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CADDO-BOSSIER PARISHES PORT COMMISSION

Regular Board Meeting

Regional Commerce Center, Steering Room

6000 Doug Attaway Blvd., Shreveport, LA 71115

August 10, 2020, 4:30 p.m.

Commission President Roy Griggs called the meeting to order at approximately 4:30 p.m. in the Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, LA.

Commissioner Bill Altimus led the Pledge of Allegiance.

The roll was called. Commissioners: Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and Rick C. Prescott. Absent: Erica R. Bryant. A quorum was present.

Introduction of guests: Lt. Richard Jennings, Caddo Parish Sheriff's Office and Ed Walsh, Romph & Pou Agency. Staff: Eric England, Dannye Malone, Rick Nance, Zazell Dudley, Kathy French, Layne Chenevert and Hettie Agee.

Commissioner Griggs asked if there are any public comments on agenda items. Hearing none, he called for the first item of Unfinished Business.

UNFINISHED BUSINESS:

Motion by Commissioner Altimus, seconded by Commissioner Hall, to approve the Regular Board Meeting Minutes of July 13, 2020. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., William "Bill" Altimus, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and Rick C. Prescott. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

Motion by Commissioner Altimus, seconded by Commissioner Bigby to approve the June 2020 Financial Reports. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., William "Bill" Altimus, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and Rick C. Prescott. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

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

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

Approval of Personnel Policies and Procedure Committee Report of July 13, 2020: The Personnel Policies and Procedures Committee meeting was called to order by Committee Chairwoman Erica R. Bryant at approximately 3:45 p.m. via GoToMeeting.

Committee members present: Erica R. Bryant, Bill Altimus, James D. Hall and Roy Griggs, Ex-Officio. Commissioner Prescott was a call in. We have a quorum.

Staff: Eric England, Dannye Malone, Gloria Washington, Tyler Comeaux and Hettie Agee.

Mr. England said there were no requests for public comment received before this meeting to be stated during the meeting. Commissioner Bryant said we'll start with the agenda item, Telecommuting Policy.

Mr. England said the committee has been provided a draft of the Telecommuting Policy prepared by staff. It was prepared given the recent environment of Covid 19 and other infectious diseases and the actions that we took previously this year telecommuting. I believe what we've put before the committee for their review is a comprehensive policy and it has all the necessary attachments to it that will support when we do decide to telecommute, whether it's voluntary action or an emergency action. Dannye and I had a conversation with Commissioner Altimus based on our call for feedback after sending it to the committee and made some minor changes in some areas.

Dannye said the only thing I can add is that Eric and I did have a great conversation with Commissioner Altimus who made some very good recommendations, some modifications to the Telecommuting Policy. Again, we're happy to discuss those modifications or any other matter pertaining to the policy. Commissioner Bryant asked Dannye to provide an overview of those changes.

Commissioner Bryant called for any other questions and called for a motion of the Telecommunication Policy to the full Board for adoption by vocal vote.

Motion by Commissioner Hall, seconded by Commissioner Altimus to approve the Telecommuting Policy (as revised) and recommend it to the Board later today. Hearing no questions, the motion was approved by the following vocal vote: AYES: Commissioners: Erica R. Bryant, William "Bill" Altimus, James D. Hall, Rick C. Prescott and Roy Griggs. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

Hearing no further questions, Commissioner Bryant adjourned the Personnel Policies and Procedures Committee at approximately 4:52 p.m.

Motion by Commissioner Altimus, seconded by Commissioner Hall, to approve the Personnel Policies and Procedure Committee Report of July 13, 2020 as provided. Motion approved by

the following vote: **AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., William "Bill" Altimus, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and Rick C. Prescott. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

NEW BUSINESS:

ORDINANCE NO. 1 OF 2020

BY THE CADDO-BOSSIER PARISHES PORT COMMISSION:

AN ORDINANCE TO LEVY AND IMPOSE AN AD VALOREM TAX OF 2.51 MILLS (MILL KEY (1026052 AND 1027075) FOR THE YEAR 2020, ON ALL PROPERTY SUBJECT TO TAXATION IN THE JURISDICTION OF THE CADDO-BOSSIER PARISHES PORT COMMISSION, CONSISTING OF CADDO AND BOSSIER PARISHES, AND OTHERWISE PROVIDING WITH RESPECT THERETO:

WHEREAS, the Caddo-Bossier Parishes Port Commission (the "Commission") held an election on April 9, 2016, in the Commission's port area, consisting of both Caddo and Bossier Parishes, Louisiana, at which election the following proposition was approved by a majority of the electors voting thereon:

PROPOSITION

(MILLAGE RENEWAL)

Shall the Caddo-Bossier Parishes Port Commission (the "Commission"), acting under the authority of Article VI, Sections 30 and 32 of the Louisiana Constitution of 1974, as amended, and Chapter 37 of Title 34 of the Louisiana Revised Statutes of 1950, as amended (the "Act"), and other constitutional and statutory authority, to continue to levy a special tax of two and one-half (2-1/2) mills on all the property subject to taxation in the port area consisting of Caddo and Bossier Parishes (the "Port Area"), (an estimated \$6,800,000 reasonably expected at this time to be collected from the levy of the tax for an entire year) for a period of twenty-five (25) years, commencing with the year 2018, for the purpose of site acquisition and for constructing, acquiring, improving and equipping docks and wharves, transfer and storage facilities, commercial and industrial facilities and other port, transportation and infrastructure facilities and improvements within the Port Area, as more fully described in the Act, title to which shall be in the public, and for paying the Commission's expenses of administering, maintaining, operating and marketing its facilities in the Port Area?; and

WHEREAS, it is necessary for the Board of Commissioners of the Caddo-Bossier Parishes Port Commission (the "Board"), acting as the governing authority of the Commission, to levy the tax approved at the foregoing election for the year 2020.

NOW, THEREFORE, BE IT ORDAINED by the Caddo-Bossier Parishes Port Commission in due, legal and regular session convened that:

SECTION 1. Levy of Tax. Acting under the authority of Article VI, Sections 30 and 32 of the Constitution of the State of Louisiana of 1974, Chapter 37 of Title 34 of the Louisiana Revised Statutes of 1950, as amended, the election held by the Commission on Saturday, April 9, 2016, and as provided for in Article VII, Section 23 (B) of the Louisiana Constitution of 1974 and La. R.S. 47:1705(B)(2), the adjusted millage rate of 2.51 mills (the “Tax”) of the assessed valuation of all property subject to taxation in the Parishes of Caddo and Bossier, State of Louisiana, is hereby levied, assessed and imposed on all of said property for the year 2020, for the purposes set forth in the proposition set forth above.

SECTION 2. Collection of Tax. The proper administrative officials of the Parishes of Caddo and Bossier, State of Louisiana, be and they are hereby empowered, authorized and directed to spread said taxes as hereinabove set forth, upon the assessment rolls of said Parishes for the year 2020, and to make the collection of the taxes imposed for and on behalf of the Commission, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and the collection thereof shall be enforceable in the manner provided by law.

SECTION 3. Publication. This ordinance shall be published in the official journal of the Commission in the manner provided by law.

SECTION 4. Effective Date. This ordinance shall become effective immediately upon its adoption.

SECTION 5. Severability. Any provision or item of this Ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Ordinance which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this Ordinance are hereby declared severable.

SECTION 6. Repealed. All Ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form and content:

/s/ Dannye W. Malone

Dannye W. Malone

08/10/2020

Date

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: Commissioners: Roy Griggs, Walter O. Bigby, Jr., William “Bill” Altimus,

Sam N. Gregorio, James D. Hall, Thomas F. Murphy and Rick C. Prescott

NAYS: None

ABSENT: Erica R. Bryant

ABSTAINING: None

And the ordinance was declared adopted on this 10th day of August, 2020.

/s/ Roy Griggs
President

/s/ William "Bill" Altimus
Secretary-Treasurer

ADOPTION OF MILLAGE RATE OF 2.51 MILLS - ORDINANCE NO. 1 OF 2020: AN ORDINANCE TO LEVY AND IMPOSE AN AD VALOREM TAX OF 2.51 MILLS (MILL KEY (1026052 AND 1027075) FOR THE YEAR 2020, ON ALL PROPERTY SUBJECT TO TAXATION IN THE JURISDICTION OF THE CADDO-BOSSIER PARISHES PORT COMMISSION, CONSISTING OF CADDO AND BOSSIER PARISHES, AND OTHERWISE PROVIDING WITH RESPECT THERETO:

Motion by Commissioner Hall, seconded by Commissioner Prescott, to adopt Ordinance 1 of 2020. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., William "Bill" Altimus, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and Rick C. Prescott. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

RS. NO. 11 of 2020: A RESOLUTION AMENDING THE BOND RESOLUTION ADOPTED JUNE 8, 2020 TO INCLUDE "QUALIFIED TAX-EXEMPT OBLIGATIONS" DESIGNATIONS OF THE TWO MILLION FOUR HUNDRED SIXTY THOUSAND DOLLARS (\$2,460,000) WATER REVENUE REFUNDING BONDS, SERIES 2020 OF THE CADDO-BOSSIER PARISHES PORT COMMISSION, STATE OF LOUISIANA; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH. (published in The TIMES in its entirety). Mr. England said the amending of the June 8, 2020 \$2,460,000 water refunding bond resolution to include "Qualified Tax-Exempt Obligations" was requested by the bank for clarification.

Motion by Commissioner Hall, seconded by Commissioner Altimus, to approve Resolution No. 11 of 2020. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., William "Bill" Altimus, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and Rick C. Prescott. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

PORT DIRECTOR’S REPORT:

Mr. England expressed sincere gratitude to the operations team. Throughout this time, they have continued to handle our steel coil barges. Mr. England also provided an update on projects and finances in the midst of dealing with Covid-19.

Commissioner Griggs said thank you to our team for doing an outstanding job and adjourned the meeting at approximately 4:47 p.m.

Respectfully submitted,

William “Bill” Altimus
Secretary-Treasurer

Regular Board Meeting, Monday, September 14, 2020 4:30 p.m.
Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA 71115