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Caddo-Bossier Parishes Port Commission  
Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
December 21, 2017, 4:30 p.m.

President Commissioner Gregorio 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 Griggs led the Pledge of Allegiance.

The roll was called. Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. We have a quorum. Absent: None.

Commissioner Gregorio asked if there are any public comments on any agenda items. He said hearing none, we'll go to the Public Hearing: 2018 General Fund and Capital Operations Budgets of the Caddo-Bossier Parishes Port Commission. He said we'll now open the Public Hearing pursuant to RS 39:1307 of the Louisiana Local Government Budget Act. Do I hear any public comments regarding the 2018 General Fund and Capital Operations Budgets of the Caddo-Bossier Parishes Port Commission? Hearing no comments, we will close the Public Hearing. These budget Ordinances will be considered and discussed under New Business later in our meeting.

**UNFINISHED BUSINESS:**

**Motion by Commissioner Griggs, seconded by Commissioner Murphy, to approve the Regular Board Meeting Minutes of November 16, 2017: Motion approved by the following vote:**

AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Motion by Commissioner Griggs, seconded by Commissioner Hall to approve the October 2017 Financial Reports: Motion approved by the following vote:**

AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

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

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

**Port Expansion Committee Report of November 16, 2017:** The Port Expansion Committee meeting was called to order by Committee Chairman Steve Watkins at approximately 4:00 p.m. on November 16, 2017 in the Board Room of the Regional Commerce Center. Introduction of guests was called for.

Committee members in attendance included Sam N. Gregorio, Ex-Officio; Steve Watkins and Capt. Thomas F. Murphy. A quorum was present. Commissioner Jimmy Hall was also in attendance. Guests: Tyler Comeaux, Burk-Kleinpeter and Joe and Zachary Johnson. Staff: Eric England, Dannye Malone, Rick Nance and Hettie Agee.

Commissioner Watkins called for any public comment on any agenda items. Hearing none, he called on Eric for the presentation on the Candidate Site B Tract. At our meeting on July 20, 2017, a motion was made at the time was for us to continue our discussions with the landowner group about pursuing the purchase and at the time, there was discussion about the solar project we have been working with and whether or not to pursue it with or without the solar project. The motion was made for us to pursue it either way. As you all know, we had this property previously appraised and we have not done a use value appraisal. The price that has been established by word between the seller and the Port at this point is \$13,500/acre. This is roughly a 300 acre tract.

What we propose to the committee at this time is that we would enter into a purchase sale agreement and make it conditional upon the Port receiving a satisfactory abstract of title and being able to obtain a title policy on the tract. We would have a use value appraisal done by David Volentine who did the previous appraisal and make it contingent upon a Phase I Environmental of the site to determine if there are any environmental issues that might lead to a Phase II, a boundary survey, a topographical survey and any other necessary studies that would result from our investigation.

Commissioner Watkins said if we were to purchase the property and I know they're going to do their 5 wells, at that point if we owned it would we control making sure no more wells would---what assurances would we have that they would not be able to drill any more in other areas? Eric said we don't have those assurances. Commissioner Watkins asked if we could make the purchase contingent to us having a Master Service Operating Agreement. Eric said it's certainly something we could try. Commissioner Watkins said I would be scared to purchase this property and us not being able to control where any future wells go. Does that make sense?

Commissioner Hall said it makes sense but the probability of it is slim to none. The reality is that you are now taking it out of the purchaser's hand. The purchaser has no hold on the people that have leased the property so I mean it would be in a perfect world—it would be great. But I just don't think it's really reality. Unless they need something from us, I don't think there's anything that would cause them to give that away now. Eric said we're dealing with this right now on a well to be placed here. We're negotiating because we want a future rail interchange. This is where we've identified a potential gray water processing facility. That's just part of the process.

Commissioner Hall said you're dealing with the people that have the lease on the property? Eric said we're dealing with the owners of the surface. The surface owners do have—I don't know their percentage of mineral rights in the property. These 5 wells that are going to be drilled here as described to us are estimated to drain the field.

Commissioner Watkins said let's just say we in turn lease the majority of it to the solar panel people and they cover solar panels. What would the oil and gas people be able to do? Eric said they would have to find a tract of land other than where the solar panels are. Commissioner Hall said first come, first serve.

Commissioner Gregorio asked if he needed a motion. Eric said may I suggest we seek a motion from the committee that the Port Expansion recommend to the full Board that the staff be authorized to move forward with

the purchase of what we commonly refer to as the Robson Farms Tract, pursue a Purchase/Sale Agreement subject to abstract of title and obtaining an adequate title policy with any exceptions we can live with, an appraisal done by David Volentine utilizing the use value, a Phase I Environmental, a boundary survey, a topographical survey and any other necessary studies that come up in this investigative process at \$13,500 per acre. The motion was made by Commissioner Gregorio and seconded by Commissioner Murphy. Calling for discussion and hearing none, the motion was approved by the following vote: AYES: Commissioners: Sam N. Gregorio, Capt. Thomas F. Murphy and Steve Watkins. NAYS: 0. ABSENT: James L. Pannell. ABSTENTIONS: 0. The motion carries.

Eric said the second item that we have on the agenda involves what we will call Candidate Site E tracts. Similar to what we did in July where we were talking about this tract, what we would like to receive from the Committee today is permission to conduct our due diligence and interactions and conversations on these tracts of land, the Leonard Road Farm tracts. Commissioner Watkins said I just want to make sure we make the assurance that we stay east of the 3132 tract. I want to make sure we hold true to that. Eric said unless there's objection, we can have those talks. Commissioner Watkins said is there a motion to authorize staff to start doing the due diligence on Site E tracts? The motion was made by Commissioner Gregorio and seconded by Commissioner Murphy. Calling for discussion and hearing none, the motion was approved by the following vote: AYES: Commissioners: Sam N. Gregorio, Capt. Thomas F. Murphy and Steve Watkins. NAYS: 0. ABSENT: James L. Pannell. ABSTENTIONS: 0. The motion carries.

Eric said that concludes what I have to bring before the Committee. I thank you for your time.

The meeting was adjourned at approximately 4:19 p.m.

**Motion by Commissioner Watkins, seconded by Commissioner Hall to approve the minutes of the Port Expansion Committee. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0 ABSTENTIONS: 0.

**Personnel Committee Meeting Report of December 11, 2017:** The Personnel Committee meeting was called to order by Committee Chairwoman Erica R. Bryant at approximately 10:30 a.m. in the Board Room at the Regional Commerce Center and everyone welcomed. She called for Public Comment on Agenda Items.

Committee members: Erica R. Bryant, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, Rick C. Prescott, Steve Watkins and Sam N. Gregorio, Ex Officio. Other commissioners in attendance: Roy Griggs and James L. Pannell. We have a quorum. Staff: Eric England, Dannye Malone, Gloria Washington and Hettie Agee. David Montgomery was present.

Commissioner Bryant called on Eric for the first item on the agenda, Employee Benefits. With regard to employee benefits, at the Special Board Meeting last month we had a motion to reduce the medical expenses by \$50,000 for the year. The numbers we did put in the budget were \$50,000 less. Commissioner Bryant said can we cut \$50,000 somewhere else from the budget, Eric? Commissioner Bryant said but what I'm hearing is you could take \$50,000 from the budget. My concern is on the medical benefits, when you make changes to your medical plan, there are rules that don't allow you to distinguish between employees. Whatever changes you make in your medical plan has to be for all employees. Discussion among committee members and commissioners followed.

Commissioner Pannell said since David is here, David could you come to the mic. Let me ask you a question if you don't mind. If you understand what portion that we're trying to cut, would you be able to come up with a

coverage for that group that within a period of time that they could either vote or decide that they wanted that to come out of their--would your cost of insurance be less than these people going out to try to buy something on the open market to cover what they would be losing here?

David said well we'd have to define what you're going to cut. (Inaudible) that costs.

Commissioner Gregorio said David, are we looking at a \$100,000 increase for next year? Is that what we're looking at? David said it doesn't renew till July, so June or July. Commissioner Gregorio said so you don't know what now? What about the GAP coverage? Are we buying a policy that's called GAP coverage and if so, what does that cost? Eric said I have the costs of all the medical right here.

Commissioner Prescott said if we're talking about the \$50,000, I would like to offer a motion that we leave the GAP insurance in place and ask Eric to find other ways to reduce the budget by \$50,000 other than areas that affect the health insurance. The motion was seconded by Commissioner Bryant. She said we have a motion and a second. Do we have any discussion? Commissioner Bryant said as I understand your motion, Rick, you're saying make a \$50,000 reduction but it does not have to necessarily be medical benefits, leave the GAP insurance in place.

Commissioner Bryant said if we're concerned about the bottom line, we're concerned about the bottom line. And everything within that budget needs to be addressed. But right now, all we've looked at was medical insurance. To me, on the date of adoption, that needs to be reinstated and Eric needs to have changes within that budget that's \$50,000, regardless if it's medical insurance, regardless of whether it's travel, all the supplies, doesn't matter. We can get a \$50,000 reduction. We have a motion. Do we have any other discussion?

Commissioner Bryant called for any other discussion? We have a motion that says reduce the budget by \$50,000 and leave the GAP insurance in place? Commissioner Prescott said yes. All those in favor? Opposed? That motion carries.

YEAS: Commissioners: Erica R. Bryant, Capt. Thomas F. Murphy, Rick C. Prescott and Sam N. Gregorio

NAYS: Walter O. Bigby, Jr., James D. Hall and Steve Watkins

ABSENT: None

ABSTAINING: None

Eric said under Employee Salary, for discussion purposes similar to the first item, there was a motion at the Special Board Meeting that we place 3% in the 2018 General Fund Budget as a placeholder and that Operations employees would receive up to 3% depending on their supervisor, their department head review and their performance appraisal, and that the Administrative staff would not have an adjustment to their pay until further Board action. But again, 3% would be put into the 2018 budget. Operators would be eligible for their pay increase on January 1<sup>st</sup>; the remainder of the staff it would take further Board approval. Commissioner Bryant called for comments. Commissioner Prescott said I think what we had a surplus of \$1.6 and we're having somebody to come in to look at the Operations strategies, the production and the salary range. I think until we get that in place I think the staff has done an extraordinary job and we did more than we even expected that we at least give a 2% raise across the Board until we have people to come in and explain to us about positioning and salary range. Then at that point, we'll get in line with the recommendations that they bring back to us with the approval of the Board and I would like to put that in the form of a motion. Commissioner Bryant said I'll offer a second for discussion so we can discuss. When you say 2%, was that a Cost of Living? Commissioner Prescott said Cost of Living. Commissioner Bryant called for discussion.

Commissioner Bryant said just for clarification, the budget already includes 3—Eric said for the entire staff of 20. Commissioner Bryant said two things if this passes on the date of adoption that could get accomplished: 1)

Your overall number is coming down 1%, right?... Eric said right...which would go towards that \$50,000 I was talking about; 2) We would go ahead and put the 2% in place immediately without waiting until further discussion because that was my understanding of the original motion. Discussion followed.

The motion is give 2% across the Board immediately but still have the consultant, the ranges, the production study and this would apply to all employees. Commissioner Prescott said yes. All those in favor? All those opposed? The motion passed.

YEAS: Commissioners: Erica R. Bryant, Capt. Thomas F. Murphy, Rick C. Prescott and Sam N. Gregorio

NAYS: Walter O. Bigby, Jr., James D. Hall and Steve Watkins

ABSENT: None

ABSTAINING: None

Commissioner Bryant called for Organizational Strategist/Consultant. Eric said it was discussed just now and in the employees' salary discussion about an organizational strategist. There was \$15,000 placed in the budget for that study. It's going to be through RFP in shaping the manner in which we move forward. Commissioner Watkins said I would make a motion that we task staff to do that organizational. We don't need an outside consultant to tell us what to do with our 14 people that are salaried. Commissioner Watkins said I make a motion that we stick with the original motion that was presented at the Special Board Meeting. The motion was seconded by Commissioner Hall. Discussion followed.

Commissioner Gregorio said I make a substitute motion that we hire an outside organizational strategist consultant to address the issues of salary range and the organizational chart. The motion was seconded by Commissioner Bryant. She called for discussion. That means we have a path for that.

YEAS: Commissioners: Erica R. Bryant, Capt. Thomas F. Murphy, Rick C. Prescott and Sam N. Gregorio

NAYS: Walter O. Bigby, Jr., James D. Hall and Steve Watkins

ABSENT: None

ABSTAINING: None

Commissioner Bryant said on your second one, that's already in place. She called for Operator Positions. Eric provided an overview of the operations staffing and anticipated future needs giving new customer demands.

Discussion followed. Commissioner Bryant said the question has been called. Is anyone not had an opportunity to discuss that would like to discuss? Let's vote for call for the question. All in favor. Opposed? That passes.

YEAS: Commissioners: Erica R. Bryant, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, Rick C. Prescott, Steve Watkins and Sam N. Gregorio

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Bryant said the motion is to add three operators in the 2018 budget. Eric said two initially and one if needed. She said let me ask you is the money already in there? Eric said no and thank you for asking. I'll need to prepare a special amendment for the meeting next week with regard to these three Operators alone. We'll prepare an amendment specific to salary and benefits of these three proposed Operator 1 positions.

YEAS: Commissioners: Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, Rick C. Prescott, Steve Watkins and Sam N. Gregorio

NAYS: Erica R. Bryant

ABSENT: None

ABSTAINING: None

Eric said the last item is Employee Handbook Updates and Dannye provided an overview of adding the Employee Assistance Program to the handbook and making the Commission's Sexual Harassment Policy a stand-alone policy instead of it being a part of the handbook. Section 7:21 of the Code of Conduct will be updated to require employees, who have lost their driving privileges or if their driver's license has been suspended, to immediately notify their Supervisor. We wanted to clarify the obligation falls on the employee to notify his/her immediate Supervisor. David said make sure it's all inclusive for major traffic violations. Commissioner Bryant said so we would want to in addition in this Code of Conduct to say also a major traffic violation.

Commissioner Bryant said if someone makes that motion they can add that. The motion was made by Commissioner Watkins and seconded by Commissioner Prescott to update the Employee Handbook with the EAP and also the changes to Code of Conduct regarding loss of driving privileges to include a major traffic violation. In addition, the Sexual Harassment Policy will be a stand-alone policy. She said that's a motion to approve the Employee Handbook changes but to add that also to report major traffic violations to the Code of Conduct. Any other discussion? All those in favor signify by saying "Aye". All those opposed. It passes.

YEAS: Commissioners: Erica R. Bryant, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, Rick C. Prescott, Steve Watkins and Sam N. Gregorio

NAYS: None

ABSENT: None

ABSTAINING: None

Hearing no further business to bring before the committee, Commissioner Bryant adjourned the meeting at approximately 12:00 p.m.

**Motion by Commissioner Bryant, seconded by Commissioner Murphy to approve the Personnel Committee minutes. Discussion called for.** Commissioner Pannell said he would like to ask Dannye, if he would, there was some questions asked as to issues that was passed in the Personnel Committee meeting that was in direct conflict with motions in another meeting. And I just wanted to find out if this passes, will we still be able to vote on those conflicting items? Dannye said that is correct, Commissioner Pannell. The approval of the minutes is really the real record of the meeting with Erica Bryant being the Chair. There are no impediments to approve the minutes. **Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Marketing Committee Report of December 11, 2017:** Commissioner Gregorio called the Marketing Committee meeting of December 11, 2017 to order at approximately 12:04 p.m. in the Board Room at the Regional Commerce Center.

Commissioner Watkins led the Pledge of Allegiance.

Commissioners present: Sam N. Gregorio, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. A quorum was present.

Commissioner Gregorio called for introduction of guests: John Hubbard, SWEPCO; Charlie Kingery, Weiland; Steve Melvin, EJS; Tyler Comeaux, Burk- Kleinpeter; Ed Walsh and Sarah McKinney, Romph Pou Agency; Mark Jusselin, TRC Engineers and Ty Scroggins, Scroggins Consultants. Staff members: Eric England, Dannye Malone, Brenda Levinson, Gloria Washington, Kathy French, Rick Nance, and Hettie Agee.

Commissioner Gregorio called for Public Comments on Agenda Items. Hearing none, he called on Brenda for Potential Customers/Projects who said on Project Fast, our project where wood is converted into clean diesel renewable diesel fuel, we have been advised to expect communications back with the company after the first of the year.

Vulcraft/Nucor, we received three barges for Vulcraft in November. We've been advised by Nucor's Longview operation to expect between two and three barges of slab in early February. Vulcraft also contacted and asked us about being able to handle 60 ft. beams. This would be coming from their Nucor-Yamato plant which is also in Blytheville, Arkansas. We're still working on the logistics of being able to handle that.

Benteler, a number of executives with Benteler are in Germany working with the German Department of Commerce who is working with the U.S. Department of Commerce on the pending trade case involving cold-drawn mechanical tubing. The U.S. will make a decision on that by January 30, 2018. They will take the plant down December 7 through January 4 for their annual outage. They will continue to ship product through that time. They will just not be in production.

She continued with the customer update on ADS, Ronpak, Pratt, Hexion and Ternium.

Commissioner Gregorio called on Kathy to give the Public Affairs report.

Commissioner Gregorio called on Eric for the Calendar of Activities. Eric said the calendar is in your packages. The 2018 Board and Committee meetings will be placed on the agenda next week for adoption and eventual publishing in our publication of record.

Commissioner Gregorio adjourned the Marketing Committee meeting at approximately 12:14 p.m.

**Motion made by Commissioner Prescott to approve the Marketing Committee Meeting Minutes. Motion approved by the following vote: AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

**Operations Committee Report of December 11, 2017:** The meeting was called to order by Commissioner Griggs, Chairman, at approximately 12:15 p.m., December 11, 2017 at the Regional Commerce Center Board Room.

Commissioners present: Sam N. Gregorio, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. A quorum was present.

Guests: Jerry Huddleston; John Hubbard, SWEPCO; Charlie Kingery, Weiland; Steve Melvin EJES; Tyler Comeaux, Burk- Kleinpeter; Ed Walsh and Sarah McKinney, Romph Pou Agency and Ty Scroggins, Scroggins Consultants. Staff members: Eric England, Dannye Malone, Brenda Levinson, Gloria Washington, Kathy French, Rick Nance, and Hettie Agee.

Hearing no public comments on the agenda items, Commissioner Griggs called on Brenda for the Operations report. On our rail activity, it's started to slow down as it typically does. West LA Aggregate received their 14<sup>th</sup> unit train in November bringing their year to date tonnage to 145,000 tons. Steel is still moving slow with Ternium and ADS posting over 14,600 tons in November and tonnage year to date, 199,631. On frac sand, we posted 90,000 tons year to date. Petroleum is still moving through Calumet and Omni with 38,000 tons year to date. And our

over all rail operations are up approximately 17% this year over last. On our barge activity, the River's in good shape. Dredging is ongoing and the Old River lock repairs are scheduled through December. Oakley reported 24 barges of frac media, 36,000 tons. Year to date tons in frac sand are 298,000 tons. Red River Terminals reported 2,816 tons. Our stevedores unloaded 2 barges of tire chips and reloaded 1 barge of scrap for Progress Rail. Commercial Metals has a load of scrap on the dock awaiting a barge so it can be shipped out. We had 5 barges of coils for Vulcraft. Priefert also had some coils on the Vulcraft barge. We had a total of 33 barges for 50,884 tons and year to date barge tons are 472,000 tons. Commissioner Griggs asked what's driving the rail activity to be up 17%. Brenda said a lot of that is West LA Aggregate with those 14 trains coming in for the year and also the frac sand when Hexion was still going full force. Commissioner Griggs said do you see this as something that will continue? Brenda said I think it will continue; I think we'll continue to see growth at West LA Aggregate and the steel for Ternium and ADS. A lot of that is Ternium still brings in coils by rail as what they're doing for barge. The rail is predominantly their input coming in and that is going to continue. Commissioner Pannell asked if Benteler contributes to rail one way or the other. Brenda said most of the billets that they've got right now or coming in by truck from Houston from the Nucor facility. They have brought some billets in by rail but only a few times. Houston is close enough that they're able to run those trucks in doing that. They also are getting billets coming in from part of our turnaround with Vulcraft in the Jewett plant in Texas. As far as rail and the barge, no. They have entered into conversations with us on several occasions about bringing the ingots in from the mills in Germany and we've worked with them on the logistics of bringing them into New Orleans and bringing them up here. But that not has yet come to fruition.

Commissioner Pannell said the truck traffic that we have coming in and out, what businesses is most of the trucks coming in? Brenda said the truck traffic that's coming in is related to Ternium, ADS and to Pratt because most everything that Ternium, all of the coils that they bring in, they're sending the bulk of those back out by truck. Commissioner Pannell said one of the reasons I was asking is I know of two/three ports that I've had some discussion with that have truck parking areas at their facilities because a lot of trucks that come in have to park on the side of the road or people that come in early to get their load and they come in that night and get their load and park at some of the ports and leave out early the next morning. It may be good to inquire at the next tenant's meeting. Commissioner Murphy said in answer to that last week two different truck drivers spent the night down by the dock area in the open area and a third one spent the night under the crane in the blue shed this past week. In answer to a parking facility, yes indeed, if needed, out where the scrap is and out where the tire chips and across the rail tracks there truckers are using that to spend the night. Brenda said I'll bring it up with the tenants.

With regard to the truck parking, when we toured the Port of Catoosa several years ago, we visited with their Port Director and he saw it as something he wishes he had done decades ago. He had a lot of the same issues that we have with trucks parking on the shoulder, the litter, the safety issue of trucks being parked on the shoulder. To prepare for this in 2018 we can put together an estimate of this and at least have a placeholder for the 2018 budget so it's not something we have to go back and amend or wait till 2019 on. We'll work on that over the next week and bring that back for further discussion among the Board.

Commissioner Griggs called on Rick for ongoing projects. Rick said Steve Melvin from EJES will brief the North Satellite Rail Yard Improvements, Phase II. Steve said they opened up bids Monday, December 4<sup>th</sup>. We received four successful bids. Our engineer's estimate was \$1.48 Million. So we're right in the middle which is a good place to be. The high bid was from Alpha Railroad and Piling for \$1.59 Million; Rail Works Track came in third at \$1.52 Million. We had Queen City with \$1.3 Million and then North American Railway with \$1.2 Million. We've looked through the bids. The math was all good. We're receiving the M/WBE and all the contractual documents. At this point, we would like to recommend to the Board the bid of North American Railway. Commissioner Pannell asked what was the M/WBE participation. Steve said this project was broken into two phases, Phase 1 for the earthwork and Phase II for the railway work. Railway work is pretty much a specialty item for contractors so I think



we have about 1% of participation. The idea was to get the participation in the Phase I. Eric said it's 43% when you take Phase I into account. We achieved 43% just by Phase I which was \$946,384. The combined is \$2.1 Million and 2R Construction is getting the Phase I.

Rick provided an update on the Redundant Water Line

Eric said the reports are in your packages. Using Google Earth he said with regard to Candidate Site B, we had a recent Port Expansion Committee meeting and that being the action of the Committee to recommend to the full Board that we move forward with an offer on one of our sites in our Port Expansion Study and I'm going to outline it here. One of our top ranking sites in the Port Expansion study is what we often refer to as the Robson Farms tract. It's roughly 300 acres. As it turns out the managing partner of that group is here today and we welcome him and are glad he's here. At the committee meeting there was an action to recommend to the Board that staff move forward with preparing an offer subject to an offer price of \$13.5, the conditions being abstract of title, a use value appraisal, Phase I Environmental, a topographical survey, a boundary survey and other necessary studies. That would help us move forward with a Purchase Sale Agreement. We want to get that offer before the Robson Farms group as soon as possible. We bring it before you today and ask for your consideration in authorizing us to move forward in accordance with the Committee's recommendation. Will be glad to answer any questions. Commissioner Gregorio asked if you want a motion to that effect? Eric said yes. He said so move. It was seconded by Commissioner Griggs. He called for any discussion. If there's no discussion, all in favor say "Aye". Opposed? The motion passes.

YEAS: Commissioners: Sam N. Gregorio, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins

NAYS: None

ABSENT: None

ABSTAINING: None

Eric said the next item is the RFQ/P Security Consultant. At the November Special Board meeting we discussed the need for a study for security improvements at the Port itself. We have prepared this RFQ/P as a draft and what we propose to do is present it to the Commission today and seek your approval next week to issue this RFQ/P. We don't want to be in a position where we're waiting for the 2018 budget to be approved. We want to issue this RFQ as soon as we can after next week's meeting assuming that the Board does approve it. We would ask that you please take a look at the RFQ. The RFQ is written in such a way that it takes into account three main areas of the Port and I'll elaborate on those three. Number one, the RCC; Number two, the General Cargo Dock facility and Number three, the general roadways of the Port. What we've asked this consultant to do is give us a proposal on not only the security needs but then provide us a master plan on what would be needed to accomplish those needs.

Eric said the last item of business is the Mineral Lease Update. You'll remember several weeks ago Jeff Clark approached the Commission regarding an approximate 70 acre tract of land we have available for mineral lease. We have met several times and had several discussions with Mr. Clark regarding the property. The 73 acres or roughly 70 acres is what we consider on the surface as our North Whittington property. What we propose to do and what we'll seek approval from the Board on next week is to put this acreage up for lease and a couple of the conditions that we'll have in there of course is no surface operations as well as what we call the Pugh clauses. This is just to inform you that we're going to come to you next week and seek your approval to go through the necessary legal processes to advertise this.

Hearing nothing else to come before the Board, Commissioner Griggs adjourned the meeting at approximately 12:42 p.m.

**Motion made by Commissioner Griggs to approve the Operations Committee Meeting Minutes. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**NEW BUSINESS:**

**ORDINANCE NO. 6 OF 2017**

**BY THE CADDO-BOSSIER PARISHES PORT COMMISSION:**

AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE GENERAL FUND FOR THE YEAR 2018 AND OTHERWISE PROVIDING WITH RESPECT THERETO:

BE IT ORDAINED by the Caddo-Bossier Parishes Port Commission, in legal and regular session convened, that the Budget of Estimated Revenues and Expenditures for the General Fund for the year 2018, is hereby adopted and appropriated as follows, to-wit:

**2018 BUDGET**

**Revenues**

<b>Agricultural Lease Rentals</b>	<b>21,150</b>
<b>Industrial and Land Lease Rentals</b>	<b>3,536,190</b>
<b>Mineral Leases</b>	<b>300,000</b>
<b>RCC Events</b>	<b>2,500</b>
<b>Commodity Operating/Throughput</b>	<b>1,914,395</b>
<b>Interest Income</b>	<b>1,500</b>
<b>TOTAL REVENUE</b>	<b>\$5,775,735</b>

**Expenditures**

<b>Salaries</b>	<b>2,098,073</b>
<b>P/R Tax Exp – FICA</b>	<b>58,875</b>
<b>P/R Tax Exp - State Unemployment</b>	<b>1,232</b>
<b>Employee Benefits</b>	<b>725,752</b>
<b>Automobile Allowance</b>	<b>0</b>
<b>Dues/Fees/Subscriptions/Memberships</b>	<b>40,658</b>
<b>Office Supplies/Printing</b>	<b>41,200</b>
<b>Office Equipment</b>	<b>5,000</b>
<b>Postage</b>	<b>1,000</b>
<b>Telephone/Communication/IT</b>	<b>205,000</b>
<b>Utilities</b>	<b>200,000</b>
<b>Office Maintenance</b>	<b>141,750</b>
<b>RCC Events</b>	<b>2,500</b>
<b>Insurance</b>	<b>450,000</b>
<b>Worker’s Compensation</b>	<b>38,000</b>
<b>Travel/Promotion/Marketing</b>	<b>175,000</b>
<b>Professional Services – Legal</b>	<b>50,000</b>
<b>Professional Services - Safety/Security/Env</b>	<b>5,000</b>

<b>Professional Services - Other</b>	<b>131,065</b>
<b>Stevedore/Terminal Operations</b>	<b>257,844</b>
<b>Miscellaneous Expenses</b>	<b>3,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,631,449</b>

**Fund Balance at Beginning of Year** **\$14,080,511**

**Fund Balance at End of Year** **\$15,224,797**

BE IT FURTHER ORDAINED, that any time during the year the Executive Port Director of the Caddo-Bossier Parishes Port Commission shall have the authority to transfer part or all of the unencumbered appropriations from one budget line item to another budget line item within the general fund classification or function. Appropriation transfers between the general fund and the capital operations fund or functions shall be reserved solely to the Caddo-Bossier Parishes Port Commission.

BE IT FURTHER ORDAINED, the Executive Port Director of the Caddo-Bossier Parishes Port Commission shall be, and is hereby authorized, to do any and all things and to sign any and all contracts and other documents in a form acceptable to the Director of Legal Affairs necessary to effectuate the purposes set forth herein.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective on January 1, 2018.

BE IT FURTHER ORDAINED, that if 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.

Approved as to legal form and content:

/s/ Dannye W. Malone

Dannye W. Malone

11/28/17

Date

Mr. England said Ordinance No. 6 has been prepared in accordance with the discussion at the November Special Board Meeting and the actions that were also taken at that meeting. In accordance with the Louisiana Local Government Budget Act, we properly distributed these budgets in accordance with State law and advertised the Public Hearing Notice for this meeting today. We do have a couple of administrative changes that we would seek a motion for discussion that we had informed you about previously via memo. Number one, per the discussion the Personnel Committee Meeting last week regarding the need for three additional Operators, we figured the total expense—it's not just salary—it's uniforms, things other than just salary. That number is—if there's a motion to adopt Ordinance No. 6, we would ask the Board to consider an amendment to add \$160,800.00 for those three Operator positions. The second item would be to change the insurance amount from the current amount which was just a placeholder to \$573,244.00 based on the quotes we had received from our Agent of Record.

**Read by title and as read, motion to amend the budget as has been presented to include the three Operators at \$160,800 and the change on the insurance premium of \$573,244 by Commissioner Hall, seconded by Commissioner Prescott.** Commissioner Bryant asked what was the insurance change. Mr. England said when we had the Special Board Meeting we were in the process of renewing our policies which ended yesterday. You'll recall the pollution policy is a three year policy and took the most time. What we saw was significant increases in the flood insurance, the general property insurance and the pollution. Also as our rail volume has continued to increase, the value of the cargo, our rail policies are based on the actual amount of rail that we do. It's a proportionate increase in activity related to our insurance costs.

**Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Substitute motion made by Commissioner Bryant to amend the budget to add back the \$50,000 for health benefits and leave the GAP insurance for employees.** Commissioner Murphy seconded the motion. Calling for discussion, Commissioner Watkins said this is contrary to the motions passed at our special budget meeting in November and I would recommend that we vote no against this amendment. Commissioner Bryant said I would like to add that was a committee also. This is a committee for both committees so I'm asking that my item be voted by the full body. That wasn't voted by the full body. That's all I have to say.

**Motion failed by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Erica R. Bryant and Capt. Thomas F. Murphy. NAYS: Commissioners Roy Griggs, Walter O. Bigby, Jr., James D. Hall, James L. Pannell and Steve Watkins. ABSENT: 0. ABSTENTIONS: 0.

**Motion made by Commissioner Prescott to amend the budget to give a 2% raise across the Board as recommended by the Personnel Committee.** Motion seconded by Commissioner Bryant. Open for discussion. Hearing none, the vote was taken.

**Motion failed by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Erica R. Bryant and Capt. Thomas F. Murphy. NAYS: Commissioners Roy Griggs, Walter O. Bigby, Jr., James D. Hall, James Pannell and Steve Watkins. ABSENT: 0. ABSTENTIONS: 0.

**Motion made by Commissioner Pannell to offer an amendment to the 2018 General Fund Budget to increase the—add a line item for minority participation to \$80,000. Motion seconded by Commissioner Hall.** I think we have \$10,000 in there. My desire is to bring minority participation in house, but at this point I am having a little more problem doing that than I thought I would have. I'm requesting that line item be increased by \$70,000 and give me the opportunity to do some of the things that we need to do to bring that back in house. Commissioner Gregorio asked was that an amendment to bring it to \$70,000 or an additional \$70, bringing it to \$80. Commissioner Pannell said to bring it to \$80,000. Open for discussion

**Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Commissioner Gregorio called for any other amendments to the 2018 General Fund Budget. Motion made by Commissioner Watkins, seconded by Commissioner Griggs to adopt Ordinance 6 of 2017 as amended. Discussion? Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: Erica R. Bryant. ABSENT: 0. ABSTENTIONS: 0.

**ORDINANCE NO. 7 OF 2017**

**BY THE CADDO-BOSSIER PARISHES PORT COMMISSION:**

AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE CAPITAL OPERATIONS FUND FOR THE YEAR 2018 AND OTHERWISE PROVIDING WITH RESPECT THERETO:

BE IT ORDAINED by the Caddo-Bossier Parishes Port Commission, in legal and regular session convened, that the Budget of Estimated Revenues and Expenditures for the Capital Operations Fund for the year 2018, is hereby adopted and appropriated as follows, to-wit:

**2018 BUDGET**

<b>Red River Waterway Commission</b>	<b>5,916,842</b>
<b>Bond Issue (Redundant Water Line)</b>	<b>1,937,885</b>
<b>Property Tax</b>	<b>6,600,000</b>
<b>Water &amp; Sewer</b>	<b>3,000,000</b>
<b>Safety Tariff</b>	<b>295,977</b>
<b>Interest Income</b>	<b>10,000</b>
<b>Capital Operations Reserve</b>	<b>8,230,000</b>
<b>TOTAL REVENUE</b>	<b>\$25,990,704</b>

**Expenditures**

<b>Professional Services - Engineering</b>	<b>25,000</b>
<b>Professional Services – Accounting</b>	<b>22,500</b>
<b>Professional Services - Environ Services</b>	<b>20,000</b>
<b>2.26M Utility Revenue Bonds Payment</b>	<b>169,785</b>
<b>3.1M Utility Revenue Bonds Payment</b>	<b>159,281</b>
<b>3.2M Water Revenue Bond Payments</b>	<b>171,264</b>
<b>3.53M Limited Tax Bond Payments</b>	<b>0</b>
<b>4.745M Ltd Tax Bond Revenue Bond Payments</b>	<b>0</b>
<b>6.025M LCDA Refunding Bond Payments</b>	<b>180,500</b>
<b>8.949M Utility Revenue Refunding Bonds</b>	<b>360,820</b>
<b>10.8M Utility Revenue Refunding Bonds</b>	<b>335,525</b>
<b>15.0M Limited Tax Revenue Bond Payments</b>	<b>2,959,000</b>
<b>16.917M Revenue/Refunding Bonds</b>	<b>1,468,049</b>

<b>23.0M LCDA Revenue/Refunding Bond Payments</b>	<b>0</b>
Fire Station Operations	500,000
Port Complex Bus Service	39,000
Port Complex Capital Maintenance / RCC	577,100
Slack Water Harbor Dock (Litigation)	10,000
Port Vehicles (Van, Sedan)	65,000
Land Purchases	4,500,000
Sheriff's Collection Fee	210,000
Miscellaneous Expense	100
General Cargo Dock Refurbishment-Dock Fender Rehab (\$1,100,000)	426,080
Port Direction Signs	0
Redundant Water Line	1,937,885
30,000sqft Warehouse Panel Replacement	0
Port/ADS Warehouse Expansion	5,236,726
Tank Farm Improvements	600,000
Traffic Control Improvements	0
Roadway Patching	0
Dock Paving	0
Gray Water Feasibility Study	200,000
Additional Rail Storage 6300lf	2,600,000
Switch Yard Air Line	0
Scopini Island Flood Protection	0
Commercial Development Design	71,640
Stevedore Parking Lean-To	0
Ternium Turnout (Retainage)	0
100,000 sqft Warehouse Design	40,200
40,000 sqft General Storage Design	500,000
Transit Shed Roof Repair	430,000
ATV Rail Access Road	150,000
HWY 1 Property Demolition	25,000
Caddo Levee Upgrade	100,000
50T Gantry Crane Upgrade	150,000
RCC/Dock/Port Complex Security Upgrade	15,000
Slack Water Harbor Warehouse	1,000,000
Stevedoring Equipment (Truck, Trailer, Forklift	730,000
<b>TOTAL EXPENDITURES</b>	<b>\$25,985,455</b>

Fund Balance at Beginning of Year

\$132,390,886

Fund Balance at End of Year

\$132,495,383

BE IT FURTHER ORDAINED, that any time during the year the Executive Port Director of the Caddo-Bossier Parishes Port Commission shall have the authority to transfer part or all of the unencumbered appropriations from one budget line item to another budget line item within the capital operations fund classification or function. Appropriation transfers between the capital operations fund and the general fund or functions shall be reserved solely to the Caddo-Bossier Parishes Port Commission.

BE IT FURTHER ORDAINED, the Executive Port Director of the Caddo-Bossier Parishes Port Commission shall be, and is hereby authorized, to do any and all things and to sign any and all contracts and other documents in a form acceptable to the Director of Legal Affairs necessary to effectuate the purposes set forth herein.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective on January 1, 2018.

BE IT FURTHER ORDAINED, that if 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.

Approved as to legal form and content:

/s/ Dannye W. Malone

Dannye W. Malone

11/28/17

Date

Mr. England said similar to the General Fund Budget, my comments regarding as following, the Louisiana Local Government Budget Act, the same applies to the Capital Operations Budget. I would offer that based on the discussion at the Marketing Committee Meeting last week we did preliminary cost estimate for the truck parking queue lot which we discussed in the meeting. It was suggested that we insert a placeholder item for that in the Capital Operations Budget. That would need to be done similar to what we just did by way of an amendment. We have those numbers (total project cost, engineering, project management and construction) at \$1.5 million. Commissioner Gregorio asked what was the name of that project. Mr. England said the truck parking queue lot. It's where trucks can stage as they're waiting their turn or position at the various industries at the Port instead of parking on the shoulders. Commissioner Hall asked is that because of the magnitude of the lot or size? Is that what drives the cost? Mr. England said it's a 5 acre lot and I don't recall the number of spots. Is it 100? Steve Melvin said basically 100 parking spaces. Mr. England said and it could always be...Rick said it's 12" thick rock with the drainage. Commissioner Pannell said that was my request, but I would feel comfortable with doing half of that and expand it if we see it's going to be used. I have a little problem doing that and we don't know—we know that we have a liability with those trucks parking on the side of the road. But I don't even know if we have the numbers to show that it is 100 trucks...do you have that number to show because I have a problem with maybe 100 spaces there. There's not that many spaces that we need. We can always increase that should that number...I don't want to spend the money to do that when we don't know that is the case. Commissioner Watkins asked have we identified where this would be, what land? Mr. England said we've identified a site. Commissioner Watkins asked is it dead sites. Is it sites we can't use for anything else? Mr. England said I wouldn't say not necessarily for anything else. It would be one of our least desirable sites for a prospect. Commissioner Watkins said I agree with James. That's a lot of money to throw out for a parking lot to begin with when we're not sure it would be used. Commissioner Murphy said I would just suggest

that we think about prices will only go up in the future. If we're looking down the road to expand the size of the Port and then as an afterthought, expand the truck queue somewhere, we will really be paying through the nose down the line. My suggestion is that we go ahead and have it because there will be an increase in trucks. We will have an increase as just talking today with the increase in moving tire shipments coming in here. As you can see down there now we're running out of space. These trucks are going to have to wait on the shoulder. My suggestion is do it now with the adage of pay me now or pay me later. It would be cheaper now to have it than look back in the future and wish we had it. Commissioner Gregorio said Eric, placing it in the budget now is not a vote to do it. It's a placeholder, right? Can we make this decision later? Eric said absolutely. This is just a placeholder. So currently we do not have a motion on the table. Do I hear a motion? **Commissioner Hall made a motion to put it in the budget as a placeholder.** I share the same thoughts, but when we come down to a budget, I think we ought to get more realistic about the size. I'd like to know what the projection is for...I'm all about planning for the future but as a placeholder, I'm good with it. The motion was seconded by Commissioner Pannell. **Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**Commissioner Gregorio called for any other amendments to the 2018 Capital Operations Budget. Motion made by Commissioner Murphy, seconded by Commissioner Griggs to adopt Ordinance 7 of 2017 as amended. Discussion? Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

RESOLUTION NO. 23 OF 2017

CADDO-BOSSIER PARISHES PORT COMMISSION  
**A RESOLUTION COMMENDING AND EXPRESSING APPRECIATION  
TO A TRUE PUBLIC SERVANT  
MR. LYNN AUSTIN  
FORMER CADDO- BOSSIER PARISHES PORT COMMISSIONER  
AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

**WHEREAS**, in 2001, Mr. Lynn Austin was appointed by the City of Bossier City to serve as a Caddo-Bossier Parishes Port Commissioner; and

**WHEREAS**, Mr. Austin served with distinction during the most concentrated period of development in the Port Commission's history; and



**WHEREAS**, during this period, Mr. Austin provided invaluable guidance and leadership in all facets of the Port Commission's operations; and

**WHEREAS**, as a leader elected among his fellow Commissioners, Mr. Austin held the offices of Secretary-Treasurer and President in 2003-2004 and 2005-2006, respectively; and

**WHEREAS**, Mr. Austin chaired and served on numerous committees, which governed the policies and procedures of the Port Commission and the development of the Port Complex; and

**WHEREAS**, Mr. Austin's dedication of time, talent and energy led to the Port Commission's creation and retention of over 1,500 jobs, as well as public and private investment exceeding \$1.5 billion dollars in Caddo and Bossier Parishes; and

**WHEREAS**, the members of the Caddo-Bossier Parishes Port Commission wish to express their utmost appreciation for the dedication and accomplishments of Mr. Lynn Austin as he embarks upon this new phase of his life.

**NOW, THEREFORE, BE IT RESOLVED** that the Caddo-Bossier Parishes Port Commission, assembled in a regular meeting this 21st day of December, 2017, in Shreveport, Caddo Parish, Louisiana, hereby expresses its sincere and heartfelt appreciation to Mr. Lynn Austin as a valued friend and highly respected former Board member and citizen.

**NOW, THEREFORE, BE IT RESOLVED** that the Caddo-Bossier Parishes Port Commission, assembled in a regular meeting this 21st day of December, 2017, in Shreveport, Caddo Parish, Louisiana, hereby expresses its sincere and heartfelt appreciation to Mr. Lynn Austin as a valued friend and highly respected former Board member and citizen.

**BE IT FURTHER RESOLVED** that this Resolution be presented to Mr. Lynn Austin and that an official copy be placed in the permanent records of the Port Commission.

**THUS DONE AND SIGNED** at Shreveport, Louisiana on this 21st day of December 2017.

/s/ Roy Griggs  
**ROY GRIGGS**  
Secretary-Treasurer

/s/ Sam N. Gregorio  
**SAM N. GREGORIO**  
President

**Read by title and as read, motion by Commissioner Hall, seconded by Commissioner Watkins to adopt Resolution No. 23. Motion approved by the following vote:**

AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**RESOLUTION NO. 24 OF 2017**

**BY THE CADDO-BOSSIER PARISHES PORT COMMISSION:**

A RESOLUTION AUTHORIZING THE PRESIDENT OF THE CADDO-BOSSIER PARISHES PORT COMMISSION TO ADVERTISE AND RECEIVE BIDS FOR OIL, GAS AND CERTAIN MINERAL INTERESTS OWNED BY THE CADDO-BOSSIER PARISHES PORT COMMISSION, AND AUTHORIZING THE EXECUTION OF ALL DOCUMENTS RELATIVE TO SAME, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, the Caddo-Bossier Parishes Port Commission (the "Commission" or "Lessor") owns mineral rights underlying the property described in Exhibit "A" (collectively "the property"); and

WHEREAS, the Commission desires to lease its interest in the property for oil, gas and other minerals subject to the conditions contained herein; and

WHEREAS, pursuant to La. R.S. 30:155 et seq., the Commission may, by resolution, lease its lands for mineral purposes by advertising and receiving bids in the manner provided by Louisiana law; and

WHEREAS, the Commission desires to avail itself of the provisions of La. R.S. 30:155 et seq. and by this resolution authorize the President of the Commission to advertise and receive bids for oil, gas and other minerals subject to the conditions contained herein and in accordance with applicable provisions of Louisiana law.

NOW, THEREFORE, BE IT RESOLVED by the Caddo-Bossier Parishes Port Commission in due, regular and legal session convened that the President of the Commission is hereby authorized to advertise and seek public bids for oil, gas and mineral leases covering the properties described in Exhibit A, attached hereto and made a part hereof, to evaluate the bids received and accept the best bid, and to negotiate and execute the oil, gas and mineral lease or leases on behalf of and in the best interest of the Commission.

BE IT FURTHER RESOLVED that any error in any legal description contained in Exhibit "A" which may be discovered by the Commission or its staff during its review of the an application which is subsequently corrected, provided such irregularities do not materially change the property being herein authorized for lease, shall not affect any authorization granted or conveyed herein and the Commission is hereby authorized to advertise and subsequently lease the said property as correctly described.

BE IT FURTHER RESOLVED, that any such lease shall contain a provision requiring minimum royalty payments to the Lessor of not less than one-fourth or twenty five (25%) percent, free of all charges and costs whatsoever including, but not limited to, production, compression, cleaning, dehydration, metering, detoxification, transportation, accounting and marketing.

BE IT FURTHER RESOLVED, that any such lease shall contain a provision requiring minimum bonus payments to the Lessor of not less than Two Thousand Five Hundred and No/100 (\$2,500.00) Dollars per acre.

BE IT FURTHER RESOLVED, that any such lease shall cover only oil, gas condensate, and other hydrocarbons normally produced in association with oil and gas.

BE IT FURTHER RESOLVED, that any such lease shall contain the terms, conditions and provisions, including, but not necessarily limited to, a "Pugh Clause" provided in the current state agency lease form.

BE IT FURTHER RESOLVED, that anything in such lease to the contrary notwithstanding, no surface operations, including but not limited to, road construction, fracturing operations, drilling operations, seismic activity or excavation operations, shall be conducted on the leased lands, without the express written approval of the Lessor.

BE IT FURTHER RESOLVED, that the Lessee of such lease agrees to indemnify, save and hold harmless the Lessor from and against any liability for damage to property or injury to persons, including death, or claims thereof, sustained as a result of the Lessee's operations on the leased lands.

BE IT FURTHER RESOLVED, that if any such lease shall contain provisions relative to shut-in payments, deferred development payments, delay rental payments and other similar payments provided in the current state agency lease form.

BE IT FURTHER RESOLVED, that any such lease shall provide certain provisions related to data and information obtained from tests and drilling including, but not limited to, seismograph reports, electric logs, core analysis, drill stem test data and reservoir engineering studies in accordance with the current state agency lease form.

BE IT FURTHER RESOLVED, that the primary term of any such lease shall be three (3) years.

BE IT FURTHER RESOLVED, that for purposes of interpretation, the form of any such lease, including any exhibits thereto, shall be provided by the Lessee.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict hereby are hereby repealed.

Approved as to legal form and content:

/s/ Dannye W. Malone

Dannye W. Malone

Director of Legal Affairs

12/20/17

Date

**Read by title and as read, motion by Commissioner Hall, seconded by Commissioner Watkins to adopt Resolution No. 24. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**RESOLUTION NO. 25 OF 2017**

**BY THE CADDO-BOSSIER PARISHES PORT COMMISSION:**

A RESOLUTION TO ACCEPT THE BASE BID OF THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER FOR THE NORTH SATELLITE RAIL YARD IMPROVEMENTS (PHASE II) PROJECT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, the Caddo-Bossier Parishes Port Commission (the "Commission") received bids on December 4, 2017, at 2:00 p.m., for the North Satellite Rail Yard Improvements (Phase II) Project (the "Project");

WHEREAS, EJES, Inc., (the "Consulting Engineer"), has recommended the award of the contract be made to North Satellite Rail Yard Improvements, the lowest responsible and responsive bidder.

NOW, THEREFORE, BE IT RESOLVED by the Caddo-Bossier Parishes Port Commission, in regular session convened on this twenty-first (21st) day of December, 2017, acting pursuant to the recommendation of the Consulting Engineer, that the Base Bid in the amount of One Million Two Hundred Twenty-Three Thousand Nine Hundred Sixty-Nine Dollars and 40/100 (\$1,223,969.40) Dollars submitted by North American Railway Services, Inc. be accepted and the contract be awarded to North American Railway Services, Inc..

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption.

/s/ Roy Griggs  
Roy Griggs, Secretary-Treasurer

/s/ Sam N. Gregorio  
Sam N. Gregorio, President

**Read by title and as read, motion by Commissioner Griggs, seconded by Commissioner Prescott to adopt Resolution No. 25. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Eric R. Bryant. ABSTENTIONS: 0.

**Authorization: Barksdale/Energy Savings/MOU: Read by title and as read, motion by Commissioner Watkins, seconded by Commissioner Bigby. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**Authorization: Issue Security Consultant RFQ/P: Read by title and as read, motion by Commissioner Prescott, seconded by Commissioner Pannell. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**Nominating Committee:** Commissioner Gregorio said I would like to appoint Commissioners Murphy, Bryant and Hall with Capt. Murphy to serve as the Chairman. They will report back to the Board and present their slate of officers at the January 18<sup>th</sup> Board meeting. I will entertain a motion to approve this Nominating Committee. **Read by title and as read, motion by Commissioner Watkins, seconded by Commissioner Griggs. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr.,

James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**2018 Plan of Action: Read by title and as read, motion by Commissioner Hall, seconded by Commissioner Prescott. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**2018 Calendar of Events/Caddo-Bossier Parishes Port Commission: Read by title and as read, motion by Commissioner Griggs, seconded by Commissioner Hall. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**2018 Official Journal of the Caddo-Bossier Parishes Port Commission Shreveport Times: Read by title and as read, motion by Commissioner Murphy, seconded by Commissioner Prescott. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**Employee Handbook Update – 7:3 Employee Assistance Program (EAP), 7:21 Code of Conduct: Read by title and as read, motion by Commissioner Hall, seconded by Commissioner Bigby. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**Sexual Harassment Policy: Read by title and as read, motion by Commissioner Hall, seconded by Commissioner Bigby. Motion approved by the following vote:** AYES: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.

**PORT DIRECTOR'S REPORT:** Mr. England thanked each and every one for a wonderful year. We appreciate your guidance, leadership and all your time that you gave to the Port.

**ADJOURNMENT:** Commissioner Gregorio says that concludes our agenda at 5:04 p.m.

Respectfully submitted,

Roy Griggs

Secretary-Treasurer

**February Meetings**

**Regular Board Meeting, Thursday, February 15, 2018 4:30 p.m.**

Executive Committee Meeting, Monday, February 5, 2018 10:00 a.m.

Marketing and Operations Committee Meetings, Monday, February 5, 2018, 12 Noon

Regional Commerce Center, 6000 Doug Attaway Blvd, Shreveport, LA 71115