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Caddo-Bossier Parishes Port Commission
Special Board/Executive Committee Meeting
Regional Commerce Center, Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
November 6, 2017, 10:00 a.m.

President Commissioner Gregorio called the meeting to order at approximately 10:00 a.m. in the Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, LA.

The roll was called. 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 asked if there are any public comments on any agenda items and said George Carroll would like to comment on a non-agenda item. The motion was made by Commissioner Pannell and seconded by Commissioner Watkins. Commissioner Gregorio said we have a motion and second and said all in favor say "Aye". Opposed? That passes.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Carroll spoke regarding the audio level of the Commissioner's microphones in the room.

Commissioner Gregorio called on Mr. England to present the 2018 General Fund and Capital Operations Budgets - Drafts.

Commissioner Hall said I'd like to make a motion that we cut the car allowances for 2018 and allow only mileage. I'd like to make a motion that we cut all outside expenditures not related to actions of the Port, similar to what Dannye sent us the opinion on, not the memberships, but the parties, the contributions to other organizations that are not Port related. I'd like to make a motion that we reduce the medical expenses by \$50,000 this year. The motion was seconded by Commissioner Austin. Commissioner Gregorio said we have a second and open it for discussion. Commissioner Bryant said I have a question. Is this budget, are we, is this presented to us today? I mean is it up for....because when we say cut the medical expenses \$50,000, what specific line item are you proposing to reduce in this budget currently? Commissioner Hall said there's several ways to skin that cat, so I'm just asking them to work with the insurance provider to cut the budget by \$50,000 in whatever way works

"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

best. Commissioner Bryant said as far as this budget itself is concerned, if we're going to eliminate the car allowance, then I don't support not giving any raise at all. I mean because you are in effect giving them a pay decrease by eliminating car allowance. Commissioner Prescott said why would we not give a raise and we have a deduction of what we're doing as far as car allowance and we came in with a surplus?

Commissioner Watkins said I think we've got two discussions going on. First of all, a motion is on the floor that I think we need to take care of and then that's kind of morphed into employee benefits and salaries. So I'm going to have to say about the motion on the floor because I have other things to say about the next coming down the line.

Commissioner Bryant said I'd like to make a substitute motion that we do not give the raises, however we leave car allowance, car allowance only, no mileage. The motion was seconded by Commissioner Prescott. Commissioner Bryant said keep the car allowance, no mileage, freeze no raises for the administrative staff, keep what you have at 3% for the Operations. Commissioner Gregorio said your motion had three components. Is your substitute motion in substitute of those three orCommissioner Bryant said I don't have a problem with looking at the expenses and reducing the insurance expense. I would like to look at those as a whole and make adjustments to the benefits that we deem necessary. I do think the employees should be covering their deductibles and that type of thing, so I'd like to have further discussions on the changes that we will make there.

Commissioner Gregorio said Jimmy, let me ask this question. Do you want to take each of those three in unity or separate? Commissioner Hall said one motion. One motion with all three. Commissioner Gregorio said you want the unity.

Commissioner Bryant said my motion is keep car allowance and no mileage and to review the health expenses to make adjustments to benefits. Commissioner Gregorio said and review the health, and is your motion to keep that part of the original motion to cut outside expenses for parties and contribution organizations? Commissioner Bryant said yes. Commissioner Gregorio said and to keep that? Commissioner Bryant said yes. Commissioner Gregorio said so that's the substitute motion. We'll have discussion on the substitute motion. Commissioner Hall said I have one question. Eric is there in this budget car allowances or not? Eric said car allowances are not in this budget. Commissioner Austin asked is there anything in the budget about the Planet Aqua? Eric said no. Commissioner Watkins said I would urge my fellow commissioners to vote against the substitute motion and refer back to the original motion. If you vote "no" against the substitute motion and it passes and the "no's" prevail, then the original motion comes back to us. Commissioner Gregorio called for any other discussion on the substitute motion. Hearing none, all in favor of the substitute motion, raise your hand for an "Aye". Okay the substitute motion fails. The regular motion is back on the table.

YEAS: Commissioners: Rick C. Prescott and Erica R. Bryant,

NAYS: Sam N. Gregorio, Roy Griggs, Lynn Austin, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins

ABSENT: None

ABSTAINING: None

Commissioner Gregorio called for any further discussion on that. Commissioner Murphy said call for the question on the original motion. Commissioner Gregorio said we have a call for the question. All in favor of calling for the question on the original motion, say "Aye" or raise your hand either one. Opposed? That passes.

YEAS: Commissioners: Sam N. Gregorio, Roy Griggs, Lynn Austin, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins

NAYS: Rick C. Prescott and Erica R. Bryant

ABSENT: None

ABSTAINING: None

Commissioner Gregorio said I think we're now having the motion which is Jimmy's original motion. So all in favor of those, raise your hand. All opposed? That passes.

YEAS: Commissioners: Sam N. Gregorio, Roy Griggs, Lynn Austin, James D. Hall, Capt. Thomas F. Murphy, James L. Pannell and Steve Watkins

NAYS: Rick C. Prescott and Erica R. Bryant

ABSENT: None

ABSTAINING: None

Commissioner Gregorio said Eric, back to you. Commissioner Bryant said I have another motion. Sorry. My new motion is that I would like to see the administrative staff since we're cutting car allowance, they should get the raise that the other folks are getting. You don't have it in the budget now, so there's clearly an amendment I could make. I would like to make a motion to give the administrative staff the same raise you'd like to give the Operations staff since we're giving them a pay decrease on the car allowance. Commissioner Gregorio said we have a motion. The motion was seconded by Commissioner Austin. Commissioner Gregorio said and we're open for discussion. Commissioner Watkins said I would suggest instead of voting to give a raise to everybody, we've have talked and talked about productivity study. We've talked about salary ranges. We've talked about comparing to other ports and whether that's fair or not Capt. Murphy, but to continue to increase pay 3%, 3%, 3%, when it's my opinion that a lot of people are already going to be at the top of their salary range whenever we do look at salary ranges. I think it's irresponsible for this Board to continue to give raises without a plan of how we're going to go in the future of containing our salaries and our salary ranges. So I would urge our commissioners to vote "no" against this motion until staff can come back with recommendations on a lot of different things I think we're going to talk about later. I think it's irresponsible to continue to increase this budget every year because that's what we've always done. Commissioner Bryant said we're not increasing the budget because it's gone from \$4.7 to \$4.6 and we're decreasing the car allowance, which, regardless of what you say, it is a pay decrease. So you're affecting the staff to me substantially by

eliminating the car allowance. So all I'm asking is to put it in the budget. We still could have the discussions about whether or not to put in salary ranges. We could still have the discussion about how we have handled the salaries going forward but I think there should be some mechanism in there. Obviously we put car allowance in place in a way to give additional pay without actually increasing the pay. We didn't have a plan for that by decreasing it. But now we should have a plan to increase the salaries.

Commissioner Griggs said Erica, I hear what you're saying and I appreciate what you're saying. And let me first say I'm not saying that the staff doesn't deserve a raise, doesn't work hard. I think that we have to look at where we are. If we continue to give raises at some of the ranges we are in, in five years it would be \$20 thousand dollars more additional pay and we think now that we're on high end, I think we need to look at some way that we know exactly where we start, where we end that and definitely not do a decrease but let them be grandfathered where we are now. But at some point we need to establish that. I think to get a handle down the road is not going to get us where we need to get. I would support it if we amend it that we will look at some way of maybe looking at a range for salaries. And I would support you.

Commissioner Prescott said I just want to say I support Erica's motion.

Commissioner Pannell said one point that I would like to make and I think Steve said that we're getting compensation mixed with conversation. I would say this. When I came to this Board I fought hard because Ops people was making \$11, \$12 and \$13 an hour. I said that's too small a salary to pay for people who are doing that type of work. I can remember when I looked at the reports there, Gloria was the lowest paid staff and I brought that up is why and I was told that because she's the only person in there, so she don't have people under her. And I said that's the craziest thing I have ever heard. That's makes no sense. If she's a department head, she should be paid along with the department heads. I have fought for raises for people here. My problem is that last year I recognized that we had no structure on how we do that, and when I brought that up, had that been dealt with last year, my vote here is to say I'm not going any further until we put something in place.

Commissioner Bryant said again my motion is just to affect salaries. I just want to clarify.

Commissioner Gregorio said we're still open for discussion. Commissioner Bryant said the motion, I would just like to see the amount in the salaries and we still have the discussions about where we want the ranges to be. Again I say we're giving them a pay decrease by giving up the car allowance. We're getting rid of the car allowance so that's a pay decrease so would like to have the adjustment in the budget. Right now, it says "0".

Commissioner Pannell said the adjustment in the budget would be based on someone coming in---Commissioner Bryant said exactly, but I would like the money to be in the line item and not have to...that's my motion is to have the money in the line item until we have those further discussions so we don't have to come back and amend the budget.

Commissioner Gregorio said so we've got a call to the question. Commissioner Austin said you can always amend the budget. Commissioner Gregorio said unless there's more discussion, new items, I think we should honor the call for the question. All in favor of calling the question, please say "Aye". Opposed? Let's do it again. All in favor, raise your hand of calling the question. And then all opposed? So the question's called.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Gregorio said now we're voting on the motion. As I understand the motion, it is to put into—an up to 3% increase in the administrative staff's increase in salary. Correct Erica? Commissioner Bryant said that's just in the line item and not the actual. So all in favor of that motion, raise your hand. We've got four. All opposed, raise your hand. Four. All opposed, raise your hand. Commissioner Pannell said the motion is to put money into the budget and how is it going to be determined whether it's going to be paid or not? Commissioner Bryant said we're gonna come back in the Personnel Committee and have...Commissioner Pannell said okay. Commissioner Pannell said okay, because I still have a problem with the Board not voting on that. Commissioner Bryant said the Board still has to vote on it whatever Personnel. You can bring it to the full Board but I think...Eric said there's six: Commissioners Bryant, Austin, Hall, Murphy, Prescott and Watkins. So it's five yesses, four no's. So the motion passes.

YEAS: Commissioners: Sam N. Gregorio, Rick C. Prescott, Roy Griggs, Erica R. Bryant and James L. Pannell.

Nays: Lynn Austin, James D. Hall, Capt. Thomas F. Murphy and Steve Watkins

Absent: None

Abstain: None

Commissioner Watkins made a motion to task Eric to come back to the Board at our January Board meeting to give us recommendations on how we're going to 1) cut the \$50,000 out of the budget and 2) give us other options on how to curtail spiraling insurance costs. Commissioner Gregorio said we have a second by Commissioner Prescott. We're open for discussion. Hearing no discussion, we'll take a vote. All in favor, please raise your hand. All opposed. So it's unanimous.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Watkins made a motion that we restrict all staff travel to out of town conferences, forums and other such meetings without prior approval from the Board, redirect travel budgets for economic development, business recruitment and site selector visits. Discussion followed.

Commissioner Gregorio called for any further discussion and said does anybody need the motion repeated? Yes. Steve, do you want to repeat it? Let me rephrase restrict. Have a line item for staff travel to out of town conferences and continuing education. Everything else will be moved into the travel budget for economic development? Commissioner Gregorio called for any questions on the motion on the floor. Eric said you said economic development or marketing development? Commissioner Bryant said marketing and business development. Commissioner Gregorio called for any clarification on the motion. Any further discussion? Hearing none, all in favor of the motion, raise your hand. That's unanimous. That passes.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Watkins made a motion to see Eric come back to this or even the Personnel Committee that he has evaluated every position at the Port for need or for redefining that position. That's my motion. The motion was seconded by Commissioner Hall. On the floor for discussion. Commissioner Bryant said I would also like to have that every single time you bring a position before this Board to ask for approval and I think some of our problems that we approved positions when we did not have that type of information and then later on we weren't necessarily pleased with the outcome of what we did agree to hire. And so not having the proper understanding of how these new positions will be integrated into this organization so that later we're not having issues with the productivity for whatever is being produced by that particular position. I for one will not vote for another new position without some type of plan of what that need is, why we need it, how will it impact this organization, why we don't have current staff who can accomplish these additional duties. Commissioner Gregorio called for other discussion. Hearing none, all in favor please raise your hand. One opposed; the rest in favor.

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

NAYS: Erica R. Bryant

ABSENT: None

ABSTAINING: None

Commissioner Gregorio called on Mr. England to present the 2018 Capital Budget.

Mr. England said that concludes my comments. Commissioner Gregorio asked any comments or questions on the Capital? Steve? Commissioner Watkins said I make a motion for us to think about buying an Executive Passenger van for use at the Port and amended it it be for Eric to come back to us with an Executive Passenger van and also a City Car quote. The motion was seconded by Commissioner Pannell. Commissioner Gregorio said Eric from the staff point of view is there a need for these vehicles or not? Eric said sure and especially given the discussions we've had earlier today; there will be. Commissioner Prescott said I think there's a need. We're asking him to look at the staff and re-configure it and talk about a position where the person will be out of the office all the time. There won't be a need for mileage. We will have a Port vehicle. They could be in the car in town and maybe out of State. Commissioner Gregorio called for any other discussion. Hearing none, all in favor please say "Aye". Opposed? That passes.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Gregorio said let's go to the next item please, the reserve fund ordinances.

Commissioner Hall made a motion that we take 50% of the Property Tax revenue and put in the fund on an annual basis until we reach the \$30M and the interest talked about going into the fund at the same time. The motion was seconded by Commissioner Watkins. He said a 2/3 vote. Danye said he wanted to clarify it would be 50% of the unrestricted property tax revenue.

We have a motion and a second on the floor for discussion. Hearing none, let's take a vote. Hearing none, all in favor please say "Aye". Opposed? That passes unanimously.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Promotion and Sponsorship Policy. Mr. England deferred to Danye who said Commissioners, this is a draft of the Promotion and Sponsorship Policy. As you will note, at the last meeting I briefed the Commission about the standard for the expenditure of public funds. This particular Promotion and Sponsorship Policy is in line with Article VII, Section 14(C) of the Louisiana Constitution of 1974 and La. R.S. 51:1201 et seq. The purpose of the policy is to authorize the expenditure of public funds for activities and events sponsored by the Caddo-Bossier Parishes Port Commission. Further the policy states that the Commission shall determine the public purpose; secondly the expenditure of public funds must be reasonable

and necessary to accomplish a public purpose, and does not appear to be gratuitous; and lastly the Commission has an expectation of receiving something of value when expending the public funds. In other words, a proportionate value must be received for the expenditure of the funds. With respect to actually expending the funds, the Executive Port Director upon receipt of authorization from the Commission may approve the expenditure of funds for sponsoring events and activities. Part of the public component would be directed toward activities and functions for prospective and existing tenants, public officials and local business leaders all having an interest in the promotion of industry, commerce and economic development endeavors of the Commission. So it's in line with the Cabela's Standard and Title 51 of the La. Revised Statutes. Commissioner Gregorio said so I think what will happen is this will get us in line with the law with the written policy, number one and then number two is each time there is an expenditure it would require a Board vote. Danye said correct. Commissioner Gregorio said and the staff would bring these reasonings to us. Any questions for Danye or discussion? Eric do you want a vote, a motion on this. Eric said no sir, not today. We just want to present to you the draft for the Board and what we'd like to do is bring it back before the Commission at the meeting next week. We just want you all to see this first draft of it. If there are any comments, please let us know prior to the meeting.

Plan of Action – Draft. Mr. England said in accordance with the discussion at the workshop earlier this year and the Special Board meeting that we had early this year on the budget, we prepared these action and goals in draft form and would ask the commissioners to please take a look at these and we'll bring these back to the Board also to adopt as well. No action needed today. We just needed to bring these back to you in an organized fashion so you could see them all on one document based on all the discussions we had.

Commissioner Gregorio said anything else for the Special Board meeting. Eric said no sir. That completes our agenda. Two questions, should we just go immediately into the Executive Committee, or does anybody want a 2-5 minute break. Why don't we take a 2-5 minute break?

Executive Committee Matters

Commissioner Gregorio called the Special Board meeting back into order. Eric is going to explain some Executive Committee matters but inside the Special Board meeting.

The motion was made by Commissioner Hall and seconded by Commissioner Austin to approve the recommendation that Beast Engineering be granted the project inspection contracts for the 50,000 sq. ft. warehouse expansion, the dock job and the rail job. Commissioner Gregorio said we have a motion and second. Open for discussion. With regard to Construction Testing Services, it was a recommendation to split it between PSI and ATL. Commissioner Gregorio said all three of the firms we had used before and you're comfortable

with their quality and timeliness? Eric said I know we've used two of the three, ATL and PSI, I can speak for those. We have not used Bruce Easterly. We know Bruce Easterly but we have not used. But I think most of the Board knows Bruce Easterly and his credentials. He comes highly recommended. Commissioner Pannell said they are local. Any other discussion on the motion? Hearing none,

all in favor, please say "Aye". Opposed? That passes unanimously.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Commissioner Austin made a motion, was seconded by Commissioner Hall to develop an RFP for an engineer for the 40,000 sq. ft. warehouse, a spec warehouse. We have a motion and second. Any discussion? Hearing none, all in favor, please say "Aye". Opposed? That passes.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

A motion was made by Commissioner Hall and seconded by Commissioner Austin to hire Bobby Gilliam to represent us in the rail matter. We have a motion and a second. Any discussion? Hearing none, all in favor, please say "Aye". Opposed? That passes unanimously.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Employee Assistance Program – FRA. Commissioner Hall made a motion to hire Human Skills Training and Counseling Center for the Port's EAP. The motion was seconded by Commissioner Murphy. Commissioner Gregorio said we've got a motion and second. The motion would be to hire Human Skills Training and Counseling Center subject to the health insurance providing that service. Commissioner Gregorio said so we have a motion. I think it was seconded by Capt. Murphy. Eric said I want to point out this is for employees only, not for employees and family. Commissioner Gregorio called for discussion and asked a couple of questions. He said I think because of the emergency nature we would not need an RFP. Commissioner Gregorio said is there a requirement that we have an RFP or not? Eric said no. My other question is the money in the budget for this? Eric said it's not. We'll need to appropriate this...Commissioner Gregorio said which would be in the 2018 budget? Eric said

that's correct. Commissioner Gregorio said is there other discussion? Hearing none, all in favor, please say "Aye". Opposed? That passes unanimously.

YEAS: 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

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. England said thank you commissioners. That's all I have. Commissioner Gregorio said that concludes the agenda of the Special Board meeting and adjourned the meeting at approximately 12:37 p.m.

Respectfully submitted,

Commissioner Roy Griggs
Secretary-Treasurer

December 2017 Meeting Notices

Regular Board Meeting: Thursday, December 21, 2017, 4:30 p.m.

Marketing and Operations Committee Meetings, Monday, December 11, 2017, Noon
Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA