



6000 Doug Attaway Blvd. | Shreveport, LA 71115 | P (318)524-2272 | F (318)524-2273 | port@portsb.com | www.portcb.com

Caddo-Bossier Parishes Port Commission  
Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
November 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., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. We have a quorum. Absent: Steve Watkins.

Introduction of guests: Tyler Comeaux, Burk-Kleinpeter; Jacqueline Scott, Jacqueline Scott & Associates; Zzell Dudley, NLEP; Ken Antee, Crews & Associates; Sarah McKinney, Romph & Pou Agency; Joe Johnson and George Carroll, Harts Island Road Homeowners Association. Staff: Eric England, Dannye 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.

**PUBLIC HEARING:** 2019 General Fund and Capital Operations Budgets of the Caddo-Bossier Parishes Port Commission:

Commissioner Prescott said we will now open the public hearing pursuant to La. RS 39:1307 of the Louisiana Local Government Budget Act. Do I hear any public comments regarding the 2019 General Fund and Capital Operations Budgets of the Caddo-Bossier Parishes Port Commission?

Hearing no comments, we will close the Public Hearing. These budget Ordinances will be considered and discussed under New Business later in our meeting.

**UNFINISHED BUSINESS:**

**Motion by Commissioner Bigby, seconded by Commissioner Pannell, to approve the Regular Board Meeting Minutes of October 18, 2018. 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: 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Motion by Commissioner Bigby, seconded by Commissioner Hall, to approve the Special Board Meeting Minutes of November 5, 2018. 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Motion by Commissioner Bigby, seconded by Commissioner Hall, to approve the September 2018 Financial Reports: 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Marketing Committee Meeting of November 5, 2018:** Commissioner Bigby called the Marketing Committee meeting of November 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 Bigby, Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. A quorum was present.

Commissioner Bigby called for introduction of guests: Sarah McKinney, Romph & Pou Agency; Tyler Comeaux, Burk-Kleinpeter; Mike Busada, Butler Shaw; Ty Scroggins, Scroggins Consulting and Bill Boles, Boles, Shafto & Leonard, LLC. Staff present: Eric England, Dannye Malone, Gloria Washington, Hugh McConnell, Rick Nance, Kathy French and Hettie Agee.

Hearing no Public Comments on Agenda Items, Commissioner Bigby called on Eric for Potential Customers/Projects. With regard to our prospect we informed you about, they've asked us to enter into an option for 92 acres on two separate tracks. We also have a company that desires to lease some space in our Slack Water Harbor.

The calendar is in your pages for the year wrapping up and we discussed the 2019 schedule.

The Public Affairs report was given by Kathy French.

Commissioner Bigby adjourned the meeting at approximately 12:13 p.m.

**Motion by Commissioner Bigby to approve the November 5, 2018 Marketing Committee Report. 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Operations Committee Meeting of November 5, 2018:** The meeting was called to order by Commissioner Griggs, Chairman, at approximately 12:14 p.m., November 5, 2018 at the Regional Commerce Center Board Room.

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

Guests: Sarah McKinney, Romph & Pou Agency; Tyler Comeaux, Burk-Kleinpeter; Ty Scroggins, Scroggins Consulting, Mike Busada, Butler Shaw and Ken Antee, Crews & Associates.

Staff members: Eric England, Danyne Malone, Kathy French, Hugh McConnell, Gloria Washington, 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 activity and related matters. Benteler reported almost 4500 tons, 49 cars. Ternium received 234 cars, over 18,772 tons. West LA Aggregate had their 17<sup>th</sup> unit train for the year, over 10,294 tons. Petroleum shipments have been pretty steady. Omni and Calumet reported nearly 8,000 tons. Pratt reported 3700 tons of paper and starch. In total, there were 736 new cars, 47,115 tons.

With regard to barge traffic, the River is high and should crest Wednesday at about 26'. At one point in time we probably had 1100 slabs on the ground. We've worked those down to about 200/300 now. We are expecting two more barges in November. The stevedores also unloaded a barge of shredded tires that will go to a local paper mill and loaded a scrap barge for Commercial Metals. Ternium, Vulcraft and Texas Tubular-if you combine all those we worked 9 coil barges in the month, a little over 16,000 tons. The loader, tractor trailer and also the trailer have been ordered. We expect delivery in spring 2019. Finally Red River Terminals and Davison Terminals reported 7 barges of petroleum, 16,000 tons. We had 18 barges that called on the Port, 32,350 tons. So combined rail and water should be about 1.1/1.2 M tons for this year.

Commissioner Pannell said Capt. Murphy, I don't know if everybody got that email from you but I appreciate that because when you give your report it does not give people a mental picture of the progress we're making. Jimmy and I both agree that we're seeing some things that we've never seen. But to have someone give us this information here for something that has not been done, I think we should send some message to the people about how much we appreciate what they did. You may speak to it better than I can, Capt. Murphy. Capt. Murphy

said that was exactly what I was going to say. From me, and I'm sure I'm speaking for the rest, 118 coils from Ternium out of 2 barges plus the 21 dispatch outbound for Vulcraft, plus 4 slabs in an 8-hour day. Pass an Atta boy down to the Ops team. Hugh said it's been a busy year; it really has. The increase in personnel came at a right time and we've been covered up with work. So thank you.

Hearing no additional questions or comments, Commissioner Griggs called on Rick for Port Projects. Rick said the ADS Warehouse has now got the Substantial Completion in. DOT is gonna come up in a couple of weeks to see it. Phase I of the rail, the Substantial Completion has been issued for them as well and the follow on Phase II have got Track A and B layed and spiked up. They're gonna start work today or tomorrow and proceed. The fender rehab- they are starting to reassemble to do the platforms. They'll do the south dock first to make sure it all fits. We've taken proposals to do the clearing on the old house and the contract is being prepared by Dannye.

Hearing no further questions, Commissioner Griggs adjourned the meeting at 12:23 p.m.

**Motion by Commissioner Griggs to approve the November 5, 2018 Operations Committee Meeting Minutes: 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**NEW BUSINESS:**

**ORDINANCE NO. 2 OF 2018**

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

AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE GENERAL FUND FOR THE YEAR 2019 AND OTHERWISE PROVIDING WITH RESPECT THERETO:

BE IT ORDAINED by the Caddo-Bossier Parishes Port Commission, in legal and regular session convened, that the Budget of Estimated Revenues and Expenditures for the General Fund for the year 2019, is hereby adopted and appropriated as follows, to-wit:

**2019 BUDGET**

**Revenues**

<b>Agricultural Lease Rentals</b>	<b>21,150</b>
<b>Industrial and Land Lease Rentals</b>	<b>3,678,000</b>
<b>Mineral Leases</b>	<b>500,000</b>
<b>RCC Events</b>	<b>2,500</b>
<b>Commodity Operating/Throughput</b>	<b>1,917,060</b>

<b>Interest Income</b>	<b>2,000</b>
<b>TOTAL REVENUE</b>	<b>\$6,120,710</b>

**Expenditures**

<b>Salaries</b>	<b>2,290,575</b>
<b>P/R Tax Exp – FICA</b>	<b>51,795</b>
<b>P/R Tax Exp - State Unemployment</b>	<b>1,400</b>
<b>Employee Benefits</b>	<b>822,200</b>
<b>Dues/Fees/Subscriptions/Memberships</b>	<b>42,000</b>
<b>Office Supplies/Printing</b>	<b>41,200</b>
<b>Office Equipment</b>	<b>5,000</b>
<b>Postage</b>	<b>3,000</b>
<b>Telephone/Communication/IT</b>	<b>200,000</b>
<b>Utilities</b>	<b>200,000</b>
<b>Office Maintenance</b>	<b>142,000</b>
<b>RCC Events</b>	<b>2,500</b>
<b>Insurance</b>	<b>590,441</b>
<b>Worker’s Compensation</b>	<b>39,900</b>
<b>Travel/Promotion/Marketing</b>	<b>175,000</b>
<b>Professional Services – Legal</b>	<b>100,000</b>
<b>Professional Services - Safety/Security/Env</b>	<b>5,000</b>
<b>Professional Services - Other</b>	<b>196,065</b>
<b>Stevedore/Terminal Operations</b>	<b>165,000</b>
<b>Miscellaneous Expenses</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$5,078,076</b>

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

**Fund Balance at End of Year** **\$16,267,431**

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

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

BE IT FURTHER ORDAINED, that this Ordinance shall become effective on January 1, 2019.

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

Approved as to legal form and content:

/Dannye W. Malone  
Dannye W. Malone

11/14/18  
Date

**Ordinance No. 2 of 2018:** Commissioner Bryant made a motion to amend the Ordinance No. 2 General Fund Budget to include an additional 5% raise for the Legal Administrator over and above the amount given in the Special Board Meeting of November 5, 2018. The motion was seconded by Commissioner Hall.

**Motion approved by the following vote for Ordinance No. 2 as amended: 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Ordinance No. 3 of 2018:**

**ORDINANCE NO. 3 OF 2018**

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

AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE CAPITAL OPERATIONS FUND FOR THE YEAR 2019 AND OTHERWISE PROVIDING WITH RESPECT THERETO:

BE IT ORDAINED by the Caddo-Bossier Parishes Port Commission, in legal and regular session convened, that the Budget of Estimated Revenues and Expenditures for the Capital Operations Fund for the year 2019, is hereby adopted and appropriated as follows, to-wit:

**2019 BUDGET**

**Revenues**

<b>Red River Waterway Commission</b>	<b>5,688,725</b>
<b>Bond Issue (Water Line)</b>	<b>2,073,545</b>
<b>Bond Issue (100,000sqftWH &amp; Land)</b>	<b>17,250,000</b>
<b>Property Tax</b>	<b>6,600,000</b>
<b>Water &amp; Sewer</b>	<b>3,500,000</b>
<b>Safety Tariff</b>	<b>296,900</b>
<b>Interest Income</b>	<b>10,000</b>
<b>TOTAL REVENUE</b>	<b>\$35,419,170</b>

**Expenditures**

<b>Professional Services - Engineering</b>	<b>25,000</b>
<b>Professional Services - Accounting</b>	<b>22,275</b>
<b>Professional Services - Environ Services</b>	<b>50,000</b>

<b>Professional Services - Security</b>	<b>150,000</b>
<b>2.26M Utility Revenue Bonds</b>	<b>171,500</b>
<b>3.1M Utility Revenue Bonds</b>	<b>215,065</b>
<b>3.2M Water Revenue Bonds</b>	<b>171,264</b>
<b>8.949M Utility Revenue Refunding Bonds</b>	<b>355,915</b>
<b>10.8M Utility Revenue Refunding Bonds</b>	<b>356,000</b>
<b>16.917M Revenue/Refunding Bonds</b>	<b>1,045,420</b>
<b>17.25 Limited Tax Revenue Bonds</b>	<b>1,100,000</b>
<b>Fire Station Operations</b>	<b>600,000</b>
<b>Port Complex Bus Service</b>	<b>39,000</b>
<b>Port Complex Capital Maintenance / RCC</b>	<b>170,000</b>
<b>Land Purchases</b>	<b>5,000,000</b>
<b>Sheriff's Collection Fee</b>	<b>210,000</b>
<b>Miscellaneous Expense</b>	<b>100</b>
<b>Water Line</b>	<b>2,073,545</b>
<b>Tank Farm Improvements</b>	<b>600,000</b>
<b>Gray Water Feasibility Study</b>	<b>100,000</b>
<b>Additional Rail and Crossings</b>	<b>263,000</b>
<b>100,000sqft Warehouse</b>	<b>15,000,000</b>
<b>40,000sqft General Storage Design</b>	<b>500,000</b>
<b>ATV Rail Access Road</b>	<b>150,000</b>
<b>RCC/Dock/Port Complex Security</b>	<b>1,509,500</b>
<b>Portable Fabric Warehouse</b>	<b>1,000,000</b>
<b>Stevedoring Equipment</b>	<b>1,302,000</b>
<b>Material Handling Equipment</b>	<b>570,000</b>
<b>General Cargo Dock Concrete Resurfacing</b>	<b>500,000</b>
<b>Slack Water Harbor Dredging</b>	<b>320,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$33,569,584</b>

**Fund Balance at Beginning of Year**

**\$132,496,078**

**Fund Balance at End of Year**

**\$134,345,664**

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

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

BE IT FURTHER ORDAINED, that this Ordinance shall become effective on January 1, 2019.

BE IT FURTHER ORDAINED, that if any provision or item of this Ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Ordinance which can be given

effect without the invalid provisions, items or applications, and to this end the provisions of this Ordinance are hereby declared severable.

Approved as to legal form and content:

/s/ Dannye W. Malone  
Dannye W. Malone

11/14/18

**A motion to approve was made by Commissioner Griggs and seconded by Commissioner Bigby to approve Ordinance No. 3, as presented with the changes by Mr. England, and is recommended for consideration by the Board. 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Rs. No. 6 of 2018:** A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF COOPERATIVE ENDEAVOR BETWEEN THE RED RIVER WATERWAY COMMISSION AND THE CADDO-BOSSIER PARISHES PORT COMMISSION, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO. Mr. England said this is in regard to the 100,000 sq. ft. warehouse with funds to be provided by the Red River Waterway Commission as well as Port Priority and is recommended for approval.

**The motion was made by Commissioner Hall and seconded by Commissioner Bryant. 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Rs. No. 7 of 2018:** A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF COOPERATIVE ENDEAVOR BETWEEN THE RED RIVER WATERWAY COMMISSION AND THE CADDO-BOSSIER PARISHES PORT COMMISSION, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

Mr. England said this is for funding from the Red River Waterway Commission for material handling equipment at the dock and for dredging at the mouth of the Slack Water Harbor.

**The motion to approve was made by Commissioner Murphy and seconded by Commissioner Hall. 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: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

**Rs. No. 8 of 2018:**

**RESOLUTION – PROJECT ACCEPTANCE**

STATE PROJECT NO. H.013074  
PARISH OF CADDO



**RESOLUTION NO. 8 OF 2018.**

WHEREAS, the Caddo-Bossier Parishes Port Commission contracted with Wieland-Davco Corporation to complete Project No. H.013074, Heavy Load Multimodal Warehouse Expansion, in accordance with the current bid laws of the State of Louisiana, including, but not limited to R.S. 38:2211, et seq; and

WHEREAS, the contract between the Caddo-Bossier Parishes Port Commission and Wieland-Davco Corporation has been successfully completed.

NOW, THEREFORE, BE IT RESOLVED by the Caddo-Bossier Parishes Port Commission, in regular session, assembled on this 15<sup>th</sup> day of November, 2018, the contract is hereby accepted by the Caddo-Bossier Parishes Port Commission effective November 15, 2018.

/s/ Walter O. Bigby, Jr.  
SECRETARY-TREASURER

/s/ Rick C. Prescott  
PRESIDENT

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of Rs. No. 8, 2018 adopted at a Regular meeting of the Caddo-Bossier Parishes Port Commission held on the 15th day of November, 2018 in which a quorum was present and voting and that the resolution adopted is still in force and effect and has not been rescinded or revoked.

Signed at Shreveport, LA on the 15<sup>th</sup> day of November, 2018.

/s/ Walter O. Bigby, Jr.  
SECRETARY-TREASURER

Mr. England said this is regarding the 50,000 sq. ft. expansion also known as the ADS warehouse expansion. We have received the Lien Clearance and everything is in order for us to receive this project and is recommended for adoption. **Motion was made by Commissioner Hall and seconded by Commissioner Murphy. 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 thanked the Board for their hard work on the budgets on behalf of the staff.

We wish each and every one of you a Happy Thanksgiving.

Commissioner Prescott said he would like to concur with that.

**ADJOURNMENT:** That concludes our meeting; we stand adjourned at approximately 4:42 p.m.

Respectfully submitted,

Walter O. Bigby, Jr.  
Secretary-Treasurer

**December Meeting**

**Regular Board Meeting, Thursday, December 20, 2018 4:30 p.m.**  
Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA 71115