's important that these contractors and subcontractors come from this area. So we're looking for all kind of ways to make sure we get minority participation. Like I said from the Port, things we can do we have restraints on what our money can and cannot be spent for. This is not a situation where it's all about money. We have people who do work for us and anything we need done, they will send someone. Those things that are available, we just need to know what we can help y'all with. I'll leave y'all to spend some time with him and I appreciate your taking the opportunity to come.

Commissioner Pannell adjourned the meeting at approximately 4:17 p.m.

Commissioner Murphy said the MBE Committee Report of September 17, 2015 is in your packets if there are no additions, deletions or corrections, I move for the acceptance of the committee report. The motion was seconded by Commissioner Bryant. Commissioner Murphy said it had been moved and seconded that the MBE Committee Report be accepted. Call for

discussion and hearing none, the vote was taken. All in favor “Aye”. Opposed, “Nay”. The motion passed unanimously.

Personnel Committee of October 5, 2015

The Personnel Committee meeting was called to order by Committee Chairwoman Erica R. Bryant at approximately 11:15 a.m. in the Board Room at the Regional Commerce Center and everyone welcomed.

Commissioner Bryant called for public comments. Committee members in attendance: Erica R. Bryant; Lynn Austin, Roy Griggs, James D. Hall, Rick Prescott, Steve Watkins and Capt. Thomas F. Murphy, Ex Officio. We do have a quorum. Other commissioner present: James L. Pannell. Eric said we have a quorum. Staff: Eric England, Danyne Malone and Hettie Agee.

Commissioner Bryant called on Eric for the first item on the Agenda, Job Descriptions. Eric said as you will recall, at the September Operations meeting, we discussed an organizational chart. In the days that followed the presentation of that organizational chart, we were charged with doing a review of the job descriptions mainly in the operations department and the legal department based on the changes that were discussed. Eric proceeded with an overview.

Commissioner Murphy said I would. Our By-Laws say that the Executive Director writes the job descriptions and as a Board, we are to review them, so that's why we're here. I would like to offer these comments that I see as flaws in the flow chart but I want you first of all to understand, I am not being critical of any particular person or persons. These are just my opinions and I offer them as suggestions. Number one, under the position of Deputy Port Director where we have “assumes the duties and responsibilities of the Executive Port Director in his absence”. I would suggest that we define “in his absence”. Does that mean out of office, out of the building, out of the campus of this Port, out of town or absent more than “X” number of working days excluding holidays and weekends. I would also offer that under Operator where we see Operator, “Under general supervision, performs assigned operations duties as necessary in the daily operations of the Port”. By looking at this flow chart, it appears that the general supervision excludes, leaves out Operations Administrator, who directs marine cargo movement, but it states the Operations Manager is “responsible for operational activities” by rail, barge or truck. Barge traffic being maritime, it seems to me the flow chart should be more specific to include general supervision as a dual responsibility of both the Operations Administrator and the Operations Manager. In many instances, marine cargos in and out of barges and from terminal to truck involves both parties, the Operations Administrator and the Operations Manager, and I think the flow chart should reflect that.

Commissioner Bryant said let's start with your first item and then we'll get back to the second one. Your first one was having a more definitive definition of “in his absence”. I don't know, but I think that's pretty self-explanatory. I think that in essence if you're not available, whatever the reason may be. Commissioner Murphy said but the word is not “available”. It says “in his absence”. Commissioner Bryant said well if he's not.....Commissioner Murphy said does absence mean out of the building. Commissioner Bryant said I don't think you can it that deep. If you get to that, then you're saying okay, if Eric's at a meeting down the street, and he's not answering his cellphone, then Brenda is the one you've got to go to. Commissioner Murphy said that's my question. That is gonna be.....Commissioner Bryant said you can't define that. You can't put.....Commissioner Murphy said you just did. Commissioner Bryant said I know but...Commissioner Murphy said I'm not being confrontational. Commissioner Bryant said I did not because I'm saying would it be...I'm asking though. Commissioner Pannell said okay now, we've got to, one person has got to talk and finish and then the back and forth. That's always been (inaudible) parliamentary procedure I've ever seen. Commissioner Bryant said all I'm saying is I don't disagree with you. I'm saying that I think “in his absence” is enough. I think that if we got that deep into what absence means, but I think all we're trying to identify that regardless if Eric is in his office in a meeting and a decision has to be made, then he's not...Commissioner Pannell said let me get one more point of order if y'all don't mind. And I'm saying that what is supposed to happen that if someone has a

position. Before that person can go back and discuss that, everybody else has to be given the opportunity. It can't go from one person to another like that. It has to go from one person to that person and give everybody else the opportunity before it goes back to that person. Commissioner Bryant said right and I understand the point of order. I had started speaking so I was trying to finish. And then once I finish, if there's anyone else..right...so if there's anyone else once I finish my statement, then. So I believe I'm in order. So is there anyone else that needs to make a statement? Commissioner Pannell said yes I would like to. My only point is this is that I don't care how you do that or go about doing it. We had a problem and I want us to do something in a manner that this problem does not happen again. We were at Point Clear when these box cars went under water. But I'm saying that my thing is that a decision needed to be made. And let's just use that one example. Somebody either here has to decide that or because my thing is I don't care whether it was—whoever it was---and we're talking about Rick or Hugh or whoever. I'm saying that those two people should not have made that decision. I don't care where anybody was and I'm saying at that point the decision needed to be based on how—it would help me if that decision that we're making now is based on how that should have been handled. That's the only point I've got. Commissioner Bryant said do we have any other comments? My question is your statement though. I think that's covered in what it's saying here. All I'm stating is that I feel the description here covers that. I'm not disagreeing with what you're...I just think that what's here covers your situation, covers what you're talking about. Commissioner Hall said I agree that it's general enough to cover it. If you try to get too definitive, it doesn't take care of the problem. You can be somewhere where you can't answer the phone. You can be in town but that doesn't mean you're available. So I think you're absent when you're not able to fulfill the duties that you have. You could be somewhere in any number of things I could come up with, but if you're not here to make the decision, it falls to the next person to make the decision. You know we have a very responsive group of people, but there are times you can't answer the phone. You can't respond and somebody else has to make a call. So I think the generality gives us the benefit of someone else taking the lead because someone else wasn't available. So if you're—you could be in town. You could be across town. You could be in Bossier. You could be anywhere and you be in a meeting where you're talking and doing a presentation, and you can't answer the phone. That means you're absent in my opinion. So the generality to me provides us more flexibility for that situation—not that you're out of town, not that you're gone on a trip, not that you're gone for so many hours. You could be gone doing a presentation. If I'm up talking to a group of people, I'm not going to answer my phone and it could be critical at that point that somebody else assume the leadership. So that's my thought on it. Commissioner Bryant said do we have any other thoughts on it. Commissioner Prescott said I agree as well. Commissioner Pannell said what answers my question is that when we put this together, the problem could have been not because we didn't have rules, it could have been because the rules wasn't followed and I just want to make sure we don't go through this. That to me is one of the most critical things that has happened here in a long time and I just feel like my job is to make sure that something goes on that does not happen again because that's a failure to the people that's sitting in this room even though we didn't do it. If we don't address it, it's a failure so whatever we've got to do to address that - I'm good. Commissioner Bryant said might I suggest then---I don't think that the organizational chart is the place for those type of definitions. In your job description, if you wanted to provide examples, because I don't think you can get it all encompassing. We don't know every situation that may be considered that you're not here. So in the detailed job description you could provide examples that covers what you're meaning by "in his absence". Commissioner Murphy said may I say on this first item thank you all because I believe we just did define. Thank your output putting it in very specific terms and yours, Mrs. Erica, thank you so much because I think we just are all understanding what it means. Thank you for that.

Commissioner Bryant said your next issue can you go through that one a little more for me. Commissioner Murphy said alright. Under Operator, "Under general supervision, operates heavy equipment.....Performs assigned operations duties as necessary in the daily operations of the Port". Then go upwards to the Operations Manager. The Operations Manager is "responsible for operational

activities at the Port in support of the day to day administration of the Port's assets and interests as they relate to cargo movement by rail, barge or truck". That's under Operations Manager. Operations Administrator "overseeing the movement of marine cargo/ goods". Now, if as up until this chart, as an example, if you've got the Ops crew out there cutting grass or moving locomotives and a truck comes in from Priefert to be loaded coils, that's maritime. Now, does one person have to call the other person to call the other person to get a crew as is going on right now, the person who would be in administrations, the Operations Administrator, currently on the walkie-talkie calls in guys---the truck will be here in 20 minutes. Are we going to stop that and he's got to call the manager? The manager calls somebody else to get a team. I would think that it needs to be a joint effort between the two of them as it is now. They both are down there. They both are handling marine cargo, so I would just suppose in my personal view that general supervision would include both administration, the Operations Administrator, and the Operations Manager jointly. Commissioner Bryant said I guess I'm confused. Eric said I might be able to help Commissioner. What we have and if I may, with the pleasure of the Board, address Capt. Murphy's comments. What was stated in this organizational chart that you see is the idea that the Operations Administrator will spend more of that position's time with regard to marine operations and then the Operations Manager would spend more of their time with the rail, just given their natural strengths and the day to day activity. For an organizational chart and for this flow diagram, the high point was addressed. Within the job description itself, rather the job description itself contains exactly what you're saying. But there is that overlap. It's just not stated in this document, but it's stated in the supporting documents. Commissioner Bryant said but as an Organizational Chart, because you have that solid line going from Manager to Administrator, it would be presumed that the Administrator would have those same, even though you're not detailing it. Eric said that was our presumption in putting it together that way. Commissioner Murphy said I'm satisfied. Thank you very much.

Commissioner Pannell said I have two more basically questions. One is on the Regulatory Compliance Administrator, I'm assuming that we felt that was important enough to move up and my only question is, is if it was, would an adjustment be made to that person? I'd hate to see somebody move and you give them a position and would the pay for what you are doing be (inaudible) with the pay that you move to. That was one question. Commissioner Watkins said I think moving up on that line, that person probably should be in the same ballpark rate wise as your Director of Community Relations. Does that make sense? Eric said to me it does. Thank you. Commissioner Pannell said and my last question is, I think all of our Operators based on I, II and III, their pay was based on their position. What will happen now since all of them are the same. No criticism. I just wanted to know. That's all. Eric said we debated that and discussed that at great length because we went to great strides to establish the levels of operators, so that, for example, a young or an entry level operator would know those skillsets that would be needed to move up through the organization for upper mobility. As it stands now, given the FRA, the pay will be established based on skillsets at hiring and then they have a 120 day period from hiring to establish that they can perform the duties of Operator which include the rail. From that point on, the difference in pay will be primarily associated with longevity. That's the answer, but in an ideal situation moving to the organizational structure that we have is less ideal than the organizational structure that we had before with the different levels. We acknowledge that. We see that as a great disadvantage, one that is going to cause us great issues in the future. As we discussed, I was very much against this. Personally I was very much against this, but given the regulations, this is what we have to do. I am in search of finding a way to blend the two where we can have different levels. Commissioner Pannell said that's my only concern because I can see that as being a problem as far as morale is concerned and then, it does not give us an opportunity to justify moving someone. I'm saying that you know, it gives you an opportunity to say if you do this, then you'll move up but to just come in and have a job. I have a problem. I'm not understanding whether you have a solution or you're looking for a solution. Eric said I'm looking. Commissioner Watkins said what would be...so FRA regs say you cannot name them different things. They all have to be Operators. What's the pushback if we still name them 1,2,3,4,and 5. What would be the outcome of that? Eric said we even had that on an interim organizational chart just in the

last couple of weeks. Eric said I think we need to research that further to determine if we can stay in the regs and work out a solution. Danye said if I may, the FRA takes the position that all of these Operators are essentially performing the same function and there should not be a distinction between 1,2,3 and 4. That's why FRA takes the position that we should call the designated as Operator not Operators 1,2,3 or 4. As it stands right now, all the Operators are performing the function of Operator IV. So they are essentially performing the same function. Eric said I didn't want to interrupt the Commissioners discussion but what we have now are operators. As Danye said, all doing, they're all certified as locomotive engineers and operators. Commissioner Watkins said if we hire a new guy, just say we're not going to hire him in at the same rate these other guys are getting paid. There needs to be a wide gap—not a wide gap—but there needs to be room for this person to move up over the years. As he gets seniority and puts his years in, he gets stair stepped up there. I've got a big issue with the FRA telling us how we're going to run our operation. And I don't have a problem pushing back and saying we're fine with regulations and we'll do everything in the safety, but we have to run this organization the way it'll fit. And that means they'll give us a demerit once a year, take the demerit. Commissioner Pannell said what they asked specifically, I just don't think it's right. Eric said in the interim what we can do is, if you will, the FRA is not, they haven't issued us a citation in this regard. We're not under any kind of sanctions at this point. We can defer the change and report back to the Board after we study more closely on it and give it some more thought. Ideally I'd like to find a way we can satisfy the FRA as well as the Commission. Perhaps that's naming them Operator but having the level 1,2,3 and 4 embedded within the description so that we can still work with both. We can work towards that. Commissioner Prescott, on a clarity, I just want to know about the Compliance Administrator. Have we did any investigation whereas salary so that we make sure that we are being fair. Since we are following the FRA guidelines or whatever, have you or Danye did anything so far as investigating as far as being fair with the salary? Eric said we did. We researched Compliance Administrator jobs, and as well as given the specific nature of the responsibilities, it's not a very common job that you find even within AAPA. We resourced the AAPA Salary Survey and then resourced another short line railroad similar to ours to ask them what was the pay. And of course, there are adjustments that you'll always make for benefits and if you will, your metro area where you live etc. But we did find that a move to the \$84,000 range per year is in line and in keeping with those other positions. Commissioner Prescott said that answered my question. Commissioner Griggs said one comment, not totally familiar with the Operators 1,2,3,4, now with they all being just Operator, do you think that would affect the moralee because I would imagine going from 1 to 2, that was a goal that would introduce a pay, benefit etc. So how would that be handled and try to keep the moral high? Eric said I believe you are correct and from our discussions, that those are issues that we want to overcome. I believe the feedback that we've received today has us moving in a direction that we just need to bring something back after some more interaction with FRA. Commissioner Murphy said well, in exact agreement with Commissioner Griggs, what if indeed we maintained the level 1,2,3,4 with the commensurate pay difference. Let numbers 1,2 and 3 be say Labor 1,2 and 3 and as they progress to become an Operator to fit FRA regs, those are your Operators. Everybody else be Labor 1,2,3, still get the same pay, but a different title. Commissioner Bryant said it sounds like you need to provide us some suggestions and delay the portion of this Organization Chart for the Operator section. Commissioner Pannell said my only point on the Compliance pay, I brought it up from the Board's standpoint, but I want to make sure that we're clear that we give Eric control over salary. I wasn't suggesting how much and I don't think from the Board here we suggest how much because that is...because this is my problem now about the other stuff that took place, I just thought that staff people may have made a decision that should have been a Board decision. We're back to the rail cars and I promised to leave that alone. But I just feel like the staff made a decision that should have been our decision. But I also want to make sure that we don't make decisions here that are not our decisions to make. And that's not our decision by rules. I don't think that's our decision to make. Commissioner Bryant said I would think you are going to present something like that to us during the budget process as far as your Amendments for '15 projected for '16. Anything else on the Organizational Chart? Eric said one minor thing that we'll being up since we're

talking about the compliance position. We've also noticed that our Director of Community Relations. This is her first year to do the duties of that job. In keeping in with the Attorney General opinion that Danye researched for us, there's several things that we as the Caddo-Bossier Port Commission are not to be doing. For example, being members of certain clubs and doing certain types of events. It goes back to the premise of the Port essentially having a public purpose in all that we do and making sure that there's something, frankly a quid pro quo to things. We get something out of whatever that we put money towards. However, just like with the FRA and Operator situation, we have the challenge of having a community relations person that is in the community bound by those rules, so we are going to propose that a portion of her salary being dedicated for certain professional development so that can be a portion of her salary and not a portion of the Port's participation in those type of things directly. Commissioner Bryant said will that portion be identified separately from her regular salary. Eric said it would have to be. It would be part of a budget for the upcoming year, a plan associated with a specific plan. Commissioner Bryant said I think there are IRS rules on the maximum amount you can take for that. So you can research that. Eric said good point, thank you. Commissioner Pannell said that means she could join the organization without the Port. Eric said that's right. Thank you commissioners. Commissioner Bryant asked if he had anything else on the job descriptions? He said not on job descriptions. Commissioner Watkins made a motion that we accept the Job Descriptions and the Organizational Chart presented to us today with the exception of changing the Operators. We leave those as is until we get further information from Eric and the staff. The motion was seconded by Commissioner Hall. Commissioner Bryant said we have a motion and a second to accept the Organizational Chart except for the items relating to the Operators. Do we have any discussion? All those in favor signify by saying "Aye". All those opposed, "Nay". That carries.

AYES: Commissioners: Erica R. Bryant, Lynn Austin, Roy Griggs James D. Hall, Rick C. Prescott, Steve Watkins and Capt. Thomas F. Murphy, Ex-Officio.

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Bryant called on Eric for the Employee Handbook. He said the last item on the agenda today is a cleaning up of our Employee Handbook which contains our travel policy. In Section 9:1, I can just talk through the change. Today our requirement is to seek reimbursement for meals, you are required to turn in a receipt that shows the total amount charged. We would like to strengthen that policy to such that it requires you turn in the itemized receipt showing the food and drink purchases in addition to just the total. We propose making those two changes in Sections 10 and 11 and under the Travel Policy section. Of course this is separate of per diem. If someone elects to take per diem, then the receipts do not apply. If someone chooses to turn in the actual expenses then the requirement for receipts with detailed items will apply. Commissioner Pannell said I still would like for each employee to go to Legal and sign that policy handbook that they understand what's in this policy and sign something to verify that. And if they've got any questions, then the questions could be answered because I request that everybody understand our policy too well so that we don't go through any...Commissioner Bryant said that should be standard especially when they begin employment. What you can do especially when you have revisions, you're getting them to sign it again. Eric said for example, if this policy changes, Marilyn will have each person acknowledge the change and sign off on it and that will become a part of the file. We just want to be clear everybody understands what the structure is and they know they have to follow the structure. Danye said and then let me just make one comment. When we make those revisions to the Employee Handbook, we convene a meeting with all employees and explain all of the revisions in the handbook and the employee policy. That's standard operating procedure. And if I may just make one final comment, in general, there are certain revisions in the Employee Handbook that need clean up. We had a Superintendent position that we no longer have. Just as a general cleanup, I would like to go ahead and proceed with making those revisions. Commissioner Pannell said you don't need an

action from us to do that. Dannye said I just would like to advise the Personnel Committee. Commissioner Bryant said do you need a motion. Eric said yes please because what we will do is take the recommendation of the Personnel Committee and place it on the Board meeting agenda for next week to adopt. The motion was made by Commissioner Watkins and seconded by Commissioner Bryant. Commissioner Bryant said we have a motion and second to accept the handbook revisions related to the travel policy and having itemized receipts. She called for discussion and hearing none, she said all those in favor signify by saying , "Aye". All those opposed, "Nay". That motion carries.

AYES: Commissioners: Erica R. Bryant, Lynn Austin, Roy Griggs, James D. Hall, Rick C. Prescott, Steve Watkins and Capt. Thomas F. Murphy, Ex-Officio.

NAYS: None

ABSENT: None.

ABSTAINING: None

Commissioner Bryant called for any other items for the Personnel Committee. Hearing none, she moved for adjournment at approximately 11:38 a.m.

Commissioner Bryant said the Personnel Committee Report of October 5, 2015 is in your packets if there are no additions, deletions or corrections, I move for the acceptance of the committee report. The motion was seconded by Commissioner Austin. Commissioner Murphy said it had been moved and seconded that the Personnel Committee Report be accepted. Call for discussion and hearing none, the vote was taken. All in favor "Aye". Opposed, "Nay". The motion passed unanimously.

Marketing Committee Report of October 8, 2015

Commission Secretary-Treasurer Rick C. Prescott called the Marketing Committee meeting of October 5, 2015 to order at approximately 12 Noon in the Board Room at the Regional Commerce Center and welcomed everyone.

Commissioners present: Lynn Austin, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell, Rick C. Prescott and Steve Watkins. A quorum was present.

Commissioner Gregorio led the Pledge of Allegiance.

Commissioner Prescott called for introduction of guests. Guests in attendance: Anne Gremillion and Daniel Strickland, Gremillion & Pou. Staff members: Eric England, Rick Nance, Brenda Levinson, Dannye Malone, Ted Knight, Kathy French, Hugh McConnell and Hettie Agee.

Commissioner Prescott called for Public Comments. Hearing none, he called on Brenda for a Customer Update. Her report included: ADS Logistics; Carbo Ceramics; Pratt Industries; Ronpak and Ternium. Katharina with Benteler reported they had passed the API audit and expect to get their certification by the end of November. They've reached their hiring for Phase I. The Finishing Line is fully released; the Material of Quality Lab is fully functional and work continues on the Quenching and Tempering Line extensions. From a memo sent by Eric, we know you are aware that Priefert decided to do their expansion at Mt. Pleasant. We were disappointed but as they said, they will be able to work with them on their inbound movement of coils. We will get back with our two tenants planning expansion to move forward in the near future.

Commissioner Prescott called on Kathy for a public affairs report. Using a power point presentation, she said you would find the publicity, print and media along with the calendar and the web

stats for September in your packets. Thank you to Gremillion and Pou for all of their assistance. The Public Information and Business Development Campaign has been kicked off. I hope everybody has already seen the commercial on TV. Also Daniel took these pictures of our three electronic billboards that are running. This one happens to be at Southfield and Youree Drive. There are billboards at the intersection of Kings and Youree, Benton and the Benton Road overpass. These are the three rotating signs on there. We did the presentation for Leadership Shreveport-Bossier; Capt. Murphy and Ted presented a plaque to Florida Marine on their inaugural visit to the Port and we were a Diamond sponsor at the Northwest Louisiana Small Business Summit. Presentations included: Bossier and East Shreveport Rotary Clubs; Greater Bossier Economic Development Foundation and InnerTech meeting. The Port was also represented at the I-69 Mid-Continent Coalition. The Red River Navigation meeting was held here twice in August and Eric gave a Port update to both Senators Cassidy and Vitter. He also gave one to Congressman Fleming on August 25. We attended Senator Cassidy's breakfast and have more political updates scheduled for later this month. Attended the EAP, Entrepreneurial Acceleration Program, luncheon with Commissioner Gregorio. After our joint Red River Flood Summit meeting the NWS for Shreveport had a followup meeting and after that meeting the Red River meeting in which we all participated. Had meetings with: Department of Health and Hospitals; Better Business Bureau and Office of Homeland Security and Emergency Preparedness in Bossier. Wanted to make sure that everybody knows that Dr. Lauren Scott will be here on Friday, October 16th at 9:00 a.m. We're also going to be the 2015 corporate underwriter for the Shreveport-Bossier Mayor's Prayer Breakfast on Thursday, November 12th, 7:00 a.m. at Bossier Civic Center.

Eric said the calendar is in your packages. Just want to point out we've completed the 2016 calendar so you can begin putting the dates on your calendar. Two months where we'll have an exception to our schedule is January and September. As a side note to our 2016 calendar, Gloria and I have talked about this just in looking at the dates. We know that Gloria tries her hardest to send the financials to each of you in as much time before the Board meeting as possible and that's a function of her receiving the bank statements and then completing the financials. As you look at the schedule you will see that several of our meetings in 2016 are right at the more towards the middle of the month than toward the end of the month. What we foresee is you will likely be receiving financials possibly the day before the meeting, maybe even sometimes the morning of the meeting. We foresee that in advance just given the schedule of the third Thursday. If that gets to be an issue, we may adjust but just wanted to make you aware of that. Unless there are any questions, that's all I have.

Hearing no further business to bring before the Marketing Committee, Commissioner Prescott adjourned the meeting at approximately 12:19 p.m.

Commissioner Prescott said the Marketing Committee Report of October 5, 2015 is in your packets if there are no additions, deletions or corrections, I move for the acceptance of the committee report. The motion was seconded by Commissioner Grigg. Commissioner Murphy said it had been moved and seconded that the Marketing Committee Report be accepted. Call for discussion and hearing none, the vote was taken. All in favor "Aye". Opposed, "Nay". The motion passed unanimously.

Operations Committee Report of October 5, 2015:

The meeting was called to order by Vice President Sam N. Gregorio at approximately 12:15 p.m., October 5, 2015, at the Regional Commerce Center Board Room. I see no one came in since the last meeting. Any public comments?

Commissioners present: Lynn Austin, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell, Rick C. Prescott and Steve Watkins. A quorum was present.

Guests in attendance: Anne Gremillion and Daniel Strickland, Gremillion & Pou. Staff members: Eric England, Rick Nance, Brenda Levinson, Danyne Malone, Ted Knight, Hugh McConnell and Hettie Agee.

Commissioner Gregorio called on Hugh for the Operations report. Hugh said September activity for rail has been pretty steady from the previous month. We are seeing tonnage kind of falling off as compared to previous years. The manufacturing side with Ternium coils and steel coils are coming in strong with Ternium so much so that ADS is storing and helping offload those coils. We've gotten some inquiries about them bringing in some coils by barge. The frac sand has trailed off. You'll notice that when you do get the tonnage reports. Those tons have fallen off for Hexion and Carbo. The aggregate moves through NW Aggregates, formerly Select, has tailed off a little bit as well. Petroleum is moving pretty strong averaging about 5,000 tons per month. This past month we recorded about 3600 between Calumet and Genesis. Normal maintenance on the track and the trains on the equipment is continuing. We're gonna have the wheels turned on the locomotive turned this week. Benteler is starting to get rail cars in frequently. We'll get the tonnage reports out to you when we receive Benteler's. For the month, we had 362 rails cars, 1100 switches and about 32,000 tons. In 2014, we had 684,000 tons by rail. This year, I'm expecting about 400,000 tons.

Under barge activity, the Port stevedores unloaded two barges of coils for Priefert and expect another shipment in December before year's end. Just got word Friday that we will be loading a scrap barge for Progress Rail. Dredging continues up and down the River. Do know there is an area south of Alexandria this morning that is about an 8' draft. Terral River says the River is closed but there is a low-water area south of Old River. There's still a good bit of maintenance to do on the river. There are nine dike markers missing, thirteen that are damaged. So I'm sure the Waterway Commission is on top of all that as well as Rich Brontoli. As I mentioned, the stevedores unloaded 2 barges of coils for Priefert; Oakley recorded 11 barges of frac sand and 1 barge of agricultural products, a little over 18,000 tons total and then Genesis reported 6 barges of petroleum, a little over 14,000 tons. So in total, there were 20 barges, 35,429 tons. Again, in 2014 we recorded 685,000 tons. This year I am expecting about 350,000.

Commissioner Gregorio called on Rick for Port Projects. Rick said 1) On the RCC Parking Lot Expansion, now essentially complete since it has been seeded on the side; 2) the stevedore office design is finished and we will request authorization shortly to go out for bid; 3) Benteler's main lift station needs to have the wet well coated and has caused a delay; 4) the railroad scale's batture had the concrete busted out on part of the north approach. They have replaced it but haven't paved the south approach due to waiting on the main pit for the scale itself.

On FEMA, we've completed replacement of the wheelsets on all the railcars; the contract closed out at \$363,900. We're in the process shortly of submitting that to FEMA for reimbursement.

Calling for questions and hearing none, Commissioner Gregorio called on Eric for the monthly reports.

Eric said the reports are in your packages. Part of our report today was going to be a follow up to a request of the Commission, based on the speed limits as well as the railroad crossings, just a general overall roadway safety within the Port complex. Our expert was to be here today but he had an unforeseen matter that he had to address and we'll table that until next month. We have the report. It's in hand. He's given us a comprehensive overview to provide the Commission related to speed limits, general safety, railroad crossings, all that data necessary to help us on our end goal also of preparing the

necessary ordinance to have the Caddo Sheriff's Office help us enforce the traffic laws out here. Just as soon as we can reschedule that, we will but we are prepared.

Just a final note that at next week's Board meeting we will have an announcement in accordance with State law regarding renewal of the property tax. What it will involve is similar to what we did last month. However, we will be reading from a specific script that we must read and then publish all with the intent for the Commission to discuss the proposition and the necessary resolution at the November Board meeting. That concludes my report.

Commissioner Gregorio said hearing no old or new business, we're adjourned at approximately 12:30 p.m.

Commissioner Murphy said the Operations Committee Report of October 5, 2015 is in your packets if there are additions, deletions or corrections, I move for the acceptance of the committee report. The motion was seconded by Commissioner Prescott. Commissioner Murphy said it had been moved and seconded that the Operations Committee Report be accepted. Call for discussion and hearing none, the vote was taken. All in favor "Aye". Opposed, "Nay". The motion passed unanimously.

NEW BUSINESS:

Resolution 16, 2015, Appreciation, Ernest Baylor, Jr. - Mr. England said that is Resolution #16 for former Commissioner Ernest Baylor, Jr. who was appointed to the Port Commission in 2008. We've prepared this resolution and it would be our goal to have it framed and present to him at a future board meeting. Captain Murphy said can I have a motion to the affect. Commissioner Austin moved for acceptance. The motion was seconded by Commissioner Prescott. Commissioner Murphy said it had been moved and seconded that Resolution 16 be accepted and presented at the board meeting. Any discussion? All in favor, please say "Aye". Opposed, "Nay". It passed unanimously.

AYES: Commissioners: Thomas F. Murphy, Rick C. Prescott, Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall, and Steve Watkins.

NAYS: None

ABSENT: Sam N. Gregorio and James Pannell

ABSTAINING: None

Public Notice and Announcement – Port Property Tax – Mr. England said at last month board meeting the commission adopted a plan of action to place on the April 9, 2016 ballot an item that would collect a property tax in Caddo and Bossier Parishes. In accordance with that plan of action we have published a public notice in not only the official journal of the Port Commission which is The Times but also the Caddo Citizens and The Bossier Press Tribune. In keeping with state law there is a matter that we have to read into the public records today and with the Commissions blessing I would like to read that at this time. *To be read into the record and published PUBLIC NOTICE, NOTICE OF INTENT TO CALL AND ELECTION. Notice is hereby given in accordance with R.S. 42:19.1 that the Caddo-Bossier Parishes Port*

Commission at its regularly scheduled meeting on November 19, 2015 at the offices of the Caddo-Bossier Parishes Port Commission at 4:30p.m., will discuss and consider adopting a resolution ordering and calling an election to authorize a renewal or indefinite extension of the existing 2-1/2 mills tax on all property subject to taxation by the Caddo-Bossier Parishes Port Commission, upon approval by the qualified voters therein, and if pass, for such tax be levied thereafter. By order of the Caddo-Bossier Parishes Port Commission for announcement and publication in the official journal. This announcement must be in the minutes of the meeting that is at least (30) but not more than (60) days prior to the day the resolution can be past. It must also be published in the official journal at least (30) but not more than (60) days prior to the date on which the resolution can be passed. That concludes the public announcement that must be read at this meeting and into the official record of this meeting. I would be glad to answer any questions or address any comments with regard to the proposed resolution that will be on the November 19, 2015 agenda at this time. Commissioner Murphy asked if there was any discussion? Mr. England said Captain Murphy if I may...I've interacted with some Commissioners and I will continue to do so but please be thinking about the resolution that we will consider on November 19, 2015. The resolution will contain the proposition which will be on the ballot and at that time we will need to make a decision as to whether to pursue an indefinite renewal of the property tax or a renewal. A renewal would be 25 years 2.5 mills which is what we are currently collecting. I will continue to interact with the Commissioners with that regard and make sure that we prepare the resolution properly. Thank you. Commissioner Murphy said he wanted to ask each of you to at your leisure to please consult with Eric on this matter.

Authorization- Bid Stevedore Office – Mr. England said the project estimate is \$475,000 the plans have been prepared and they are ready to be bid in accordance with state law. We asked the commission to provide us an authorization today through a parliamentary action. Commissioner Hall moved to authorize a parliamentary action. The motion was seconded by Commissioner Prescott. Commissioner Murphy said it has been moved and seconded that we authorize the procedure for the bid on the stevedore office. Any discussion? Hearing none, he said all in favor, please say “Aye”. Opposed, “Nay”. It passed unanimously. AYES: Commissioners: Thomas F. Murphy, Rick C. Prescott, Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall, and Steve Watkins.

NAYS: None

ABSENT: Sam N. Gregorio and James L. Pannell.

ABSTAINING: None

Employee Handbook Section 9.1 Travel Policy – Requirements for Itemized Receipt – Mr. England said at the October 5, 2015 Personnel Committee Meeting we discussed the enhancement to this portion of our handbook which will require detailed receipts to be turned in for entertainment expenses. The only exception is if a commissioner or staff member elects to take per diem. In that case the detailed receipts are not necessary. It is recommended for approval. Commissioner Murphy said he would make a motion to that affect. The motion was seconded by Commissioner Austin. Commissioner Murphy said it's been moved and seconded that we adopt the employee handbook Section 9.1 Travel Policy Requirements. Any discussion? All in favor, please say “Aye”. Opposed, “Nay”. It passes unanimously.

AYES: Commissioners: Thomas F. Murphy, Rick C. Prescott, Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall and Steve Watkins.

NAYS: None

ABSENT: Sam N. Gregorio and James L. Pannell

ABSTAINING: None

Job Descriptions, Executive Port Director, Director of Legal Affairs, Legal Administrator and Records Retention Manager, Deputy Port Director/Director of Business Development, Operations Administrator, Regulatory Compliance Administrator and Operations Manager – Mr. England said also at the October 5, 2015 Personnel Committee Meeting we discussed changes to the job descriptions that are on the agenda. I will read them, Executive Port Director, Director of Legal Affairs, Legal Administrator and Records Retention Manager, Deputy Port Director/Director of Business Development, Operations Administrator, Regulatory Compliance Administrator and Operations Manager all these job descriptions have been prepared and they recommended by the Personnel Committee and they are recommended for adoption at this time. Commissioner Bryant moved to adopt the job descriptions as list on the agenda. The motion was seconded by Commissioner Watkins. Commissioner Murphy said it had been moved and seconded that we adopt the job descriptions as presented by the Personnel Committee. Any discussion?

All in favor, please say "Aye". Opposed, "Nay". It passed unanimously.

AYES: Commissioners: Thomas F. Murphy, Rick C. Prescott, Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall, and Steve Watkins.

NAYS: None

ABSENT: Sam N. Gregorio and James L. Pannell

ABSTAINING: None

Port Director's Report: Mr. England said with regard to the item just adopted by the board also discussed at the October 5, 2015 meeting were the operator positions. We are continuing our work on preparing the job descriptions to reflect our organizational desires as well as meeting FRA Compliance. We will report back to you. We set a goal of bringing a comprehensive package back to you well before the end of the year so we can have them adopted in time going forward to the new fiscal year. Just want to share a couple a dates with you also tomorrow at 9:00am Dr. Loren Scott will be presenting the Louisiana Economic Outlook, we have roughly a 150 attendees coming this year, so we gotten a great turn out. We have room for about 50 more so if you see anyone this evening that is interested in attending, please let them know. We've also purchased a table at the Mayor's Prayer Breakfast for November 14, 2015, please let us know if you would like to attend that breakfast and sit at the Port table and that concludes my report. I thank you for everything.

Commissioner Murphy asked if there were any questions for Eric on the Port Directors report?...anything else to bring forward before this body?

Adjournment: Commissioner Murphy said if there's nothing further to bring before this Board, then we're adjourned at approximately 4:44 p.m.

Respectfully submitted,

Commissioner Rick C. Prescott
Secretary-Treasurer

November Meeting Notices!!

Next Regularly Scheduled Meeting: Thursday, November 19, 2015, 4:30 p.m.
Board Room, 6000 Doug Attaway Blvd., Shreveport, LA 71115

Marketing and Operations Committee Meetings, Monday, November 9, 2015, 12 Noon
6000 Doug Attaway Blvd., Shreveport, LA 71115