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Caddo-Bossier Parishes Port Commission  
Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
July 19, 2018, 4:30 p.m.

President Commissioner Rick C. Prescott called the meeting to order at approximately 4:35 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 and James L. Pannell. We have a quorum. Absent: Erica R. Bryant and Steve Watkins.

Introduction of guests: Bill Crews and Jeff Brown, Transportation Technology Associates, John Barr, Office of Senator John Kennedy, Ed Walsh, Romph & Pou Agency; Joe Johnson and George Carroll, Harts Island Road, Ty Scroggins, Scroggins Consulting and Tyler Comeaux, BKI. Staff: Eric England, Dannye Malone, Brenda Levinson, Rick Nance, 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 Hall, to approve the Regular Board Meeting Minutes of June 28, 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 and James L. Pannell. NAYS: 0. ABSENT: Erica R. Bryant and Steve Watkins. ABSTENTIONS: 0.

**Motion by Commissioner Bigby, seconded by Commissioner Hall to approve the May 2018 Financial Reports: Motion approved by the following vote:** AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Sam N. Gregorio, James D. Hall and Capt. Thomas F.

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*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*

Murphy and James L. Pannell. NAYS: 0. ABSENT: Erica R. Bryant and Steve Watkins. ABSTENTIONS: 0.

**Marketing Committee Meeting of July 9, 2018:** Commissioner Bigby called the Marketing Committee meeting of July 9, 2018 to order at approximately 12:00 p.m. in the Board Room at the Regional Commerce Center.

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

Commissioner Bigby called for introduction of guests: Ed Walsh, Romph & Pou Agency; Tyler Comeaux and Rob Bredberg, Burk-Kleinpeter; Robert Kearney, Balar; Mark Jusselin, TRC Engineers, Charley Kingery, Wieland: George Carroll and Steven Melvin, EJES, Inc. Staff members: Eric England, Dannye Malone, Hugh McConnell, Brenda Levinson, Kathy French, Rick Nance, and Hettie Agee.

Commissioner Bigby called on Brenda for Potential Customers/Projects. She reported on Project Sunrise, Project Caprock and Project High Noon.

She continued with the customer update on the marine side and said in June the Port celebrated the unloading of the 50<sup>th</sup> barge for Vulcraft with no issues. We did a little fish fry celebration on the 29<sup>th</sup>. They were very appreciative of the relationship they have with the Port. Additionally she reported on Nucor, Blytheville; Nucor Longview and Ternium.

She reported on Benteler, Ronpak, Pratt, ADS Logistics, West Louisiana Aggregate, Calumet and Ternium. Calling for questions, Commissioner Pannell initiated a discussion about his concern of how the Port needs to start planning for the covered warehouse sheds they saw at the Port of Catoosa using the assets we have to the maximum ability such as our unusable land space. He said it's time to have that discussion about at least getting covered warehouses here we could rent out as needed. Do you see this as a possible problem with the people who want to bring things in and not have a location to bring them in? Brenda said one of the things for Vulcraft, and it would be for Ternium as well with their coils, is that they've got to be in warehouse space, and humidity control is a big thing for Ternium since they galvanize and paint theirs. We have the application in to Port Priority in for another 100,000 sq. ft. warehouse. You've got the crane inside; those trucks can drive inside and be loaded inside and not be out in the weather. That's a big plus for those warehouses. The hardstand, for the stuff that's coming in from Blytheville for the Lone Star and the slab, that's a great use of the hardstand which we have. It can stay open; it can get wet. It doesn't matter and we can keep equipment out there and operate from the hardstand. But I think that one of the things for the temporary warehousing is to be able to access it because you've got to either have the heavy fork lifts to be able to get inside and move them if they're not going to have the overhead cranes to operate with. But I think we'd have to look at humidity control piece for Vulcraft and Ternium. Commissioner Pannell said they would be designed based on what the design needs are. I just envision at some point we're going to have need from the existing customers because most of the things we build are for bringing in new customers. But I think it's going to come a time when the existing customers need that extra space. If we're looking out for our customers, we're not going to give anybody extra space. It's just a charge that we pass on. In the next budget year we should have enough information as to what choices we would have to move it to that

area. The question is does it need to be somewhere along the rail route in case it comes in by rail. Just bring something back to us to look at that what I see is a potential issue that we could take advantage of with assets we already have, mainly land. Brenda said it's definitely the activity on the River is driving a lot of this besides just growth and expansion and a lot of that the tenants do on their own property deal but then look to us for overflows. It's both ways, and you're right, a lot of them turn around and look at being able to use rail to ship product back out as well.

Commissioner Bigby said just for the record I'd like to say I agree with you, James. We need to have some discussion.

Commissioner Pannell said that's what I'd like for Eric to do if it's possible. I'm quite sure they would give you a design of that so we could have something to look at. We could do whatever we want to do with that design and add whatever we need. These people had—I don't know Capt. Murphy. They had six or seven of those things—how they go in like igloos. Capt. Murphy said and you recall they had that type up at Catoosa. There's several of us that went with you and we remember and it's a good idea, very inexpensive and a good idea.

Eric said I'd like to tell you all that in the 2018 budget we had planned for a 40,000 sq. ft. warehouse design and a temporary warehouse design. So, we built the 50,000 sq. ft. expansion for ADS; we have the 100,000 sq. ft. warehouse in Port Priority for their review. We'll start the design of this 40,000; we'll have a temporary and as we're talking about here, when we go into the 2019 budget year, it's time to start planning for the next one, if not two or three.

Commissioner Bigby called on Kathy to give the Public Affairs report and then called on Eric for the calendar of activities. He said we'll be meeting on the 19<sup>th</sup> for our July Board meeting at 4:30 p.m. The Organizational Assessment consultants are wrapping up their report and we scheduled them to present at 2:30 on that day. Also the Security Assessment is complete and they are on schedule to present at 3:30 p.m. Just wanted to get those before the Board as soon as possible. We'll send out a notice of course.

Commissioner Bigby adjourned the meeting at 12:25 p.m.

**Motion by Commissioner Bigby to approve the July 9, 2018 Marketing Committee Report.**

**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 and James L. Pannell. NAYS: 0. ABSENT: Erica R. Bryant and Steve Watkins. ABSTENTIONS: 0.

**Operations Committee Meeting Minutes of July 9, 2018:** The meeting was called to order by Commissioner Griggs, Chairman, at approximately 12:26 p.m., July 9, 2018 at the Regional Commerce Center Board Room.

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

Guests: Ed Walsh, Romph & Pou Agency; Tyler Comeaux and Rob Bradberg, Burk-Kleinpeter; Robert Kearney, Balar; Mark Jusselin, TRC Engineers, Charley Kingery, Wieland: George Carroll and Steven Melvin, EJES, Inc.

Staff members: Eric England, Dannye Malone, Hugh McConnell, Brenda Levinson, Kathy French, Rick Nance, and Hettie Agee.

Hearing no public comments on the agenda items, Commissioner Griggs called on Hugh for the Operations. Hugh provided an overview of rail and barge activity and related matters.

Commissioner Murphy thanked the Board for approving the budget to include two Merchant Marine Academy interns and related matters.

Hearing no additional questions or comments, Commissioner Griggs called on Rick for Port Projects. Rick provided an update on Port Projects, including the ADS warehouse expansion, Phase I of the rail yard expansion, Phase II of the rail yard expansion, and the fender rehab.

Tyler Comeaux with Burk-Kleinpeter discussed an Alternative Source Water Update Port Expansion Study in a power point presentation.

Commissioner Bigby assumed the chairmanship of the Committee upon Commissioner Griggs' departure.

Eric stated the reports are in your packages. Will be glad to answer any questions.

Commissioner Watkins said I do have a question for Eric and it doesn't really pertain to this. Eric, and I would ask this through email, but I can't get you to answer. Is there any particular reason that you've been ignoring my emails and not answering? Eric expressed concerns about Commissioners becoming involved in administrative functions. Commissioner Watkins said so asking for information is trying to cross over into administrative functions? Eric stated it could easily be interpreted as crossing over into administrative functions. Commissioner Watkins said that's a terrible answer, but thank you.

Commissioner Bigby called on Dannye for the Public Records Request Policy and Procedures. Dannye discussed the policies and procedures adopted by the Commission relative to Public Records Requests. Commissioner Pannell posed several questions concerning the disclosure of e-mails under the Public Records Law. Dannye discussed several aspects of the Public Records Law, including the manner in which public records requests are administered. In addition, Dannye stated e-mails are considered public records, unless otherwise exempt from disclosure under Louisiana law.

Commissioner Watkins said are bid openings public information? Dannye stated bid opening documents are public records. Commissioner Watkins said if I was to ask Eric to send me the bid packets or the openings from a request from a RFP, I would certainly be able to get that information. As a commissioner, I should have that without any (inaudible)... Commissioner Watkins said right, and that was two of the things that I asked for and got crickets back—not even hey, got your email; I'll get you the information. hey got your email; I'm giving you the information; hey got your email—kiss my b---. I

got nothing. Okay. Eric you can't operate like that. You have to answer an email. If you don't want to give the information, be man enough to answer the email.

Commissioner Bryant said wait a minute. Commissioner Watkins said I'll wait all my minutes I want to. Commissioner Bryant objected to the subject matter of the discussion. Commissioner Watkins said if any commissioner up here asked for a bid opening and wanted the final results of a bid opening, they should have that within 15 minutes, I would think. Commissioner Bryant said well public records has a certain requirement of how fast you reply to something.

Commissioners Pannell and Bryant inquired about the request. Commissioner Watkins said I asked for the final RFP's for the landscaping, the final RFP's for the housekeeping, if we had started—if the security consultants—or do we have plans to implement anything and their costs. I asked for the cost of the Nucor fish fry. All of those things are really pretty easy. One thing I asked for is with the Organizational Consultants, have there been any back and forth. I would understand not answering that. I get that. The other four straight forward should be easy to answer. Commissioner Pannell said so you're asking for the bid that came in or the results of it? Commissioner Watkins said just the results of the bids. What were the bids? What did they come in at?

Commissioner Bryant expressed concerns about discussing a subject matter not on the agenda.

Commissioner Pannell stated information should be made available. Commissioner Bryant said given that he don't have (inaudible). Dannye stated he was requested to discuss the policies and procedures relative to public records requests.

Commissioner Prescott inquired about the governing agency's involvement in the day to day activities. Dannye discussed the role of members of the governing authority and potential liability issues surrounding Commissioners involvement in the day to day activities of the Port Commission. Commissioner Prescott further expressed the importance of Commissioners foregoing any involvement in the day to day activities of the Port Commission.

Commissioner Watkins said I've got two comments and I'll hush up and be done with it. One, Dannye in your opinion, would a commissioner asking for final responses to an RFP be somebody delving into the day to day operations or somebody just being informed about what's going on. Dannye commented that responses to an RFP are public records. Commissioner Watkins said when we got the consultant deals, we all got--everybody got a nice little package of all their RFP's. When we got the security things, we got a nice little packet of all their RFP's. What's different with the two RFP's that I asked about? Commissioner Watkins said I'm asking for the RFP's and did we make any staff recommendation to those RFP's. That's pretty straight forward and I'll make my one last comment and I'll shut up. I agree that there's a line and we don't need to cross it. But let me say this. Every commissioner sitting here needs to be held to that same standard. That standard needs to be held by all of us—not diving into the day to day—not going out to these; and I think we all know what I'm talking about. But if we're gonna hold up to these standards, then we've got to hold all nine of us up to these standards. If we're not going to hold all nine up to these standards, don't try to come hold me to these standards. If a commissioner is having dialogue with staff on a daily or weekly basis, don't come at me if I'm having dialogue with staff on a monthly basis. That's all I have to say.

Commissioner Bryant stated I'm about to ask for (inaudible) ... the statement, all I want to say that I only take responsibility for Eric and if I in some way am operating in a manner that's not in accordance with the policies and procedures or the law, then that's who I control and so speaking for me, I don't. Now Danye, as I understand it, as it relates to public records, we can ask for whatever we need that is public records. We don't get to ask a question necessarily. If there's not a public record to substantiate that or something, you don't necessarily have to answer that question as it relates to public records. My issue here today is not anything to do with whether or not a commissioner can make a request of this director of information that is clearly information that can be provided to us. If we make a request for that information, it should be provided to us if it is readily available and it can be provided to any member of the public. However, we do have a responsibility as this Board to conduct ourselves in a certain manner and decorum, and that's what I see right now that is we are kind of going in a manner that I see is negative and if it's simply about giving the public record, you've answered that. Yes, if it's a public record, we should get it. That question's been answered and I don't know what else the discussion needs to be about other than what's on this agenda which was about public records.

Commissioner Pannell clarified the difference between the bid process and the award of professional service contracts. Commissioner Pannell stressed the award of professional service contracts, including contracts for architects and engineers must first be submitted to the Executive Committee for consideration. The Executive Committee makes its recommendation to the full Board for approval.

Danye further discussed the distinction between the bid process and the RFP process.

In closing, Commissioner Prescott expressed his belief that all Commissioners should not be involved in the day to day operations of the Port.

Commissioner Bigby adjourned the meeting at 1:33 p.m.

**Motion by Commissioner Griggs to approve the July 9, 2018 Operations Committee Meeting Minutes: 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 and James L. Pannell. NAYS: 0. ABSENT: Erica R. Bryant and Steve Watkins. ABSTENTIONS: 0.**

## **NEW BUSINESS:**

No New Business.

**PORT DIRECTOR'S REPORT: PORT DIRECTOR'S REPORT:** Mr. England said we're set to close on the Robson Farms Tract on the 31<sup>st</sup>.

Commissioner Pannell said my concern is that when we accept reports, how do we go about handling after the reports are accepted because I don't want to see these things sit on the shelf. I don't really know what the next move is but one of the things that I've had

discussion with Eric and with other people and I just feel as a Board, the process should be like when we accepted these land use study report, once that report is given to the staff, I think at that point it is the staff's report and they should be governed by that. But I just need to see some of these things move as soon as possible and not sit them on the shelf.

Commissioner Prescott said I think what we should do is give Eric and the staff enough time to digest what's been given to us and bring us back their suggestions on how to move. Commissioner Hall said I think they need time to digest it and then they can come back with an implementation plan. We're not very far from budget time and I agree with you on security issues and things of that nature. I think they ought to digest it and come back with an implementation plan on what we do and we can incorporate it in the budget process as we go forth although I'm for appropriating funds outside the budget process to go forward with the security. Commissioner Pannell said my point is that when we get a report that should be the process that goes to the staff. At this point, unless somebody in here knows somebody that wants to sell some land, the only time we're going to know about when land is available is when they bring it back to us, tell us what it costs and the condition and we make a decision.

Commissioner Prescott said Eric how long do you think it will take to go through the materials that we have in front of us and possibly bring us back something for us to consider. Mr. England said I'll be prepared to make a report on August 6<sup>th</sup> when you convene again for your next meetings.

**ADJOURNMENT:** That concludes our meeting; we stand adjourned at approximately 4:41 p.m.

Respectfully submitted,

Walter O. Bigby, Jr.  
Secretary-Treasurer

### **August Meetings**

#### **Regular Board Meeting, Thursday, August 16, 2018 4:30 p.m.**

Executive Committee Meeting, Monday, August 6, 2018 10:45 a.m.

Special Board Meeting, Monday, August 6, 2018 11:00 a.m.

Marketing and Operations Committee Meetings, Monday, August 6, 2018, 12 Noon

M/WBE Committee Meeting, Immediately Following the Operations Committee Meeting

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