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Caddo-Bossier Parishes Port Commission
Regular Board Meeting
Regional Commerce Center, Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
March 11, 2019, 4:30 p.m.

President Commissioner Rick C. 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., Bill Altimus, Erica R. Bryant, Sam N. Gregorio; James D. Hall, Capt. Thomas F. Murphy and James L. Pannell were present. Absent: None. A quorum was present.

Introduction of guests: George Carroll, Sarah McKinney and Whitney Thomas, Romph & Pou Agency; Sam Gilliam, Southern University; Nnamdi Thompson, Government Consultants, Wes Shafto, Boles, Shafto & Leonard, LLC; Greg Beason, PC Net; Pearlina Thomas, PLAC Enterprise; Jordan Pearson, BKI and Ken Antee, Crews & Associates. Staff: Eric England, Danyne Malone, Gloria Washington, Rick Nance, Tyler Comeaux, Kathy French, Zazell Dudley and Hettie Agee.

Commissioner Pannell introduced Mr. Sam Gilliam, new board member for Southern University. He said we have had a relationship with Southern over the years and wanted to let Mr. Gilliam know that we are prepared to continue that relationship in the manner that we can.

Commissioner Prescott asked if there are any public comments on any agenda items. Hearing none, Commissioner Prescott called for Unfinished Business.

UNFINISHED BUSINESS:

Motion by Commissioner Bigby, seconded by Commissioner Griggs, to approve the Regular Board Meeting Minutes of February 18, 2019. Motion approved by the following vote:

AYES: Commissioners: Rick C. Prescott, 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: 0. 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

Motion by Commissioner Bigby, seconded by Commissioner Pannell, to approve the Special Board Meeting Minutes of February 18, 2019. Motion approved by the following vote:

AYES: Commissioners: Rick C. Prescott, 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: 0. ABSTENTIONS: 0.

Motion by Commissioner Bigby, seconded by Commissioner Murphy, to approve the January 2019 Financial Reports: Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, 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: 0. ABSTENTIONS: 0.

NEW BUSINESS:

RESOLUTION NO. 5 OF 2019

CADDO-BOSSIER PARISHES PORT COMMISSION

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

WHEREAS, in 1998, Mr. Steve Watkins was appointed by the Bossier Parish Police Jury to serve as a Caddo-Bossier Parishes Port Commissioner; and

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

WHEREAS, during this period, Mr. Watkins 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. Watkins held the offices of Secretary-Treasurer in 2001, Vice President in 2001 - 2002 and President, 2003 -2004; and

WHEREAS, Mr. Watkins 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. Watkins' dedication of time, talent and energy as Chair of the Port Expansion Committee from 2008 to 2018 led to the Port Commission's acquisition of

approximately 300 acres for creation of future jobs, as well as public and private investment; and

WHEREAS, the members of the Caddo-Bossier Parishes Port Commission wish to express their utmost appreciation for the dedication and accomplishments of Mr. Steve Watkins 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 11th day of March, 2019, in Shreveport, Caddo Parish, Louisiana, hereby expresses its sincere and heartfelt appreciation to Mr. Steve Watkins as a valued friend and highly respected former Board member and citizen.

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

THUS DONE AND SIGNED at Shreveport, Louisiana on this 11th day of March 2019.

/s/ Walter O. Bigby, Jr. _____

WALTER O. BIGBY, JR.

Secretary-Treasurer

/s/ Rick C. Prescott _____

RICK C. PRESCOTT

President

The motion was made by Commissioner Griggs, seconded by Commissioner Bigby. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, 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: 0 ABSTENTIONS: 0.

Rs. No. 6 of 2019: A Resolution Authorizing and Providing for the Issuance, Sale, and Delivery of Seventeen Million Two Hundred Fifty Thousand Dollars (\$17,250,000) Limited Tax Revenue Bonds, Series 2019 of the Caddo-Bossier Parishes Port Commission, State of Louisiana; Prescribing The Form, Terms, and Conditions of Such Bonds and Providing for the Payment Thereof; and Providing For Other Matters in Connection Therewith. (To be published in *The TIMES*) Mr. England said this is commonly referred to as the final resolution and the proceeds of these funds would be used for land purchases and also the construction of the 100,000 sq. ft. warehouse. At this time, we are ready to move to closing.

Motion by Commissioner Hall, seconded by Commissioner Sam N. Gregorio. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, 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: 0. ABSTENTIONS: 0.

Emergency Spending Authority – Port Business Continuity & Emergency Response Planning: Mr. England said we've discussed in the past the Business Continuity and the Emergency Response Planning that we've done in association with the security audit that we did last year. One of the recommendations was that I as your Executive Director have a candid

conversation with you all as the Board about how I would react during an emergency situation and the types of funds that I would be required to spend. Danye and I were visiting about this and he found a provision in the Louisiana Local Government Budget Act.

Danye said under the provisions of the Louisiana Local Government Budget Act emergency expenditures are authorized in the event that there's a threat or an imminent threat to damage to persons or properties. Now it doesn't define necessarily what imminent threat actually means but that provision does in fact authorize expenditures outside the scope of your normal budgetary process.

Commissioner Gregorio said can I ask a question on that. When you say imminent threat or threat, that's something that's going to happen in the future. Danye said that's correct. Commissioner Gregorio said what about if a tornado hits and blows the roof off, it's something that's already happened. Would that qualify also? Danye said I think that qualifies under that provision of the Act. Commissioner Gregorio said it's more than just a threat. Danye said that is correct.

Commissioner Bryant said so under the provisions of the Local Budget Act then it would be covered under that, but if we wanted to set some type of limit, we could do that also? Danye said I think you have the discretion to do so. That is correct. So there is no cap per se under the Act itself, but that does not preclude the Commission from establishing a cap.

Commissioner Pannell said but since y'all are doing that already, y'all would have some kind of amount in--some kind of idea about of the amount based on something other than what we know now.

Mr. England said I've got to be prepared to spend—it could be hundreds of thousands of dollars if not a \$1M plus dollars if the situation were to...for example, damaged roofs to our multiple warehouses. One roof repair for us was north of \$300,000. We've got several buildings like that. What we're looking for is the ability for me to have this dialogue and to come out with an outcome where I can protect and stabilize the situation until we can have a meeting with the Board because obviously these items won't be in the budget. These are emergencies, number one. Number two is that we do have working capital. We do have ordinances in place that say that excess revenue gets placed into the reserve funds, for example. But it doesn't happen on a daily basis, so what we're talking about is if there was a sum of money that was not in the budget that had not been moved to an Economic Development Reserve Fund, we would utilize those funds to do the repairs that we're talking about because we're bound by ordinance. If we were to draw out millions of dollars, that would require a two thirds vote. So really what we're talking about is this interim period where I've got to do a damage assessment and spend some money to protect.

Commissioner Prescott said it probably would be a little difficult to probably put a cap on it. I know if it's some astronomical number etc., I'm quite sure that y'all would come to the Board. Commissioner Prescott said because you never know what the cost might be. I think maybe what this is about is trying to get the authority to be able to move in the case that something happens.

Commissioner Gregorio said let me ask two questions please. Do you--is there any Statute or any requirement to come back to the Board and in a certain amount of time? Dannye said no there is no requirement under the Statute. Commissioner Gregorio said do we or do you want that and then number two is do you want some coming back to the Executive Committee on a shorter quicker duration than the whole Board, if that's of any help or benefit? I just want to throw those two ideas out. Mr. England said thank you and I'll explain. For us to access a large amount of money, and what we're talking about here, it would require a two thirds vote of the Board. So the Executive Committee would not constitute that two thirds. We're going to have to call a meeting of the Board to authorize me to spend the money that's gonna need to be spent if we have a \$1M+ dollars in damages for whatever reason. I think in the interim from the time of emergency to that meeting date we can spend funds under the Statute of course. We have the working capital to do such. It's just it's not in the budget, so we're going to have to eventually amend the budget and if it's a large sum of money, we're going to have to tap into our reserves and that's gonna take the two thirds vote.

Commissioner Prescott said let me ask another question. I kind of understand what Commissioner Bryant's saying. So say for instance we have a certain amount that we don't have to come back to the Board for. And then when we pass that amount then we come back to the Board for the two thirds vote. I mean we don't want to have to call a Special Board Meeting.

Commissioner Hall said one of the concerns I have is you've got obligations to protect assets or the insurance company is not gonna reimburse you for damages that occurred. So if you had three roofs go off of buildings that all ran \$300,000, you're at a \$1M dollars like that so how can you set a limit when we have the assets out here. I'm good with the Budget Act. I'm sure we'll be calling a Special Board meeting and get an opportunity to listen to what it is. But the problem is everything in an emergency is higher than it normally is. And to get the proper people out here to do the work that's required on any large assets, that's not every guy that you can find. So you have to react immediately. We paid a lot of money for some damage to railroad cars before when we had the flooding incident. I'd rather come back--I trust that they're only gonna do what's necessary to protect the assets, but we've got a lot of assets out here and if one, you saw what happened in Mira and Springhill this weekend, one tornado comes through in the wrong direction and takes off roofs of these places, you can't just go well, we'll wait till the insurance company shows up. They'll come in and say the damage was caused by your failure to take action at the time. So I'm good with the process. That's why it's in the Budget Act. Dannye said that's correct.

Commissioner Pannell said the only thing I'm concerned about is in an emergency if you look at your Act it's still gonna require you to go through a certain process as far as spending "x" amount of dollars with how do you go about spending that. So as long as that's covered, I have no issue. You can't just in an emergency just call somebody and they come out and whatever they charge. That's a requirement that you--I'm saying' I'm assuming that there's a requirement so that part of it when we do that, we want to know about the legal part of it because the money part—we've already addressed the money part. But we don't want to have a problem later on with someone saying that we should have. So long as I'm clear that even in

an emergency you've got processes that you have to go through quick like this but then we've got to make sure we know those processes because with federal and state forms it's slightly different than say if you use city forms or something like that. It is slightly different on how you have to spend that. It doesn't delay you on getting things done, but you just can't pick up the phone and call A,B,C and A,B,C come out. You may call three people and two of them may not respond. I'm thinking at that point you've done your obligations at that point. But you would know more about what the law says as what constitutes an emergency--I mean what you have to do when you determine it to be an emergency. Dannye said that's correct.

Commissioner Bryant said I asked about a limit—not that I wanted to set a limit—I think that in the situations we're talking about obviously if the roof blew off, you're not going to get a roof in a couple of days. You're talking about monies to just secure the facilities until such time you come back to this Board...Dannye said that's correct...and secure additional funds or get with the insurance company. So I'm fine with that. I think—like the situation we had—we had a major one of our buildings a pipe burst in the building, a major flood. We couldn't wait for the Commission in order to get someone in there and start getting that water out and start drying it out. We called an emergency meeting—I think it was on a Thursday; we called an emergency meeting that Friday, but we went ahead and started spending money to get that fixed, I mean to get it secure until we could get the repairs done. So I don't think that we would get into substantial money without coming before this Board. I was just curious as to whether or not we could set a limit but I want it noted. Dannye said it was duly noted.

Commissioner Pannell said and when you look at that situation there and you're at the Port you've got to multiply that by 10 or 15 times. You know that all could happen and we don't expect it but that all could happen at one time and we could have buildings open out here all kind of ways.

Mr. England said on a certain day in our general cargo wharf transit shed, we could have \$6M dollars of cargo in that building alone. The building is one thing; but it's protecting that cargo is another one. I've gotten what I need from the Board at this point to move forward. We've accomplished what we set forth to do. We appreciate it. Commissioner Pannell said we don't need anything in the reference that says we're going to---. Mr. England said it'll be in the minutes.

Mr. England said at the pleasure of the Board, I'll move on into the Port Director's report.

PORT DIRECTOR'S REPORT: Mr. England provided a comprehensive overview of the proposed I-69 service road

Commissioner Gregorio said that's a great movement forward and I want to congratulate you and the staff for helping get it done and helping to lead to get it done. We've got to keep constant pressure on this one and keep driving forward as roadway projects tend to do. The other timing element is we don't want that \$16M dollars to be, if you will, consumed into a larger General Fund.

Security - I'm pleased to tell you that the first phase of our security upgrades, the tower, is out for bid. What we wanted to do was get the tower and the poles in place before we put out for bid the video cameras and electricity. It's out for bid; the poles will be right behind it.

Mass Emergency Notification System (MENS) as it's referred to as we've made our selection. We have the platform. As you all know one of the main focuses of that MENS was for us to be able to communicate quickly with our tenants utilizing this cloud based cellphone technology that's out there so we can send those interactive messages to our tenants and also to the Board and to the staff.

Emergency Response Business Continuity Plan - It's essentially finished. We are preparing ready guides that our staff can have at their desk. We'll have our Business Continuity Plan for major deals, but for a quick reference, we're gonna have those for each of the staff members at their desk.

Security - The landscape has been removed in the downstairs parking area; we're evaluating fencing right now and our architect is making the selections and necessary designs to install not only a fence around the parking area but also the garage door so we can limit the access after hours.

We're also working on the lighting of Doug Attaway Blvd. and we're working with SWEPCO on whether or not we can use those large electrical transmission bulbs for our lighting on additional poles on the right of way.

PR Report - We continue to maintain a presence in the community with the speaking and various engagements and tours.

Economic Development - One of our tenants, Ternium, announced their expansion last year. They are soon to be applying and going before the various governing authorities for their ITEP. So we've provided some support to them.

Stevedoring – If you go down to our general cargo dock today, you'll see we're handling slabs with our recently purchased Volvo 350 \$850,000 loader that we specifically spec'd so we could handle those slabs more efficiently and increase the ROI to the Port. Just got a couple of pictures from our Ops team and sent them to the Red River Waterway Commission thanking them for their support.

Red River – We've got not a unique situation but it's a little bit different situation in that the Mississippi River (as you all have seen in the reports and in the news) is at a high water stage right now. We have five lock and dams on the Red River but there is one more lock that connects us to the Mississippi, Old River Lock. The water level has exceeded a certain level such that they're not allowing barge traffic.

Operations - This past month at one point we had over 300 coils in the warehouse and 185 more on the ground. It was a record number of coils handled for us in one given time and our 8 member operations team is doing a phenomenal job. Meanwhile, while they're unloading those barges, they're still loading trucks and keeping the customer on the just in time delivery.

January was our last month of rail operations and it was a record month. We had a strong month of 76,000 tons and 1700 switches. Typically we'll see roughly 6000 rail cars a year. We did lease our two locomotives (Baldwin) to Rail Link. They will maintain them just as we did and keep them functional and operational. They also assumed the lease on the one we had leased.

Foreign Trade Zone - We visited with you about a Foreign Trade Zone last year with a prospect and we're continuing those conversations.

We are continuing our appraisal on the Leonard Road Farms tract, one of the tracts that's adjacent to our Cupples West tract. We expect David Lakvold to be wrapping up his appraisal any time now. He's done the site visit; he's done the interviews with us, the landowner, so it's just a short time before he finishes the report.

Just as a follow up to our town hall meeting, you all saw there was coverage from a couple of the TV stations. After the meeting there was an incredible amount of dialogue from neighbors and just concerned citizens that wanted more information. As a result of this feedback we received in this question and answer period that we had, we've changed Port Expansion on our website. If you get a question about Port Expansion, please refer them to our website, the maps, the resolution, the presentation that we made at the town hall meeting this year is on the website. It's got its own special category. When you go to the Port's main page, it says Port Expansion right there. It's not under another tab.

Engineering Projects – The fender rehab, we're awaiting the fabricator to construct some final things like stairs so our operators can safely enter and exit a barge even during the high water periods.

The railyard, which is expanding our rail storage capacity by some 6,000+ ft. is nearing completion. They're tamping up the rail doing some of the final work on it.

The 100,000 sq. ft. warehouse is at the State Fire Marshal for their review. We wanted to time closing of the review with the bond closing. It looks like it's going to sync perfectly. We'll have those monies set to draw upon to make that project in a position to go out for bid immediately.

IT - Greg Beason is with PC-Net. We've successfully migrated our email and our servers.

You've got your Tier 2.1 coming up May 15th.

Don't forget about your annual ethics training.

I have a meeting with Dr. Woody Wilson tomorrow to discuss the Sportran bus service and looking to make sure we continue to work cooperatively on that service out here.

I thank you for your attention and look forward to visiting with you.

Commissioner Pannell said I would like to thank the staff because when I started talking about trying to meet with our neighbors etc. because you know I'm understanding that there's still confusion out there. I was looking for a small presentation. I talked to Eric and Danye about it and this thing just rolled into what we saw the other night. I also would like to thank all my Board members who also stayed for that. I think that cleared up a lot of issues that had been out there for a while. I think we have a possibility of extending a new dialogue with our people. I think we waylaid most of the fears that people had so I just want to thank the staff for all their maps. They didn't just appear; they spent time doing that. I think y'all did a great job.

Commissioner Prescott said I want to thank you and Commissioner Griggs for standing in for me. I've kind of been missing in action. I want to publicly congratulate Commissioner Altimus and welcome him. I look forward to working with him.

Commissioner Prescott adjourned the meeting at approximately 5:10 p.m.

Respectfully submitted,

Walter O. Bigby, Jr.
Secretary-Treasurer

April Board Meeting

Notice of Public Meeting:

To consider and adopt the 2019 Ad Valorem Tax Ordinance
April 8, 2019 4:30 p.m.

April 8, 2019 4:30 p.m.

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