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Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
February 18, 2016

Vice President Rick C. Prescott said on behalf of our President, Commissioner Gregorio, we'd like to welcome everyone to the February 18<sup>th</sup> Board Meeting of the Caddo-Bossier Port Commission. The meeting was called to order at approximately 4:30 p.m. in the Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, LA.

Commissioner Griggs led the Pledge of Allegiance.

Commissioner Prescott called on Mr. England for roll call: Rick C. Prescott, Roy Griggs, Lynn Austin, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. A quorum was present. Absent: Sam N. Gregorio.

Commissioner Prescott asked if anyone would like to make a public comment at this time. Hearing none, he called for introduction of guests: Tyler Comeaux, BKI; Ty Scroggins, Scroggins Consulting, LLC; Anne Gremillion and Daniel Strickland, Gremillion & Pou; Joe Johnson, Resident. Staff: Eric England, Danyne Malone, Brenda Levinson, Rick Nance, Ted Knight, Gloria Washington and Mary Ward.

**Approval of the Regular Meeting Minutes of January 21, 2016:** Commissioner Griggs said the minutes of January 21, 2016 are in your packets. If there are no deletions or changes, I move for approval. The motion was seconded by Commissioner Austin. Commissioner Prescott said it had been moved and seconded. Any discussion? Hearing no discussion, the vote was called for. All in favor by saying "Aye". All opposed, has the same right. Hearing none, the motion carries.

**Approval of the January 2016 Financials:** Commissioner Griggs said the January 2016 Financial Reports are also in your packets. If there are no changes or deletions, I move for approval. The motion was seconded by Commissioner Hall. Commissioner Prescott said it had been moved and seconded. Hearing no discussion, the vote was called for. All in favor by saying "Aye". All opposed has the same right. Hearing none, the motion carries.

**UNFINISHED BUSINESS:**

**M/WBE Committee Report of January 21, 2016:** The meeting was called to order by Committee Chairman James L. Pannell at approximately 3:00 p.m., January 21, 2016, at the Regional Commerce Center Board Room. Commissioner Pannell called for Public Comments.

"This institution is an equal opportunity provider and employer."

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

Committee members present: James L. Pannell, Roy Griggs, James D. Hall, Rick C. Prescott and Capt. Thomas F. Murphy, Ex-Officio. A quorum was present. Commissioners Erica R. Bryant and Steve Watkins joined the meeting later.

Guests in attendance: Ty Scroggins, Scroggins Consulting, LLC; Nnamdi Thompson, Government Consultants and Karen N. Barnes, City of Shreveport. Staff members: Eric England, Danyne Malone, Rick Nance and Mary Ward.

Commissioner Pannell said I think we are in a pretty good place at this point. We've been working on this program for a little while. I think that we're moving at a good pace but we want to make sure that we get everything in order and try to get as much information as we can while we are putting this together. This is the purpose of the meeting to kind of get a few facts together and see where we are. Ms. Scroggins has come on board to work with Eric and Danyne and at this point I'd just like to get a report from Ms. Scroggins first and we'll go from there.

Ms. Scroggins said Scroggins Consulting has actually started our data base development process for the Port. We actually started last week and we have begun to pull data bases that we'll be utilizing. We have initiated the process of developing what will be the official application that individuals will submit to us. That will be formalized and then we'll be going out from that. From that becomes the verification processes. We have slated tentatively to have a fully operational data base completed in April of this year, so in a few months. We will also begin to do quarterly reports here to the committee beginning in April. So we'll be coming before you to give you the status update as it goes. Ms. Scroggins called for questions.

Commissioner Pannell said I think that I've talked with Danyne and to Eric and I think that a lot of this stuff is being done. It was a matter of trying to make sure that the certifying agencies that we're using to put in the data base, was trying to determine exactly how do we make sure that those people are certified by what is considered a legitimate certifying agency because my concern is that when you look at places like maybe the school board, (and I don't want to call out any entities), but the certifying process any one of us that are here now can go on line and certify and they will start getting information on how they can bid on minority programs. So that is part of my concern is that will we use to put in that data base because the important thing is the data base because what we're saying in our plan is that we will supply that data base to bidders for our projects. And what I want to make sure is if these people want to go out on their own and find somewhere, we need to make sure that they're certified, but we want to make sure that people who are bidding on the project don't have a lot of stuff that they have to do. If they want to find qualified minorities, we want to give them something that they can find qualified minorities if they want. But I have seen reports, and I know Karen has seen reports where "call, no answer", "call no answer", "phone number don't work", etc. I am just concerned that is cleaned up in some method. Even though they may be certified by the City of Shreveport and we are using them, we want to make sure--- now if there's communication with Karen Barnes and she can verify the people that are in that data base, are people that we're not going to have any problems out of and I think we may be good with that. But if you want to do your own, because my thing is I don't want something to happen and we say well, that is what Karen gave to us. We don't want to do that. So whatever method y'all want to use to not do that or not have that problem because the data base is important because when people say we looked for minorities and we couldn't find them, cause what we're trying to do is take away the reason why you don't meet the numbers here. Then we're talking about on the enforcement end when someone tells us something, we're going to make sure we verify that. We're just not going to go "no phone", "no phone", "no phone", because I know I have been in a situation where people have said that they called me and it's

hard to call me and don't get me. So that is one of the things I'm---the data base is extremely important because to me it's kind of like the internet. If we don't have a data base, that seems to me that would be the start of the program because we have people bidding on things now. We just need to provide them that tool so when we start working the enforcement area end of it, we know they were given an ample opportunity, and when they say "we can't find a certain amount", we look at that list and if they're not on that list, it's going to be hard to hold them. You know we're trying to separate the legitimate people who are saying "I can't find them", from the people who actually can't find them and that if they can't find them, nobody should be penalized if they can't find them. But we need to solve that problem. So that is one of the things that I'm asking about if your process of do y'all have plans on making sure that is....Ty said we do have plans, so we'll have the actual, the formal application that individuals will submit to us as well as support documents, and then our verifying process will be is validating all the information that they provide to us is legitimate, they are a legitimate company registered with the Secretary of State, bonding capacity, W-9—resumes, proof of—if you stated that you are a licensed engineering firm, we ask and request for information proving that you are. So the verification process will include both phone calls, research as well as site visits to validate they are in effect a very well standing company and not defunct or didn't just put down a post office box listing that this is who they are but they're not there. So we have that in process.

Commissioner Pannell said the other question would be is there a way that---I don't know whether it would be a color or whatever---but local businesses, I know people are certified and if you need to go further, there's DOTD, whatever else, if somebody is looking at it, I want them to make sure that they see local first. I don't know if that's possible or what but I'm---we've talked about another issue we're having about trying to verify the legality of putting something for local contract bidders. What we're trying to do is keep as much dollars as we can here and so I would---is there any way possible we could address that in any way or, if we can't, we can't. Danye said we talked about that at length, Commissioner Pannell, in our meeting on Tuesday, and we talked about whether we can impose geographical limitations on that certified minority contractors list and we're still debating that at this point. I'm not certain that we can. You know from a legality standpoint, I'm not sure we can. Commissioner Pannell said no, and I don't think that we should but I'm just saying that if a contractor was looking at it and we're saying that all businesses with an asterisk are from the local Shreveport area. We're not saying to use them, but we're saying if a man is looking and he's saying, because, and I don't know if it's necessary, but I'm just putting it out there because I have seen data bases, not seen, but I know people have data bases that---in New Orleans, the New Orleans area and will go further and further. But they are addressed in that manner. Danye said I think that's certainly possible. But you can categorize your local contractors by parishes or—and then beyond that. I think that's very possible. Commissioner Pannell said you may just put the parish or something in there but I just need to make sure that we make an effort to do what we can locally. Danye said I think that's possible, absolutely.

Danye said one other point I would like to make, and you mentioned certification a few moments ago, and I think Ty was telling us on Tuesday that there is a Louisiana Unified Certification program that can verify and confirm and actually certify M/WBE businesses as well. So that's something I wanted to just mention. Commissioner Pannell said if it's something that they can do, where would that agency be located, though? Ms. Barnes said southern Louisiana. Commissioner Pannell said but is there a way they can do it without going to...because, I'm sorry, but the City of Shreveport is not a member of that or they are a member of that? Ms. Barnes said the UCP, we basically work very closely with them. They have their own certification process; however, the City is a City let process and we do our own certification but we work very closely because they're federal dollars combined when it comes to our water and sewerage department, the airport, SportTran, and that is what we utilize their services for

verification for certifications. Commissioner Pannell said this is what I'm saying here. Say if someone was certified by, and I hate to use names, but I'm saying parish of Caddo, this is a reference. The bottom line is this short of what the City or what we require? If that person is certified—I don't want to leave anybody out, but I'm saying is there anything added that we can when we talk to that person is just merely that they give us the information that they would have had to give to a certifying agency before we put them in the data base. I don't want to exclude anybody. They have one of two options either because we're not certifying anybody and we don't want to certify anybody. So where would we send that person—if we don't have to send that person—if we had something that person merely fills out that addresses what the shortfall and we feel would be with some entities that we don't accept. I that something we could possibly—I guess let's address the data, if you understand what I'm saying or whatever.

Commissioner Watkins said I can rephrase that. Is there a certification out there that they've got if they put that on their deal that we accept? Is there something out there from another city or another certification process that we can recognize? And obviously they've went through that process and they're certified by ABC, that's good enough for us. Danye said I think that is a practice that we're currently employing and, in fact, I believe that we utilize the M/WBE contractors from the City of Shreveport, DOTD currently. So we're employing that practice currently. The only concern there is that our program focuses on M/WBE and not DBE's and I think that the City of Shreveport's Fair Share program perhaps recognizes DBE's as well. Is that correct or incorrect? Ms. Barnes said we count them as an achieved goal. We specifically emphasize the importance of Fair Share. Danye said and that's somewhat different and so that component of the City's Fair Share program would be inconsistent with our program. So it gets a little tricky there. If we're going to utilize those and WBE's from other entities, because you have to fair it out from M/WBE and DBE's as well. Commissioner Watkins said I would think there would be some gold standards out there that if they're certified by that gold standard, whatever we decide it is, then they're good to go. Danye said I'm going to defer to Ty in that respect. Will this Louisiana Unified Certification program, would that be considered a gold standard if you will? Ty said we could look into that, but you guys would have to—we need to accept--go into an agreement with the LAUCP as an agency. Commissioner Pannell said you would have that information for us. Ty said yes, I will. Commissioner Pannell said the bottom line what we're saying is if someone is certified by the school board, I'm just gonna be straight up, we want them to work but we need them to do whatever it is to clean up that certification because I just don't believe in the certification. We want to do it as easily as possible and then put them on in our data base. So I don't know what that step would be, but that's what we're asking...is to make that step possible as easy as possible. Ty said I will work with Danye and Eric.

Eric said we had a rather extensive meeting with Ty on Tuesday of this week as Danye mentioned. What we realized is part of developing the Port's list, there will be a certain amount of certifying actions done in that, just in our due diligence, just in our checking to ensure our investigation worked to ensure that our list is comprehensive. Ty's gonna have to go through that certifying process anyway. Someone says they are certified by the City of Shreveport. We won't just accept that. She's going to have to do a certain level of investigation. We even talked about in detail if someone is familiar to us. Her level of due diligence won't be as extensive if it's an unknown and that's the job that Ty will be doing for the Commission in doing that. Initially we said we weren't going to be a certifying agency, but the more we talked about it, just in developing a list, you are becoming a certifying agency because you do want it to conform to your standards. Commissioner Pannell said and I know when I originally said that I said that because I thought it was going to be taxing. But if it's not going to be taxing, that was my only reason for saying we didn't want it to be a certifying agency because I thought it was going to entail having to have a person on staff etc. and I didn't want to do that. I'm good with the answers, unless someone else has a comment.

Commissioner Griggs said I have a question. In dealing with your data base, you may have an M/WBE who may be certified who may have had a bad experience on a job and there may be something in their file that would maybe disqualify him or maybe kick him out. How do you look at that if there's something that's...Ty said we developed a criteria that says on the front end, and we're still developing that along with the application side by side, so we make that decision. Commissioner Griggs said but if you see something out there, you don't just automatically discount it, you do your due diligence? Ty said correct.

Eric said Commissioner Pannell to a comment that you had made, for example, it's just a matter of us setting up on the spread sheet or the form, if you will, the check offs, what a potential company may be. For example, a company may be Hubzone or DBE. Even though that's not relative to our program, they can still check that off and they can be on our list and that would be of benefit to contractors to identify in case they have another job. They could see it from our list that that company was those other certifications. And finally, I would just say that Danye is going to work on the required disclaimers, that a company that's listed to make sure that the Port's position is protected when it comes to lists to ensure they don't have the appearance of endorsement lists or that we're vouching for these companies in any way. Commissioner Pannell said all right.

Ty said just last, that the data base will be almost real timed but very comprehensive so if we're formulating now even the list, we can categorize it just like Commissioner Pannell just eluded to where we can say what parish are you located in, but in addition to that we could have columns that reflect that this company is a Hubzone, DBE, MBE, 8A Disabled Veteran etc. for those designations that can be proved they're beneficial to a prime contractor looking for companies to team with or sub with. Commissioner Pannell asked if there was any other questions of Ms. Scroggins and thanked her.

Commissioner Pannell said there were a couple of things that I wanted to address and I was just trying to get some clarifications for is that when someone bids like the project we just had, they have 10 days to give you who their minorities are. And then I'm assuming now we would have a process to fit that information with this additional work...whatever period of time. I was trying to find the section in here and if it was saying they have an opportunity to either verify that they're doing it or saying that they're doing the percentages or giving a reason as to why they wasn't and who they called and all the other stuff here. And I know that hopefully we have a process in place where because there's too many times they'll say "called, no answer", "called, no answer"—what do we do in those situations? Is there a plan on how you would look at that to determine if he just gave you something? If someone gives you something and you accept it, then the next one's going to give it to you and the next one's going to give it to you. What is the process once they don't give you something, how do you verify when they have not met that goal? How do you verify? And you may not have the answer now but I think that's going to be important as to that information that they gave you, you accept it or how do you determine whether that because if they said they called ABC Company, didn't get a response, didn't get a response. I think there has to be some verification as to whether ABC Company's information is correct or do we have a problem with ABC Company or they just did not make the call. Danye said I would like to make one comment in that regard, and I don't believe Ty may have mentioned this, but one of her functions is that she will keep that data base updated on a monthly basis. As she said, it's a real time data base. And you make the determination if XYZ Company indicates that they attempted to call a contractor, they weren't available etc., you made determination whether that contractor had made a good faith effort. That's why it's vitally important that that data base is accurate and complete. Because if it is and a contractor makes those assertions, then we can quickly determine whether good faith effort has been made. Commissioner Pannell said and so we would get a determination from you because the contractor has been chosen and

it comes to us. Now I'm trying to figure out because we just went through this that I thought I had some problems with. Once you notify—you would still notify the contractor he was low bidder and then you would work with him, and then after that we would get some type of notification from y'all saying that they either did it or they didn't. How does that work time wise? Dannye said what I envision is that the apparent lowest responsible bidder has 10 days in order to submit that information on the minority contractors and other matters for that matter under the bid law. And of course, the Commission has 45 days upon which to award that contract. So you have a time period before you can actually award and that information will come back to the Commission for consideration. Commissioner Pannell said I guess what I'm trying to get clear in my head is that we've determined that he's the low bidder. There could not be a determination as to whether he has done his due diligence on that before it ever comes to us. I mean there's not a time period from the time that the...because when you come back to us you're telling us who the low bidder is. Well we still don't know at that point whether he's the low responsive bidder, so why would we even get that meeting prior to y'all doing what has to happen to verify that that is the correct information? Dannye said right. Commissioner Pannell said I'm asking. Dannye said that contractor will be the apparent low bidder, and again he has that 10 day time period to submit the required documents to the Commission, but the Commission---but we're not required by law or mandated to accept that particular bid at that time. You have 45 days in which to award the contract. Commissioner Pannell said okay, I may be confusing y'all. What I'm saying is that the time you came before us to tell us who the low bidder was. When you make that appearance here, why can that not be done before you make that appearance here? Dannye said I think it probably can be done. Commissioner Pannell said when we hear the low bidder, we ought to know the low bidder is the person who has done everything he needs to do before you even see it. Dannye said I agree and I think we can modify that process going forward before that contractor is actually submitted to the Commission for its consideration. Commissioner Pannell said and that's why I was asking the time frame because I don't want to delay something, but I'm saying if you want to do it afterwards, I don't see why..Dannye said I understand fully what you're saying. Commissioner Watkins asked if we would have to have a motion to declare him the low bidder to start that process. Dannye said no, if we follow suit on Commissioner Pannell's suggestion, then once the contractor is submitted to the Commission, that means that that contractor has submitted all the required documents and at that point, if we make a determination that this is the apparent low bidder, we recommend that this contractor's bid be accepted and the contract awarded, then the Commission makes that call at that point. Commissioner Watkins said so you'll do your due diligence between the 10 day period...Dannye said correct...Commissioner Watkins said that they've turned everything in to you to the 45 day period you have to come before us. Dannye said that is absolutely correct. Commissioner Pannell said and that's what I'm asking.

Eric said I was just going to summarize. We could have a bid opening. And then usually within about a day we know the apparent low bidder. We could notify the apparent low bidder without any action of the Board. That apparent low bidder can provide us all the forms that were not required to be submitted on bid day. We can do our due diligence with those forms in advance of an Operations Committee meeting so that we can present those, and at that time, the Commission can take it into consideration like we do and then let it lay over until the Board meeting. We can do that. Dannye said absolutely.

Commissioner Pannell said I just wanted some clarification on these—the 25% of the overall goal, but I'm trying to make sure because I know we keep saying 25% when we started talking about this contract. The construction is 30%; but they're different in numbers and I just wanted to make sure of that because it seemed like it is a blanket 25. It is specific to category, A&E, Construction, Other Services and Goods. So I just wanted to make sure that—we keep saying that and I just never addressed it but I know that is not the number.

Commissioner Pannell said one other thing I just wanted to address here was on that last project the architect said they had—in your pre-construction meeting you addressed the minority participation issue and our requirements---I'm sorry, pre-bid. My only question is how is that addressed because my issue here is on pg. 6, it says "the contractor must show good faith effort". And it addresses and I think I'm in the right section. It addresses several things that they are required to do. Are we leaving it up to that contractor to pick out what he's required to do or do we go through that to let him know what those issues are because it's six different things here I think? Rick said no, we address it in detail. Commissioner Pannell said it's A to N is the number of things that they're required to do. And I was just wondering if we go through A to N because they're all important, or you just leave it up to him to figure out. Rick said no, we discuss it in detail. Commissioner Pannell said I just wanted to verify that. That's pretty much all I had listed as questions here. If anybody had any questions....

Commissioner Watkins said I have one. At the end of a project, can we do a post project meeting and at that point, get the final, everything that went on, get Rick's opinion of was the job on time, was it correct, was the engineering right etc? And also can we look at did that contractor fulfil his duties to the program? If he did not, if he says "I've got 33%" and comes in at 3% at the end, do we have the ability to be able to deem him a non-responsive bidder in the future? Obviously, there is nothing we can do with that project. It's over. But then at that point is there something from our books that we can say he's done it before and he was non-responsive to the bid process or to the final process and we would deem him non-responsive if he bids on this one. Eric said to answer your question for deeming a contractor non-responsive is "yes" about what we can do. In fact, in our meeting that we had this week, Rick is going to start the process on the RCC parking lot. We just finished the lien clearance process on that and so either next month or the month after, he's going to come to you with exactly what you just asked for, a comprehensive report, and basically a reconciliation with regard to making sure all the boxes are checked. Commissioner Watkins said if it is not done as they said they would do, and I don't think if somebody said "30" and they come in at "26", we're not gonna—you know things happen, but if somebody comes in and says we are going to do "30" and comes in at "3", then I think we've got an issue going forward with that company because obviously they're not gonna do what they said they were gonna do.

Eric said we appreciate the question and that's part of our plan of action this year and actually for ongoing. Also, part of that plan of action is to have Ty a part of that process. She mentioned her quarterly reports, but when we make these presentations, these reconciliation reports, and also understand that at every pay estimate on a job there's an engineer involved. The engineer sends us the pay estimate, and as part of that, the contractor has an obligation to document to us their MBE participation, and there's a reconciliation process in the intermittent steps to show that on the concrete paving, if it was a building, on that early initial step that they were agreeable to hiring or that they had pledged to hire ABC minority company, that before they processed, before we process that pay invoice, if there was MBE work allocated for that, they have to demonstrate that they have done it. So our program has, if you will, internal controls to it to ensure that we have our minority participation along the way during the project so that we don't get to the end and they've failed. And that will be communicated better now to the Commission.

Commissioner Watkins said and I would think that in our pre-bid meetings with Rick that should be part of the things we talk about to those who plan on bidding is that there's going to be an end of project meeting to see how responsive they were to their final bid and their numbers. And so they would know on the front end that it's not just a game that's gonna be played.

Eric said as to the non-responsiveness, Dannye, from a legality standpoint....Dannye said I would certainly think so, Commissioner Watkins., I echo what Eric was saying earlier. When I spoke to Rick, we currently have a checks and balances, if you will, on those pay estimates and I asked Rick the question and he indicated to me "in most instances yes, that goal is met and that goal has been exceeded on numerous occasions" to answer your question. (Rick, inaudible) With respect to the non-responsiveness, certainly I think that's something we can look at on future projects and determine whether that individual has been responsive and whether that individual would be deemed the apparent low bidder on future projects as well.

Commissioner Watkins said but this seems--you know we discussed this for many many years, but there's so many things out there that don't have enough teeth in them that you can try to do, but you don't have any way to actually do it. This puts a little bit of teeth into something anyway for that one successful bidder at least. We can hold their feet to the fire in the future. So it's just a way to establish that we are going to have these standards and we're gonna live these standards and if they don't live them with us, they can bid...they're not gonna be. Dannye said that's right.

Commissioner Pannell said I think Rick would agree with me one of the things that would change those numbers if he says I'm going to do 25% minority participation, and the change orders may be an error where there is no--there's not an error where the minority work's done, that would change those numbers but that's not something the contractor would have any control over. So if those numbers come in, we would need to treat the add-on differently from—you still have to look at them to see if there was any error where you could have done minority participation. If you can't and it comes in 100% or no minority participation, and it wasn't any error that he could have gotten it in. Then somebody just makes that determination before it gets back to us. Somebody just looks at that and says he could not help it. Dannye said when you said change order, and I thought about there are two different types of change orders, a change order within the scope of the project and a change order outside the scope of the project you know to address that particular issue. If it's outside the scope of the project where it exceeds a threshold amount, it has to be publicly bid again, and so that would certainly dovetail them to your particular question. If it's within the scope of the project, then obviously you would use those same subcontractors that you have on that project. Commissioner Pannell said right.

Commissioner Pannell said I was just addressing something else while you're here. There's a State law that's under a certain dollar amount that does not have to be publicly bid. Dannye said correct. Commissioner Pannell said that gives them an opportunity--what I'm saying is there should be a list of small contractors, not necessarily minority contractors, that could draw from that list so we can use those dollars to increase smaller and minority participation. I would not want to use that list on everything under \$50,000 you're automatically given to a minority, but it should be a group of contractors that we deem some kind of way that those are contractors who's trying to grow and I think we need to be sensitive to those contractors when we are not necessarily minority contractors. Dannye said I think that's been our practice so far. Commissioner Pannell said it may be.

Commissioner Pannell one last thing and this is for commissioners here. I think I sent Dannye and Eric something on that where I know I've seen on some cities' program but it's not even in Louisiana. But they have a percentage in their numbers for local business, none-minority business. It's a further effort to try to keep dollars as local as you can because the last study that we did in AGC and one after was three hundred and some million dollars leaving the City of Shreveport on a yearly basis. In an effort to try to keep some of those dollars there, I would just like to look at it and see what the process is and if it is something that we could employ because my position is this now. I was working with the City's program,



the school board's program, and I was in the last program, so the newer program ought to have some things in it that other programs. So I don't want us to be confined to this is what the City is doing; this is what the parish or whatever because those programs back here. So our programs should kind of look like what we're doing now and I don't know the wisdom of looking into that but I just wanted to get the feel of the Port and the Commission as to what their feel was on that with local contractors, not non-minority contractors. If there are any sentiments and I don't know if we don't have enough information on it as of now and I read all kind of articles. But I know several people have that in their City's program, not in their minority program. So if you will just look at it. Eric said we will research that. If you have any remarks, Eric.

Eric said unless the commissioners do, I have just one more thing. Commissioner Pannell asked if there were any questions from the commissioners. Eric said we can recap and cover the last item is Ty talked about the data base; we talked about her making quarterly reports before the Operations Committee meeting just as part of our normal monthly meeting process unless we call a special M/WBE Committee meeting. And we covered the final reports on projects beginning with the project across the street from us, and then Ty being involved in the intermittent pay estimates as they come in. And also on the front end as well, when we do receive the bid documents and like you were addressing Commissioner Pannell, that's an area for improvement. But the last major area that hasn't been discussed in detail is Ty is going to spend a significant amount of time with Gloria going over our budget and determining of a \$4.5 general fund budget, how much M/WBE opportunity is there. If you back out salaries and utilities, things where you know there are not opportunities for M/WBE, how much potential is available for MBE and then we can determine how much we are spending with M/WBE's and we can make that into a presentation that will be part of her quarterly reports. So she'll be interacting not only with Rick and Danye and myself but also with Gloria in that regard. We look forward to it; it's going to be a busy year.

Commissioner Pannell adjourned the meeting at 3:53 p.m.

Commissioner Pannell said the minutes for the M/WBE Committee of January 21, 2016 are in your package. If there are no corrections or deletions, I will offer a motion to pass them. The motion was seconded by Commissioner Hall. Commissioner Prescott said it had been moved and seconded that the minutes be accepted. Calling for discussion and hearing none, the vote was taken. All in favor, "Aye". All opposed have the same right. Hearing none, the motion carries.

**Marketing Committee Report of February 8, 2016:** Commissioner Rick Prescott called the Marketing Committee meeting of February 8, 2016 to order at approximately 12:00 Noon in the Board Room at the Regional Commerce Center. Commissioner Griggs led the Pledge of Allegiance.

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

Commissioner Prescott called for introduction of guests. Guests in attendance: Liz McCain, City of Shreveport; Anne Gremillion and Daniel Strickland, Gremillion & Pou; Steve Melvin, EJES, Inc and Charley Kingery, Wieland-Davco. Staff members: Eric England, Rick Nance, Brenda Levinson, Danye Malone, Gloria Washington, Kathy French, Hugh McConnell, Mary Ward and Hettie Agee.

Commissioner Prescott called for Public Comments. Hearing none, he called on Brenda for a Customer Update. Her report included: ADS Logistics; Pratt; Ronpak, West Louisiana Aggregate and Ternium. Tim Erway at Benteler reported on the construction side that the Quench & Temper Expansion is in the final stages of completion and the annealing furnace is expected to go into commissioning in early February. On the operations side, the final acceptance testing on the Hot Rolling Mill is underway; Finishing Line 3 is in the commissioning phase and will start performance testing in February. Optimization effort is on going throughout the mill. We met again last week with Calumet and they are definitely getting ready to move forward on their expansion plan. 2016 will be the expansion of the tank farm; 2017 will be the warehouse expansion. The International prospect we've been working with on the Tensas Delta, they're coming back to the States late February. They asked if we could coordinate a meeting in Houston with Genesis who has been working with us on logistics. We have that meeting set up and we will be meeting with them, the prospect and with LED and Genesis at their office in Houston.

Commissioner Prescott called on Kathy for the Public Affairs report. She said in your packet you will find the publicity, print and media for January, the calendar and web stats for January. Kathy said today she was going to show a video that called attention to the Port which was Rick Rowe interviewing Eric. In your packets there is a national publication, *Trade & Industry Development* ad that features Benteler. I just wanted to say thank you to Danny Lawler who said the Port did a great job of job creation and this is something we should support. Speaking on behalf of the Port, we presented to the Greater Bossier Economic Development Foundation and we're working with them to do a much bigger presentation to them in March. President Gregorio and Eric spoke at the Shreveport Bar Association on Wednesday, January 27th and did a fantastic job. They had a record setting 75 people there. We also were a corporate sponsor in January for the Bossier Chamber Annual Gala. Tours: current President of the Barksdale Officers Spouses Club, working with a group from Keller Bauman, a realty group for a a Port tour, two different Rotary Clubs for meetings and a tour, and the Shreveport-Bossier Tourism and Convention Bureau has also talked about doing a presentation and tour out here. Other future events and presentations: Eric is scheduled to speak at the Cornerstone Class this weekend. We have a table for 10 at the North Louisiana Economic Partnership dinner on Wednesday, February 17<sup>th</sup>, Sam's Town, 5:30 p.m.(doors open) and would like you to participate. Tuesday, February 23<sup>rd</sup>, at 8:15 a.m., we'll be hosting here the Breakfast of Champions by the Chamber of Commerce. We just had the Board of the Shreveport Chamber of Commerce here last week for their Board retreat. We're also going to be speaking to that Board on Wednesday, February 24<sup>th</sup>. On March 8<sup>th</sup>, President Sam Gregorio and Eric are going to be speaking at the Downtown Rotary Club. That same night is Port Night. Ethics Training will be held at the RCC on Tuesday, March 15 at 1:30 p.m. Looks like we have a date of April 7<sup>th</sup> with Starbase to bring 170 kids to the RCC for a presentation. Tom Pace, *Talk of the Town*, is also going to be interviewing Eric again on Wednesday. With that, I can take questions from you all.

Hearing no further business to bring before the Marketing Committee, Commissioner Prescott adjourned the meeting at approximately 12:21 p.m.

Commissioner Prescott said the minutes of the Marketing Committee are in your package. If there are no deletions or corrections, I make a motion that they be accepted. Coming from the committee of the whole, we need no second. Calling for discussion and hearing none, the vote was taken. All in favor, "Aye". Opposed, "Nay". The motion passed unanimously.

**Operations Committee Report of February 8, 2016:** The meeting was called to order by Secretary-Treasurer Roy Griggs at approximately 12:22 p.m., February 8, 2016, at the Regional Commerce Center Board Room. Commissioner Griggs said I don't think we have any additional guests that came in.

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

Guests in attendance: Anne Gremillion and Daniel Strickland, Gremillion & Pou; Liz McCain, City of Shreveport; Steve Melvin, EJES, Inc and Charley Kingery, Wieland-Davco. Staff members: Eric England, Rick Nance, Brenda Levinson, Dannye Malone, Gloria Washington, Kathy French, Hugh McConnell, Mary Ward and Hettie Agee.

Are there any public comments at this time? He said if there are no comments, at this time I would entertain a motion to amend the agenda to include Resolution No. 2 of 2016. The purpose for adding Resolution No. 2 of 2016 to the agenda is to clarify to the voters of Caddo and Bossier Parishes that the April 9, 2016 Special Tax Election is a renewal of an existing tax.

**AN AMENDMENT AND RESTATEMENT OF RESOLUTION NO. 17 OF 2015 ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD BY THE CADDO-BOSSIER PARISHES PORT COMMISSION, STATE OF LOUISIANA, TO AUTHORIZE THE LEVY OF A SPECIAL TAX IN THE PORT AREA CONSISTING OF CADDO AND BOSSIER PARISHES; MAKING APPLICATION TO THE STATE BOND COMMISSION AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.**

Commissioner Griggs said it was moved by Commissioner Hall and seconded by Commissioner Murphy. He then called for discussion. Commissioner Gregorio said we still keep our date right? Eric said yes sir. Commissioner Griggs then called for public comments. He said if there are no further comments, all those in favor of amending the agenda today with Resolution No. 2 of 2016,

**AN AMENDMENT AND RESTATEMENT OF RESOLUTION NO. 17 OF 2015 ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD BY THE CADDO-BOSSIER PARISHES PORT COMMISSION, STATE OF LOUISIANA, TO AUTHORIZE THE LEVY OF A SPECIAL TAX IN THE PORT AREA CONSISTING OF CADDO AND BOSSIER PARISHES; MAKING APPLICATION TO THE STATE BOND COMMISSION AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.**

Those in favor, please say "Aye"...Opposed, "Nay". No opposition, the motion passed unanimously.  
AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Lynn Austin, James D. Hall, Capt. Thomas F. Murphy and Steve Watkins.

NAYS: None

ABSENT: Erica R. Bryant, James L. Pannell

ABSTAINING: None

Commissioner Griggs said at this time I would like to call for a motion to adopt Resolution No. 2 of 2016. Commissioner Griggs said it was moved by Commissioner Murphy, seconded by Commissioner Gregorio. Any discussion? Hearing none, all those in favor say "Aye"...Opposed, "Nay". No votes opposing, the motion passed unanimously.

AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Lynn Austin, James D. Hall, Capt. Thomas F. Murphy and Steve Watkins.

NAYS: None

ABSENT: Erica R. Bryant, James L. Pannell

ABSTAINING: None

Commissioner Griggs called on Hugh for the Operations report. Hugh said rail activity for January was pretty steady as we've seen in previous months. West Louisiana Aggregates, formerly Select Energy, did receive a 90 car unit train of aggregate, a little over 10,000 tons that they off loaded into their yard. Ternium, Benteler and ADS had a combined 16,247 tons, 172 cars. The steel is one of the larger commodities we move through the Port. So those coils, those ingots, those billets make up the lion's share of rail activity. Omni, Calumet and Red River Terminals reported a combined 2,400 tons of petroleum. Carbo, Hexion and Oakley reported a combined 2,055 tons of frac sand/frac media. Pratt reported almost 2,000 tons of paper and starch shipped by rail. We had 432 cars that came into the Port, 35,574 tons which was a pretty normal month for us. We are continuing with doing maintenance on the track and on the ties so we are still replacing ties in certain sections working our way through.

On the barge and River traffic, as you all know the water is receding and the River is going down. It's been a pretty slow fall until now. It's starting to pick up speed and is dropping out a little bit faster. We were about 20 ft. on the Shreveport gage this morning. The normal is about 15 ft. and so we're working our way down. The good news is when you have plenty of water you don't have sand bars, but now as the water is getting down closer to pool, those tows and those barges will start finding sand bars and so there will be some hurdles to jump later on. I don't know what the funding situation is; I guess we will find that out as spring moves forward but high water this early means there's going to be more money expended to dredge. It will be a tough year. With that, we've got two (2) barges of steel coils that should arrive the first of next week. Oakley had two (2) barges (1 fertilizer and 1 frac media) in January. In January, there were a total of two barges, 2,904 tons. Pretty low for us but I'm expecting to see a lot more activity especially from Genesis and Oakley as well. Hugh called for questions and Commissioner Watkins said it looked like January was a pretty slow month as far as tonnages. How does that compare to last January? Hugh said compared to last January, for rail, pretty standard about 30 - 40,000 tons a month. Barge is way off. We're not seeing the petroleum moving as we had been. I think some of that is being trucked to Houston as opposed to being barged out of Red River Terminals. But a lot of that is due to the River elevation. This high water this early is really impacting us. Commissioner Murphy asked Hugh if he had heard anything this morning about opening northbound traffic at Lock 1. Hugh said not anything new, no sir, just southbound. I am sure that will clear up as they work through, but I haven't heard anything.

Commissioner Griggs called on Rick for Port Projects. Rick said he met with Kevin Bryan last week to talk about the lighted directional signs interior to the Port. We are now starting to move on that activity. Ron Bean Blvd. turnout at Ternium, we started the project Saturday morning after coordinating with Ternium. They are perfectly in sync with what we are doing. It should take us about two weeks to finish that project. We started taking proposals on part of the signage upgrade on the highway signage that we had an expert talk about, specifically the cross-bucks to upgrade those for the thicker posts, with the yield signs and some reflectorized tape etc. to improve that crossing activity. We'll do the rest of the signs ourselves. I've also started ordering some of the signs we don't have; we do have some of the signs in the warehouse. I'm scheduled to meet next week to talk about the striping. On the main lift station, it has been in operation for a week or ten days. They're in the process of cleaning up the site now. We've signed a contract for the stevedore's project. They're already deluging Kevin Bryan on the submittals and they're in the process of procuring the building framework of steel.

Hearing no questions, Rick said he was asked to provide an update on the closeout of projects on the minority participation of minority contractors. I am going to talk about two. The first one is the RCC

Expansion Parking Lot. You may remember that the original work—that was the old soil disposal pit originally. We put gray work in the first level of rock and gave it a chance to settle. We had trucks drive on it to make sure it was holding up and then we came back with a second contract actually concrete. The first contract was done by 2R Trucking, a minority contractor. So 100% of that project was done by him. The second phase was Fessler & Bowman and they used 2R Trucking to do the dressing up around the concrete once they finished. 2R Trucking had a \$37,400 subcontract to that project which was 10.84%. When you combine the two projects together, we wound up having a 11.93 percentage on the minority contract participation. That's the first contract. Rick retracted that saying 11.93 was 2R Trucking's portion of the second phase. Together the original was 26.74% and when it was finalized, it was 27.58%.

The second project was the rail batture out here on the river-line. The first project of it was to build the railroad bed. We split that because rail is such a specialized activity. We split the roadbed away because we felt like a bunch of minority contractors could do that work. We had three bid on it but didn't win it. F.J. Burnell actually got the project but they used Henderson to deliver and place sub-ballasts and it was 35.4% of that job, Phase I. F.J. Burnell, Phase II, North American Railway, actually put in the rail, also had the scales as part of that project. Henderson, Hope Electric and B&B Rentals were the subs on that project. Together they had originally 9.51%; it wound up being 9.76%. Most of that is a function of the fact that our actual rail job, when you do the adjustments at the end of the contract, actually lowered the contract a little bit. So what I'm telling you is even though percentage was up a little bit, actually they did exactly what they were supposed to do. In composite, the original was planned at 13.41 composite and they had a 13.71. Any questions about those? Commissioner Griggs said thank you Rick, and I appreciate your effort in working with the M/WBE minority contractors. Seems like we're off to a great start. It's always good to come in over budget, over projected.

Commissioner Griggs called on Eric and he said before I mention the Projects in Progress and the tonnage, I did want to talk just a little bit about the question that was asked by Commissioner Watkins about the tonnage and comment made by Capt. Murphy for everyone's understanding about the Lock 1 issue. First of all, with regard to Lock 1, northbound traffic has stopped. There's a problem with the lock and dam and they're only allowing southbound River traffic. Second of all, I wanted to convey, for example, that this most recent high water event started at---let's just say roughly at the end of November, and here we are all of December, all of January and now pretty much where we are in February. Only the past couple of weeks these self-imposed tow restrictions—what I mean by that these tow restrictions have been placed on the users and customers that they have to utilize a higher horsepower boat for every barge that they push. That means more money. So the cost benefit of barging over the past 60-75 days has not been equal to that by rail or truck. So we have seen that second item effect us and the third item is that Lock 5 was completely shut down because of the high water. Now with all of that said, it's likely to be the end of the month before we see pool level return in that 14/15' gage reading typically we're at El 145. We'll just call that a three month period from the last high water commencement in late November, so three months. We'll spend the better part of the next 30 to 60 days dredging. So for each one of these high water events I wanted to make sure that we understood the frame of mind could easily be five months of time dealing with the issues around trying to make barge transportation economical. But the good news is you know we do have the rail facilities; we do have the trucking facilities and we're always marketing that to our customers that they have those options. And I'll just wrap up with this comment. After the June 15<sup>th</sup> flood, the Red River Waterway Commission graciously dredged our slack water harbor at the expense of roughly half a million dollars. I was on the River Friday evening with my son and the River is 9' now above normal, roughly. I did my own sounding of the slack water harbor and we ran aground at the mouth and it's 9' high. So just imagine water is 9' high, so it's 9' to go and we ran aground

on our boat. There's a tremendous amount of dredging that will have to be done. Just wanted to pass that along in terms of framework of what's ahead of us.

Eric said the reports are in your packages; I'll be glad to answer any questions about the reports or anything that I've discussed.

Commissioner Griggs asked if there were any questions of the commissioners and said if there are no more questions, we stand adjourned at approximately 12:40 p.m.

Commissioner Griggs said the Operations Committee report of February 8<sup>th</sup> are in your package. If there's been no deletion corrections, I move for approval. Calling for discussion and hearing none, the vote was taken. All in favor by saying, "Aye". Opposed, "Nay". The motion carries.

**NEW BUSINESS:**

**Rs. No. 3, 2016: Systems Survey and Compliance Questionnaire:** Mr. England said the 2016 Systems Survey and Compliance Questionnaire is recommended for adoption at this time. As you know, it's part of our annual audit process and is recommended for adoption. The motion to adopt was made by Commissioner Watkins and seconded by Commissioner Hall. Commissioner Prescott said it had been moved and seconded. All in favor by saying "Aye". All opposed have the same right. Hearing none, the motion carries..

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

NAYS: None

ABSENT: Commissioner Sam N. Gregorio

ABSTAINING: None

**Caddo-Bossier Parishes Port Commission Committee Assignments:** Mr. England said in accordance with the By-Laws, Commissioner Gregorio, as President, made the committee assignments. They need to be ratified by the Board. So if the Board could take action today approving these committee assignments, it would be appreciated. The motion was made by Commissioner Pannell and seconded by Commissioner Austin. Commissioner Prescott said it had been moved and seconded. All in favor by saying "Aye". All opposed, hearing none, the motion carries.

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

NAYS: None

ABSENT: Commissioner Sam N. Gregorio

ABSTAINING: None

**Port Director's Report:** Mr. England said no report.

Commissioner Prescott said the next item on the agenda is Executive Session. I will entertain a motion to go into Executive session. A motion was made by Commissioner Pannell and seconded by Commissioner Bryant. Commissioner Prescott said it had been moved and seconded that we go into Executive Session. He said. all in favor by saying "Aye". All opposed, hearing none, the motion carries. Mr. Malone said one comment, Mr. Chairman. You have to actually identify the item that's the subject of the Executive Session. Commissioner Prescott said thank you for the correction and said Slackwater Harbor Dredged Sand Dispute, Blount Bros. Construction, LLC, Party, Caddo-Bossier Parishes Port Commission, Party. Commissioner Pannell said so move. Commissioner Bryant seconded. Hearing no discussion, he said all in favor by saying "Aye". All opposed, hearing none, the motion carries.

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

NAYS: None

ABSENT: Commissioner Sam N. Gregorio

ABSTAINING: None

Commissioner Prescott said I will ask that Eric, Dannye, and Ms. Hettie to remain and excuse the rest of the guests. The public will be invited back in after the Executive Session. Mr. England spoke up and said Rick Nance as well. Commissioner Prescott said and Rick Nance.

Commissioner Prescott said at this time I will entertain a motion to go in to Executive Session. Mr. England said it's no action that can be taken in Executive Session, so we're in Executive Session.

Commissioner Prescott invited the guests back into the Board Room and a motion was made by Commissioner Austin and seconded by Commissioner Pannell to go out of Executive Session. Hearing no discussion, the vote was taken. All in favor, please say "Aye". Opposed, "Nay". It passes unanimously.

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

NAYS: None

ABSENT: Commissioner Sam N. Gregorio

ABSTAINING: None

Commissioner Prescott said the Board met in Executive Session and discussed the previously referred to case.

Commissioner Austin said I make a motion we have Danye and Eric proceed to move forward to settle the litigation in the most favorable manner to the Port and have this matter be behind us. The motion was seconded by Commissioner Murphy.

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

NAYS: None

ABSENT: Commissioner Sam N. Gregorio

ABSTAINING: None

Commissioner Prescott called for any other business. He said hearing none, we're adjourned at 5:05 p.m.

Respectfully submitted,

Commissioner Roy Griggs  
Secretary-Treasurer

**March 2016 Meeting Notices!!**

***Next Regularly Scheduled Meeting: Thursday, March 17, 2016, 4:30 p.m.***

Board Room, 6000 Doug Attaway Blvd., Shreveport, LA 71115

**Marketing and Operations Committee Meetings, Monday, March 7, 2016, 12 Noon**

6000 Doug Attaway Blvd., Shreveport, LA 71115

**NOTICE OF SPECIAL ELECTION!!**

Saturday, April 9, 2016