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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 18, 2019, 4:30 p.m.

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

Dannye Malone swore in Bill Altimus as the Port's newest Commissioner. Applause followed with a welcome.

Commissioner Bigby led the Pledge of Allegiance.

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

Introduction of guests: Joe Johnson, George Carroll, Ed Walsh, Sarah McKinney, Whitney Thomas and Jared Navarre, Romph & Pou Agency and Michael Corbin, SWEPCO. Staff: Eric England, Dannye Malone, Gloria Washington, Rick Nance, Kathy French, Zazell Dudley, Tyler Comeaux, and Hettie Agee.

Commissioner Griggs asked if there are any public comments on any agenda items. Joe Johnson was recognized. **Motion by Commissioner Pannell, seconded by Commissioner Murphy to amend the agenda to include the item to be commented on that was not on the agenda. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: 0. ABSENT: Rick C. Prescott and Sam N. Gregorio. ABSTENTIONS: 0.**

Mr. Johnson thanked the Board and staff for their promptness in changing the meeting time to 4:30 p.m. to make the meeting more accessible to the public.

**UNFINISHED BUSINESS:**

**Motion by Commissioner Bigby, seconded by Commissioner Pannell, to approve the Regular Board Meeting Minutes of January 14, 2019. Motion approved by the following vote:**

*"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*

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

**Motion by Commissioner Bigby, seconded by Commissioner Murphy, to approve the December 2018 Financial Reports: Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: 0. ABSENT: Rick C. Prescott and Sam N. Gregorio. ABSTENTIONS: 0.**

**NEW BUSINESS:**

**Nominating Committee:** Commissioner Griggs said Commissioner Gregorio had made arrangements to attend the Board meeting on the 11<sup>th</sup> but was unable to be here today. He regrets he is unable to be here to make the Nominating Committee report. On behalf of Commissioner Gregorio and the Nominating Committee, I report the following as the slate of officers for 2019: President, Rick Prescott, Vice President, Roy Griggs and Secretary-Treasurer, Walter O. Bigby, Jr. Unless there are nominations from the floor, I would accept a motion that the nominations be closed and the slate of officers be elected for 2019. **The motion was made by Commissioner Pannell, seconded by Commissioner Bryant. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: 0. ABSENT: Rick C. Prescott and Sam N. Gregorio. ABSTENTIONS: 0.**

**2019 Calendar of Events/Caddo-Bossier Parishes Port Commission:**

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

**Rs. No. 2 of 2019:**

The following resolution was offered by James D. Hall and seconded by James L. Pannell.

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

A RESOLUTION INDICATING THE INTENTION OF THE CADDO-BOSSIER PARISHES PORT COMMISSION, STATE OF LOUISIANA, TO APPROVE THE TWO (2) YEAR APPOINTMENT OF ERIC ENGLAND AS A DIRECTOR TO THE BOARD OF THE LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY (THE "AUTHORITY") AS PROVIDED BY CHAPTER 10-D OF TITLE 33 OF THE LOUISIANA REVISED STATUTES OF 1950, AS AMENDED; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, Chapter 10-D of Title 33 of the Louisiana Revised Statutes of 1950, as amended, comprised of La. R.S. 33:4548.1 through 4548.16 is known as the Louisiana Local Government Environmental

Facilities and Community Development Authority Act (the “Act”);

WHEREAS, the Act creates the Louisiana Government Environmental Facilities and Community Development Authority (the “Authority”) for the purpose of assisting political subdivisions, as defined in the Act, and other designated entities in acquiring, financing and constructing certain facilities, including environmental, public infrastructure, community and economic development purposes, and to otherwise establish programs to aid in the financing of local government and economic development projects;

WHEREAS, the Caddo-Bossier Parishes Port Commission (the “Commission”) previously passed a resolution to become a participating political subdivision of the Authority in accordance with the Act.

NOW, THEREFORE, BE IT RESOLVED by the governing authority of the Caddo-Bossier Parishes Port Commission, State of Louisiana, acting in such capacity:

Section 1. Approve the appointment of Eric England to serve as a Director of the Authority for a term of two (2) years from the date hereof.

Section 2. This resolution shall take effect immediately and a certified copy hereof shall be forwarded to the offices of the Authority.

BE IT FURTHER RESOLVED, that all Resolutions or parts thereof in conflict herewith are hereby repealed.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Commissioners: Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell.

NAYS: None

ABSENT: Rick C. Prescott and Sam N. Gregorio

And the resolution was declared adopted on this 18<sup>th</sup> day of February, 2019.

Mr. England said every couple of years the LCDA organization asks us to adopt this Resolution. I serve on the Board and it provides us representation to this entity.

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

**Rs. No. 3 of 2019:** A RESOLUTION AUTHORIZING THE AGRICULTURAL LEASE OF THE THREE (3) TRACTS OF LAND OWNED BY THE CADDO-BOSSIER PARISHES PORT COMMISSION, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO: Mr. England said this is regarding three tracts of land that the Port has that are available for agricultural lease.

**Motion by Commissioner Murphy, seconded by Commissioner Bryant. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Erica**

**R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: 0. ABSENT: Rick C. Prescott and Sam N. Gregorio. ABSTENTIONS: 0.**

**RESOLUTION NO. 4 OF 2019**

**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 2018 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 2018 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:

/s/ Dannye W. Malone

Date: 2/18/19

Mr. England said this is a routine item for us and is done ahead of our annual audit process. We’ve completed it and it’s recommended for adoption at this time.

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

**2019 Ad Valorem Tax Announcement:** Mr. England said the Port Commission levies a 2.5 mil property tax in Caddo and Bossier Parishes. There are steps you have to go through. In kicking off the process, the first step is for us to read this announcement. We'll follow it up in future months with actions of the Board levying the tax. Of part of our process to adopting our 2.5 mil property tax, the first step for us is to announce our intentions to hold a Public Meeting at our March Board meeting. There's no action that needs to be taken by the Board today by the Board.

**Emergency Spending Authority – Port Business Continuity & Emergency Response Planning:** Mr. England said I'll talk a little bit more about this during my Port Director's report in terms of security and safety enhancements. This was followed by an introduction into the need for establishing parameters for emergency spending authority

**PORT DIRECTOR'S REPORT:** Mr. England said the Northwest Louisiana Legislative Caucus is going to be holding a forum at the RCC the 27<sup>th</sup> of next week from 8:00 to 12:00. It's a pre-legislation meeting to get on the various issues the legislators will be discussing.

Port Night is March 14<sup>th</sup>, same schedule as before, 5:30 p.m. cocktail hour.

Tier 2.1 Disclosure Forms – you have until May 15.

Your online Ethics Course – before the end of the year.

In your packages is the updated Commissioner roster for you and also we will email those out to you tomorrow.

Updates were also given on the Red River, RRVA conference, rail operations, material handling equipment bids, bond issue and port expansion including the LSU Pecan Station property and the Leonard Road Farms property appraisal, IT upgrades, security updates and upgrades and marketing and business development. I want to say congratulations to the officers for serving another year. I look forward to working with you. He said that concludes my report. I'll be glad to answer any questions.

Commissioner Pannell asked how long does it take to dredge in these types of situations and who pays for it. Mr. England said the Red River Waterway Commission, working with United States Army Corps of Engineers, covers the dredging costs and it could take varying amounts of time based on the river conditions.

Commissioner Pannell asked for a list of public holidays. We want to make sure we give proper holidays. Mr. England said we're in the process of updating our employee handbook.

Commissioner Griggs welcomed Commissioner Altimus and thanked Mr. Johnson for his comment. We want to be available to you all. We appreciate your feedback.

Commissioner Griggs adjourned the meeting at approximately 5:00 p.m.

Respectfully submitted,

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Walter O. Bigby, Jr.

Secretary-Treasurer

**March Board Meeting**

**March 11, 2019 4:30 p.m.**

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