



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 5, 2018, 10:30 a.m.

Vice President Roy Griggs called the meeting to order at approximately 10:30 a.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: Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. President Rick Prescott joined the meeting shortly thereafter. We have a quorum. Absent: Steve Watkins.

Introduction of guests: Ken Antee, Crews & Associates; Bill Boles, Boles, Shafto and Leonard, LLC; Jacqueline Scott, Jacqueline Scott and Associates and Mike Busada, Butler Shaw. Staff: Eric England, Dannye Malone, Gloria Washington and Hettie Agee.

Commissioner Griggs asked if there are any public comments on any agenda items. Hearing none, they moved to the first item of Unfinished Business.

UNFINISHED BUSINESS:

Rs. No. 5 of 2018: A RESOLUTION PROVIDING PRELIMINARY AUTHORITY FOR THE CADDO-BOSSIER PARISHES PORT COMMISSION, STATE OF LOUISIANA, TO INCUR DEBT AND ISSUE NOT TO EXCEED SEVENTEEN MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (\$17,250,000) AGGREGATE PRINCIPAL AMOUNT OF LIMITED TAX REVENUE BONDS, IN ONE OR MORE SERIES, PROVIDING FOR THE EMPLOYMENT OF PROFESSIONALS; MAKING APPLICATION TO THE LOUISIANA STATE BOND COMMISSION; AND OTHERWISE PROVIDING WITH RESPECT THERETO.

Mr. England called on Mr. Bill Boles, Boles, Shafto & Leonard, LLC and Jacqueline Scott, Jacqueline Scott and Associates, bond co-counsel, who gave the details on Rs. No. 5 of 2018 and said they would come back to the Commission before issuing any bonds. Hearing no questions or comments, the motion was called for by Commissioner Griggs.

Motion by Commissioner Hall, seconded by Commissioner Pannell, to approve Rs. No. 5 of 2018. Motion approved by the following vote: AYES: Commissioners: Roy Griggs, Walter O.

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

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

Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: 0. ABSENT: Rick C. Prescott and Steve Watkins. ABSTENTIONS: 0.

Mr. England thanked them for consideration of the resolution and then began the 2019 General Fund Budget review.

2019 General Fund Budget:

Line items included in Revenue were Agricultural Lease Rentals; Industrial Land Lease Rentals; Mineral Leases; RCC Events; Commodity Operating from our various tenants; Rail Revenue and Throughput.

Line items included in Expenses included Salaries. Discussions were held based on the salary chart giving salary ranges, 2018 salaries, % of raises, raise amount and 2019 salaries. We still have a need to hire a Director of Business Development and a Director of Economic Development. We need to add that position back to our staff. I have placed a budget holder amount for that position, as well as a Director of Special Projects being one that would provide us succession planning in terms of our facilities maintenance as well as our engineering department. Two of the staff assumed more responsibilities and one has a new job title. We have included our recommendations for their raise.

With regard to the increases, what I have placed in there is the COLA based on the consumer price index of 3% and a 2% merit raise for the employees. If someone is at the cap or over their salary range, they'll be entitled to a COLA but not a merit raise. I'll be glad to answer any questions.

Commissioner Pannell asked for an explanation on the Operations crew and how they are structured as far as raises and training. Mr. England gave an explanation on the way it's structured now.

Commissioner Griggs said at this time I'm going to yield the chair to the President and recognized Commissioner Pannell who requested separate line items on COLA and the raises.

Commissioner Griggs requested an explanation on the Operator 2 and Operator 4 raises and agreed with Commissioner Bryant on the %'s given on two employees. Mr. England explained the way the raises were determined. Commissioner Pannell said that's correcting the salary structure. That is okay because that's what I was saying. Mr. England said this is the structure.

Commissioner Bryant said this is on the AP/AR and she should not be in the receptionist position and have to answer the phone. Mr. England said that person may/may not have to

remain in the front but they'll still have those receptionist duties, but they may move to an office closer to the Director of Finance.

Mr. England said going back to the General Fund Budget, we can move through the remainder of this budget. Commissioner Gregorio, to your question earlier about the operating expenses where you see Stevedore/Terminal Operations. This is just part of the decrease where you see drop down to \$165. The remainder of the decreases you'll see are on the Capital side in terms of the maintenance and repair that we have to do to the Capital infrastructure.

Commissioners, in going through the expenses, one other area that I would like to point out to you is insurance. We have listed that insurance expense taking into account rail, but we believe that number is going to drop. We will be named as additional insured from Rail Link for all such deals. We will see that number fine-tuned possibly by the time we adopt the budget.

That concludes the budget. I'm proud to present to you that it's \$6,120,000 of revenue, \$5,000,000 of expenses. So we're over a million in excess revenues that we'll be able to place into the Economic Development Reserve just on our General Fund operations.

2019 Capital Operations Budget

Revenue line items include: The RRWC; The DOT Port Priority; two bond issues of the water line, 100,000 sq. ft. warehouse and land; 2019 Property Tax; Water & Sewer; Safety Tariff and the Operations Reserve.

Expenditure line items include:

Engineering & Accounting; Environmental Services; Security; our Debt Service schedule; Fire Station Operations; Fire Station Operations; Port Complex Capital Maintenance; Land; Specific Projects: Dock Refurbishment; Water Line; Tank Farm Improvements; Gray Water Feasibility Study; Rail Storage Retainage; 100,000 sq. ft. Warehouse; General Storage Design; ATV Rail Access Road; Security: Fencing/Lighting, VMS, MENS, Radar Trailers, TTA Services; Portable Fabric Warehouse; Stevedoring Equipment; Material Handling Equipment; General Cargo Dock Resurfacing and Slack Water Harbor Dredging.

That concludes the summary of the Capital Operations.

Commissioner Griggs called for additional questions. If not, how would you wish to vote for the budget? Do we want to wait? Mr. England said November 15th or December 20th. Commissioner Gregorio said if he has to advertise, should we—Mr. England said we have advertised. Commissioner Gregorio said I thought we have to advertise the Ordinances. Are there any deadlines for making any changes, or is that the November or December..Dannye said no, Commissioner Gregorio. You can actually amend the budget on the day that you adopt

it. **Motion by Commissioner Bryant, seconded by Commissioner Bigby to move the adoption of the budget to the December 20, 2018 meeting. Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.**

Mr. England said in your binders also is your proposed meeting schedule. What you will see are Board meeting days, but there are not Marketing and Operations Committee meetings listed. I'm recommending that we move to a Board meeting schedule where we enhance and enlarge the agenda and not have the Marketing and Operations Committee meetings. This was in accordance with the recommendations of the Organizational Assessment.

Commissioner Pannell requested a workshop be held every six months to discuss how the studies could be tied together such as Marketing, Land Use, Water Use etc.. They excused Eric, Danye and the staff.

Commissioner Gregorio said after our discussion of the Board, I would move that we adjust the salary chart to give raises of 15% to Director of Marketing & Sales, Legal Administrator and the Secretary/Receptionist and a salary increase of 20% to Legal Counsel and a salary increase to the Executive Director of 5%. The motion was seconded by Commissioner Bigby.

Motion approved by the following vote: AYES: Commissioners: Rick C. Prescott, Roy Griggs, Walter O. Bigby, Jr., Erica R. Bryant, Sam N. Gregorio, James D. Hall, Capt. Thomas F. Murphy and James L. Pannell. NAYS: 0. ABSENT: Steve Watkins. ABSTENTIONS: 0.

Mr. England said that's all I have to bring before the Board with regard to this Special Board meeting. Thank you commissioners.

The meeting was adjourned at 12:01.

Respectfully submitted,

Walter O. Bigby, Jr.
Secretary-Treasurer

November Meetings

Regular Board Meeting, Thursday, November 15, 2018 4:30 p.m.
Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA 71115

Notice of Public Hearing: 2019 Budgets

Thursday, November 15, 2018, 4:30 p.m.

Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA 71115

Regular Board Meeting, Thursday, December 20, 2018 4:30 p.m.

Regional Commerce Center, 6000 Doug Attaway Blvd, Board Room, Shreveport, LA 71115