



6000 Doug Attaway Blvd. | Shreveport, LA 71115 | P (318)524-2272 | F (318)524-2273 | port@portsb.com | www.portcb.com

CADDO-BOSSIER PARISHES PORT COMMISSION
Special Board Meeting
Regional Commerce Center, Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
November 18, 2019, 3:30 p.m.

Commission President Rick C. Prescott called the meeting to order at approximately 3:30 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: Ed Walsh, Romph & Pou Agency; Joe Johnson and George Carroll. Staff: Eric England, Dannye Malone, Gloria Washington, and Hettie Agee.

Commissioner Prescott asked if there are any public comments on agenda items. Hearing none, he called for the 2020 General Fund Budget.

2020 GENERAL FUND BUDGET: Mr. England said industrial land lease rentals are increased. Mineral leases, we annualize our year to date mineral revenues for the upcoming year on the 500 acres of minerals on the 2600 acres we own here at the Port. Commodity operating throughput decreased since this is the first full year of us not operating the railroad. In this \$1.554M is the revenue share that we receive from Rail Link who operates and maintains all the rail infrastructure at the Port. Exclusive of what's been said about Rail Link, we still receive 100% of the throughput. So that's another quarter plus million for us just in throughput. With regard to the salaries, we have a placeholder in there of 5% so we could adjust the next three line items which are the employee benefits. The rationale behind the 5% was the Social Security Administration has for 2020 a 1.6% COLA and I added 3.4% to that. What I intend to do with the Board's blessing is have a 1.6% COLA for all salaries and up to a 3.4% based on supervisor review of the employees and ensure that they're within the parameters and approve those. There are no major salary changes for this year. There are no major adjustments.

Our insurance has historically increased 5% increase year over year. We carry multiple lines of insurance, everything from property, office and director's coverage, cybercrime, pollution etc. It's quite a complex book of insurance that we cover and it renews on our fiscal year as well.

"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

We have worker's comp holding as well.

Marketing/economic development/travel—there's a breakdown of that as well. What we have done, based on our historical information, is assigned numbers for commissioner travel as well as just general promotion marketing, community relations. Also \$200,000 is envisioned for a joint effort with a regional economic development group. At this time, there's an effort involving the Coordinating & Development Corporation, the Bio-Medical Research Foundation and the Greater Bossier Economic Development Foundation. The timing of it is not right now; I see it coming together the first quarter, maybe early second quarter, of 2020. Commissioner Gregorio said that we can talk about that as we go. From what I've heard about this, it sounds like a great idea. It's something we've talked about over the years of getting people out around the country and into people's offices and knocking on their doors and seeing "X" number of offices that produce "Y" numbers of calls and "Z" numbers of visits down here and hopefully we'll have some actual businesses produced from it. So I like what I've heard so far. I think it's a great idea.

Moving on to our professional services, we do have a decrease. We do have \$50,000 in there budgeted for our portion of a disparity study that is going to be paid for largely in part and majority by the Caddo Parish Commission and the City of Shreveport.

Under stevedoring/terminal operations expense we do have \$169,000.

Miscellaneous expenses are being held at \$5,000.

Mr. England called for questions for the 2020 General Fund Budget. Hearing no questions, he moved to the Capital Operations Budget using Google Earth.

2020 CAPITAL OPERATIONS BUDGET. Mr. England said beginning with Revenue, the RRWC continues to be a funding partner for us. We've listed the individual projects they are involved in. The dredging is Slack Water Harbor, not possible to have been dredged this year because of the highwater situation. The 100,000 sq. ft warehouse on Doug Attaway under construction by Boggs & Poole is the \$2.688 M.

Our property tax, \$6.6M, will be adjusted if we get different figures in from the tax assessors. Commissioner Griggs said could that number be more—or less. Mr. England said it'll be marginal. Next year is a reassessment year, so I think we will see it in the year following.

Water and sewer revenue - at a point when the revenues equal the debt service, the City had the option of instructing us to pay down the debt service (retire the principal a little early with the excess revenues off the system). So at this point the revenues are being directed towards the debt service and the City has directed to send them with a few minor adjustments for some

other ancillary items the excess revenues. They've asked us not to pay down the principal balance.

Safety tariff – We have a slight increase. That is what our tenants pay in lieu of paying property taxes to the parish fire district in exchange for receiving the City of Shreveport Fire and EMT service.

Moving to expenditures, we do have an increase for the environmental services related to that. This was not any fault whatsoever to the Port. This is a lessee that has caused this on Port property. However, in these types of situations what you have to do until a settlement is reached is split samples, you monitor. It's just standard protocol that you don't allow a party to conduct those types of operations on their own without any type of oversight.

Bond Issue Payments – The first five where you see the word Utility or Water are the ones that are tied to our operating agreement with the City of Shreveport. Those are paid dollar for dollar off the revenues of the system we receive from the City of Shreveport.

The next two, \$16.917M and \$17.25M are predicated on Port projects and are derived from our revenues and from our property tax.

Chief Wolverton is stating that they're going to hold steady at \$600,000 for Fire Station 20.

The Port complex bus service is now \$78,000, per our agreement with the City of Shreveport and Caddo Parish.

Port Complex Maintenance – we have quite a bit of work to do on our dock with regard to the cranes. Between our regular preventative maintenance and regular replacing motors, electrical etc. are things we have budgeted for next year.

Land purchases – is a place holder, this \$5M. In the next 60 or so days, we have \$8M+ to spend on land purchases on sites we have investigated over the past year or so. My goal is to close on one of those in late this year as we have \$5M budgeted in the 2019 budget and the remainder which will be in the \$2.8+M dollar range shortly after the beginning of the year.

Sheriff's Collection Fee is straightforward. We get that from the sheriffs.

Mr. England presented the individual projects.

Mr. England said that's a comprehensive overview of our proposed 2020 expenses. Many of these are in accordance with our master planning. It's an aggressive budget; I anticipate us doing most of them. As you know, we remain nimble on things. There might be a prospect that comes along that causes us to change. I think this has been prepared with a lot of attention by your staff and am proud to present it to you. Will be glad to answer any questions you might have.

Hearing none, Mr. England said our plan at this point is to make a couple of modifications based on the minor change to the operations expense and also the land. We'll communicate these back to the Board. But we'll go into that mode of complying with the Louisiana Local Government Budget Act which requires us to prepare a budget message and have them for display at the Caddo Parish Commission office, Bossier Parish Police Jury office as well as the Port. We'll do the proper notification of the Budget Hearing which we'll hold December 9, 2019 and have the budget ordinances on the agenda for the December Board meeting. If there are any major changes to such, we will inform you. If we could entertain a motion to recommend them for preparation in compliance with the Louisiana Local Government Budget Act, we can move in that regard.

A motion was made by Commissioner Hall and seconded by Commissioner Gregorio to recommend the 2020 Budgets for preparation of the compliance of the Louisiana Local Government Budget Act. 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.

Mr. England said the 2020 Plan of Action--please take a look at that given the goals we've set forth. Please give me your feedback on that. Commissioner Gregorio said this is the plan we hope to achieve for the next year...Mr. England said yes sir...proposed by you and the staff? Mr. England said it's in accordance with the budget we just reviewed and we can accomplish the action in accordance with the budget that's been presented. Commissioner Gregorio said okay, good deal.

Mr. England said I have nothing further. I thank you for your attention.

Commissioner Prescott adjourned the meeting at approximately 4:15 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