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CADDO-BOSSIER PARISHES PORT COMMISSION  
Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
November 18, 2019, 4:30 p.m.

Commission President 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 and Capt. Thomas F. Murphy. Absent: None. A quorum was present.

Introduction of guests: Joe Johnson, George Carroll, Lt. Richard Jennings, Caddo Parish Sheriff's Office; Ed Walsh, Romph & Pou Agency, Jordan Pearson, BKI, and Patricia Parker, Dave Rambaran Geosciences, LLC. Staff: Eric England, Danyne Malone, Gloria Washington, Rick Nance, Tyler Comeaux, Zazell Dudley, Kathy French and Hettie Agee.

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

**UNFINISHED BUSINESS:**

**Motion by Commissioner Bigby, seconded by Commissioner Hall, to approve the Regular Board Meeting Minutes of October 14, 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 and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

**Motion by Commissioner Bigby, seconded by Commissioner Griggs, to approve the September 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 and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

**Commissioner Prescott called for the first item on New Business.**

**NEW BUSINESS:**

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

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

Mr. England used Google Earth to show proposed lease sites of Resolution No. 14 and 15:

**RESOLUTION NO. 14 OF 2019**

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

A RESOLUTION AUTHORIZING THE LEASE OF CERTAIN PROPERTY OWNED BY THE CADDO-BOSSIER PARISHES PORT COMMISSION TO CALUMET REFINING, LLC, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

Using Google Earth, Mr. England pointed to the site saying this is not to be confused with Calumet Packaging. Their intent is to use tracks in this area to access this overhead pipe rack so the liquid commodity may be stored and distributed in these adjacent tanks we own that are leased to Red River Terminals. I recommend Rs. 14 be adopted by the Commission to allow us to move forward. (Resolution No. 14 to be printed in its entirety in the Official Journal.)

**Motion by Commissioner Hall, seconded by Commissioner 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 and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

**RESOLUTION NO. 15 OF 2019**

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

A RESOLUTION AUTHORIZING THE LEASE OF CERTAIN PROPERTY OWNED BY THE CADDO-BOSSIER PARISHES PORT COMMISSION TO CSQT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

Mr. England said this company provides intra-plant ground transportation logistics. Rs. 15 is recommended for adoption at this time. (Rs. 15 to be printed in its entirety in the Official Journal).

**Motion by Commissioner Murphy, 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 and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

**RESOLUTION NO. 16 OF 2019**

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

A RESOLUTION CERTIFYING THE NEED TO APPROPRIATE THREE MILLION TWO HUNDRED THOUSAND DOLLARS FROM THE CORPUS OF THE ECONOMIC DEVELOPMENT RESERVE FUND FOR ECONOMIC DEVELOPMENT PURPOSES, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

**WHEREAS**, under the provisions of Ordinance No. 3 of 2017, the Caddo-Bossier Parishes Port Commission (the “Commission”) established the Economic Development Reserve Fund to provide financial resources for economic development projects, including monetary incentives for businesses and industries in support of creating jobs and related commercial endeavors;

**WHEREAS**, the Economic Development Reserve Fund represents a vital asset for economic development projects and related commercial endeavors;

**WHEREAS**, the Economic Development Reserve Fund will only be utilized to finance strategic economic development projects;

**WHEREAS**, to further its mission of economic development in Caddo and Bossier Parishes, the Commission requires a sufficient inventory of available parcels of land to attract prospective businesses and industries for new job creation opportunities; support infrastructure development; stimulate economic growth and prosperity in the local community; and accommodate the expansion demands of existing tenants.

**NOW, THEREFORE, BE IT RESOLVED** by the Caddo-Bossier Parishes Port Commission in due, legal and regular session convened that it hereby certifies a demonstrated and meritorious need exists to appropriate Three Million Two Hundred Thousand and No/100 (\$3,200,000.00) Dollars from the corpus of the Economic Development Reserve Fund for land acquisition and related expenses for economic development purposes enumerated hereinabove.

**BE IT FURTHER RESOLVED**, that this Resolution shall only become effective upon a two-thirds vote of the entire membership of the Commission.

**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:

Dannye W. Malone  
Dannye W. Malone

11/15/19  
Date

This Resolution having been submitted to a vote, the vote thereon was

YEAS: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus,  
Erica R. Bryant, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy

NAYS: None  
ABSENT: None  
ABSTAIN: None

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

/s/ Walter O. Bigby, Jr.

**Walter O. Bigby, Jr., Secretary-Treasurer**

/s/ Rick Prescott

**Rick Prescott, President**

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution adopted at a Regular Meeting of the Caddo-Bossier Parishes Port Commission held on the 18<sup>th</sup> day of November, 2019, in which a quorum was present and voting, and that the Resolution adopted is still in full effect and has not been rescinded or revoked.

Signed at Shreveport, Louisiana on the 18th day of November 2019.

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

Mr. England said when we established the various reserve funds, we set up an Economic Development Reserve Fund. The withdrawal of funds from those reserve funds requires a two-thirds vote of the Commission by way of a certifying resolution. In the next 60 days, we have roughly \$8M of land purchases. These include the four Harts Island Homeowner sites and the Leonard Road Farms site. For us to close on these with \$5M in the 2019 budget, we do need to draw funds from our Economic Development Reserve Fund so that shortly after the beginning of the year, we can close on the others. This will enable us to move forward without having to amend our 2019 Capital Budget and go through essentially double the process. As a result of the meetings we've had previously, I was only authorized to pursue acreage on the east side of 3132. Anything that would be on the west side of 3132 I needed to bring back before the Board for approval to do so. I would urge the Commission to consider authorizing me to pursue this 80 acres, in addition to the 200+ here so we will have in our inventory a mega site. The adjacent land owner is the seller of the property and the measurement from the nearest neighborhood is half a mile plus. I think there's significant buffer. Rs. No. 16 will allow us to make the necessary withdrawal to complete the purchase of the Harts Island group of the four landowners and this combined acreage within the next 60 days. Commissioner Hall said so the approval of Rs. No. 16 will approve the purchase of the additional land. Mr. England said I believe we need to do it in a separate action. The Rs. No. 16 is a formality in accordance with the ordinance that was established with the reserve funds so it would need to be in two separate actions.

**Motion by Commissioner Hall, seconded by Commissioner Bigby to approve Rs. No. 16.** Commissioner Gregorio said when we take the \$3.2M out of the fund, I think I understand that we're going to put it back in in 2020. Tell me how that gets back in, the source of that. Mr.

England said the Ordinance prescribes how funds are transferred from our accounts into the reserve funds. Specifically it states that excess revenues off of our General Fund and our Capital Operations must be deposited into those reserve funds. Commissioner Gregorio asked do we have some in 2020 coming due, some bonds coming? Mr. England said they're on a continual; they're mostly short-term investment bonds. Commissioner Gregorio asked when do you anticipate when we can put the money back in the fund? Mr. England said it will be during 2020, within the first six months. Commissioner Gregorio said and in addition to the bond money, it will be the current excess revenue that will go in there also to continue to build up the fund. Mr. England said for example, you take our 2020 General Fund Budget, we're showing \$600,000 of excess revenue. **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 and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

Mr. England said if we could entertain a motion for the additional acreage, that would be recommended as well. **Commissioner Hall made a motion to pursue the Leonard Road Farms tracts of land West of the 3132 Right-Of-Way and was seconded by Commissioner Griggs.**

**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 and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: 0. ABSTENTIONS: 0.**

Mr. England concluded by providing the Board and update of activities.

Commissioner Prescott adjourned the meeting at approximately 4:58 p.m.

Respectfully submitted,

Walter O. Bigby, Jr.  
Secretary-Treasurer

**NOTICE OF PUBLIC HEARING: 2020 BUDGETS**  
**December 9, 2019 4:30 p.m.**  
**Regional Commerce Center, 6000 Doug Attaway Blvd., Board Room, Shreveport, LA 71111**  
**Regular Board Meeting, Monday, December 9, 2019 4:30 p.m.**  
Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA 71115