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Caddo-Bossier Parishes Port Commission  
Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
February 15, 2018, 4:30 p.m.

President Commissioner Prescott 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 Bigby led the Pledge of Allegiance.

The roll was called. Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. We have a quorum. Absent: Erica R. Bryant joined the meeting at 4:38 p.m.

Introduction of guests: Mike McSwain, Joe and Zachary Johnson; George Carroll, Ed Walsh, Romph & Pou Agency; Tyler Comeaux, Burk-Kleinpeter; Ty Scroggins, Scroggins Consulting. Staff: Eric England, Danye Malone, Gloria Washington, Kathy French and Hettie Agee.

Commissioner Prescott asked if there are any public comments on any agenda items. Hearing none, they moved to the first item of Unfinished Business.

**UNFINISHED BUSINESS:**

**Motion by Commissioner Bigby, seconded by Commissioner Watkins, to approve the Regular Board Meeting Minutes of January 18, 2018: Motion approved by the following vote:**

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

**Motion by Commissioner Griggs, seconded by Commissioner Hall to approve the December 2017 Financial Reports: Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Sam N. Gregorio, 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.

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

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

**Audit Committee Report of January 18, 2018:** The Audit Committee meeting was called to order by Committee Chairman Roy Griggs at approximately 3:30 p.m. in the Board Room at the Regional Commerce Center.

Commissioner Griggs called on Eric for roll call: Committee members present: Roy Griggs, Sam Gregorio, Walter O. Bigby, Jr., James D. Hall and Steve Watkins. We have a quorum. Staff: Eric England, Gloria Washington, Danny Malone and Hettie Agee.

Commissioner Griggs called for public comments on agenda items. Hearing none, he called on Mrs. Gloria Washington, Director of Finance and Human Resources, for the first item of business, which was a review of the November financials and estimates for 2017 year end. Discussion followed regarding the Port's M/WBE participation as noted in the financials.

Gloria next reviewed the three reserve funds established by Ordinances: 1) General Reserve Fund, \$5 Million; 2) Capital Operations Reserve Fund, \$3 Million and 3) Economic Development Fund, \$30 Million. Commissioner Gregorio said so \$11 Million—Gloria said \$11 Million was transferred to this account plus \$1.5 Million out of that new reserve fund. Calling for questions, Commissioner Griggs asked can you forecast what you think the Economic Development Fund might be for the Year '18. Gloria said '18 is gonna be our tough year because that's the year the bond issue has a large payment. I think '19 would be the year we'll really start to see some payments going toward that one. Commissioner Watkins said a couple roll off in '18, correct? Gloria said yes.

Gloria said we know our Fiscal Agent Bank is Capital One. We have a very good relationship with Capital One. Our Investment Manager is Sisung who helped me get these reserve accounts established with The Bank of New York who houses all our securities.

Receivables can be seen on pg. 9 of your financials. It's very rare that you will see us go over 60 days with our receivables. Our receivables are really at the most 30 days.

Our 2017 Audit will begin the week of March 19, 2018 and it normally takes them 4-5 days to complete their field work and another 30-45 days to have a draft to us, then another 15 days to review and give a final to us. Our deadline for most of our audit is June 30<sup>th</sup>. Gloria called for questions.

Commissioner Griggs adjourned the Audit Committee at approximately 4:03 p.m.

**Motion by Commissioner Bigby, seconded by Commissioner Griggs to approve the minutes of the January 18, 2018 Audit Committee. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Sam N. Gregorio, 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.**

**Executive Committee Report of February 5, 2018:** Commissioner Prescott called the Executive Committee meeting of February 5, 2018 to order at approximately 10:00 a.m. in the Board Room at the Regional Commerce Center.

Committee members present: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., and Sam N. Gregorio. A quorum was present. Commissioner James L. Pannell was also present.

Commissioner Prescott called for introduction of guests: David Montgomery and Michael Weinstein. Staff members: Eric England, Danyne Malone, Gloria Washington and Hettie Agee.

Commissioner Prescott called for Public Comments on Agenda Items. Hearing none, he called on David Montgomery for the Insurance Agent of Record Presentation.

David Montgomery came forward to do the presentation of the insurance summary and the committee agreed he would report on material changes. He covered the three year pollution liability, the railroad liability and railroad property. Questions and comments were addressed following the presentation. Commissioner Gregorio said let me go then back to Directors & Officers. The odds of us using it are slim, but there's \$2 million worth of coverage for all 9. I think when you look at it, it may be adequate and may be small. I would suggest looking at another \$1 or \$2 million to see what the pricing is and make a decision once we know pricing. Is that possible? David said yes sir. I would agree with that. Commissioner Gregorio asked Eric if we could do that and he said absolutely---look at increasing the coverage---David said I'll just give you increments of a million. Commissioner Gregorio said what's not covered by bumbershoot was environmental, pollution---David said you've got the railroad liability that's not covered and I believe those limits are \$15 million single , \$30 million aggregate, the D&O and EPL are not covered by the bumbershoot. Commissioner Gregorio said that's E&O and Employment---that's four. Any others? David said the crime and cyber risk. It is over the workers comp; it's not over the pollution. It is over the auto and all of your marine operations, so that covers it. Commissioner Gregorio said oftentimes these umbrella policies are pretty cheap, particularly since we have our levels of underlying coverage. Would you maybe work with Eric and give what a reasonable policy on those five areas might look like on premiums? David said yes. Commissioner Gregorio said we may not use, but until we look, we don't know. David said on behalf of Montgomery Agency and our staff, we thank the Port and all their commissioners and their staff for the business and wonderful working relationship that we have. Any time any one has any questions regarding insurance, I am here. Eric said I would like to reciprocate that we've had nothing but a great working relationship with Montgomery Agency.

Commissioner Prescott called Mr. Michael Weinstein who was there for the Sisung Investment Management. Michael said they are the investment advisor for the Port and gave his presentation on the Port's annual returns.

Calling for questions, Michael answered and said the top blue line is the taxable AA General Obligation bonds. Commissioner Gregorio said taxable? Michael said taxable. You're a non-tax pay entity. As you came out of the credit crisis, there were positive spreads and exempt municipal credit and so you own some of that. But as we emerged from the recession and people got more comfortable in municipal credit, they reverted back to the typical relationship where exempt trades inside of taxable or government paper, so you only buy taxable. Commissioner Gregorio said so it seems to me that we probably lost the purchasing power under our three year ladder bond plan. But the positive is we preserve our principal and not risk it. Michael said and you have the ability to reinvest now because you have maturities coming due at higher rates. Your option was to build the ladder and earn returns for the entire period, going back to '13 or sit overnight earning an overnight rate until rates moved eighteen

months ago and then reinvest that. It shows that the comparison is really the cumulative earnings versus the current. Commissioner Gregorio said or to have gone out longer on the ladder. Michael said if you had gone out longer it's the same. If you had gone out longer on the ladder, you would have more interest earnings in the prior year but you'd have a bigger loss today. Commissioner Gregorio said if we would hold them to maturity, we would never have realized the loss...Michael said unless you had to use the funds. The other thing that's limiting your ladder is municipal credit is limited by State law to 5 years. Commissioner Prescott thanked him.

Eric said Commissioners, with regard to the Robson Farm tract, it's our recommendation to retain the services of Jerry Edwards of Blanchard Walker. Eric said with regard to Phase I Environmental JEI, Incorporated of Bossier City had the best price and we've used them before and we would recommend JEI at a price of \$2,200. We are in need of completing a topographic and boundary survey on this tract. We also received three quotes on this one and the firm that had the best pricing was one that had completed these two types of surveys for the existing landowners. They have a lot of the base line data. It's going to be in the neighborhood of \$4,050 for the boundary survey and \$8,100. The others were in the \$27,000 range. So having that base line data, we're going to be able to bring it in that \$12,000 range. It's my recommendation to the Executive Committee that we retain these professionals. At this point, with these I think we are prepared to move forward with the recommendation

**Motion by Commissioner Gregorio, seconded by Commissioner Griggs, to accept the three recommendations for the professional services. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr. and Sam N. Gregorio. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0. The motion carries.**

Eric said another matter to bring before the Executive Committee, a number of years ago Louisiana State law required public agencies such as the Port to, as part of their public works projects that are bid, that the Port offer an internet bidding platform, basically a website hosting service that would allow contractors to submit their bids on public works projects via the internet. We have used a company in the past and have had issues and concerns. We have been plagued with problems in terms of the bidders finding the site easy to use. Our interactions with the company has not been what you would call is your best customer service. So what we would ask for the Executive Committee to take our recommendation of utilizing a company called Bid Express for these internet bids. I'll conclude by saying the service to the Port is provided free of charge. So we would recommend that the Commission utilize Bid Express on all future internet bidding and we seek that motion from the Executive Committee. Commissioner Gregorio said I think other governments locally use that website. **Motion by Commissioner Gregorio, seconded by Commissioner Bigby, to accept Bid Express. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr. and Sam N. Gregorio. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

Commissioner Prescott adjourned the Executive Committee meeting at approximately 10:53 a.m.

**Motion by Commissioner Prescott, seconded by Commissioner Gregorio to approve the minutes of the February 5, 2018 Executive Committee. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Sam N. Gregorio, 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.

**Marketing Committee Report of February 5, 2018:** Commissioner Bigby called the Marketing Committee meeting of February 5, 2018 to order at approximately 12:00 p.m. in the Board Room at the Regional Commerce Center.

Commissioner Griggs led the Pledge of Allegiance.

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

Commissioner Gregorio called for introduction of guests: Tyler Comeaux, Burk- Kleinpeter and Ty Scroggins, Scroggins Consultants. Staff members: Eric England, Dannye Malone, Brenda Levinson, Gloria Washington, Hugh McConnell, Kathy French, Rick Nance, and Hettie Agee.

Commissioner Bigby called for Public Comments on Agenda Items. President Commissioner Prescott said I'm soliciting the Commissioners and the staff for all of y'all's support. When it comes to jobs, and by this Port being one of the most important economic engines out there in this area, I think it's important that we try to set an example and to raise the bar for this area. So what I'm saying is all of the presidents that have gone before me, I am soliciting your support. You can call me anytime about anything. I need your help to try to be the best that I can be. So I thank you all. I want the staff to know that I support y'all 100%.

Commissioner Bigby called on Brenda for Potential Customers/Projects. She continued with the customer update on Benteler, Ronpak, Pratt, West LA Aggregate, Calumet, ADS Logistics and Ternium.

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

Commissioner Bigby called on Eric for the Calendar of Activities. Eric said under the calendar, next week we have our Board meeting on Thursday. Prior to the Board meeting, we will have a Port Expansion meeting. Also, Eric provided an update on the RFP for a Security Consultant and it was decided there would be more discussion at the Board meeting next week.

Regarding committee assignments, last week Commissioner Prescott sent an email with the committee assignments. Unless there are any changes, we would like the Commission to consider adopting these committee assignments. The by-laws call for the President of the Commission to present the committee assignments. There are named committees in the by-laws, but then there are also other committees that he's named. It is to be approved by the Board. With our committee meeting that we'll have next week, we seek the Board's approval of these committees at this time.

**Motion by Commissioner Hall, seconded by Commissioner Watkins, to approve the 2018 Committee Assignments. Hearing no discussion, motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James**

D. Hall, Capt. Thomas F. Murphy and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0. Motion carries.

Commissioner Bigby adjourned the Marketing Committee meeting at approximately 12:23 p.m.

**Motion by Commissioner Bigby to approve the Marketing Committee Meeting Minutes. Hearing no discussion, motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0. Motion carries.

**Operations Committee Report of February 5, 2018:** The meeting was called to order by Commissioner Griggs, Chairman, at approximately 12:24 p.m., February 5, 2018 at the Regional Commerce Center Board Room.

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

Commissioner Griggs called for introduction of two more guests: Sarah McKinney-Williams and Ed Walsh, Romph & Pou Agency in addition to Tyler Comeaux, Burk- Kleinpeter and Ty Scroggins, Scroggins Consultants. Staff members: Eric England, Dannye Malone, Brenda Levinson, Gloria Washington, Hugh McConnell, Kathy French, Rick Nance, and Hettie Agee.

Hearing no public comments on the agenda items, Commissioner Griggs called on Hugh for the Operations report.

Rick provided an update on the Redundant Water Line, ADS Warehouse Expansion, North Satellite Rail Yard, Phase I and II, and the Fender Rehab.

Tyler Comeaux gave a detailed Water Study Update using Power Point.

Eric said last year in the budget we discussed the inclusion of two vehicles in the 2018 budget. Since the Commission's approved the budget, we've worked on identifying the two vehicles which are a 15 passenger van and what we call the city car. We just talked about Bid Express in the Executive Committee meeting I was seeking approval from them to recommend to the Board for that to be on our public works projects. We would like to go ahead and keep Bid Express in these two bids. What we're seeing today is a motion or an action of the Commission to authorize us to advertise these two vehicles. Commissioner Griggs called for comments/questions. Commissioner Hall said I think one of the things that I would do is try to invite the body that appoints me which is the Bossier Parish Jury here. It makes for a better opportunity for people to see the Port all together. So I think it has all kind of possibilities. We had to kind of push the issue when we were doing the tax to get people to know and it's still the best kept secret in the world. But again, people might be more inclined to invite people from the Caddo Parish Commission, the Bossier Parish Police Jury, the Bossier City Council etc. to see what's going on out here. You can tell people a little bit of it, but when you see it, it's a whole different story and I

remember when I was first put on the Commission years ago and Eric took me on a tour, I was blown away. But even though we have the Regional Commerce Building out here and all the changes that have come about since we've been here, it's a pretty impressive visual for people to see and after they see it, you'll never have another question about why the tax is in place.

Commissioner Prescott said I wanted to piggyback on what Commissioner Hall said, when I was appointed—well before I got appointed to the Port, at that time with Mayor Glover, I think we had 15 community people, because it came up in conversation at my barber shop, and everybody raised their hand about a tour to the Port. At that time we had to meet at Querbes golf course and the Mayor rented a big van and we swung over here and picked Eric up and it worked out well. I think it would be excellent, because there's still a lot of people that don't know about the Port.

**Motion by Commissioner Bryant, seconded by Commissioner Hall to buy both vehicles and do the authorization for bid for both the van and the vehicle. Motion approved by the following vote:** AYES: Commissioners: 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: Sam N. Gregorio. ABSENT: 0. ABSTENTIONS: 0.

Eric said Commissioners, in the mid 1990's, the Caddo-Bossier Parishes Port Commission issued bonds in conjunction with the USDA. It was a long-term amortization low-interest loan and these bonds will retire in 2037. Till 2037 USDA has the ability to audit us and some of our practices. You might even notice on the bottom of our letterhead, where it says for example, one of the requirements of being a USDA co-borrower states "This institution is an equal opportunity provider and employer". We provide them our audit. It recently came to our attention that we have to have a language access plan and we worked with the USDA folks to prepare this access plan. I can summarize it like this. This Language Access Plan will provide if someone walks into our office, and they don't speak English, we are going to instruct our receptionist and our staff and we'll hold up this card and the individual who does not speak English will point to the language that they speak. They point and that tell us to find a court reporter or various person that can help us tell them understand if they have questions about the Port. This is just a formality. As part of it, we want to introduce it to you all for adoption next week and would ask you to give it your careful consideration.

Commissioner Griggs said I will ask for a motion to go into Executive Session reference an employee matter regarding leave of absence request. **Motion by Commissioner Bryant, seconded by Commissioner Hall to go into Executive Session. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

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

**Motion by Commissioner Bryant, seconded by Commissioner Hall to give the employee discussed in Executive Session a concurrent FMLA leave of absence and leave of absence without pay for 30 days.**

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

Commissioner Pannell said in the minutes of the last Board meeting I think one of the things Commissioner Watkins brought up there has been quite a bit of work that has been done as far as evaluations that Eric has made prior to the firm coming in. Like I said a few meetings ago is that our concern is that people coming in to do the work, we're paying them for work that's already been done. I would like to find out if Eric would have these evaluations in a form we could submit that to the firm when it comes in but that's not something we would end up having to pay for. Eric said yes. There is a tremendous amount of work that's been done. So I have it and will be prepared to present and incorporate it. Commissioner Bryant said when we said evaluation it means an evaluation of positions not persons. Commissioner Pannell said what I'm assuming what we're doing here is evaluation. We're evaluating to see about positions but also hopefully what the strengths and weaknesses of the people are, because in the final analysis, if there's additional training that our people need, we need to provide that also. It's not a question of whether we need. What do we need to advance our people at the Port and one of the things that I would like to see us do since an evaluation has not been done would be on the Port Director himself and I would like to see an Executive session meeting where we can do that evaluation and add that evaluation to the ones that's he has done already so we would have a complete evaluation. Commissioner Bryant said I just wanted to make sure that we're not talking....when it comes to personnel documents, you can't give those documents out. If we evaluate Eric as a whole, you can't give this out. You can just say in the position what the position does, the duties etc. that can be given. I just wanted to make sure we're not talking about the person. People cannot be given. That can only be given to the employee in that employee's file. I just want to make sure we mean that people will not be given an evaluation, just the position and what the positions do.

Hearing nothing else to come before the Board, Commissioner Griggs adjourned the meeting at approximately 1:21 p.m.

**Motion made by Commissioner Griggs to approve the Operations Committee Meeting Minutes. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Sam N. Gregorio, 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.

#### **NEW BUSINESS:**

**Employee Benefits:** Commissioner Prescott said we're bringing to a close the 2017 fiscal year. It was a highly successful year as you can see from the financials we just approved. As you saw, we have more than \$2.2 million of revenue over expense. I just find that hard to tell the staff that after all this hard work and success that we are asking them to pay for something that we've always covered. I know there are other ways that we could work together to try to reduce our expenses and try to identify them. Until we do that, I would like to see us restore the contribution rate back to 100%. I offer this in the form of a motion and I hope that the Commissioners will join me and support this effort. The motion was seconded by Commissioner Griggs. Calling for discussion, Commissioner Watkins said I would just like to say one thing. I agree with the motion and think we should do it, but I think also in the



original motion it was asked that the staff bring back options for us to do and I know that Commissioner Bigby has identified some different areas. So I don't think we need to lose sight that we (inaudible) still need to be mindful that our employee benefit package still needs to make sure that we keep a close rein on it because it's continuing to grow, grow, grow without us being proactive and trying to manage that cost. Hearing no further discussion, the vote was taken.

**Motion made by Commissioner Prescott, seconded by Commissioner Griggs to restore the contribution rate back to 100%. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

**Fire Station #20:** Commissioner Prescott said since we were made aware of the funding issues regarding the Fire Station, I asked Eric and Dannye to conduct research and gather information. Eric requested Fire Station 20 call out information from the Fire Chief and this report is before you. I also asked Dannye to research the contract, our minutes and correspondence regarding the funding level and I would like to ask Dannye to come and share his findings.

Dannye said thank you Commissioner Prescott. I had opportunity to perform research relative to the original agreement and the amended agreement. In the original agreement it states the funding obligation between the Port and the City would be shared on a 50% basis for operating costs payable to the City of Shreveport within 15 days of receipt of expense documentation. With respect to the amended agreement, it essentially states the same. That agreement was executed in CY 2013. So there is no change from the original agreement that was executed in 2006 and the amended agreement executed in 2013. Commissioner Prescott said so we're responsible for half of the cost. Dannye said that is correct. Commissioner Prescott said and what was the last cost..what was it \$500,000 what was it? Eric said for 2017 we're estimating \$565,000 dollars. Commissioner Prescott said okay. Eric said we haven't received the final invoice for Fire Station 20 for December but we're just estimating that based on the year to date.

Commissioner Watkins said give us some more background though. We voted to cap this in 2006, is that correct? Mr. England said that's correct. Commissioner Watkins said in 2006 and somewhere along the way in 2011 it went over the cap that this Board actually approved. And it got past staff and the Board, and to date in 2016, we have overspent our cap \$345,894.14 on a cap that's not been rescinded by this Board. It was called to Eric's attention in 2011 by our former attorney, Charles Tutt, that 2011 looked like we were gonna exceed our cap of \$500, or 50% exceeding a cap of half a million dollars, so staff was fully aware in 2011 that we were going to be over our cap and nothing was ever brought back to this Board. We revisited this a year ago, this same group right here, except for Walt, and we voted unanimously to abide by that cap. Now we have a Memorandum of Understanding with the City that has no end date on it. It can be amended at any time. Is that not correct, Dannye? Dannye said obviously the Cooperative Endeavor Agreement can certainly be amended. One of the things that I reviewed in my research is that there was a discussion on November 5, 2012 relative to the percentage of financial obligations between the Port and the City of Shreveport. What it states is that there was a discussion pertaining to the expenditures of the 2013 Capital Operations Budget and in the minutes it appears that there was \$550,000 appropriated for the ensuing year in the 2013 Capital Operations Budget. Apparently there was some discussion with Chief Mulford and Eric in that regard, and I assume

that the 2013 Amendment was the result of those discussions. It indicates that Commissioner Murphy moved to accept the 2013 Operations and Capital Operations Budgets as presented, relative to the salary adjustments and the agreement clarification on Fire Station No. 20 funding. The matter was placed on the December 20<sup>th</sup> Board meeting agenda, seconded and unanimously carried. The 2013 First Amendment had identical language as the 2006 Agreement. I think that was when the Port purchased the two fire trucks. So over and above that, the language was still the same.

Commissioner Pannell said the Fire Truck was separate from the agreement with the fire station. I'm hearing that the agreement is open ended that we have with the City and the original agreement says that we will pay for half of the operations...Dannye said 50%.

Commissioner Watkins said based on last year's figures, 4.18% of the cost of Fire Station 20 came to the Port. So 4% of their cost for coming to the Port but we're paying for half of their expenses.

Commissioner Gregorio said but isn't there an advantage to our tenants that have a Class 1 fire rating? Commissioner Watkins said according to Lynn Austin, he said very very small... Commissioner Gregorio said to our tenants? Commissioner Watkins said he said that the Class 1,2 or 3 seemed very small between that rating. Commissioner Watkins said to get fair market value on our half million dollars, they made 99 runs here and 56 of them are false alarms.

Commissioner Gregorio said isn't it a recruiting tool also to say we have a Class 1?

Commissioner Watkins said I don't see how we pay for 50% of a Fire Station that just climbs and climbs and climbs every year and 4% of the cost comes to the Port?

Commissioner Gregorio said what if we had to pay for 100%? Commissioner Watkins said we have looked at that Sam. Commissioner Gregorio said would it be cheaper? Commissioner Watkins said probably. Commissioner Gregorio said my understanding was that it would be more expensive. I haven't run the numbers, but I'm concerned that we don't shoot ourselves in the foot by doing something that ends up...Commissioner Watkins said no, but they ought to partner with the citizens. Commissioner Gregorio said it ends up not only affecting this fire station but other issues with the City also such as water. We just have to be careful. It's a bigger deal than just that one station. Commissioner Griggs said and I think it is important to if there's an agreement for both parties before we can do anything, I think we have to get back together with that party rather than just arbitrarily do it here. In my opinion, if that's the agreement we made, if we want to change it, I think we have to go back and re-negotiate just to see. I don't know how we messed up when we talked about capping that we had an agreement that we would pay 50% of that and I know costs have gone up. I know the fire station serves the Port and to your point, if we have to go out and get our own service, what would that cost look like?

Commissioner Bryant said I for one don't want to pay based on calls because if we have a call here, then that's saying something different. I'm glad we only have 4% of the calls, but that's not really a factor in my opinion. But I agree also that before we make a decision we need to go back to the table and have discussions about it.

Commissioner Pannell said I started off with ports with their own fire stations and we've started out with none information at this point, because we've talked about several things here. When I have asked for numbers and I've looked at the numbers, so I think that if we're going to have a conversation here, it be based on some hard numbers and there's got to be some ports. Eric said I've surveyed for the last two days. In over 25 responses, there were no ports that have fire stations.

Commissioner Prescott said I guess the reason why I want to revisit this in November was not to get bogged down about it, and I think we're talking about \$60± dollars over \$500? \$65? Is it true that our tenants pay the City? Eric said I'll be glad to address that. I think there's a little bit of history that could be explained here. When the Caddo-Bossier Port built the fire station we removed the entire Port Complex from Fire District 5. So prior to us doing that action, the property owners within the Port Complex paid property tax millage to Fire District 5. Now our customers, per their lease agreement, pay the Port what we call a Safety Tariff. That Safety Tariff is based on 2.5 mills as their asset value at the Port with a cap of \$25,000. I believe the number was just under \$300,000 that we collected last year in revenue and it was always identified that we would use that Safety Tariff revenue towards the half of the operating cost. We knew it would be a slow climb to get to the \$500,000. The advantage at the time, as it was communicated was, we were in Fire District 5 which was a Class 6. And even at the time we knew that the Shreveport Fire Department was a Class 2. When we built Fire Station 20 and equipped it with trucks, that was part of the package that helped the City of Shreveport become a Class 1 for fire and EMT and part of the other part that is marketed to the tenants and our customers, is that when a call is made to 911, this is the territory in Caddo Parish where it's what they call a mutual response, meaning that both Caddo Parish District 5 and the City of Shreveport Fire respond to this. This is what we've always shared with customers. You're getting the full strength of the Shreveport Fire and the EMT department. Furthermore, one of the things that they have done at the Fire Station 20 is they have interacted with our customers. They know what the products are that are stored out here; they know what the environments are; they know the confined space areas where if an accident. They go the extra mile to see that our customers are safe. They know the products that are handled. This has developed over time and I do want to, as Dannye did point out, in this package you will see the various times when they started to creep up over \$500,000 was when we were talking to the Board about that, but it was also a time that their maintenance costs was so high on their fire trucks which was the emphasis for us to buy the new fire trucks. We paid for the fire trucks, but the maintenance costs went down because we bought newer fire trucks. The revenue goes to the Port and we use that to pay the fire department.

Commissioner Gregorio said so really then if we net that out, that's \$565 by roughly \$300, or \$265 or \$200 if we don't pay the \$65. And I think that's just a little over 1% of our gross income each year as I did the mental math, it's a little over 1%. Does the fire, this local fire station, also buy extra equipment that is specific to some of the industrial fire needs out here? Eric said yes. Commissioner Gregorio said that's different than the other fire stations throughout the City. We've been told from the Shreveport Fire Department that this is a unique situation. It's because of the industrial nature of these customers out here.

Commissioner Gregorio said my thought after listening to all this is that we pay our part under the mutual, under the Cooperative Agreement, and just pay what it is. Sounds to me like we're getting a good deal. Under our existing structure, we should just pay what we've already

said what we were gonna pay in the Cooperative Agreement with the City of Shreveport. **Motion made by Commissioner Gregorio, seconded by Commissioner Hall. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Erica R. Bryant, James D. Hall, Sam N. Gregorio, Capt. Thomas F. Murphy and James. L. Pannell. NAYS: Steve Watkins and Walter O. Bigby, Jr. ABSENT: 0. ABSTENTIONS: 0.

**Security Consultant** RFP's were issued. We received six proposals and Eric provided an overview of the responses. It's my recommendation we award it to them in the amount of \$39,664.50. We had estimated the expenses in the budget based on what we knew at the time at \$15,000, but I believe what we've identified through these security proposals, we underestimated the security needs. Commissioner Pannell said I read these proposals pretty closely and I had no discussion with Eric other than calling him the other day and telling him this TTA proposal was a great proposal because none of the other proposals addressed exactly—this proposal addressed the three areas the assessment would be: general cargo, Regional Commerce Center and the Caddo-Bossier complex as a whole. I agree with Eric that this was the best one.

**Motion made by Commissioner Griggs, seconded by Commissioner Hall to award the Security Consultant proposal of Transportation Technology Associates, \$39,664.50. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Language Access Plan:** Mr. England said we need the Commission to adopt this Language Access Plan and recommend it be adopted in its correct form. **Motion made by Commissioner Pannell, seconded by Commissioner Bryant to approve the Language Access Plan. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

#### **RESOLUTION NO. 2 OF 2018**

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

A RESOLUTION TO APPROVE THE COMPLETED SYSTEMS SURVEY AND COMPLIANCE QUESTIONNAIRE REQUIRED BY THE LOUISIANA LEGISLATIVE AUDITOR, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, the Caddo-Bossier Parishes Port Commission has completed the Systems Survey and Compliance Questionnaire ("Questionnaire"), as required by the Louisiana Legislative Auditor for the calendar year 2017 Audit.

NOW, THEREFORE, BE IT RESOLVED, by the Caddo-Bossier Parishes Port Commission in due and legal session convened that the Caddo-Bossier Parishes Port Commission hereby approves the

completed Systems Survey and Compliance Questionnaire, as required by the Louisiana Legislative Auditor.

BE IT FURTHER RESOLVED, that the Executive Port Director is hereby authorized to sign the completed Systems Survey and Compliance Questionnaire on behalf of the Caddo-Bossier Parishes Port Commission, and transmit the Questionnaire to Heard, McElroy & Vestal for the calendar year 2017 Audit.

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 of this Resolution 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 herewith are hereby repealed.

Approved as to legal form and content:

/w/ Dannye W. Malone

Dannye W. Malone

/2/13/18

Date

**Rs. No. 2 of 2018: Systems Survey & Compliance Questionnaire:** Mr. England said the questionnaire we complete and provide to our auditor of record, Heard McElroy & Vestal is in your packages and is a requirement of the Louisiana Legislative Auditor. Gloria and I will be glad to answer any questions. Commissioner Bryant discussed the additional work which would be needed for our auditors for the Louisiana Legislative Auditor. Mrs. Washington said there are no extra fees and our auditors are aware of these new requirements. **Motion made by Commissioner Bryant, seconded by Commissioner Gregorio to accept the Systems Compliance Questionnaire. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Authorization – Short Term Lease Agreement with Joyce Crane:** Mr. England gave an overview of an immediate possible short term lease with Joyce Crane as they are assisting a neighboring sulfuric acid facility with a plant shut down. Commissioner Gregorio asked what property are they going to be using? Mr. England said we've identified the rock hardstand area adjacent to the Slack Water Harbor. Commissioner Hall asked is that all they're going to be doing is putting cranes together? Mr. England said at our site, yes. It's strictly storage, some assembly and the cranes will be finally assembled at the Chemtrade site because they're massive. Commissioner Hall said no sulfuric acid will be on our site. Eric said that's correct. It's just a sulfuric acid company that is in the process of a shutdown. **Motion made by Commissioner Hall, seconded by Commissioner Pannell to enter into a short-term lease agreement with Joyce Crane to service Chemtrade. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant,

Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins.  
NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Authorization – Online Bid Website – Bid Express:** Mr. England said it's our recommendation to choose Bid Express for our online bidding platform for public works projects and other biddable items. **Motion made by Commissioner Pannell, seconded by Commissioner Bryant to use Bid Express for Port projects and other biddable items. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.

**Port Director's Report:** Mr. England said I have no report.

Commissioner Prescott said at this time I would entertain a motion to go into Executive Session to discuss a personnel matter. I would ask our guests and staff to please leave the room and for Danny and Eric to remain.

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

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

An Executive Session was held to discuss a personnel matter.

**Commissioner Bryant said at this time, I make a motion this Board give a vote of confidence for our Executive Port Director, Eric England, providing this Board's support of him and the excellent job he does for the Port Commission. Commissioner Hall seconded the motion. Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: Steve Watkins. ABSENT: 0. ABSTENTIONS: 0.

**ADJOURNMENT:** That concludes our meeting; we stand adjourned at 5:35 p.m.

Respectfully submitted,

/s/ Walter O. Bigby, Jr.

Walter O. Bigby, Jr.  
Secretary-Treasurer

**March Meetings**

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

Special Board Meeting March 15, 2018, 3:30 p.m.

Personnel Committee Meeting, March 16, 2018 Noon

April Marketing and Operations Committee Meetings, Monday, April 9, 2018, 12 Noon  
Regional Commerce Center, 6000 Doug Attaway Blvd, Shreveport, LA 71115