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Regular Board Meeting
Regional Commerce Center, Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
September 15, 2016, 4:30 p.m.

President Commissioner Gregorio 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 Griggs led the Pledge of Allegiance.

Commissioner Gregorio called on Mr. England for roll call: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Lynn Austin, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins. We have a quorum. Absent: None.

Commissioner Gregorio called for introduction of guests. Guests: Lennis Elston, Dean Elston, Ty Scroggins, Anne Gremillion, Daniel Strickland, Angie Broome, Allison Samuels, Joe Johnson, Don Kimmil, Nancy Armstrong and Al Thomas. Staff: Eric England, Brenda Levinson, Dannye Malone, Rick Nance, Gloria Washington, Kathy French and Hettie Agee. Guests were thanked and welcomed.

Commissioner Gregorio provided a Public Comments overview. Are there any requests for public comments regarding an agenda item?

Mrs. Elston, I understand you might want to speak. She replied, yes. And I think your item is not on the agenda, is that correct? She said that's correct. Commissioner Gregorio said as I understand the rules, we can submit that request to the Commission. If by unanimous vote they wish to allow that, then we can. If not, then we will not be able to at this occasion. So if I may, let me ask the Commission for Mrs. Elston who wants to speak on one of the redundant lines that we have.

Commissioner Gregorio said we'll have a public comment about enlarging the agenda to allow Mrs. Elston to speak. Does anybody wish to make any public comments on that? Commissioner Pannell said where would that have to come from, Dannye, from the public? Dannye said from the public. Commissioner Pannell said so would that need to come from Mrs. Elston? Commissioner Gregorio said no, from anybody. Mr. Malone said from anyone else that would want to make a comment about enlarging the agenda. Commissioner Gregorio said hearing none, let's ask the Commission. All in favor of allowing Mrs. Elston to speak, please say "Aye". Any opposed? Hearing none, that's unanimous.

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

MEMBERS: Sam N. Gregorio, President; Rick C. Prescott, Vice President; Roy Griggs, Secretary-Treasurer
Lynn Austin; Erica R. Bryant; James D. Hall; Capt. Thomas F. Murphy; James L. Pannell; Steve Watkins

YEAS: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Lynn Austin, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James Pannell and Steve Watkins.

NAYS: None

ABSENT: None

ABSTAINING: None

Mrs. Elston expressed concerns for the Ellerbe family regarding the Redundant Water Line Right of Way Agreement and Servitude for a water easement on their land on the west side of Hwy. 1 near the Leonard Road, and a previous easement agreement made on the land on the east side. At the conclusion, questions were called for. Commissioner Gregorio thanked her for her time and bringing that to their attention.

UNFINISHED BUSINESS:

Approval of Regular Board Meeting Minutes of August 18, 2016: Commissioner Griggs said the Regular Board Meeting minutes of August 18 are in your package. If there's been no changes, additions, subtraction, deletion, I move for approval. The motion was seconded by Commissioner Murphy. Commissioner Gregorio said we have a motion and second and called for any discussion. Hearing none, he said all in favor please say "Aye". Opposed? It passes.

Approval of the August 2016 Financial Reports: Commissioner Griggs said the August 2016 Financials are also in your package. If there's been no changes, additions or deletion, I move for approval at this time. Commissioner Hall seconded the motion. Commissioner Gregorio said we have a motion and second and called for any discussion. Hearing none, he said all in favor please say "Aye". Opposed? It passes.

Personnel Committee Report of August 18, 2016. The Personnel Committee meeting was called to order by Committee Chairwoman Erica R. Bryant at approximately 3:45 p.m. in the Board Room at the Regional Commerce Center and everyone welcomed.

Committee members: Erica R. Bryant; James D. Hall, Rick C. Prescott, Capt. Thomas F. Murphy and Steve Watkins. Other commissioners in attendance: Roy Griggs and James L. Pannell. We have a quorum. Staff: Eric England, Dannye Malone, Gloria Washington and Hettie Agee.

Dannye said as a general proposition most governmental entities mandate that government issued procurement or credit card be utilized in lieu of personal credit cards for large purchases such as travel, air fare, lodging, vehicle rentals and registration. Our proposed procurement card policy provides, in my view, efficiency and accountability for travel related services and the purchase of small goods and supplies. There are several features enumerated in our Procurement Card Policy.

There are certain restrictions that may be imposed with respect to the use of the credit card or procurement card. One of the things that Erica, you and I talked about were some concerns about the

number of procurement cards that would be issued by the Commission. That hasn't really been decided at this point. I will let Gloria speak to the type of restrictions that may be imposed.

And of course, there are reconciliation provisions and cancellation provisions embodied within the framework of this particular policy. I think we currently have three procurement cards. I think we have one with Lowe's, with Walmart and Office Depot. And I think the suggestion was that those particular cards be cancelled and substituted with a procurement card that we would obtain. Is it Capital One? Gloria said yes, it is with Capital One. We actually have four. We have Sam's, but we have to keep Sam's because you've got to have a Sam's card just to get in, but Walmart and Lowe's definitely. We had Office Depot because the more you buy, the more discount you get. But we can do away with all those. Commissioner Bryant said right because my thought is that for a true procurement card it shouldn't be a card that is primarily only used for travel. Obviously, you use those for travel, but it would be my thought that we would restrict the employees who would have the eligibility to use the cards for travel. If we're gonna go with a procurement card, I think that we should just have one. It reduces the amount of review that Gloria would have to do having just that one statement and not a Lowe's or Home Depot, Walmart. But those persons who are currently able to use those types of cards should then have restrictions that only allow them to use those cards for those types of purchases now. They shouldn't then be able to use the card for hotel, for cars or for restaurants or for shopping centers. It should be for those types of—and I believe the true procurement card can get that deep into....Dannye said that level of detail....that level of detail where you can restrict because my concern is not—I think that we should have cards; my more concern is how we can control the cards and use of the cards. Dannye said that makes perfect sense. And I think with regard to perhaps Eric and maybe a department head, those particular cards would only be utilized for travel, lodging and airfare etc.

Commissioner Pannell said this is not a concern but what I would like to see is as far as the minority participation program, I would like to see that incorporated into this because if you have Walmart, whatever those purchases are, at some point I would like to see a process in place to make sure that we can make purchases from small and minority businesses. In order for that to happen, everybody with a card can't make that decision. It has to be a decision that you are going to—I'm saying that if you went to purchase something—it shouldn't be subjected to that where y'all are going. We ought to already say when we go we're going to purchase from A, B and C so it doesn't matter when you go, but the effort that we're trying to make be incorporated into those purchases. That couldn't have been done for Walmart or anyone else. So since we're getting rid of that, I'm saying that at this point that is not going to have any reflection on what we're passing here. But I'm just saying while you are putting your policies in place, I would also—I just don't want to have three or four separate issues. When you put your policy in place, you put the policy in place with the understanding that we're going to also incorporate a process in which we will make purchases and who we'll make those purchases from. I think the issue would not be a major issue since we're putting those procurement businesses on line at this point. What I'm saying is that from the Port's standpoint, I would like for us to be kind of consistent, because you can't help all businesses. But at some point I'm not going to help you buy something and I go buy something from somebody else. Let's try to at least figure out what we're trying to do...and instead of a shotgun port, let's try to look at trying to...that we're going to help businesses to at least try to pick out something that is going to be beneficial to the Port and if we're constantly buying something from that same business, that is what would give us the possibly lower prices because we're doing that. I would just like to see that incorporated in it.

Gloria said like with office supplies, we try to always if it's something we can get from a minority supplier.

Commissioner Bryant said and it's my thought, what my understanding is, that this is not meant—this is for like small immediate type purchases right that—Dannye yeah, said it's not going to impact our current policy with respect to our procurement—Commissioner Bryant said right, but as far as your normal—none of this eliminates the need to look at the amount, the quantity of purchase you are making with a vendor, because still if you are making a lot of purchases with a vendor, regardless if it's through check, credit card or what have you, you still have to look at that dollar amount. It will go through the purchasing laws etc. Dannye said that is absolutely correct. Commissioner Bryant said so this in my thought was just having a mechanism, when I say combined, so that someone don't have all these tons of cards. But it is still meant for small purchases, and actually during your process, you would limit the amount they can charge in a single transaction. Dannye said that's correct, and that's what I stated from the outset. It's primarily used for airfare, lodging or registration and small purchases.

Commissioner Pannell said you're limiting the amount for the purchases but is there a limit on the overall amount within a particular period of time? Commissioner Bryant said you can limit that as far as the amount they charge. Gloria said we can restrict that. Dannye said as much as we deem appropriate.

Commissioner Griggs said may I have a question, too? If I am understanding correctly, I think you can also limit the territory you want that card used in, is that correct, where it can be used if...say if you want to say a 10 mile radius or a designated area? But does it have that capability? Gloria said I did not even ask because our travel is always out of....I can ask but it's tough to tell them how many...Commissioner Bryant said I am not familiar with the radius. I know you can do categories. You could do like vendor categories. Gloria said we've got categories and amounts right now. Commissioner Griggs said I have a card. Mine's somewhat like yours and I can limit the radius where they can use the card, but it can be opened up—within 20 minutes you can go outside the radius. So I think it would be wise to limit it as much as possible because you can always go back and open it up and they can charge within a matter of minutes. Gloria said the ones for the guys who are running to Lowe's or something like that, I can definitely limit the radius. Dannye said put a geographical limitation on it. Those guys typically don't travel anyway, so they're gonna grab the generic card to go down there.

Commissioner Watkins said how many cards are we talking about? Have we discussed that? Gloria said yes sir. That's five department heads, one general one that just said Caddo-Bossier Port Commission and that's for like if Hugh or Layne need to run to Lowe's etc. Commissioner Watkins said where would that card stay? Gloria said I have a fireproof cabinet that it's locked up in so they have to check it out with me. Commissioner Watkins said so they'll have to check it out through you. Gloria said—I'll tell you this now. Our Walmart, Office Depot cards, Lowe's, those cards are locked up in my office so they have to come get them from me. Dannye said the master card, the Caddo-Bossier Parishes Port Commission card, can be utilized for Commission travel as well or the one that Mary has? Gloria said that's it.

Commissioner Bryant said okay. Dannye asked if there were any other questions.

Commissioner Bryant asked if we need a motion today. Eric said yes and what we'll do is move it to the Board in September with a recommendation of the Personnel Committee. Commissioner Bryant said if the committee approves this, or the Board approves it, when y'all decide who's gonna have the card, that you could provide us just a list of them with the rights—not all the rights, like if they're going to be able to use it for travel or not. Gloria said absolutely.

Commissioner Bryant called for the motion and Commissioner Prescott made it. It was seconded by Commissioner Bryant. She said we have a motion and a second to recommend the Procurement Card Policy to the full Board. Do we have any additional discussion? Calling for discussion and hearing none, Commissioner Bryant said all in favor please say "Aye". Opposed? It passes.

YEAS: Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, Rick C. Prescott and Steve Watkins.

NAYS: None

ABSENT: Lynn Austin

ABSTAINING: None

Hearing no further business to being before the committee, Commissioner Bryant adjourned the meeting at approximately 4:03 p.m.

Commissioner Bryant said the Personnel Committee report is in your packages. If there are no additions, corrections or changes, I make a motion for approval. The motion was seconded by Commissioner Watkins. Commissioner Gregorio said we have a motion and a second and called for discussion. Hearing none, all in favor please say "Aye". Opposed? It passes.

Marketing Committee Report of September 6, 2016: Commissioner Griggs called the Marketing Committee meeting of September 6, 2016 to order at approximately 12:00 p.m. in the Board Room at the Regional Commerce Center. Commissioner Murphy led the Pledge of Allegiance.

Commissioners present: Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall, Capt. Thomas F. Murphy and Steve Watkins. A quorum was present.

Commissioner Griggs called for introduction of guests: Joe Johnson; Anne Gremillion, Daniel Strickland, Sarah McKinney Williams and Taylor Felsher, Gremillion & Pou. Staff members: Eric England, Rick Nance, Brenda Levinson, Gloria Washington, Danyne Malone, Hugh McConnell, Ted Knight and Hettie Agee.

Commissioner Griggs called for Public Comments on Agenda Items. Hearing none, he called on Brenda for a Customer Update. Her report included: ADS Logistics, Pratt Industries, Ronpak, Calumet, Ternium and Benteler. Calling for questions and hearing none, Commissioner Griggs called on Eric who gave the Public Affairs.

Capt. Murphy said he would like to invite the attention of my fellow commissioners to an article that was published this past Sunday in the Shreveport TIMES. Our own commissioner, Attorney Sam N. Gregorio was recently selected for inclusion in The Best Lawyers in America 2017 in the field of Plaintiff's Personal Injury Law. Ranked attorneys reflect the high level of respect earned among other leading

lawyers and clients within their communities and the same practice areas for their abilities, their professionalism and their integrity. So when you next see Sam, congratulate him on that achievement. Thank you.

Hearing no further business to come before the Marketing Committee, Commissioner Griggs adjourned the meeting at approximately 12:11 p.m.

Commissioner Prescott said the minutes of the Marketing Committee report of September 6, 2016 is in your package. If there is no corrections, deletions or additions, I move for approval. Calling for discussion and hearing none, Commissioner Gregorio said all in favor, say "Aye". Opposed? The motion passes.

Operations Committee Report of September 6, 2016: The meeting was called to order by Commissioner Roy Griggs at approximately 12:12 p.m., September 6, 2016, at the Regional Commerce Center Board Room.

Commissioners present: Lynn Austin, Erica R. Bryant, Roy Griggs, James D. Hall, Capt. Thomas F. Murphy and Steve Watkins. A quorum was present. Guests: Joe Johnson; Anne Gremillion, Daniel Strickland, Sarah McKinney Williams and Taylor Felsher, Gremillion & Pou, Staff members: Eric England, Rick Nance, Brenda Levinson, Danye Malone, Gloria Washington, Ted Knight, Hugh McConnell and Hettie Agee.

Commissioner Griggs called for public comments on the agenda items. Hearing none, he called on Hugh for the Operations report. We had a total of 403 cars, 27, 238 tons. We went out for bids on the Track Inspection. Low bid was Alpha Railroad Piling. We also went out for bids for the Track Maintenance/Repair which has been done in the past by North American Railway and they were also the low bidder on that work. We cap each year at about \$125,000 for repair and maintenance. Moving on to barge activity, the River is finally back down to normal. It was about 14.1 at the Shreveport gage. I wanted to definitely mention the Red River Waterway Commission and the Valley Association for all that they did in coordinating and having the conference calls and navigation meeting. We want to thank the Corps for their work and their efforts with the dredges, and of course the Coast Guard in replacing buoys as those were washed out time and time again. I did want to mention the Waterway Commission footed the bill for the dredge, Butcher, which started July 27th and is supposed to finish up on the 10th. They footed the bill for six and a half weeks of this dredge operating. Without that, we wouldn't have full navigation in Shreveport because the Corps funding ran out. They are currently going down to Lock and Dam 2 and then on to Lock and Dam 1. We had a total of 13 barges, 27,030 tons. Hearing no questions, Commissioner Griggs called on Rick for Port Projects.

Commissioner Griggs said our next item on our agenda is an Executive session to discuss a petition for Permanent and Mandatory Injunction, Declaratory Judgment, filed on August 25, 2016 Womack & Sons Construction Group v. Caddo-Bossier Parishes Port Commission, Docket No. 595, 028-B, First Judicial Court, Caddo Parish, Louisiana. At this time, I will entertain a motion to go into Executive Session. The motion was made by Commissioner Hall and seconded by Commissioner Watkins. All in favor, say "Aye". Opposed? The motion passed.

Ayes: Commissioners Griggs, Austin, Bryant, Hall, Murphy and Watkins.

Nays: 0

Absent: Commissioners Gregorio, Prescott and Pannell.

Abstentions: 0

At this time, I would like to ask Eric, Dannye, Rick and Hettie to remain and like to excuse the rest of the guests. You'll be invited back once we come out of Executive Session.

Hearing no further comments, Commissioner Griggs entertained a motion to go back into regular session. The motion was made by Commissioner Hall and seconded by Commissioner Bryant. All in favor, say "Aye". Opposed? The motion passed.

Ayes: Commissioners Griggs, Austin, Bryant, Hall, Murphy and Watkins.

Nays: 0

Absent: Commissioners Gregorio, Prescott and Pannell.

Abstentions: 0

Commissioner Griggs said I will entertain a motion to amend the agenda to add a line item, "Approval to Proceed with the Case Discussed in Executive Session". The motion was made by Commissioner Murphy and seconded by Commissioner Bryant. Any further discussion? If none, all in favor, say "Aye". Opposed? The motion passed.

Ayes: Commissioners Griggs, Austin, Bryant, Hall, Murphy and Watkins.

Nays: 0

Absent: Commissioners Gregorio, Prescott and Pannell.

Abstentions: 0

The Approval to Proceed with the Case Discussed in Executive Session. I will entertain a motion to approve Dannye Malone to go forward with the case discussed in the Executive Session. The motion was made by Commissioner Austin and seconded by Commissioner Bryant. It's moved and seconded. Any more discussion? All those in favor, say "Aye". Opposed? The motion passed.

Ayes: Commissioners Griggs, Austin, Bryant, Hall, Murphy and Watkins.

Nays: 0

Absent: Commissioners Gregorio, Prescott and Pannell.

Abstentions: 0

Hearing no further action, Commissioner Griggs adjourned the meeting at approximately 12:31 p.m.

Commissioner Griggs said the Operations Committee report of September 6, 2016 is also in your packets. If there are no changes or deletions, I move for approval. Hearing no discussion, Commissioner Gregorio said all in favor, please say "Aye". All opposed, "Nay". The motion passes.

NEW BUSINESS:

Procurement Card Policy: Mr. England said the Procurement Card Policy was presented at the August 18th Personnel Committee meeting. It was discussed and recommended for adoption.

As the result of that meeting there were some changes and they're redlined on a page in your handout. You'll see the changes are minor. At this time, the Procurement Card Policy is recommended for adoption by the Board. The motion to approve was made by Commissioner Hall and seconded by Commissioner Bryant. Any discussion? Commissioner Austin said Eric I would caution you to be very very careful of this. I've been involved in three different organizations and all three of them have had problems with procurement cards and to make sure that everybody understands what the policy says. Any variation from that will bring dire consequences. Mr. England said we've had one in service on it and emphasized that point and we'll continue to do so. Thank you. Calling for discussion and hearing none, Commissioner Gregorio said all in favor please say "Aye". Opposed? It passes unanimously.

YEAS: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Lynn Austin, Erica R. Bryant, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins.

NAYS: None

ABSENT: None

ABSTAINING: None

PORT DIRECTOR'S REPORT: Mr. England said I have no report.

Commissioner Gregorio said that concludes our agenda and adjourned the meeting at approximately 4:57 p.m.

Respectfully submitted,

Commissioner Roy Griggs
Secretary-Treasurer

October 2016 Meeting Notices!!

Next Regularly Scheduled Meeting: Thursday, October 20, 2016, 4:30 p.m.

Marketing and Operations Committee Meetings, Monday, October 10, 2016, 12 Noon
Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA