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CADDO-BOSSIER PARISHES PORT COMMISSION
Regular Board Meeting
Regional Commerce Center, 3rd Floor Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
December 12, 2022 at 4:30 p.m.

- 1. CALL TO ORDER / OPENING REMARKS:** Commission President Walter O. Bigby, Jr. called the meeting to order at approximately 4:30 p.m. in the 3rd Floor Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, Louisiana and welcomed everyone.
- 2. PLEDGE OF ALLEGIANCE:** Vice President William "Bill" R. Altimus led the Pledge of Allegiance.
- 3. ROLL CALL:** The roll was called by Executive Port Director Eric England. Commissioners in attendance included: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). After the roll was called, Joshua K. Williams joined the meeting at 4:32 p.m. Absent: Rick C. Prescott. A quorum was present.
- 4. PUBLIC COMMENT ON AGENDA ITEMS:** Commissioner Bigby asked for any public comments on agenda items. Hearing no public comments, Commissioner Bigby moved on to the next agenda item.
- 5. PUBLIC HEARING: 2023 GENERAL FUND AND CAPITAL OPERATIONS FUND BUDGETS OF THE CADDO-BOSSIER PARISHES PORT COMMISSION:** Commissioner Bigby opened the public hearing pursuant to La. R.S. 39:1307 of the Louisiana Local Government Budget Act. He asked for any public comments regarding the 2023 General Fund and Capital Operations Fund Budgets of the Caddo-Bossier Parishes Port Commission. Hearing none, Commissioner Bigby closed the Public Hearing.

UNFINISHED BUSINESS:

- 6. SPECIAL BOARD MEETING MINUTES OF NOVEMBER 14, 2022:** In the brief absence of Secretary-Treasurer Williams, Commissioner Altimus presented the minutes of the Special Board Meeting of November 14, 2022. Motion by Commissioner Altimus, seconded by Commissioner Hall, to approve the minutes of the Special Board Meeting of November 14, 2022. Hearing no questions or comments, the motion was approved by the following votes: **AYES:** Commissioners: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). **NAYS:** 0. **ABSENT:** Joshua K. Williams and Rick C. Prescott. **ABSTENTIONS:** 0. (Published in its entirety in *The Times* on December 19, 2022.)
- 7. REGULAR BOARD MEETING MINUTES OF NOVEMBER 14, 2022:** Secretary-Treasurer Williams presented the minutes of the Regular Board Meeting of November 14, 2022. Motion by Commissioner Williams, seconded by Commissioner Hall, to approve the minutes of

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MEMBERS: *Walter O. Bigby Jr., President; Bill Altimus, Vice President; Joshua K. Williams, Secretary Treasurer; Erica R. Bryant; Sam N. Gregorio; Roy Griggs; James D. Hall; Capt. Thomas F. Murphy; Rick C. Prescott*

the Regular Board Meeting of November 14, 2022. Hearing no questions or comments, the motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William “Bill” R. Altimus, Joshua K. Williams, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). NAYS: 0. ABSENT: Rick C. Prescott. ABSTENTIONS: 0. (Published in its entirety in *The Times* on December 19, 2022.)

8. OCTOBER 2022 FINANCIALS: Commissioner Williams presented the financial report for October 2022. Motion by Commissioner Williams, seconded by Commissioner Griggs to approve the October 2022 Financial Report as submitted. Hearing no questions, the motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William “Bill” R. Altimus, Joshua K. Williams, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). NAYS: 0. ABSENT: Rick C. Prescott. ABSTENTIONS: 0.

NEW BUSINESS:

9. NOMINATING COMMITTEE Commissioner Bigby stated, “In accordance with the By-Laws of the Caddo-Bossier Parishes Port Commission, the Nominating Committee, composed of three commissioners, shall be appointed with the approval of the Commission during the regular meeting held in December each year.” Commissioner Griggs, Commissioner Prescott, and Commissioner Gregorio were appointed as the 2023 Nominating Committee with Commissioner Roy Griggs serving as the Chairman. Commissioner Bigby requested the Committee report back to the Board to present its slate of officers at the January 9, 2023 Regular Board meeting. Hearing no discussion, he requested a motion to approve the 2023 Nominating Committee. Motion by Commissioner Hall, seconded by Commissioner Altimus to approve the Nominating Committee as submitted. Hearing no questions, the motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William “Bill” R. Altimus, Joshua K. Williams, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). NAYS: 0. ABSENT: Rick C. Prescott. ABSTENTIONS: 0.

10. 2023 CALENDAR OF THE CADDO-BOSSIER PARISHES PORT COMMISSION MEETINGS: Mr. England presented the proposed 2023 calendar of meeting dates to the Commissioners. The 2023 calendar must be published in the official journal in accordance with state law and is recommended for adoption. Motion by Commissioner Altimus, seconded by Commissioner Bryant to approve the 2023 calendar of the Caddo-Bossier Parishes Port Commission meetings as presented. The motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William “Bill” R. Altimus, Joshua K. Williams, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). NAYS: 0. ABSENT: Rick C. Prescott. ABSTENTIONS: 0. (Published in its entirety in *The Times* on December 16, 2022.)

11. ORDINANCE NO. 2 OF 2022: AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE GENERAL FUND FOR THE YEAR 2023, AND OTHERWISE PROVIDING WITH RESPECT THERETO. (Published in its entirety in *The Times* on December 16, 2022.)

Mr. England noted this ordinance is adopting the 2023 General Fund Budget in accordance with the Louisiana Local Government Budget Act. The budget meeting was held last month to review the 2023 General Fund Budget. This ordinance reflects the same figures discussed during that meeting. Of note, the 2023 revenues have a 35% increase over 2022, while the expenditures have a 2.2% increase from the previous year. Within those expenditures, a 10% salary increase for staff was included which breaks down to an 8.2% cost-of-living increase and

an optional 1.8% merit increase for the Port staff. This ordinance is recommended for adoption. Motion by Commissioner Altimus, seconded by Commissioner Williams to approve Ordinance No. 2 as presented. The motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William “Bill” R. Altimus, Joshua K. Williams, Erica R. Bryant, Sam N. Gregorio, James D. Hall, and Capt. Thomas F. Murphy (Ret.). NAYS: 0. ABSENT: Rick C. Prescott. ABSTENTIONS: Roy Griggs.

12. ORDINANCE NO. 3 OF 2022: AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE CAPITAL OPERATIONS FUND FOR THE YEAR 2023, AND OTHERWISE PROVIDING WITH RESPECT THERETO. (Published in its entirety in *The Times* on December 19, 2022.)

Mr. England noted this ordinance is adopting the 2023 Capital Operations Fund Budget in accordance with the Louisiana Local Government Budget Act. This ordinance reflects the amounts for the capital projects discussed during the budget meeting held last month and is recommended for approval. Motion by Commissioner Hall, seconded by Commissioner Altimus to approve Ordinance No. 3 as presented. The motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William “Bill” R. Altimus, Joshua K. Williams, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). NAYS: 0. ABSENT: Rick C. Prescott. ABSTENTIONS: 0.

13. ORDINANCE NO. 4 OF 2022: AN ORDINANCE AMENDING ORDINANCE NO. 2 OF 2019 RELATIVE TO THE IMPOSITION OF A THROUGHPUT FEE AND A RAILROAD STANDARD SCHEDULE OF CHARGES ON ALL RAILROAD OPERATIONS OCCURRING AT THE CADDO-BOSSIER PARISHES PORT COMMISSION’S INDUSTRIAL COMPLEX, AND OTHERWISE PROVIDING WITH RESPECT THERETO. (Published in its entirety in *The Times* on December 19, 2022.)

Mr. England stated Rail Link, Inc. handles all intra-Port rail operations and provides switching services from the point of interchange with the Union Pacific Railroad to the individual sites in the Port’s Industrial Complex. This ordinance deals with the standard rates that must be adopted annually by ordinance. This ordinance is recommended for adoption. Motion by Commissioner Bryant, seconded by Commissioner Williams to approve Ordinance No. 4 as presented. The motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William “Bill” R. Altimus, Joshua K. Williams, Erica R. Bryant, Sam N. Gregorio, Roy Griggs, James D. Hall, and Capt. Thomas F. Murphy (Ret.). NAYS: 0. ABSENT: Rick C. Prescott. ABSTENTIONS: 0.

14. PORT DIRECTOR’S REPORT: Mr. England provided an update on various activities and projects.

15. ADJOURN: Hearing no other comments or questions to come from the Board, Commissioner Bigby adjourned the meeting at approximately 4:43 p.m.

Respectfully submitted,

/s/ Joshua K. Williams

Joshua K. Williams
Secretary-Treasurer