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Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
January 21, 2016

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 Mr. England for roll call: Capt. Thomas F. Murphy, Sam N. Gregorio, Rick C. Prescott, Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall, James L. Pannell and Steve Watkins. A quorum was present. Absent: None. Guests: Nnamdi Thompson, Government Consulting; Joshua T. Leonard, Boles Law Firm; Ty Scroggins, Scroggins Consulting, LLC; Anne Gremillion, Gremillion & Pou; Jacqueline Scott, Jacqueline Scott & Associates; Joe Johnson, Resident. Staff: Eric England, Danye Malone, Brenda Levinson, Rick Nance, Ted Knight, Gloria Washington and Mary Ward.

Commissioner Murphy asked if anyone would like to make a public comment at this time.

**Approval of the Regular Meeting Minutes of December 17, 2015:** Commissioner Prescott said the Regular Board Meeting minutes of December 17, 2015 are in your packets. If there are no corrections or deletions, I make a move that the minutes be approved. The motion was seconded by Commissioner Pannell. Commissioner Murphy said it had been moved and seconded that the minutes of the Regular meeting of December 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.

**Approval of the December 2015 Financials:** Commissioner Prescott said the December 2015 Financial Reports are also in your packets. If there are no deletions or corrections, I move for approval. The motion was seconded by Commissioner Hall. Commissioner Murphy said it had been moved and seconded for approval of the December 2015 Financials. Commissioner Murphy said it had been moved and seconded for approval of the 2015 Financials for December. Any discussion? Hearing no discussion, the vote was called for. All in favor, please say "Aye". Opposed, "Nay". The motion passes unanimously.

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

*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*

## UNFINISHED BUSINESS:

**Personnel Committee Report of December 17, 2015:** The Personnel Committee meeting was called to order by Committee Chairwoman Erica R. Bryant at approximately 3:00 p.m. in the Board Room at the Regional Commerce Center and everyone welcomed.

Commissioner Bryant said she saw no public guests and we could go ahead and move into the first item of the agenda. Committee members in attendance: Erica R. Bryant; James D. Hall, Steve Watkins and Capt. Thomas F. Murphy, Ex Officio. We do have a quorum. Staff: Eric England, Danyne Malone, Mary Ward and Hettie Agee.

Commissioner Bryant called on Eric who said following the agenda—most of the content of the agenda items has been adjusted and edited through our legal department and I've asked Danyne if he would address the Commission with regard to all the changes of the various agenda items starting with the Employee Handbook.

Danyne said I assume everyone has a copy of the Employee Handbook. If you would note, the majority of changes in the Employee Handbook are of the nature of wording changes or nomenclature changes. If you view the Employee Handbook, I think that Eric and I have talked over the past several days and I think it was a hodgepodge of the different policies and procedures that we actually incorporated into this particular Employee Handbook to a large extent. So it was really word cleanup.

However, there has been a great deal of discussion about Section 7.3 and that's PTO. I want us to talk a little bit about that. Currently our Paid Time Off policy provides employees with the accrual of PTO on a monthly basis. However, but our practice has been to actually award Paid Time Off every January of each year. We've got some concerns with respect to some potential liability because reportedly there have been employees at the Port who reportedly had exhausted all his PTO time but, in fact, actually had accrued time throughout the year. Some employees have had to take leave of absences without pay as a consequence of the Port awarding PTO time at the beginning of each January. In my view, I believe that those employees should have been allowed to utilize that PTO time particularly after it has been accrued on a monthly basis. That policy leads me to some concern and it also has created a hardship on some of our employees. So I want to talk a little about that.

That's one aspect of it and the other aspect of it is that under the personnel policies, employees are allowed to roll forward 30 days per year. For employees that have been here 20 or more years, you may accumulate approximately 30 days during a calendar year while if that employee doesn't take any time off, beginning in January of the ensuing year, that individual would actually lose 30 days. But the policy is currently that you can only roll forward 30 days. What was somewhat problematic is that the PTO is your sick leave and annual leave rolled up into one designation and that's Paid Time Off. So if an individual is ill or sick or injured, you can only roll forward 30 days in the ensuing year. That could be somewhat problematic. There are various ways to handle it. Some governmental entities will allow—in Erica's case I think it's 180 days which is extremely generous. Jimmy and I have talked and I think Bossier allows you to roll forward 40 days, but the distinction is that with the City of Bossier there is a delineation of sick leave and annual leave and I think the same thing holds true with Caddo. The City of Shreveport does a distinction sick leave and annual leave. And in our cases, it's only PTO so that's....I'd like to talk about that a little bit and first of all, is 30 days enough? Should there be a delineation between sick leave and annual leave and I'd like to open the floor to talk about that.

Commissioner Prescott said can I ask a question. Is there some advantage that the sick and annual leave etc. are rolled into one? Why is it all in one? Danye said that's a good question and that sort of predates me. Commissioner Watkins said I can tell you it's a lot easier to manage that way and you just have one pot to pull from. You know, really we want to get out of the business of trying to figure out why "Erica really wants tomorrow off". Is she really sick or is she getting her nails done? It's really not our business, so let's just roll it all into one and it's Paid Time Off. It's however you choose to use your Paid Time Off. It's way easier to manage than trying to figure out sick days and vacation days and "I want to take a vacation day next Friday". Just give them a pool and that's their pool. Commissioner Bryant said we have them separate. But I've found, especially with HIPPA now, it is better just to make it PTO because you really don't have a right to know when somebody is sick or what their illness is unless they're taking FMLA. And then only in that instance do they get to provide it to HR. They don't have to go back to department heads and the department heads do not have the right to know that someone is off for a sick or medical reason, so that's why it's a better situation to have it as PTO. Commissioner Prescott said that clears that up for me.

Commissioner Watkins said the main deal is we're changing over to a more fair way to do things, the way it should be. You should be awarded those when you accrue them. Danye said I think that's right. Commissioner Watkins said and that is correct. That's an easy fix. Then the elephant in the room is what do you do with all this accrued PTO time. From my standpoint, I ran it by Eric earlier and I found out it's not legal. I thought we should do a PTO buy back and get them out and just buy it back if they want to sell it and be done with it, but I don't think that's legal. Danye said in fact, Louisiana law would actually prohibit the purchase of unused vacation time or PTO time, in violation of Article 7, Section 14. Commissioner Watkins said I don't know what the solution is. I don't want any employee losing anything because certainly it's not of their doing. But I think we've got a two year period really what we're talking about from now to the end of 2017, to kind of clear it up somehow. How to best do that I don't know especially since we can't buy it. Commissioner Bryant said the issue I see in this policy currently, it to me is that even though we say you can only carry over 30, there's nowhere in here where we say what your max is at any time. You're saying you've earned 2.5 days per month, but we don't say up to, once you get to this number, once you get to that number. We're just saying you can carry over 30, so if you have 90, you carry over 30, but then the next year you start with 30. So I think that we in essence should for employee, if you're concerned about the max, we can institute that for new employees. But those that currently have the time, you pretty much have got to let them take...we've allowed them to earn the time. And now you can't, I mean I think you have to give them those days that they carried over as well as what they accrued, at least that much. Danye said let me speak to that briefly and I think we have a number of employees that have accumulated about 60 days. Those employees that have been employed here for 20+ years, they probably have accumulated at a minimum of 60 days. What would occur is that on our current practice commencing in January, they would actually lose 30 days based upon our practice currently. Commissioner Watkins said one thing I would like to see us do maybe—I mean I don't think we're gonna solve this today, maybe we might try to get wrapped around it better. But I would like to see a chart of where all the employees sit right now as far as their PTO time and how long they've been here and their accrual rate. It may only really be a huge issue with a handful of employees. Not very many people, 4. You don't have that many 20 year employees. You've got 2 or 3, Hettie and Eric—you know Eric is not 20 yet. Gloria is 20. Rick's probably 20 and that's probably it, so I think you've got to fix the problem. But I think that big bugaloo out there is not as big as we think it is. I think it's 3,4, or 5 employees and we've just got to get them off the clock over the next couple of years and get their time down, if we can't buy it. Danye said no, you can't purchase it back. Commissioner Watkins said they're going to have to use them up. Commissioner Prescott said a point of information, can't we think about raising the amount of days that we carry over? Would that help you---from 30 to say 60? I was just

asking. Commissioner Bryant said that's what I'm saying in essence what you're allowed to do. I hear what you're saying about carryover. But what you're failing to say is how many hours can I have at any given time? And to me, it seems that it is no less than 60, because you're carrying over 60 and you're giving 30. So that's 60 and that's to me been the practice. Now you know what number you all decide on, but it seems to me your practice has been at least 60. Dannye said I think that's a great question because you know in as much as you have your sick time and your annual leave rolled into one PTO, that makes more logical sense to perhaps increase that number. Commissioner Watkins said and I don't disagree with that other than when are you ever gonna use it again. If you increase it and they carry over 60 days and they accrue 30 more, then they've got 90 that they're never going to use. Dannye said you have to put a cap on it at some point. Commissioner Watkins said what Erica is saying is right. I will go back that to where my wife works. There is a certain number and once you have reached that PTO number, you don't get any more until—she'll get to her limit and she'll say I've got to take a couple of days off because I'm just losing PTO time. You don't accrue it any more past that level. To be fair to those 3 or 4 long-term employees, we've got to figure something out. Can you grandfather an employee in on a new policy and grandfather those in, but I think you've got to make it right for the other 15 that doesn't get out of hand. Danny said I like your suggestion that you know I think perhaps we ought to look at an increase in the number of days you can roll forward. Commissioner Bryant said you said grandfather. You mentioned us for example (inaudible) for however we say six months. Prior to 2007, it is unlimited. There is no maximum. You could have as many days, many hours in both sick and vacation. We are instituted because our policy was so liberal to begin with. It was not fathomable to the commission to even begin to think you're gonna save a policy that was now way more restricted than what we had so we came up with the six months. But we did say that was for all employees that began after 2007. All employees that were there prior to that got to keep—Dannye said unlimited number—Commissioner Bryant said the unlimited amount that's on the books and they get to carry over whatever's there at the end of the year so to me you really do have to set what that limit's gonna be and that's the limit on the books at any given time. And once you hit that limit, whatever we decide that is, that's all you earn. Dannye said well I certainly think that certainly would cure the problem that we're faced with at this point. I mean you think you need to increase that number and we need to actually go away from, or move away from, our practice now and actually act in accordance with our policies as they're currently written. That means that you're gonna accrue the time on a monthly basis and award that that time at the beginning of January of each year. I think that certainly helps from an accountability standpoint. I know that Gloria was saying even our payroll company that we utilize, they can't compute that time based upon our current practice, but they would be able to compute that time if we were utilizing the accrual on a monthly basis. Commissioner Bryant said would we do it on monthly, or would we do it every pay period—when do y'all get paid? What's the payroll? Gloria said they accrue it monthly but they weren't awarded it until January. Commissioner Bryant said I understand that but I'm saying—do you get paid bi-weekly or. Gloria said some of us get paid twice a month and then dock workers get paid every Friday. Commissioner Bryant said so they get paid weekly. Gloria said yes. Commissioner Bryant said I was just saying monthly; it helps to earn it every time the pay checks so it's on the stubs, so you break it down to what the weekly, or bi-weekly or twice a month number would be. Commissioner Watkins said then that puts it on the employees. The onus is on them when they see they're getting whatever we make that limit. And they say I'm approaching my limit. I need to take some time off. Let me say this, Dannye, we want the employees to take time off. That's one reason you kind of cap those kind of things because you don't want somebody saying I'm just going to try to gather up all I can. You know that's not healthy mentally or physically for employees not to take time off. Dannye said I agree. Commissioner Bryant said what I'm hearing is we basically need to determine what the max is going to be and then in your section here where we're talking about the per month, I think we just need to break that down to whatever—just say per pay period, whatever that breaks down to. You could say weekly pay period or bi-monthly pay

period instead of per month which you earned per pay period or weekly. Calculate what that is, but that's once you determine what you. I mean if that's what you...it doesn't have to...Commissioner Watkins said one problem I do see in this though too is like one to three years you get 18 days. But that doesn't differentiate full-time--I guess. Commissioner Bryant said y'all don't award leave to part-time employees if you have part time. Eric said it's pro-rated if you have someone that's not and is considered a full-time employee, it would just be pro-rated. Commissioner Bryant said so they earn time too. A lot of places part-time employees do not. They're off. They just don't get paid.

Commissioner Murphy said on this also--correct me now--on us also would be on the employee to figure out he could ultimately have a 15 month tax year. If he's not taking his time and he's accruing it, all of a sudden 30 days given to him and another 60 for a total of 90, would not that wind being a 15 month tax year? So employees would have to be educated on what this means too. Commissioner Bryant said I'm not following that tax part of it...Dannye said we're not following. Commissioner Murphy said well I'm coming from a different side in being paid by the job type of...and so if we made earned time for vacation, as an example, and differentiated medical or so on/forth, we're paid vacation time for 2015, but we've got until December 2015 to file for all your vacation time, but they don't pay it until 2016 and you've got two months, three months' vacation coming to you, 2016 could be a 15 month year. It happened to me. Commissioner Bryant said they're paying it as you're using it so you're not getting--so if you're an 80 hour employee, you're gonna be at 80 hours whether it be at 10 regular and 70 vacation or PTO or what have you. It shouldn't get into a situation where--their pay is their pay. Gloria said I know what you're talking about. We can't do that. Commissioner Murphy said see I'm from a different world. Commissioner Bryant said they only get paid if they use it or if they separate service. Dannye said that's exactly right.

Eric said we've talked about the max number of days, the discussion about how many days we might roll forward, how we'll accrue them or earn them. But do we also want to have the discussion about maximum number of days you'll be able to have --the third part of it. Just from the discussion, it would have to be a number greater than 60. It could be greater than that number. It doesn't have to be that number. If we could get discussion on that third aspect of it, it would be great.

Commissioner Bryant said the maximum any one employee could have at any given time. Eric said what I mean by that for example, the scenario we have been using, somebody earning 30 days a year. A 21 year employee, for example, who has 30 days that they've accumulated. They've earned 30 days in the calendar year, they're able to roll 60 days forward, assuming that we put 60 in there. They're allowed to roll 60 days forward. On January 1<sup>st</sup>, for example, if we institute this, of 2016 they'll have 60 days. On January 31<sup>st</sup> or February 1<sup>st</sup>, they'll have 62.5 days. At the end of February, they'll have 65; at the end of March they'll have 67.5. What does the committee feel should be, and let's just say June 30<sup>th</sup> that employee resigns. What's the maximum number of days the committee is comfortable with the employee having at any given time? Commissioner Bryant said I think we come up with a maximum period and we don't talk about carrying forward or carrying over. If we're saying the max is 90 days, the max of 90 days; once you hit 90 that's it. You can't go to 91 and carry over something like that. What I'm hearing though right now is basically people could get 90 days. Commissioner Watkins said it would be very hard to do that. You're making some assumptions. That would be Gloria didn't take any time this year and she doesn't take any time next year. That's the only scenario where she's gonna have that taking place. So I think if you capped it at 70 or 75, Gloria may have to take a week off. Dannye said and otherwise you lose any time over that amount. Commissioner Bryant said what I find is when employees realize they're getting their number, they come ask their supervisors can I take off because they don't like not earning the time. So they take off so they can then have a day to earn getting it back. Eric said, or said another

way, you just don't have the roll forward part of it. You just have 75 or whatever number. Commissioner Bryant said once you get 75, that's it. You don't earn and then when you drop below 75, then you get it. So at the end of next year, if someone finishes the year and they have 50 days, that's what they start the year with, 50 days. But if we set it at 75, then they're only going to get 25 and that's it. And they end the year if they happen, which most of them should not, they should use the time. If they end the year with that, then that's all they have going into the next year. That's all they can have period, up til they use it. If they go below that, but they can't go above that. Commissioner Watkins said that would kill two or three birds with one stone. Commissioner Bryant right and then you don't have to talk about it. You basically talk about what you're going to accrue per pay period per month what have you up to a maximum of this, that's it. Danye said so you would eliminate the roll forward. Commissioner Bryant said right. You are rolling forward what the balance is at the end of the year and then once you get that max, that's it. As a group, we just have to decide what we feel comfortable with that max being. Commissioner Watkins said I would think 75 is a good number to start with just simply from the fact that I don't think anybody is going to hit 75 anyway. I mean I think maybe we could look at a chart and see the top three or four and see where they're at. But I think 75 nobody gets hurt. Do you think anybody would get hurt at 75, Gloria? Gloria said no, I don't think so. She said that means all somebody has to take was—like in my instance, all I would have to take is 15. Because I'm not giving anything. Commissioner Bryant said not at one time though. Gloria said I can't take off 15 days; I don't have anywhere to go. Commissioner Watkins said let me just throw this out. This is just private sector talking. You can start at 75 and over the years if you want to peel that back down to a lower number would probably be the smart thing to do—give Gloria five years. In five years, that number is really going to be 60. The reason why you don't want this big accrual on your books of all this time. You want people taking it, but we don't want to knock anybody out of anything, but at some point, too, you don't want 20 employees all having 75 days on the book and have this big accrual on you. And so, you know I'm throwing that out that maybe it works down to 60 at the end of 5 years. Say you know we start at 75 and take it down a little bit every year and that gives the four people that are doing it and then they have 4 years to figure it out. I think they're all pretty smart people. Commissioner Bryant said what if we limit future employees to that? Commissioner Watkins said they're not ever going to get there. There's 21 years down the road. Commissioner Bryant said I'm just saying if you have new folks coming in—Commissioner Watkins said then I think 60 is a great number. Commissioner Bryant said 75 for current and hopefully we can lower it later and 60 for future. Commissioner Watkins said just say you know I think you can somehow make that—Danye massages that. Commissioner Hall said make that 75 and roll back a little bit each year for five years until it gets to 60. Commissioner Watkins said that's 3 a year, 75, 72, 69, and when it gets 60, then that's what it is from now on. Danye said it would just decrease until it gets to 60 and no roll forward. Commissioner Bryant said you're essentially setting it at 60 and if they don't use it down, they'll keep what they have. Commissioner Watkins said but that's giving the ones that would have---there's only going to be two or three that would have more than 60. That's giving them 5 years to get rid of three a year. Danye said that's sounds very reasonable. Commissioner Bryant said the other thing, God forbid any of this happens, but I've been through it, and we like to have enough time for them to take those if they have to go on FMLA. You like to have enough time for them to take that. 60 days accomplishes that, right. Eric said 12 weeks. Commissioner Bryant said you accomplish that, but you know you just kind of like say you don't won't folks, you say it until they get sick and then you know you want them to be able to take care of their families etc. Danye said that makes sense. Eric said if we could get that in the form of a motion. Commissioner Watkins said I make a motion that we cap it at 75 currently, reduce it 3 a year for the next 5 years until it gets to 60. There's no rollover; it's just 60. That's how much you can accrue. Commissioner Bryant said that's how much you can have on the books at one time. Commissioner Watkins said that would give everybody ample time to get straight. Eric said do you want to make that effective immediately. Commissioner Watkins said I'll add to start accruing by pay period. By pay period

is when you'll accrue your PTO as per the chart. Commissioner Bryant said so every time they get paid, they'll know how many hours they have. Danye said how many hours they have and we want to that effective immediately. Commissioner Watkins said and I make the motion it be effective immediately. Commissioner Prescott seconded the motion. Commissioner Bryant said we have a motion and a second. Commissioner Bryant called for any other discussion. All those in favor signify by saying "Aye". All those opposed, "Nay". That motion carries.

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

NAYS: None

ABSENT: Lynn Austin, Roy Griggs

ABSTAINING: None

Commissioner Bryant called for Operations Team. Danye said the next item on the agenda is the Operations Team Job Descriptions and you may have those before you in your binders. If you will recall, there was a change in the job descriptions according to FRA regulations and primarily because of our operators were performing the same job duties and responsibilities. Currently they are performing the same duties and responsibilities, but based upon our prior discussions, the Commission wanted to segregate or delineate different job classifications. For example, we have Operator I, Operator II, Operator III and Operator IV and we worked very diligently on these job descriptions to actually delineate some differences in those job responsibilities. Let me back up a moment. Currently we have four of our operators that are classified as Operator III's and two of our operators are classified as Operator IV's. They are essentially performing the same job duties but with one exception. The Operator IV position also entails some administrative duties and responsibilities such as the rail inspection and reporting to the Operations management. If you look at the Operator I, and what's really interesting about these positions, is that our operators have dual certifications. They have certifications as conductors and engineers like which I think is very very unique. And conceivably, if we hire more employees in the Operations department, you could hire those individuals as Operator I, II, III or IV depending upon their experience and skillset. So we've made those distinctions in these four different categories and I think it comports with the FRA regulations as well. Commissioner Bryant said so you basically just have these job description changes and you'll have two people that are IV. Danye said we have two and those will be our senior operators. They're going to be classified as Operator IV's and the remaining four will be classified as Operator III's. They perform the same duties and responsibilities with the exception of Operator IV's. Commissioner Bryant said and to clarify, you would only have---this is your opinion you would only have two Operator IV's. Danye said that's correct. Eric said for the foreseeable future, based on our current projected levels of activity. Danye said that's correct. Commissioner Bryant called for questions and asked for a motion to accept these. A motion was made by Commissioner Prescott and seconded by Commissioner Bryant to accept the job descriptions for Operator I and Operator IV. Do we have any other discussion? All those in favor signify by saying "Aye". All those opposed, "Nay". That carries.

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

NAYS: None

ABSENT: Lynn Austin, Roy Griggs

ABSTAINING: None

Danye said the next agenda item is Performance Appraisal Form. I am sure you have a copy of those forms before you. Historically, it's my understanding that the Port Commission has not utilized the Employee Performance Evaluation form. I believe that this is a very valuable tool to ensure that our

employees are performing at a high level and so we've drafted the Performance Evaluation form so we can actually rate and evaluate our employees quarterly and again annually. We would also utilize this Employee Performance Evaluation to determine whether those employees are entitled to merit increases and to just ensure that you are giving proper instruction and make sure they are performing consistent with their duties and responsibilities. Quite frankly, I think it's a good idea. Commissioner Bryant said this is for all employees. Danye said this is for all employees. Commissioner Watkins said I think it's great. I would question, "This employee is recommended for applying for a salary increase." Who's filling out this? Eric, who would fill out just say Operators? Eric said their immediate supervisor. Commissioner Watkins said so everybody's immediate supervisor would fill out the ones for the people up underneath them. Eric said that's right. Danye said correct. Commissioner Watkins said but it's really gonna be this group that sets salary increases, so I think you're setting yourself up for--I evaluate Erica and I think she's doing a great job and I think she needs a 5% pay increase. She's gonna read this and she's gonna sign this and she's gonna think in her mind that if I don't get my 5%. I think it would be better saying we recommend this employee—I'm not wording this right—this employee we recommend is eligible for any yearly salary increase as presented by the Board or however you word it. Instead of asking a supervisor to put a percentage down that's really not realistic because until this body decides what the percentage is....Commissioner Bryant said yeah, I would think though that during the budget process we would establish what we would recommend to Eric that he could allow....Commissioner Watkins said for the coming year. Commissioner Bryant said for the coming year. So let's say to me you would evaluate your people at the end of that year for the next year. So at the end of '15 you would evaluate, but your raise is not until the '16 based on what we've adopted for the '16 budget. So if you implement this for next year, it would be your evaluation's at the end of '16 and what we've adopted for the '17 budget. Eric said so this would follow that action. Commissioner Bryant said right. It would have to already be known what your max raise can be and I would hope your raises then match what your "exceeds" meets. If you got "below expectations", you shouldn't be expecting any raise. You know "exceeds" you know, we're saying whatever your higher end is, but it should be in a range. It should be up to---if you say up to 5, then they can get anywhere between that 0 and 5. Commissioner Watkins said that's just a suggestion from the supervisor all the way up to Eric. Eric would be the last guy to scan it. Then maybe we need a cover page on this explaining that part of it and that's filled out by Eric in advance. Here's your evaluation forms. That's what most companies do. They hand out to the supervisor who they need to evaluate, and on that form it would say the Board has passed up to a 5% raise this year or whatever that is. And so they have that in their hands, so then they can't say, you're great. You're my next door neighbor. I'm going to recommend you for a 20% increase. Commissioner Bryant said I agree. I would add one other line on the bottom. I would have Eric sign off on each one. Just add Port Director's.

Danye said in other words what you're suggesting is that we add a provision on this form with the understanding that, of course, the Commission would have to appropriate the necessary funds for any type of increase first. Commissioner Watkins said and this would go out at the first of every year because whoever....I guess it would really initiate out of Gloria's office, but she would have—this group goes to this supervisor and here's the memo on that and the memo on it and then the memo would state what was budgeted for the coming year as far as pay increases. And so she's given that to John Doe knowing in that the Commission did allow for a 2.5% pay increase. Now, just because we say 2.5, that doesn't mean somebody doesn't get a 4%. I mean it's got to balance out at the end of the year to 2.5. If you're following this, everybody is not going to be the same scale. Danye said definitely. But I understand. Commissioner Watkins said I guess it would be if this person gets a group of four that they're evaluating, their total really needs in their head not to exceed that whatever is set. And I think the number, just for saying it, we said 2.75 for next year. Eric said right. Commissioner Watkins said so that would be what would accompany this as it goes out in 2016 for evaluations. Commissioner Bryant said are you

proposing to do this for '16? See I'm gonna just say I believe whatever your "cost of living" is, everyone should get the "cost of living" regardless of evaluation and then you should have a separate merit that you get. Danye said I thought the 2.75—not to interrupt you—was a "cost of living". Commissioner Bryant said and that's why I'm clarifying how we're gonna establish this since it is what the Board desires, but "cost of living" to me is just what it is. It's a "cost of living" raise. If you want to make that 1% and then you have a 4% merit, and that 1 to 4 is what you can get in addition to cost of living. But cost of living in my mind is separate. Danye said I don't believe that we're gonna start utilizing this evaluation form in 2016 but I don't think this really will be a political bullet until 2017. Commissioner Bryant said you would start beginning this in '16 but you're not gonna base raises on that which I kind of agree with because you haven't really communicated to your employees. Right now your employees would assume that the raise is gonna happen like they always did. And so to me, there should be an education process to say hey, we're changing the process for awarding raises, and if you all disagree that it should just be one set of raises and that's what you get, that's fine. But whatever it is, needs to be communicated to the employees so they know this is how we're gonna start. Your raise now is gonna be based on this evaluation and that's how you're gonna get it. So for '16, I think you keep it as is. For '17 you start this process, communicate to them your raise is gonna be based on this evaluation. It's not just going to be automatic. And right now, they're expecting that 2.75 in whatever month y'all grant it. I don't know. Danye said and that's the plan. We plan on in-service with our Operations employees before the end of this year and that's something we certainly are going to have to address for those employees the performance evaluation will be utilized to determine what, if any, merit increases they will receive going forward in 2017. Commissioner Bryant said I will save my debate about "cost of living" and merit until the 2017 budget. Right now, you basically need us to accept this Performance of Evaluation and then you'll award your 2016 "cost of living" as normal and then when we discuss for '17, we'll decide how we'll award based on their evaluations. So you just need a motion to accept these evaluation forms, if we're there. I don't know if anyone else has any discussion. The motion was made by Commissioner Watkins and seconded by Commissioner Bryant. Commissioner Bryant said we have a motion and a second to accept the Performance Evaluation with the changes we've noted which is 1) Adding a signature line for the Port Director; and 2) adding basically the summary before they're passed out of what the Board has agreed to. Any discussion? All those in favor signify by saying "Aye". All those opposed, "Nay". That motion carries.

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

NAYS: None

ABSENT: Lynn Austin, Roy Griggs

ABSTAINING: None

Danye said the last item on the agenda is the FRA Model Policy Revisions which are very minor. On the first page, we have eliminated the classes of craft which is the Operator and that's going to be consistent with our changes to the job descriptions. And also on pg. 3 we made a change to be consistent with the adoption of our Employee Handbook revisions which would have been in October 2015, and the last change is just a matter of nomenclature that is on pg. 9, to be consistent we used the terminology "termination" rather than "discharge". Those are the only changes there. Commissioner Bryant called for any questions. Commissioner Watkins made a motion to accept the policy revisions for the FRA Model. The motion was seconded by Commissioner Prescott. Commissioner Bryant called for any discussion. Hearing none, the vote was taken. All those in favor signify by saying "Aye". All those opposed, "Nay". That motion carries.

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

NAYS: None

ABSENT: Lynn Austin, Roy Griggs

ABSTAINING: None

Commissioner Bryant called for any other items for the Personnel Committee. Hearing none, she said she appreciated all the hard work they had done over the past year and Merry Christmas. She adjourned the meeting at approximately 3:54 p.m.

Commissioner Bryant said the Personnel Committee report is included in your packets. If there are no corrections, additions or deletions, I move for approval for acceptance of the report. The motion was seconded by Commissioner Griggs. Commissioner Murphy said it had been moved and seconded that the Personnel Committee report of December 17, 2015 be accepted. Any discussion? Hearing no discussion, the vote was called for. All in favor, please say "Aye". Opposed, "Nay". The motion passed unanimously.

**Marketing Committee Report of January 11, 2016:** Commissioner Steve Watkins called the Marketing Committee meeting of January 11, 2016 to order at approximately 12:00 Noon in the Board Room at the Regional Commerce Center. Commissioner Pannell led the Pledge of Allegiance.

Commissioners present: Lynn Austin, Roy Griggs, James D. Hall, James L. Pannell and Steve Watkins. Commissioner Gregorio joined the meeting later on which the minutes will show. A quorum was present.

Commissioner Watkins called for introduction of guests. Guests in attendance: Rich Brontoli, Red River Valley Association; Nnamdi Thompson, Government Consultants; Anne Gremillion and Daniel Strickland, Gremillion & Pou; Liz McCain, City of Shreveport; John Hubbard, SWEPCO; Steve Melvin, EJES, Inc and Charley Kingery, Wieland-Davco. Staff members: Eric England, Rick Nance, Brenda Levinson, Dannye Malone, Gloria Washington, Ted Knight, Kathy French, Hugh McConnell, Mary Ward and Hettie Agee.

Commissioner Watkins called for Public Comments. Hearing none, he called on Brenda for a Customer Update. Her report included: ADS Logistics; Pratt; Ronpak and Ternium. On new business, Benteler reported on the construction side that the Quench & Temper Expansion is nearly complete and the annealing furnace is in final stages of installation. On the operations side, a final acceptance testing on the Hot Rolling Mill is underway; Finishing Line 3 is installed and they started commissioning activity; on November 30, 2015 they received API designation 5L and 5CT certifications. We continue to communicate with Calumet regarding their expansion. We submitted a letter of support to LED for a project that the City is currently working on. They would need to be able to set up some type of Subzone off of our FTZ. Also we had an update from Dinero Washington on the project to try to add some additional service to the Sportran service which would potentially give us the opportunity to have service at the Port. He said they had submitted a proposal to the State and FTA to be able to increase their service operation. As soon as they hear back from that, they will let us know. The international project that we're working on, on our Tensas Delta product, we spent all of last week working with them through LED on information about rail moves and barge shipments. One of the things that most of our international customers are not that familiar with is the rail system in the US. We needed a lot of questions answered which basically were coming up under an educational piece for us. And because we had suggested the Tensas Delta as the site for this, we had talked with them when they were here about

having Genesis Energy handle the loading and unloading on the transportation and logistics piece. Their Director of Rail and Business Development in Houston has turned out to be a great asset in answering the questions that the prospect has and they have asked if they could possibly set up a meeting with them to get more of an education about the rail and the barge moves. So this is good and we continue to work with them and will be sending some information today that Genesis is helping us put together.

Commissioner Watkins said the monthly reports are in your packet and Kathy has a presentation. Kathy presented her power point presentation saying she hoped 2016 is starting out great. In your package you will find the publicity and print media report for December along with your calendars and website stats. The website stats are steadily showing progress over last year. (Commissioner Gregorio joined the meeting). Kathy called attention to the *Shreveport Magazine* and the article by Kevin Bryan on designing the Port of Caddo-Bossier's Regional Commerce Center. They are actually interested in doing an article on the Port in the future. On December 9, 2015, we had the Minden Southwestern Chamber of Commerce Leadership Program. There was about 30 of them. They really enjoyed the presentation and mini tour of the Port. We had a fantastic Customer Appreciation event. Thank you to all the Port staff, Brenda, Marilyn, Mary and everybody that was involved in working on this. We got great reviews from everybody that attended. We have about four articles based on Jindal's round abouts in Louisiana and the economic development with Benteler. Events for next month: we have the Bossier Chamber's Annual Gala on Thursday and you will notice the Port is one of the sponsors. So please plan to attend as we do have a table reserved with eight seats. A conglomeration picture of some of the people we've talked to over the last month was shown. I also gave a presentation to the Greater Bossier Economic Development Foundation. We're still working with Star Base and believe we will have that tour in April. All of these things will be on your Commissioners calendar. Also Vice President Sam Gregorio and Eric are going to be speaking at the Bar Association on Wednesday, January 27<sup>th</sup>.

Commissioner Gregorio called on Eric for the calendar and he said it's in your packages. Eric said he would add the Shreveport Chamber of Commerce contacted us late last week and they're going to have a Board of Directors Retreat on the 3<sup>rd</sup> of February either in here on downstairs. We have an initial planning meeting for Port Night and we've tentatively scheduled March 8<sup>th</sup> for that. We'll send confirmations out with our next update so you can get that on your calendar.

Hearing no further business to bring before the Marketing Committee, Commissioner Gregorio adjourned the meeting at approximately 12:16 p.m.

Commissioner Prescott said the minutes for the Marketing Committee of January 11, 2016 is in your package. If there are no deletions, or corrections, I make a motion that they be accepted. Calling for discussion and hearing none, the vote was taken. All in favor, "Aye". Opposed, "Nay". The motion passed unanimously.

**Operations Committee Report of January 11, 2016:** The meeting was called to order by Vice President Sam N. Gregorio at approximately 12:17 p.m., January 11, 2016, at the Regional Commerce Center Board Room. I noticed no new people have come in. Are there any public comments?

Commissioners present: Lynn Austin, Sam N. Gregorio, Roy Griggs, James D. Hall, James L. Pannell and Steve Watkins. A quorum was present.

Guests in attendance: Rich Brontoli, Red River Valley Association; Nnamdi Thompson, Government Consultants; Anne Gremillion and Daniel Strickland, Gremillion & Pou; Liz McCain, City of

Shreveport; John Hubbard, SWEPCO; Steve Melvin, EJES, Inc and Charley Kingery, Wieland-Davco. Staff members: Eric England, Rick Nance, Brenda Levinson, Danyne Malone, Gloria Washington, Ted Knight, Kathy French, Hugh McConnell, Mary Ward and Hettie Agee.

Commissioner Gregorio called for Public Comments. Hearing none, Commissioner Gregorio called on Hugh for the Operations report and he distributed graphs to give them an idea over the last five years what our tonnage numbers have looked like on the rail. I really wanted to focus on the steel with Ternium, Benteler and ADS Logistics. The second graph actually shows what steel sector has done in the Port of the last five years. Of course, Ternium is riling in steel coils coming out of Mexico and ADS is handling steel products, not only for Ternium but other companies as well. And now we have the addition of Benteler. Over the last five years, we have seen about a 90% increase in steel products and 2014 to 2015 you've got about a 5% increase. That's a good positive sign. In total, there were 415 new cars into the Port, a little over 25,000 tons of rail cargo. In 2015, we ended with around 400,000 tons reported.

I think I mentioned to you once before that we are doing a tie replacement program now. We're going through and swapping out a lot of old railroad ties, so we're spending some money on our infrastructure keeping our track in good shape. Regardless of what moves across the rails, those timber ties degrade over time and we have to continue upgrading in keeping the tracks in good condition.

Moving on to the River activity, you all know the River has been extremely high as of late. It's expected to remain that way for a little while. Today the elevation is hovering around 29 ft. on the Shreveport gage. It gives us about 5 ft. of air gap between the dock and the River elevation. It's probably going to stay that way for quite some time. The Mississippi River is on the rise in Vicksburg and they've had a tremendous amount of flooding in the St. Louis area. That water is working its way down. You've got a rise coming in Vicksburg that's going to get into their severe flooding zone. That rise is gonna continue down to Natchez probably next week or the end of this week before you see a crest in Natchez. They've already started preparations for the rise coming there. It will crest about the 16<sup>th</sup>. So the water that's on the Red has got no- where to go because you've got the Mississippi that's rising. The Bonnet Carre has been opened diverting water off the Mississippi into the Pontchartrain. The Morganza Spillway has not been opened yet. The Corps is seeing how things go. Their earlier predictions are lower than what they had expected. We did receive a barge of steel coils for Priefert. There are two more barges to be loaded and will be coming up this way. Genesis Energy reported 4 barges of petroleum; Oakley reported 7 barges of frac media and 1 barge of agricultural products. In total for December, there were 13 barges, 22,000 tons and we closed 2015 with 185 barges, 329,000 tons. Not a banner year, but we've got some new cargo, new customers and we're seeing some more interest in moving frac sand through the Port. We're poised to make some gains. Commissioner Gregorio asked if there were any questions.

Commissioner Gregorio called on Rick for Port Projects. Rick said we have a draft Phase I that we did for Calumet that's been completed. There's nothing we have found in that Phase I that should impact that. We're waiting on Calumet to do some things. They want to review it before it goes final and so we're waiting on them to come to us. When they do, we have some issues with transfer of ownership of control of the land that goes with that. We have a meeting tomorrow with IMS which would re-energize the fender project to look at that work where the fenders are damaged. Of course, with the high water that Hugh just mentioned, there are some concerns about how long this high water is going to last and how it goes into spring. The discussion about El Nino, in a technical meeting Rich and I attended last week, one of the things that was discussed is this El Nino is already bigger than the last one they had and the pattern is setting up to look at lot like in '57/'58 which had some consistent rain through the area in the same track which did not allow the water to dissipate. So we may not be able to do anything with the fender system this year. Again, it depends on how El Nino sets up and how long. Commissioner Gregorio said on that El Nino projection, is that '16 might look like '57. Is that what I heard? Rick said

yes, which isn't necessarily good. We're gonna begin work as well on the directional signs and getting involved with Kevin to get to work on those signs for the tenants' on the property. We're waiting on the contract from Horton to come back so we can have a meeting. I've already had several conversations with Ternium so that they're not caught surprised by the fact their main driveway will be shut down. We're waiting on a lien clearance for the Railroad Phase II, the batture with the scales. We're having a pre-construction meeting tomorrow as well on the stevedore building. Once we get that, we'll clean the contract up and get to work on it. Commissioner Gregorio called for questions and comments. Eric said he wanted to add to what Rick mentioned. There was nothing misstated, but when Rick mentioned there was some issues with Calumet with transfer of ownership. I want to make sure the Commission understands there was no issues with the Port, per se, with our transfer of the rights within the lease to the lessee. The original lessee entered into certain transactions that transferred ownership of certain assets, assigned certain rights of the lease to other companies and that lessee is working those issues out. They're working those out internally within their company so they can come to us with their expansion plans. They'll involve us and then we'll probably have to consent to them or we'll have to sign off at some point, but it's strictly internal to the parties that were involved in the assignments and the sub-leasing. It's not an issue of ours in terms of whether or not we own the land where the expansion is to go.

Also, want to mention to you about our Port expansion. At last mention of the Port expansion, we were moving forward on an appraisal of what we would call the Frank's Management tract, the FMC tract. We had also met with the lead spokesman for the property owner that was in the top ranking as well. That's what we refer to as the Robson Farms tract, some 300 acre tract, and they are agreeable to David Volentine performing an appraisal on that tract as well. We've met with David Volentine and the plan is with the Commission's permission, to go ahead with both appraisals, both FMC and the Robson Farms, and get those in line for those tracts. Our next step would be to meet with an adjacent land owner to that Robson Farms tract to get them to give us the go ahead on an appraisal as well. Just keeping you updated on that and we'll await hearing from David on his proposal for the appraisals, the prices etc.

The reports are in your packages. Will be glad to answer any questions.

Calling for questions and hearing none, Commissioner Gregorio said hearing nothing else to discuss, the meeting is adjourned 12:27 p.m.

Commissioner Gregorio said the Operations Committee report is in your package previously sent. Unless there's any amendments, I move they be accepted. Calling for discussion and hearing none, the vote was taken. All in favor, "Aye". Opposed, "Nay". The motion passed unanimously.

#### NEW BUSINESS:

**Nominating Committee:** Commissioner Bryant said it was an honor and a privilege to serve as the Nominating Committee Chair. On behalf of the Committee, we would like to offer the following recommendations for the slate of officers for 2016: President, Sam N. Gregorio, Vice President, Rick C. Prescott and Secretary-Treasurer, Roy Griggs. Unless we have any nominations from the floor, I move that the nominations be closed and the slate of officers be elected for 2016. President Murphy called for any nominations from the floor. He said it had been moved and seconded that the Nominating Committee report with Commissioner Gregorio as President, Commissioner Prescott as Vice President and Commissioner Griggs, Secretary-

Treasurer. Any discussion? All in favor, please say "Aye". Opposed, "Nay". It passed unanimously.

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

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Murphy said with that, my last official act as your President, I would like to say it's been a good trip, a good voyage. And Captains come and go. Captains rely upon their pilot. This ship has been piloted for 20 years in very capable hands by Eric England. That being said, Eric would you step up here a minute please sir. Commissioner Murphy said on behalf of commissioners and the staff, we would like to present you with this commemoration of your 20 years of faithful service. Applause followed with Eric thanking Capt. Murphy and the Commissioners.

Commissioner Murphy said I would also like to thank my fellow commissioners that you thought of me as being your Captain these past two years and the staff. I would like to make a special note and please pass this on. What makes this a port and not just another industrial park, the Ops crew and what they do. Please extend my personal appreciation for what those guys do. And with that, I would like to present Mr. Gregorio with your nameplate and with the bell. I stand relieved, sir. Applause followed.

Commissioner Gregorio said we have a couple of more things on the agenda, and before I do, I just want to thank Tom for his service. You did an outstanding job, Tom, thank you very much. The other thing is, you know we've got---I stress to the past presidents, I would ask as I serve this year for your guidance and experience, wisdom from your experience. To the future presidents, I would ask for your guidance and your wisdom. I think we've got a good group of commissioners and we all have common goals I think are working very very well. And I would say that as humans we're going to have disagreements, misunderstandings, misassumptions, all those kinds of things, and I would ask that when we have those, to please let's talk to each other. We can work out our misunderstandings, our misassumptions, our disagreements to achieve those common goals for the citizens. So that's my goal and would ask that of y'all as we go forward.

**Certification of 2016 General Fund and Capital Operations Budgets:** Mr. England said this is a certification to acknowledge that we have complied with the Louisiana Local Government Budget Act and, upon adoption of this certification by the Board, we will finish the process by running an advertisement in our journals which will include the *Bossier Press Tribune*, the *Caddo Citizen* and the *Shreveport TIMES*. But we need this action today to certify that we have

done everything in accordance with the law. Commissioner Gregorio called for a motion and it was made by Commissioner Hall and seconded by Commissioner Watkins. Any discussion? Hearing none, all in favor, please say "Aye". Opposed, "Nay". Hearing no objections, It passed unanimously.

AYES: Commissioners: Sam N. Gregorio, 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: None

ABSTAINING: None

**Rs. No. 1, 2016: A RESOLUTION GRANTING PRELIMINARY APPROVAL FOR THE CONSENT AND AUTHORITY TO ISSUE, SELL AND DELIVER NOT EXCEEDING TWO MILLION FIVE-HUNDRED THOUSAND DOLLARS (\$2,500,000) OF UTILITY REVENUE BONDS OF THE CADDO-BOSSIER PARISHES PORT COMMISSION, STATE OF LOUISIANA:** Mr. England said Resolution No. 1, our first resolution of the year, is to authorize up to \$2.5 million dollars. This will be for the redundant water line project. As you all know we have been working on this project for some time. We did conduct a bond issue last year for \$3.1 million dollars. As we received the final set of plans from the engineer, we noticed that there was an additional part of the line that was necessary. This bond issue is to cover that additional water line. Specifically it's the water line that would run from Oakley LA to Benteler. Based on this additional bond issue and our additional analysis, this is all the money that will be needed for it and we will achieve 100% redundancy for the Port Complex. Even though this says \$2.5 million dollars, we don't anticipate issuing \$2.5 million dollars. We prepared the resolution for it not to exceed. We think it will come in closer to the \$2 million dollar number, but it's just easier to have that higher dollar amount than to go back through the entire process. This resolution will name the Bowles Law Firm as well as Jacqueline Scott & Associates and also Government Consultants as our municipal advisor. With the adoption of this resolution they will be free to negotiate on our behalf to get the best deal for the Commission which we'll bring back before you all. A motion to adopt was made by Commissioner Austin and seconded by Commissioner Pannell. Commissioner Gregorio said we have a motion and a second. Any discussion, Steve? Commissioner Watkins said I know you said in the memo that a mistake was made and we had to come back. Obviously it was a pretty big mistake. Obviously we would have to pay for it anyway if we were going to have true redundancy. Where was the mistake made? Mr. England said the mistake was made in asking the question of the engineer, "what is the total dollar value of the project?" of the entire project and all the information that was reported back was \$3.1 million dollars. That's where the mistake was made. The engineer did not report the total dollar amount of the project. Commissioner Watkins asked would we be taking on additional expenses because we're having to go to a second bond issue? Mr. England said yes, there will be additional expenses. Commissioner Watkins said can we get a summary---can you summarize that at some point? Mr. England said absolutely, in a meeting or two. Commissioner Watkins said certainly if the engineering firm made this mistake, I think it needs to be at least on record that they made it and what it's

gonna cost the Commission. Mr. England said we'll have that information. Commissioner Gregorio called for other discussion. Hearing none, all in favor, please say "Aye". Opposed, "Nay". It passed unanimously.

AYES: Commissioners: Sam N. Gregorio, 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:

ABSTAINING: None

**Port Director's Report:** Mr. England said I want to thank Capt. Murphy for his leadership over the past couple of years and thank the Commissioners again for the presentation today. It's been a great 20 years. To the new slate of officers, I look forward to working with you over the coming year. As you know with the renewal, as well as the Port Expansion, we have some pretty hefty goals ahead of us and we have our plans laid before us. To Commissioner Bryant, thank you for chairing the Nominating Committee and those that were on the committee, thank you for your service.

Commissioner Gregorio called for any past business or new business. He said hearing none, we're adjourned at 4:42 p.m.

Respectfully submitted,

Commissioner Roy Griggs  
Secretary-Treasurer

**February 2016 Meeting Notices!!**

***Next Regularly Scheduled Meeting: Thursday, February 18, 2016, 4:30 p.m.***

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

**Marketing and Operations Committee Meetings, Monday, February 8, 2016, 12 Noon**

6000 Doug Attaway Blvd., Shreveport, LA 71115

**NOTICE OF SPECIAL ELECTION!!**

Saturday, April 9, 2016