



6000 Doug Attaway Blvd. | Shreveport, LA 71115 | P (318)524-2272 | F (318)524-2273 | port@portsb.com | www.portcb.com

Regular Board Meeting
Regional Commerce Center, Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
June 16, 2016, 4:30 p.m.

President Commissioner Gregorio called the meeting to order at approximately 4:30 p.m. in the Steering Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, LA.

Commissioner Griggs led the Pledge of Allegiance.

On roll call: Sam N. Gregorio, Roy Griggs, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. We have a quorum. Absent: Rick C. Prescott and Lynn Austin.

Commissioner Gregorio welcomed everyone and said guests are not required to introduce themselves or sign anything. If you would like to introduce yourself, now is the time to do so. Guests: Tyler Comeaux and Lloyd Fitzpatrick, Burk-Kleinpeter; Libby Woodman, Ty Scroggins, Scroggins Consulting, Anne Gremillion, Daniel Strickland and Ashley Ellingsen, Gremillion & Pou; Joe Johnson, Harts Island Road; George Carroll, Angie Gorham, Leonard Road.

Commissioner Gregorio said this is the time for public comments. If you would like to speak, please fill the comment card out.

Commissioner Gregorio recognized Commissioner Pannell who said Mr. Prescott did not make it to the meeting today. Dr. E. Edward Jones, a great civil rights pioneer and pastor of Galilee Baptist Church passed this last week. His funeral is tomorrow, his wake this afternoon and I would just like for people to keep the family and Mr. Prescott in their prayers. He's Finance Chairman of the Board of Directors there and he's going through a terrible time right now. I told him I would let ya'll know that he said he couldn't be here. He's having those issues now.

Hearing no further public comments, he said we'll go to unfinished business.

UNFINISHED BUSINESS:

Approval of the Regular Meeting Minutes of May 19, 2016: Commissioner Griggs said the minutes of May 19 are in your package. If there's been no deletions or additions, I ask for approval. Commissioner Murphy seconded the motion. Commissioner Gregorio said we have a motion and second and called for any discussion. Hearing none, he said all in favor please say "Aye". All opposed. It passes unanimously.

"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

Approval of the Special Board Meeting Minutes of May 26, 2016: Commissioner Griggs said the minutes of May 26 are in your package. If there's been no deletions or additions, I ask for approval. Commissioner Murphy seconded the motion. Commissioner Gregorio said we have a motion and second and called for any discussion. Hearing none, he said all in favor please say "Aye". All opposed. It passes unanimously.

Approval of the May 2016 Financial Reports: Commissioner Griggs called on Gloria to present the May 2016 Financial Report. Calling for questions and hearing none, Commissioner Griggs said I ask for approval of the financials. Commissioner Murphy seconded the motion. Commissioner Gregorio said we have a motion and second and called for any discussion. Hearing none, he said all in favor please say "Aye". All opposed. It passes unanimously.

Personnel Committee Report of May 19, 2016. The Personnel Committee meeting was called to order by Committee Chairwoman Erica R. Bryant at approximately 3:30 p.m. in the Board Room at the Regional Commerce Center and everyone welcomed.

Committee members: Erica R. Bryant; James D. Hall and Capt. Thomas F. Murphy. Other commissioners in attendance: Roy Griggs and James L. Pannell. We do not have a quorum. Staff: Eric England, Dannye Malone, Gloria Washington and Hettie Agee.

Commissioner Bryant called for the first item of the agenda. Dannye said he wanted to call their attention to Section 7:3 of the Employee Handbook which provides more flexibility for the supervisor in any department to grant Paid-Time Off in less than a 48 hour period. Now currently the rule requires at least 48 hours advance notice prior to the granting of PTO unless the supervisor deems it an emergency situation.

Commissioner Pannell said would circumstances be specific for what you list as the objective? Dannye said I think it would be objective and I think it would be left to the discretion of the supervisor on what constitutes necessitous circumstances. Commissioner Bryant said because you don't always know. Dannye said because you really don't know. And in many instances individuals who are not in the Operations department are granted that luxury. This will pertain to the Operations employees. Commissioner Pannell said this problem we have, it's just subjective to the supervisors (inaudible) another person when we have an issue. Dannye said and Commissioner Pannell, I think I would tell you I think you currently have that problem because what really constitutes an emergency situation, what may constitute an emergency situation to me, may not necessarily constitute an emergency situation to you or Mrs. Bryant, and so there is some level of discretion as the rule currently is written. Commissioner Pannell said if you could kind of narrow this down (inaudible). Dannye said I think that to try to promulgate a laundry list of circumstances would be almost impossible to do. I think that the Supervisor has to have some latitude in making that determination. Commissioner Pannell said if I thought it was important to go to my supervisor would that not have any(inaudible). Dannye said definitely. I mean if the Supervisor denies that employee the PTO then obviously that individual has a right to seek some relief from the department head and the Executive Port Director if necessary. Commissioner Griggs said I would hope that we'd have supervisors that would use their best judgment and then we could maybe after some different scenarios in trying to calibrate, the supervisors so that they would look at it basically the same. I know it may not be exactly. It varies but try to get them all the same page how you would look at extenuating circumstances, because I think it would be highly impossible to narrow it down to. Dannye said absolutely. You can't codify every conceivable set of

circumstances within the framework of the Employee Handbook. It's impossible. So that Supervisor would have to utilize some discretion and hopefully good judgement. Are there any other questions?

The second revision is to Section 7:11 under the Worker's Compensation provision of the Employee Handbook. And simply stated under Section 7:11 this provision has been modified to simply clarify the Human Resources Department's responsibility with respect to any employee that has sustained an on-the-job accident or injury.

Dannye said we added another provision under Section 7:19. It's the classic whistle blower ordinance.

Dannye said lastly the administration is proposing a revision to the Travel Policy. Simply stated is that if an individual is conducting business on behalf of the Caddo-Bossier Parishes Port Commission (CBPPC), then the CBPPC would pay any routine expenses, any deductibles and any out of pocket expenses associated with traveling on behalf of the Commission. That's a practice that we undertake presently.

Commissioner Bryant said I support the changes that you all are recommending. However, we do not have a quorum so we can't vote as a committee.

Eric said we can't put it on the June Board meeting for a ratification without a recommendation from the committee if that's the pleasure of the committee. Commissioner Bryant said you have five here. Does anyone have any objections to that? She said that concludes the Personnel Committee meeting.

Commissioner Bryant adjourned the meeting at approximately 3:52 p.m.

Commissioner Bryant said the Personnel Committee report of May 19, 2016 is included in your packets. If there aren't any additions or corrections, I make a motion for approval. The motion was seconded by Commissioner Pannell. Commissioner Gregorio said we have a motion and a second and called for discussion. Hearing none, all in favor please say "Aye". All opposed. It passes unanimously.

Marketing Committee Meeting of June 6, 2016: Commissioner Sam N. Gregorio called the Marketing Committee meeting of June 6, 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: Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell, Steve Watkins. A quorum was present.

Commissioner Gregorio called for introduction of guests. Staff members: Eric England, Rick Nance, Brenda Levinson, Dannye Malone, Gloria Washington, Kathy French, Hugh McConnell and Hettie Agee.

Commissioner Gregorio called for Public Comments. Hearing no comments, he called on Brenda for a Customer Update. Her report included: ADS Logistics, Pratt, Ronpak, West LA Aggregate and Ternium.

Commissioner Gregorio called on Kathy for the Public Affairs Report. We wanted to recognize the passing of Marty Carlson who wrote an article in support of the Port back in March. Also Dick Bremer,

Shreveport Chamber, announced his retirement and we'd like to take this opportunity to thank him for his support as well. Frank Crockett announced his plans for retirement. Tours and visits to the Port included: Shreve Island Elementary, Louisiana Tech's School of Engineering, Gary Strebek, Vidalia's Mayor, Buz Craft and Port Director Wylie Gilfoil. We gave several presentations, attended many meetings and hosted two groups, International Trade Expo and GOHSEP. Wanted to thank Commissioner Murphy for his suggestion of "Morning Perk with the Port". Next one is June 29th at 9:a.m.

Commissioner Gregorio called on Eric who said the calendar is your packages and you'll see we have the Board meeting next week, all those specific dates for our customers use of the RCC as well as the Morning's Perk. Commissioner Prescott called last night. He regrets not being here. He had a family matter and asked that we pray for his family members.

Commissioner Pannell said I would like to propose a public meeting. I'm quite sure I'm not the only one who received telephone calls after they published our phone numbers and email addresses. And I know we need to move forward at some point with what land we're going to acquire and I think Tyler did a great job in coming up with locations. I see no problem with having the citizens to weigh in as to whether they're...so we can at least have that in making our decision to move forward. They should be given the opportunity to sit with us and discuss whether we can have dialogue with them. I'm a member of the Port; I'm not CIA. I have nothing to hide so I don't have a problem with, but one of the problems that we have is when these people call individual Board members, I might give one response as to what I feel. You give one; Sam gives one and then people are just saying different things that we may/may not have said. I think we should afford them an opportunity to come in here and ask a question. I even have a question that I would like to have answers to and that would give us an opportunity to do that. I would like to do that around 3 p.m. prior to our meeting and put it in a fashion where people have things they want to discuss they discuss. I'm not willing to come to a meeting to discuss whether we need to be here or not, whether we need to lock our doors or not. But I don't know exactly what form that would take but I just think that should be our dialogue, or at least half, so it cannot be said that we moved forward and pulled ahead without giving people an opportunity to speak. That is my suggestion.

Commissioner Gregorio said my thought is that we need to. Is that something we should discuss now? Eric is that something you should handle administratively? What's y'all's thoughts? Commissioner Pannell said he would like to have that prior to us having another meeting. Commissioner Murphy said I would like to remind you, Commissioner Pannell, all public meetings begin with the opportunity for the public to make a public comment. Commissioner Pannell said I understand that, Capt. Murphy. But how many times have these people came up here and said something and asked questions and we sat here and not opening our mouth. Now if we want to continue to do it that way, that's fine. But I'm saying that these people. If we would move this Port to any where any one of us lived and talk about expanding there, we would all want to have something to say, to talk to somebody about that without coming before someone and then they ask questions and we just sit here. If that's the way y'all want to operate, that's fine. Commissioner Murphy said our meetings are not a public forum. It's the Port Commission meeting designed for Port Commission business. A forum ought to be separate and I agree to that. If we're going to have a forum for comments and responses, it ought to be identified as such. Commissioner Pannell said maybe it's a little problem with my interpretation because we're saying the identical same thing. I'm saying prior to our Board meeting what you have just said and we can put it into words that you just said and that's what I'm asking for. Commissioner Bryant said I'm not opposed to having a meeting before the meeting to discuss the issues, although I would like to have--I don't want the meeting to go off on a tangent. I've been to these meetings. You can have a lot of people show up. Everybody wants to be at that mic. I'm just making sure we have some type of method to be able to control the process is all I

would like to see if we decide to do that. Commissioner Pannell said when the people give public comments they fill out cards. And all I'm saying is it's simple enough to give people a period of time, five minutes after the meeting starts, whatever time after the meeting starts, we need to pull up on the cards. We see how many cards we got, how many speakers we want and at that point, we can put a time limit on that. But at least have some follow-up question. I'm quite sure there would be people who come to the mic to make a statement and there's no follow-up question. So why would I ask them something if I don't have any question, but there are people who have pertinent questions that I may want to answer or I might want to get the answers for myself. If I wasn't on this Board I would definitely have a problem with the Board not affording me the opportunity to discuss this land issue.

Commissioner Griggs said to Commissioner Pannell I certainly agree with you and I think this is a very important issue to our citizens here, and I would definitely not be opposed to having some type of a forum prior to our meeting so that our citizens can ask questions and give input because I realize this is going to be a difficult decision to make that would please everybody, but I think if we can have some type of dialogue we may make a better decision and make the best fit for our citizens. So I certainly agree with that. Commissioner Pannell said the reason I said 3 because we can't just have a meeting at any time. It's not telling how long that meeting will go on. We have to have our meeting at 4:30, so that meeting has to be conducted in a way where we have to end that meeting in time for us to go into our regular meeting. Commissioner Watkins said we could use that opportunity to invite the neighborhood groups and organizations and ask them to have representation there. Commissioner Pannell said that is my suggestion that we ask them to have a representation not people to come in here and get down on the Port (inaudible).

Commissioner Watkins said my only comment, and I agree with James. I think we need to do it. I think we need to let them know there may not be a lot of answers that could come out of that meeting, but what we need to hear is their questions by sitting them down and have that in front of the whole Commission and the Port Expansion committee and at least have a list of their concerns going in because it's going to be hard to answer specific questions but if we could have a global look at their concerns.

Eric said Commissioner Gregorio, in accordance with the By-Laws you as President can call a special meeting of the Board or it can be upon written request of three members. So with the pleasure of the Board I think I hear we can move forward with this forum/meeting. It'll have to be a meeting in accordance of the Public Meeting Laws. The idea is that we'll have a quorum of the Board to discuss Port business so it'll have to take the shape of the meeting and perhaps in this interim period Dannye and I can research the law. But as Commissioner Pannell was saying, we'll see how many comment cards we get. We'll ask people to fill them out and get them in so perhaps we can divide the time evenly based on the number of comment cards we get. Perhaps it's the solution to that. But that would be the goal to have that forum/meeting prior to Commissioner Watkins next Port Expansion meeting.

Commissioner Watkins said I'm just asking a question. Is there anything like a professional facilitator? Is there somebody that we could go out and grab that can facilitate that meeting, that could keep it moving on pace, that could take the notes for us and make sure that we stay on that timetable? Surely there's companies that do that—Gremillion and Pou. Is there somebody that can reach out and actually facilitate the comment part of that meeting?

Commissioner Pannell said I think that's an excellent idea because we can't __

Commissioner Gregorio asked if ten days is time enough to call the meeting, the 16th? Eric said yes, a 24 hour notice is what you have to have. Commissioner Gregorio said I think I'm hearing the consensus is to have this, and if so, when we hear something more we'll call the meeting. My thoughts is that we should do whatever Statute, do whatever preparation is needed to have it work easily. We need to stay on top of it and figure out time limits and get the input. Does that sound reasonable? And we'll check for a facilitator.

Any other comments before we adjourn? Commissioner Gregorio adjourned the meeting at approximately 12:31 p.m.

Commissioner Gregorio said the Marketing Committee report is in your package. Do I hear a motion to accept that report? The motion was made by Commissioner Griggs. Calling for discussion and hearing none, Commissioner Gregorio said all in favor, say "Aye". All opposed, "Nay". The motion passed unanimously.

Operations Committee Report of June 6, 2016: The meeting was called to order by Commissioner Roy Griggs at approximately 12:22 p.m., June 6, 2016, at the Regional Commerce Center Board Room.

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

Staff members: Eric England, Rick Nance, Brenda Levinson, Danye Malone, Gloria Washington, Kathy French, Ted Knight, Hugh McConnell and Hettie Agee.

Are there any public comments at this time?

Commissioner Griggs called on Hugh for the Operations report. Commissioner Griggs said I have a question. You said your rail activity is on par for where we were last year. Is that because of the River or is that? Hugh said we've seen a little; we've seen an increase in Oakley. The ag products and the frac sand that they normally would have been getting by barge they're now receiving by rail. But it's not a large percentage of the total. The largest percentage of the total is the Ternium coils and that's where that stability is from. Frac sand and petroleum has been up and down. But by and large Ternium's coils are the lion's share of the rail tonnage and that's been pretty steady.

Commissioner Griggs called on Rick for Port projects. 1) Stevedore's office; 2) Redundant water line; 3) Railroad cross bucks; 4) Directional signs 5) The document storage room. We received a letter from GOHSEP on the railroad wheel repair appeal at \$393,000 and is now going to FEMA.

Eric said the reports are in your packages; following up on one of our items, Morris & Dickson, one of our lessees, is celebrating 175 years in business. They have their fourth and fifth generation working with them.

Commissioner Griggs adjourned the meeting at approximately 12:47 p.m.

Commissioner Griggs said the Operations Committee report of June 6, 2016 is also in your packets. If there's been no deletions or additions, I move for approval. All in favor, please say "Aye". All opposed, "Nay". The motion passed unanimously.

NEW BUSINESS:

Ratification – Employee Handbook Revisions: Mr. England said at the last Personnel Committee meeting on May 19, there were several changes to the Employee Handbook discussed and those included Section 7:3 with regard to PTO for Operations employees; 7:11 Workman’s Compensation Insurance; 7:19 was the whistle blower policy and there was a minor revision to our travel policy. We did not have a quorum at that meeting but we did have commissioners present and they recommended that these be brought before the Board today for ratification. Will be glad to take any questions. They are recommended at this time for ratification. A motion was made by Commissioner Bryant to accept the changes of the Employee Handbook and was seconded by Commissioner Pannell. Commissioner Gregorio said we have a motion and a second. Any discussion? Hearing none, all in favor please say “Aye”. All opposed, “Nay”. The motion passed unanimously.

YEAS: Commissioners: Sam N. Gregorio, Roy Griggs, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins

NAYS: None

ABSENT: Rick C. Prescott, Lynn Austin

ABSTAINING: None

Public Comment Policy Resolution: Mr. England said no action is needed on this. This is just to present it to the Board for the first time for you all to review and consider at a future meeting. This is a public comment policy for the Board. Please take a look at it and provide your feedback and we’ll have it at a future meeting for possible adoption.

Port Director’s Report: Mr. England said no report.

Commissioner Gregorio said that concludes our agenda and he adjourned the meeting at approximately 4:41 p.m.

Respectfully submitted,

Commissioner Roy Griggs
Secretary-Treasurer

July 2016 Meeting Notices!!

Next Regularly Scheduled Meeting: Thursday, July 21, 2016, 4:30 p.m.
Board Room, 6000 Doug Attaway Blvd., Shreveport, LA 71115

11:00 a.m., July 11, 2016 M/WBE Committee Meeting, Board Room
12:00 Noon, July 11, 2016 Marketing & Operations Committee Meetings, Board Room
12:45 p.m., July 11, 2016 Finance Audit Committee Meeting, Board Room
6000 Doug Attaway Blvd, Shreveport 71115