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CADDO-BOSSIER PARISHES PORT COMMISSION
Regular Board Meeting
Regional Commerce Center, 3rd Floor Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
April 8, 2024 at 4:30 p.m.

- 1. CALL TO ORDER / OPENING REMARKS:** Commission President William “Bill” R. Altimus called the meeting to order at approximately 4:31 p.m. in the 3rd Floor Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, Louisiana and welcomed everyone.
- 2. PLEDGE OF ALLEGIANCE:** Vice President Joshua K. Williams led the Pledge of Allegiance.
- 3. ROLL CALL:** The roll was called by Executive Port Director, Eric England. Commissioners in attendance included: William “Bill” R. Altimus, Joshua K. Williams, Judge Stephen V. Callaway (Ret.), Walter O. Bigby, Jr., Erica R. Bryant, and Sam N. Gregorio. Absent: Roy Griggs, James D. Hall, and Rick C. Prescott. A quorum was present.
- 4. PUBLIC COMMENT ON AGENDA ITEMS:** Commissioner Altimus asked for any public comments on agenda items. Hearing none, Commissioner Altimus moved to the next agenda item.

UNFINISHED BUSINESS:

- 5. REGULAR BOARD MEETING MINUTES OF MARCH 18, 2024:** Commissioner Callaway presented the minutes of the Regular Board Meeting of March 18, 2024. Motion by Commissioner Callaway, seconded by Commissioner Gregorio, to approve the minutes of the Regular Board Meeting of March 18, 2024 as presented. Hearing no questions or comments, the motion was approved by the following votes: AYES: Commissioners: William “Bill” R. Altimus, Joshua K. Williams, Judge Stephen V. Callaway (Ret.), Walter O. Bigby, Jr., Erica R. Bryant, and Sam N. Gregorio. NAYS: 0. ABSENT: Roy Griggs, James D. Hall, and Rick C. Prescott. ABSTENTIONS: 0. (Published in its entirety in *The Times* on April 11, 2024.)
- 6. FEBRUARY 2024 FINANCIALS:** Commissioner Callaway presented the financial report for February 2024. Motion by Commissioner Callaway, seconded by Commissioner Gregorio to approve the February 2024 Financial Report as submitted. Hearing no questions, the motion was approved by the following votes: AYES: Commissioners: William “Bill” R. Altimus, Joshua K. Williams, Judge Stephen V. Callaway (Ret.), Walter O. Bigby, Jr., Erica R. Bryant, and Sam N. Gregorio. NAYS: 0. ABSENT: Roy Griggs, James D. Hall, and Rick C. Prescott. ABSTENTIONS: 0.

NEW BUSINESS:

- 7. DISCUSSION OF AMENDMENT TO RESOLUTION NO. 20 OF 2023 – AMENDING THE PROCEDURES FOR CONDUCTING MEETINGS BY ELECTRONIC MEANS.**

“This institution is an equal opportunity provider and employer.”

MEMBERS: *Bill Altimus, President; Joshua K. Williams, Vice President; Judge Stephen V. Callaway (Ret.), Secretary Treasurer; Walter O. Bigby Jr.; Erica R. Bryant; Sam N. Gregorio; Roy Griggs; James D. Hall; Rick C. Prescott*

Mr. England stated this item was for discussion and that no action needed to be taken today. As a refresher, in December last year, a resolution was adopted which provided an expansion for the open meetings law relative to conducting meetings electronically for members of the general public, as well as, commissioners who have a disability recognized by the ADA. At the time of the adoption, the audio/visual infrastructure of the RCC's Board room only allowed individuals to phone into the meeting via conference phone. Based on the Board's discussion from the January meeting on conducting electronic meetings, a new direction was taken to enhance the audio/visual infrastructure within the Board room. Today, new monitors, new microphones, and the entire system has been enhanced to allow for meetings via electronic means like Go-To-Meeting. This discussion was delayed until the new infrastructure could be installed and tested. Mr. England asked General Counsel Dannye W. Malone to point out some of the key aspects of the amendment that keep our policy within the provisions of state law.

General Counsel Dannye Malone stated with respect to conducting meetings by electronic means, there are 5 important points to consider. First, the commission must provide 24-hours' notice to the public on its website. Secondly, the presiding officer must be present at the anchor location. Third, if there are any technical difficulties during the electronic meeting, the meeting must be recessed. If those technical issues cannot be resolved within a period of one hour, then the meeting must be adjourned. Fourth, the members participating in the meeting via electronic means will be counted towards the quorum and will be able to vote for items on the agenda. Finally, there will be no more than 4 electronic meetings held annually.

Commissioner Altimus asked how the Commission would be able to view the public in an electronic meeting. Mr. England noted using the Go-To-Meeting platform, the administrative controls for the meeting would go to Legal Administrator, Amanda Bailey, members of the public would be identified and allowed to comment, then "muted" for the duration of the meeting. Mrs. Bailey would continue to monitor Go-To-Meeting to allow the presiding officer to maintain the meeting decorum in accordance with Robert's Rules of Order without interference from the general public. Mr. England also proposed having Mrs. Bailey poll the commissioners on the Tuesday prior to the meetings to determine the availability of a quorum to help decide whether an electronic meeting needed to be scheduled for that upcoming regular meeting. Mr. England stated it is not the intent to continuously hold electronic meetings, but merely an additional tool to assist when a quorum of Commissioners is unable to attend. This resolution amending the original resolution on electronic meetings will be on the agenda for next month's meeting. No action was required today.

8. PORT DIRECTOR'S REPORT: Mr. England provided an update on various activities, including the upcoming Tier 2.1 form deadline, House Bill 279 sponsored by Representative McCormick, Heirloom Carbon option agreement, Red River Expressway toll bridge, I-69 and the I-69 service road, and the Bossier Water Line project.

9. ADJOURN: Hearing no other comments or questions to come from the Board, Commissioner Altimus adjourned the meeting at approximately 4:49 p.m.

Respectfully submitted,

/s/ Stephen V. Callaway

Judge Stephen V. Callaway (Ret.)
Secretary-Treasurer