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CADDO-BOSSIER PARISHES PORT COMMISSION  
Regular Board Meeting  
Regional Commerce Center, Board Room  
6000 Doug Attaway Blvd., Shreveport, LA 71115  
December 9, 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, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. Absent: Erica R. Bryant. A quorum was present.

Introduction of guests: Joe Johnson, George Carroll, Wes Chafin, Lt. Richard Jennings, Caddo Parish Sheriff's Office; Ed Walsh and Jared Navare, Romph & Pou Agency, Jerry McCune, Titus Clark, Shonnon Harris, Stephen Tingle, Garland Wells, Anthony Bellucci, Zavian Brown. Staff: Eric England, Dannye Malone, Gloria Washington, Rick Nance, Ted Knight, Tyler Comeaux, Zazell Dudley, Kathy French, Hugh McConnell, Layne Chenevert and Hettie Agee.

**Recognition of Operations Team:** Commissioner Prescott said today we are joined by our amazing Port Operations Team. This incredible group does a phenomenal job ensuring our customer's cargo needs are always handled. Whether it's tire chips, scrap steel, steel coils or steel plate to name a few, our team is the best.

We recognize them today and present each of them the Mariner's Certificates marking the maiden voyage of our newest Port customer, Centric Pipe of Bossier City.

During this first shipment, our team successfully discharged 1500 tons of steel coils. This is roughly 60 trucks.

We are proud of you and thank you immensely for all you do. At this time, I would ask you to come forward. As I call your name, please take this token of our appreciation. Once you have received the certificates, we'd like to get a group photo with all of you and the entire Commission: Garland Wells, Jerry McCune, Shonnon Harris, Stephen Tingle, Zavian Brown, Anthony Bellucci, Titus Clark and Peter Ashley (not present).

Once again, we congratulate y'all. Thank you for all the hard work. We really appreciate you.

"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

Commissioner Prescott asked if there are any public comments on agenda items. Hearing none, he called for the Public Hearing on the 2020 General Fund and Capital Operations of the Caddo-Bossier Parishes Port Commission.

**PUBLIC HEARING: 2020 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. R.S. 39:1307 of the Louisiana Local Government Budget Act. Do I hear any public comments regarding the 2020 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 Gregorio, to approve the Special Board Meeting Minutes of November 18, 2019. Motion approved by the following vote:**

**AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

**Motion by Commissioner Bigby, seconded by Commissioner Griggs, to approve the Regular Board Meeting Minutes of November 18, 2019. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

**Motion by Commissioner Bigby, seconded by Commissioner Hall, to approve the October 2019 Financial Reports. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

### **NEW BUSINESS:**

**Nominating Committee:** Commissioner Prescott said in accordance with the By-Laws of the Caddo-Bossier Port Commission, the Nominating Committee, composed of three commissioners, shall be appointed with the approval of the Commission during the regular meeting held in December each year. At this time, I would like to appoint Commissioners Gregorio, Murphy and Bryant as the 2020 Nominating Committee with Commissioner Bryant serving as Chairman. They will report back to the Board to present their slate of officers at the January 13<sup>th</sup> meeting. I will entertain a motion to approve this Nominating Committee. **Motion by Commissioner Altimus, seconded by Commissioner Hall, to approve the 2020 Nominating Committee. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott,**

**Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

**2020 OFFICIAL JOURNAL OF THE CADDO-BOSSIER PARISHES PORT COMMISSION:** Mr. England recommended The Shreveport TIMES as our Official Journal. **The motion was made by Commissioner Bigby, seconded by Commissioner Gregorio. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

**2020 CALENDAR OF CADDO-BOSSIER PARISHES PORT COMMISSION, THE SHREVEPORT TIMES.** Mr. England said this is our proposed meeting calendar for the year 2020. **Motion was made by Commissioner Griggs, seconded by Commissioner Bigby. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0.**

**ORDINANCE NO. 3 OF 2019**

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

AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE GENERAL FUND FOR THE YEAR 2020 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 2020, is hereby adopted and appropriated as follows, to-wit:

**2020 BUDGET**

**Revenues**

<b>Agricultural Lease Rentals</b>	<b>22,500</b>
<b>Industrial and Land Lease Rentals</b>	<b>3,825,229</b>
<b>Mineral Leases</b>	<b>700,000</b>
<b>RCC Events</b>	<b>500</b>
<b>Commodity Operating/Throughput</b>	<b>1,554,495</b>
<b>Interest Income</b>	<b>2,000</b>
<b>TOTAL REVENUE</b>	<b>\$6,104,724</b>

**Expenditures**

<b>Salaries</b>	<b>2,405,104</b>
<b>P/R Tax Exp – FICA</b>	<b>54,385</b>
<b>P/R Tax Exp - State Unemployment</b>	<b>1,500</b>

<b>Employee Benefits</b>	<b>865,000</b>
<b>Dues/Fees/Subscriptions/Memberships</b>	<b>43,500</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>500</b>
<b>Insurance</b>	<b>619,965</b>
<b>Worker’s Compensation</b>	<b>39,900</b>
<b>Marketing/Economic Development/Travel</b>	<b>375,000</b>
<b>Professional Services – Legal</b>	<b>130,000</b>
<b>Professional Services - Safety/Security</b>	<b>5,000</b>
<b>Professional Services - Other</b>	<b>178,000</b>
<b>Stevedore/Terminal Operations</b>	<b>169,000</b>
<b>Miscellaneous Expenses</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$5,483,054</b>

**Fund Balance at Beginning of Year** **\$16,267,431**  
**Fund Balance at End of Year** **\$16,889,101**

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, 2020.

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

12/2/19  
 Date

Mr. England said Ordinance No. 3 is for adopting the revenues and expenses for the General Fund for the year 2020. Motion made by Commissioner Hall to approve the General Fund Budget for 2020, seconded by Commissioner Gregorio. Motion approved by the following vote: **AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0. (Ordinance to be published in The TIMES)**

**ORDINANCE NO. 4 OF 2019**

**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 2020 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 2020, is hereby adopted and appropriated as follows, to-wit:

**2020 BUDGET**

**Revenues**

<b>Red River Waterway Commission</b>	<b>3,008,015</b>
<b>Bond Issue (100,000sqft Warehouse - Ron Bean and Land)</b>	<b>17,000,000</b>
<b>Bond Issue (Robson Farm Water Line)</b>	<b>2,050,000</b>
<b>Bond Issue (100,000sqft Warehouse - Doug Attaway)</b>	<b>12,000,000</b>
<b>Property Tax</b>	<b>6,600,000</b>
<b>Water &amp; Sewer</b>	<b>1,275,344</b>
<b>Safety Tariff</b>	<b>307,500</b>
<b>Interest Income</b>	<b>30,000</b>
<b>Transfer from Reserves</b>	<b>2,700,000</b>
<b>Transfer from Capital</b>	<b>2,000,000</b>
<b>TOTAL REVENUE</b>	<b>\$46,970,859</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>75,000</b>
<b>Professional Services – Security</b>	<b>150,000</b>
<b>2.26M Utility Revenue Bonds</b>	<b>173,035</b>
<b>3.1M Utility Revenue Bonds</b>	<b>215,845</b>

<b>3.2M Water Revenue Bonds</b>	<b>171,264</b>
<b>8.949M Utility Revenue Refunding Bonds</b>	<b>357,500</b>
<b>10.8M Utility Revenue Refunding Bonds</b>	<b>357,700</b>
<b>16.917M Revenue/Refunding Bonds</b>	<b>1,045,100</b>
<b>17.25M Limited Tax Revenue Bonds</b>	<b>1,196,215</b>
<b>Fire Station Operations</b>	<b>600,000</b>
<b>Port Complex Bus Service</b>	<b>78,000</b>
<b>Port Complex Capital Maintenance / RCC</b>	<b>531,000</b>
<b>Land Purchases</b>	<b>8,000,000</b>
<b>Sheriff's Collection Fee</b>	<b>212,000</b>
<b>Miscellaneous Expense</b>	<b>100</b>
<b>Robson Farms Water Line</b>	<b>2,050,000</b>
<b>Bossier Water Line</b>	<b>350,000</b>
<b>100,000sqft Warehouse (Doug Attaway)</b>	<b>13,000,000</b>
<b>40,000sqft General Storage WH Design</b>	<b>310,000</b>
<b>RCC/Dock/Port Complex Security Upgrade</b>	<b>500,000</b>
<b>Portable Fabric Warehouse</b>	<b>275,000</b>
<b>Slack Water Harbor Hardstand</b>	<b>1,600,000</b>
<b>Stevedoring Equipment (forklift)</b>	<b>60,000</b>
<b>Material Handling Equipment</b>	<b>10,000</b>
<b>Slack Water Harbor Dredging</b>	<b>320,000</b>
<b>General Cargo Rail Repair</b>	<b>75,000</b>
<b>Doug Attaway Road Lights</b>	<b>200,000</b>
<b>100,000sqft Heavy Load Warehouse (Ron Bean)</b>	<b>14,000,000</b>
<b>Road Shoulder Repair (Sarpy/Harris Roads)</b>	<b>200,000</b>
<b>LED Lighting Upgrade</b>	<b>400,000</b>
<b>General Cargo Winches (North &amp; South)</b>	<b>250,000</b>
<b>I-69 Traffic Impact Assessment</b>	<b>40,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$46,850,034</b>

<b>Fund Balance at Beginning of Year</b>	<b>\$134,345,664</b>
<b>Fund Balance at End of Year</b>	<b>\$134,466,489</b>

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, 2020.

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:

/w/ Dannye W. Malone

Dannye W. Malone

12/2/19

Date

Mr. England said we have the Ordinance for the Capital Operations Fund. Commissioner Prescott said Commissioners as you can see we've got a pretty good budget in front of us, a sound one. I know our entire staff has done a great job this year and will continue to do so in 2020. We've discussed COLA's and Merit increases for the staff, but we still must consider Eric and Dannye. I have visited with Eric regarding the budget and my recommendation for Eric and Dannye is to receive the recommended COLA and 3.4% Merit increase approving Ordinance No. 4. The budget has this taken into account so no other adjustments are necessary at this time. **Motion made by Commissioner Murphy to give the COLA and 3.4% to Eric and Dannye. The motion was seconded by Commissioner Hall. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0. (Ordinance to be published in The TIMES)**

#### **ORDINANCE NO. 5 OF 2019**

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

AN ORDINANCE AMENDING ORDINANCE NO. 2 OF 2019 RELATIVE TO THE IMPOSITION OF A THROUGHPUT FEE AND A RAILROAD STANDARD SCHEDULE OF CHARGES ON ALL RAILROAD OPERATIONS OCCURRING AT THE CADDO-BOSSIER PARISHES PORT COMMISSION'S INDUSTRIAL COMPLEX, AND OTHERWISE PROVIDING WITH RESPECT THERETO:

**WHEREAS**, under the authority of La. R.S. 34:3160, the Board of Commissioners of the Caddo-Bossier Parishes Port Commission (the "Commission"), acting as the governing authority of the Commission, adopted Ordinance No. 2 of 2019, relative to assessing and imposing throughput fees and railroad standard schedule of charges for the year 2019 within the jurisdiction of its Industrial Complex; and

**WHEREAS**, it is necessary for the Board of Commissioners of the Caddo-Bossier Parishes Port Commission (the "Board"), acting as the governing authority of the Commission, to amend Section 2 of Ordinance No. 2 of 2019 for the purpose of assessing and imposing throughput fees and railroad standard schedule of charges for the year 2020.

**NOW, THEREFORE, BE IT ORDAINED** by the Caddo-Bossier Parishes Port Commission in due, legal and regular session convened that Section 2 of Ordinance No. 2 of 2019 is hereby amended and reenacted as follows:

\* \* \* \* \*

**SECTION 2. Railroad Standard Schedule of Charges.** Acting under the authority of La. R.S. 34:3158, *et seq*, the Railroad Standard Schedule of Charges, are hereby assessed and imposed for the year 2020, as follows:

<b>SERVICE</b>	<b>RATE (PER CAR UNLESS OTHERWISE NOTED)</b>
<b>SWITCH (LOADED OR EMPTY)</b>	<b>\$130</b>
<b>CARS RELEASED W/O BILL OF LADING</b>	<b>\$260</b>
<b>SPECIAL TRAIN CHARGES</b>	<b>\$250 per hour (4-hour min.)</b>
<b>OVERLOADED CARS</b>	<b>\$330</b>
<b>TURNING OF CARS</b>	<b>\$260</b>
<b>CARS REFUSED DUE TO CONDITION</b>	<b>\$160</b>
<b>EMPTY/LOADED CARS RELEASED BUT NOT AVAILABLE TO PULL</b>	<b>\$130</b>
<b>EMPTY/LOADED CARS ORDERED IN PLACE BUT UNABLE TO PLACE</b>	<b>\$130</b>
<b>SERVICE</b>	<b>RATE (PER CAR UNLESS OTHERWISE NOTED)</b>
<b>OVER-DIMENSIONAL AND/OR HEAVY LOAD</b>	<b>Special Train Charges apply + Switch Fee</b>
<b>STAND-BY SWITCHING</b>	<b>\$250 per hour (4-hour min.)</b>
<b>RE-SPOTTING</b>	<b>\$130</b>
<b>WEIGHING</b>	<b>\$210</b>

**BE IT FURTHER ORDAINED**, that this ordinance shall be published in the official journal of the Commission one time in the manner provided by law.

**BE IT FURTHER ORDAINED**, that this ordinance shall become effective immediately upon its adoption.

**BE IT FURTHER ORDAINED**, that the provisions of Ordinance No. 2 of 2019 not specifically amended herein shall remain in full force and effect.

**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.

**BE IT FURTHER ORDAINED**, that all ordinances or parts thereof in conflict herewith are hereby repealed.



Approved as to legal form and content:

/s/ Dannye W. Malone  
Dannye W. Malone

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

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

NAYS: None

ABSENT: Erica R. Bryant

ABSTAINING: None

And the ordinance was declared adopted on this 9<sup>th</sup> day of December 2019.

/s/ Rick C. Prescott

Rick C. Prescott, President

/s/ Walter O. Bigby, Jr.

Walter O. Bigby, Jr., Secretary-Treasurer

Mr. England said in August of this year you adopted an Ordinance relative to a standard rail rate schedule. This put in place essentially a schedule for rail-related services: switching, spotting of cars, the various types of charges that a typical railroad will see. With us going into 2020, Rail Link who assesses these charges, has modestly raised all the rates. For example, a rail switch goes from \$125 to \$130. This Ordinance puts in place our throughput which covers us in terms of road and rail repair. It also sets forth the rail schedule. In the absence of a customer having an agreement in place, these rail charges apply. It can apply to tenants. I recommend that they be adopted at this time. **Motion made by Commissioner Hall, was seconded by Commissioner Gregorio to approve Ordinance No. 5. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Bill Altimus, Sam N. Gregorio, James D. Hall and Capt. Thomas F. Murphy. NAYS: 0. ABSENT: Erica R. Bryant. ABSTENTIONS: 0. (Ordinance to be published in The TIMES)**

**PORT DIRECTOR'S REPORT:** Mr. England reported on various items involved with the Port over the past month. Mr. England said he wanted to tell the commissioners thank you on behalf of the staff for an amazing year and wish you all a Merry Christmas and Happy New Year.

The Commissioners and staff then had a special opportunity to honor Ms. Hettie Agee for her 30 years of service at the Port. Commissioner Prescott said he wanted to congratulate her. I think the world of you. You help me a lot. I'm going to let Eric present you with this gift and I really appreciate what you do for the Port. Eric, presenting her a 30-year service memento, said this is a small token of the Port's appreciation. The Port is an incredible place because of all your hard work. Hettie this is an incredible day and we're so thankful for you. She said thank you so very much. The Board and Mr. England joined her for pictures. Also, Hettie's family surprised her and joined the meeting during the presentation. A reception followed.

Commissioner Prescott adjourned the meeting at approximately 5:09 p.m.

Respectfully submitted,

/s/ Walter O. Bigby, Jr.

Walter O. Bigby, Jr.  
Secretary-Treasurer

**Regular Board Meeting, Monday, February 10, 2020 4:30 p.m.**  
Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA 71115