Executive Committee

Minutes

Friday, August 16, 2013 (11:15 a.m.)
First Floor Seminar Room
NLCOG Office, Shreveport Bar Association
625 Texas Street
Shreveport, LA 71101

Members Present
Dr. Woody Wilson – Caddo Parish Commission
Mayor Lo Walker – City of Bossier City
Mayor Cedric Glover – City of Shreveport
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Mr. Jerry Jones – Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Mr. Chris Petro – NLCOG

With due notice, Dr. Wilson called the meeting to order. A quorum was present.

I. Call to Order

Dr. Wilson welcomed the members of the public and of the committee to the meeting.

II. Roll Call

Members present: Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Amend Agenda

There were no amendments to the agenda.

IV. Executive Director’s Report

Mr. Rogers stated he did not have anything to report under the Executive Director’s Report.

V. Public Comments (Agenda Items)

There were no public comments.

VI. Old Business

Mr. Rogers directed the members to the revised meeting dates and time for Fiscal Year 2014. Mr. Rogers stated, per Dr. Wilson’s remark about liking the MPO Transportation Policy Committee meetings being held prior to the Executive Committee meetings that this committee could vote to change their meetings to be held on the same day as the MPO Transportation Policy Committee meetings. Mayor Walker motioned to accept the revised slate of meeting dates with Mr. Henington seconding. The Executive Committee would meet
following the MPO Transportation Policy Committee meetings and that the approved MPO meeting schedule would be followed. The motion passed unanimously.

**Ayes: Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor**

Dr. Wilson directed the members to the legal update per Mr. Jerry Jones. Mr. Jones stated NLCOG continues to have success in the courts regarding the lawsuits filed. The public records request currently sits and may become abandoned after about two more years. Mr. Jones stated the second state court suit was heard by Judge Emanuel who granted exceptions dismissing the claims against the individuals and dismissed the suit against NLCOG for prematurity. Mr. Jones stated he anticipates an appeal. As for the federal court suits, Mr. Jones stated the first was thrown out, then amended and re-filed. Motions have been filed to dismiss the second suit and it sits with Judge Hicks now. Mr. Jones stated that it seems that the courts understand that the complaints against the stage zero studies are not timely. Mr. Henington asked if the suits could re-occur with the Stage 1. Mr. Jones stated yes, it could happen but that NLCOG and the consultants would, knowing a lawsuit is likely to come, make sure that the process is pristine. Mr. Jones stated all-in-all there has been great success. Dr. Wilson asked when a ruling from Judge Hicks could be expected. Mr. Jones stated he couldn’t guess. Mr. Rogers said that is another suit is filed, they can only file against LaDOTD and that the suit could only be for if the process was followed, not the result of the process. Mr. Jones stated that may be how a judge ultimately rules, but everybody could be sued. Mayor Glover thanked Mr. Jones for the report and stated he wanted to more effectively and consistently communicate to the public the reality of the situation. Mr. Rogers stated staff had prepared a press release and would submit it when appropriate. Mayor Glover stated perhaps the committee should sit down the The Times Editorial Board to discuss the situation, costs and outcome, and to give periodic updates to the public.

**VII. New Business**

Dr. Wilson directed the members to the first order of new business. Mr. Rogers stated the Info Group Business Data is a database of all businesses in Caddo, Bossier, Webster and DeSoto that staff tags into the GIS and transportation model. Mr. Rogers also stated it can also help with land use and land base classifications. Mr. Rogers stated it is before the committee because it is above the $2,500.00 threshold. Mr. Henington asked how much it was last time. Mr. Rogers stated approximately $2,300.00 and that the increase is due to the records data. Mayor Glover motioned to approve the engagement of Info Group Business Data and expense of $3,017.00; Mayor Walker seconded. The motion passed with no objections.

**Ayes: Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor**

Dr. Wilson moved the committee to the next order of business. Mr. Rogers explained the new purchase order procedures and stated NLCOG’s updated policy will match the state’s policy. Mayor Walker motioned to approve the revised purchase policy with Mayor Glover seconding. Mayor Walker asked what the effective date would be for the new policy. Mr. Rogers stated the day the committee approves the revised policy. Mayor Walker recommended adding the effective date to the policy. The motion passed with no objections.

**Ayes: Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor**

Dr. Wilson continued with the Fiscal Year 2013 audit engagement with Heard, McElroy and Vestal, LLC (HMV). Mayor Walker moved to authorize Mr. Rogers to sign the engagement letter with HMV for the Fiscal Year 2013 audit. Mayor Glover seconded. Mr. Rogers stated our fiscal year ended June 30, 2013. Dr. Wilson asked what the cost of the audit would be. Mr. Rogers stated HMV tries to hold the costs to approximately $18,000.00 but HMV also does some other accounting work due to the size of the staff for NLCOG. He stated last year’s was about $22,000.00. The motion passed with no objections.
Dr. Wilson directed the members to the last order of business which was the approval of the minutes for the June 21, 2013 meeting. Mayor Walker motioned to approve the minutes and Mayor Glover seconded. Dr. Wilson requested page numbers along with Mayor Walker. The motion passed with no objections.

VIII. Public Comments (Non-agenda Items)

There were no public comments.

IX. Adjourn

Mr. Henington asked if there was any development in the suggestion for an aerial flight this year. Mr. Rogers stated there was not, but that he would contact some companies. Mr. Henington stated a local company had contacted him. Mr. Rogers stated staff would put together an RFQ/RFP and would contact some of the local oil and gas companies who paid for the previous flight. Mr. Rogers also stated he would like to see flights flown at regular intervals.

Dr. Wilson asked for a quick update on I-49 North opening. Mr. Rogers stated there is not a firm opening date, but that he had talked with LaDOTD about having a large ribbon cutting ceremony sometime later this year. He stated he would update the committee as he found out more information.

Mayor Walker asked when the next meeting would be since they are now combined with the MPO Transportation Policy Committee. Mr. Rogers stated it would be September 20, 2013.

With no further discussions, Mayor Glover motioned to adjourn with Dr. Wilson seconding.

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, September 20, 2013 (12:10 p.m.)
First Floor Seminar Room
NLCOG Office, Shreveport Bar Association
625 Texas Street
Shreveport, LA 71101

Members Present
Dr. Woody Wilson – Caddo Parish Commission
Mayor Lo Walker – City of Bossier City
Mayor Cedric Glover – City of Shreveport
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Mr. Jerry Jones – Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Mr. Chris Petro – NLCOG

With due notice, Dr. Wilson called the meeting to order. A quorum was present.

I. Call to Order

Dr. Wilson welcomed the members of the public and of the committee to the meeting.

II. Roll Call

Members present: Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Amend Agenda

There were no amendments to the agenda.

IV. Executive Director’s Report

Mr. Rogers informed the members that the staff would participate in the Certification Review through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in October. This review is to ensure that the planning requirements of the federal transportation legislation are followed. Mr. Rogers also informed the
members that the team from FHWA and FTA may want to speak with each of them and that they would be contacted directly.

V. Public Comments (Agenda Items)

There were no public comments.

VI. Old Business

Mr. Rogers directed the members to a brief update about the annual audit with Heard, McElroy and Vestal, LLC. Mr. Rogers stated the audit would include field work the week of October 14 and that a draft would be submitted by December 31.

Mr. Rogers then informed the members of updates to the budget and grants that needed their approval. Mr. Rogers stated an update to the LA 3132 Inner Loop Extension expenses was needed for the Environmental Impact Statement (EIS) and on-going legal fees. He directed the members to the appropriate page within their member packets outlining the revisions as of September 1, 2013. For the EIS, an additional funding request in the amount of $600,000.00 was submitted. Legal fees to date (July 2013) were $163,134.04. Mr. Rogers also informed the members for revisions to the Interstate 49 Inner City Connector (I-49 ICC) that were due to requests by FHWA, the Louisiana Department of Transportation and Development (LaDOTD), and the Environmental Protection Agency (EPA) for a full alternative analysis on Interstate 220. Mr. Rogers stated some of the adjustments were due to additional public meetings required in surrounding neighborhoods for the full alternative analysis on I-220.

Mr. Rogers also discussed the completion of the Choice Neighborhood Planning Grant in the Allendale/Ledbetter Heights neighborhoods. He stated the project team had submitted the proposal to HUD and had received written feedback for minor technical corrections to the plan. Mr. Rogers also stated the grant from HUD was for $250,000.00 with $50,000.00 cash match from the Housing Authority and other in-kind donations and that funding covered the initial projected costs. With the dismissal of SMBB Architects early on in the process, they were asking to be paid $35,000.00 for the work they completed. NLCOG and the City of Shreveport agreed to this as long as certain data was provided. However, the data was not provided. In order to keep the project moving the grant team asked Mary Ellen Brown at LSU-BR to complete that work. The grant team would like to pay her for those services out of the $35,000.00 that was being held back as a contingent for SMBB. Dr. Wilson clarified for a motion that $15,050.00 would be taken from the $35,000.00 initially for SMBB’s work to pay Mary Ellen Brown at LSU-BR for her completion of that same work. Mayor Walker motioned to approve with Mayor Glover seconding. The motion passed unanimously.

Ayes: Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor
Mr. Rogers also brought to the committee’s attention that $50,000.00 is still held by HUD and that the project team has advised the partners that the remaining balances would not be paid until those funds are released. The release date is not known as of yet and the guidelines for closing out the grant have not been determined.

VII. New Business

Dr. Wilson directed the members to the last order of business which was the approval of the minutes for the August 16, 2013 meeting. Mayor Walker motioned to approve the minutes and Mayor Glover seconded. The motion passed with no objections.

Ayes: Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor

VIII. Public Comments (Non-agenda Items)

There were no public comments.

IX. Adjourn

With no further discussions, Mayor Glover motioned to adjourn with Mayor Walker seconding.

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, November 15, 2013 (11:20 a.m.)
Second Floor Conference Room
NLCOG Office, Shreveport Bar Association
625 Texas Street
Shreveport, LA 71101

Members Present
Mr. Bill Altimus – Bossier Parish Police Jury
Dr. Woody Wilson – Caddo Parish Commission
Mayor Lo Walker – City of Bossier City
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Mr. Jerry Jones – Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Mr. Chris Petro – NLCOG

With due notice, Dr. Wilson called the meeting to order. A quorum was present.

I. Call to Order

Dr. Wilson welcomed the members of the public and of the committee to the meeting.

II. Roll Call

Members present: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Amend Agenda

There were no amendments to the agenda.

IV. Executive Director's Report

Mr. Rogers informed the committee members about the expected outcome from the Certification Review with the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in October. He reminded the members the review was to ensure that the planning requirements of the federal transportation legislation are followed. Mr. Rogers stated FHWA and FTA requested that all agreements be updated and finalized by June 30, 2014. The FHWA and FTA staff also requested timeliness in the update to the region's Long Range
Transportation Plan (LRTP). He stated it is anticipated that a Request for Proposals (RFP) will go out by the end of the year to select a consultant for the LRTP update.

Mr. Rogers also discussed with the members of the proposed North Louisiana High Speed Rail Corridor Study and Intermodal Facility. He stated it would be funded through the Louisiana Department of Transportation and Development (LaDOTD) through planning funds (PL). He said staff was working on a cooperative agreement with LaDOTD. An advertisement for a Request for Qualifications (RFQ) is expected to go out by the end of the year and that this board will approve the contract. Mayor Walker requested the boundaries be border-to-border.

Mr. Rogers informed the members of the upcoming Pictometry Workshop scheduled for Wednesday, December 11, 2013 with staff from ChangeFinder. Mr. Henington asked if this would allow analysts to look at all sides of buildings. Mr. Rogers stated yes, that it would allow viewing high-resolution images at 400- to 45-degree angles, making structure and objects easier to identify. Mayor Walker asked if NLCOG had to pay. Mr. Rogers said they would be more usable for Caddo Parish, but in the future staff would like to get both Bossier and Caddo Parishes at one time. Mr. Wilson asked if the pictometry was expensive. Mr. Altimus stated they were looking to see how expensive it would be. Mr. Henington asked how the Caddo Parish School Board participates in relation to NLCOG. Mr. Rogers stated that staff has done a few things over the years for the school board.

V. Public Comments (Agenda Items)

There were no public comments.

VI. Old Business

Mr. Rogers directed the members to a brief update for the budget and grants that needed the committee’s approval. Mr. Rogers directed the members to the spreadsheet showing the primary funding sources to-date. He stated the difference in the Caddo Parish and Bossier Parish funding was partially due to their fiscal year’s being calendar-to-calendar. He then directed the members to the expenses to-date. Mr. Rogers stated that due to some suggestions by Heard, McElroy and Vestal, LLC during the annual audit, some of the travel and professional development items may vary. Mayor Walker verified the NLCOG’s fiscal year is from July 1 of each year to June 30 of the following year (i.e. Fiscal Year 2014 is from July 1, 2013 to June 30, 2014). Mr. Rogers directed the members to the updated legal expenses due to the LA 3132 lawsuits. He stated the expenses shown were through September 30, 2013 and were approximately $170,589.11. Mayor Walker motioned to accept the Budget and Grant Updates as presented; Mr. Altimus seconded. The motion passed unanimously.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Mr. Rogers moved the members to the next order of old business which was a legal update for the LA 3132 lawsuits. Mr. Rogers spoke briefly about an article that recently appeared in the local paper, The Times. Mr. Jones stated he was not contacted for information or a quote for the article. Mr. Rogers suggested that the members speak to The Times’ editorial board regarding
the lawsuits and their outcomes. Mr. Jones suggested the board designate members to speak to the editorial board. Mr. Jones stated that since we're still in litigation, the media should contact the lawyers at this time. Mr. Altimus stated that when the litigation is over, the board should sit down with the editorial board as he is personally disappointed in the media coverage. Mr. Jones stated that in other developments, he was preparing to send a letter to Mr. Pesnell regarding the fourth supplemental petition filed. He also stated the case pending in the Second Circuit was ruled to transfer to Baton Rouge.

VII. New Business

Dr. Wilson directed the members to new business, beginning with approval of the contract with URS Corp. for the Public Transportation Study. Mr. Rogers briefly reviewed the scope of the contract which is to review SporTran's current routes and, if needed, develop new routes to improve efficiency within the system. Mr. Rogers stated approval of the contract between NLCOG and URS Corp. for their services was needed along with approval for Mr. Rogers to sign the contract. Mayor Walker motioned to approve the contract and Mr. Rogers signature on behalf of NLCOG; Mr. Altimus seconded. The motioned passed with no objections.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

The next order of business was the approval of the minutes for the September 20, 2013 meeting. Mr. Henington motioned to approve the minutes and Mr. Altimus seconded. The motion passed with no objections.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

VIII. Public Comments (Non-agenda Items)

There were no public comments.

IX. Adjourn

With no further discussions, Mr. Altimus motioned to adjourn with Mr. Henington seconding.

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, January 17, 2014 (11:15 a.m.)
First Floor Seminar Room
NLCOG Office, Shreveport Bar Association
625 Texas Street
Shreveport, LA 71101

Members Present
Mr. Bill Altimus – Bossier Parish Police Jury
Dr. Woody Wilson – Caddo Parish Commission
Mayor Lo Walker – City of Bossier City
Mayor Cedric Glover – City of Shreveport

Others Present
Mr. Jerry Jones – Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Mr. Rita Barnette – NLCOG

With due notice, Dr. Wilson called the meeting to order. A quorum was present.

I. Call to Order

Dr. Wilson welcomed the members of the public and of the committee to the meeting.

II. Roll Call

Members present: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport

III. Amend Agenda

There were no amendments to the agenda.

IV. Executive Director's Report

Mr. Rogers discussed with the committee members the expected outcome from the Certification Review with the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in October 2013. He reminded the members the review was to ensure that the planning requirements of the federal transportation legislation are followed. Mr. Rogers stated in the draft report received from FHWA and FTA, there were no corrective actions. He stated FHWA and FTA requested that all agreements be updated and finalized by
the end of the fiscal year (June 30, 2014). Mayor Walker stated a quick recap for Mayor Glover about the request to postpone the vote on the North Louisiana Passenger Rail Feasibility Study discussed during the preceding MPO Transportation Policy Committee. Mayor Walker stated he motioned to table the item until presentations can be made next month by the submitting firms.

V. Public Comments (Agenda Items)

Dr. Wilson called for any public comments. There were none.

VI. Old Business

Mr. Rogers directed the members to a brief update of the BKI Contract for the Inner Loop Stage 1 Study. Mr. Rogers stated approval of the contract is needed. Mayor Glover motioned to accept the contract for planning services with BKI and to allow Mr. Rogers to sign and execute said contract; Mr. Altimus seconded. The motion passed unanimously.

Mr. Jones stated he anticipated a temporary restraining order to be filed to stop movement on the contract. Mayor Glover asked when Mr. Rogers anticipated signing the contract. Mr. Rogers stated BKI will sign the contract, and then send it back to NLCOG for signing which would put it at the end of the month. Mayor Glover asked if the study work would commence in February, assuming no restraining order is filed. Mayor Glover requested a memo from NLCOG staff to the committee summarizing the project and when it’s moving forward. He suggested staff be proactive not reactive with information. Mayor Glover stated he would use the information by giving it to his information director to inform the public about the project and its status.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mayor Cedric Glover – City of Shreveport

Dr. Wilson asked Mr. Jones to give a legal update to the committee. Mr. Jones stated the Second Circuit Court of Appeal overturned Judge Emmanuel’s decision for venue; he stated since LaDOTD is involved should take place in East Baton Rouge Parish. He stated the past week Willis Knighton filed a writ to the Louisiana Supreme Court discussing why the court in Caddo Parish should hear the case. He stated they are still waiting on a decision from Judge Hicks on the federal legislation. Mr. Jones stated Willis Knighton filed a fourth amendment to their petition; he stated NLCOG had been previously dismissed on a prematurity claim. Mr. Jones stated this fourth amendment was filed and he is about to file a motion to strike based on the fact that this cannot be done according to Louisiana law. Mr. Jones stated he would keep the members apprised of future developments.

Mr. Rogers stated he and Mr. Jones had met with Alison Bath at The Times regarding the LA 3132 project back in November 2013. Mr. Rogers stated Mr. Jones explained to Ms. Bath the federal transportation planning process during the interview. He stated Ms. Bath would provide them with a draft and their quotes prior to running the story. Mr. Rogers stated the story was planned to run the Sunday after Thanksgiving. He stated Ms. Bath e-mailed him and Mr. Jones stating she was allowing the Finish 3132 Coalition to run a 500-word story and wanted to afford NLCOG the same opportunity. Mr. Jones responded back to Ms. Bath that he
did not feel there was adequate time and he felt that the interview already conducted was sufficient. Mr. Rogers then stated that Ms. Bath told them the story was pulled and would not run, but a letter from the Finish 3132 Coalition did have their story in the Sunday paper. Mayor Glover asked for a to-date expense report on the legal fees associated with LA 3132. Mr. Rogers stated costs are approximately $250,000.00. Mr. Jones stated that does not include the costs incurred by the cities, parishes, Larkin Development, and other involved.

Mayor Glover apologized for having to leave the meeting.

VII. New Business

Dr. Wilson directed the members to new business, beginning with approval of the Fiscal Year 2013 Audit Report as prepared by Heard, McElroy and Vestal. Ms. Barnette spoke about some of the outstanding expenses and reimbursements from LaDOTD for the LA 3132 legal fees. Mr. Rogers stated there was one control finding in the report and that finding occurs each year. He stated the finding deals with the lack of an internal function to provide the audit and report. Mr. Rogers stated he feels more comfortable with an outside auditor coming in each year rather than hiring more staff members to complete those suggested functions. Mr. Rogers stated the outside audit and fiscal controls are beneficial. Mr. Altimus motioned to accept the audit report for Fiscal Year 2013 as prepared by Heard, McElroy and Vestal; Mayor Walker seconded. The motioned passed with no objections and no further discussion.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City

The next order of business was the approval of the minutes for the November 15, 2013 meeting. Mr. Altimus motioned to approve the minutes and Mayor Walker seconded. The motion passed with no objections.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City

VIII. Public Comments (Non-agenda Items)

There were no public comments.

IX. Adjourn

With no further discussions, Mr. Altimus motioned to adjourn with Mayor Walker seconding.

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, March 21, 2014 (11:15 a.m.)
First Floor Seminar Room
NLCOG Office, Shreveport Bar Association
625 Texas Street
Shreveport, LA 71101

Members Present
Mr. Bill Altimus – Bossier Parish Police Jury
Dr. Woody Wilson – Caddo Parish Commission
Mayor Lo Walker – City of Bossier City
Mayor Cedric Glover – City of Shreveport (arrived late)
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Mr. Jerry Jones – Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Ms. Martha Carter – Caddo Parish E-911
Mrs. Lisa Frazier – NLCOG
Ms. Rita Barnette – NLCOG

With due notice, Dr. Wilson called the meeting to order. A quorum was present.

I. Call to Order
Dr. Wilson welcomed the members of the public and of the committee to the meeting.

II. Roll Call
Members present: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Amend Agenda
There were no amendments to the agenda. Mr. Rogers brought to the attention of the members that the old business would be heard after the new business as there were guests in attendance for the discussion of the aerial photographs.

IV. Executive Director’s Report
Mr. Rogers stated there was no Executive Director’s Report.

V. Public Comments (Agenda Items)
Dr. Wilson called for any public comments. There were none.

VI. New Business

Dr. Wilson directed the members to the first order of new business. Mr. Henington motioned to ratify Mr. Rogers’ signature on the contract with Pictometry for Aerial Photography within Caddo Parish. Mr. Altimus seconded the motion. Mr. Rogers gave a brief recap of the need for the aerial photographs. Mr. Altimus asked if the company was flying now. Mr. Rogers stated they had already flown as the contract was already signed. The members will need to ratify the contract today. Dr. Wilson asked who was involved in obtaining the photography. Mr. Rogers stated it was the City of Shreveport, Caddo Parish, Caddo Parish Tax Assessor, Caddo Parish E-911 and NLCOG. Dr. Wilson asked when the money was needed. Mr. Rogers stated the contract allowed for the option of paring over three (3) years which was approximately $70,000 per year to be split among the agencies with the percent per agency to be determined. Mr. Rogers stated the original percentages from the ReGIS agreement were the city of Shreveport paid 64%, NLCOG paid 4% and the remaining agencies split the difference. Mr. Rogers stated Caddo Parish representatives and City of Shreveport representatives were present at the demonstration. Dr. Wilson asked how the funding formula would be worked out.

Mr. Jones asked if there were any licensing issues. Mr. Rogers stated the contract specifies licenses for software packages, websites, etc. Mr. Jones asked if the company was also aware that it would be public record and wants to determine whether there would be any infringement on licensing issues.

Ms. Carter stated she only budgeted 10-11% based on the original ReGIS formula. Dr. Wilson asked how soon the money was needed. Mr. Rogers stated he was not sure as there is the option to split over three (3) years. Mr. Rogers stated the Long Range Transportation Plan (LRTP) funds will pay for NLCOG’s portion and that there may be more funding available. Dr. Wilson stated he liked the original ReGIS funding formula.

Mr. Henington recommended the committee only ratify the contract and work out the payment formula at a later date. Mr. Jones stated that would be best as Mr. Rogers could then speak with someone from the City of Shreveport prior to the funding split being determined. Mr. Altimus cautioned that in the future work out the payment split from the beginning prior to signing any contracts and then move from there. Mr. Henington motioned to ratify the contract with Mr. Altimus seconding. Mayor Walker stated he recommended that next time a called meeting would be in order rather than proceeding with the contract. The motion passed unanimously.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Mr. Henington motioned to accepting the funding split as outlined in the original ReGIS agreement, subject to confirmation with the City of Shreveport; Mr. Altimus seconded. Mr. Henington asked if the City of Shreveport needs to be on record. Mr. Jones stated there needs to be a confirming e-mail to the City of Shreveport and all of the members of the committee. The motion passed unanimously.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor
Dr. Wilson moved the committee into the next order of business which was the Title VI Program Plan and ADA Self Evaluation and Transition Plan. Mr. Rogers stated these plans were part of the recommendations from the Certification Review that occurred in October 2013. Dr. Wilson asked if NLCOG was in compliance with ADA requirements. Mr. Rogers stated the major issue noted was with the back door to the Shreveport Bar Association building not having a ramp. Dr. Wilson asked if there were some items that need to be fixed. Mrs. Frazier stated the transition plan identifies what needs to be updated or changed to make the building facility and/or programs in compliance. Mr. Rogers stated a majority of the issues are minor such as moving furniture around and replacing door handles. Mayor Walker motioned to approve the Title VI Program Plan and ADA Self Evaluation and Transition Plan as presented. There was no further discussion. The motion passed unanimously.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson moved the committee into the last order of new business which was the approval of minutes from the January 17, 2014 meeting. Mayor Walker motioned to approve the minutes as presented. Mr. Altimus seconded. There was no further discussion. The motion approved unanimously.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

VII. New Business

Dr. Wilson asked Mr. Jones to give a legal update to the committee. Mr. Jones stated there have been no decisions from the federal court and that the state Supreme Court denied the writs; the venue for hearing is in Baton Rouge. He stated a fourth supplement was filed; he has prepared an exception to be filed in Baton Rouge. Mr. Rogers stated BKI, selected to complete the Stage 1 Environmental Assessment / Impact Study for LA 3132, has been hesitant to sign the contract. Mr. Jones stated that apparently what has happened is that the profit that BKI had built into their proposal for the LA 3132 study has now been about 2/3 consumed with legal fees regarding this project. Mr. Jones stated BKI may lose money on this study if they sign this contract to complete the project. Mayor Glover arrived to the meeting at 11:55 a.m.

Mr. Jones stated he was not sure if BKI would sign the contract or not. Dr. Wilson asked how BKI could be sued when they don’t have a contract. Mr. Jones stated that has been their defense to date. Mr. Jones stated the ability to complete a Stage One at this point may be impossible. Mayor Walker apologized for needing to leave for another commitment. Mr. Rogers quickly reviewed the discussion for Mayor Glover. Mayor Glover suggested the committee plan an update detailing what’s happened over the last three years to challenge the broader media.

Mr. Jones gave an update of the work being done on the by-laws and organizational structure as requested in the Certification Review. He stated in Louisiana a quasi-public non-profit organization can be set up which would require articles of incorporation. He stated they were continuing to clean up the by-laws and suggested evaluating the membership as it currently includes inactive participants. Mr. Jones stated a decision for the committee to think about is what membership
means – does it involve a financial commitment or contribution of financial resources. Mr. Jones also stated a funding formula is needed to identify how funds are contributed to the Council. No formal action was required.

The next order of business was the Fiscal Year 2014 Budget Line Item Expense. Mr. Henington motioned to approve the purchase of a Ford Fusion based on the state bid list to replace the 2006 Chevrolet Trailblazer and Mr. Altimus seconded. Mr. Rogers stated the purchase is due to the need for a more economical car. Dr. Wilson asked if the old car would be sent to auction. Mr. Rogers asked the committee if they would approve sending the bid to local dealerships to see if they can provide the car in accordance with state standards. Mr. Altimus stated he thought that would be a good option and feasible. Dr. Wilson stated the board did not object. The motion passed with no objections.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor

Mr. Henington apologized for needing to leave early. Dr. Wilson moved the committee to the last order of business which was an update of the financials. Ms. Rita Barnette explained the operational expenses as of December 31, 2013, and the legal expenses for the Willis Knighton et al vs. NLCOG et al. She stated workman’s comp insurance went up, but that NLCOG has not had any claims to-date. Ms. Barnette also stated that the professional development has almost been exhausted, but that is due to the ESRI training that occurs in July of each year which is NLCOG’s first month of each fiscal year. Ms. Barnette stated everything else seems to be on track through the end of the fiscal year in June. Mr. Altimus motioned to accept the financial reports as presented; Mayor Glover seconded. The motion passed with no objections.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Glover – City of Shreveport

VIII. Public Comments (Non-agenda Items)

Mayor Glover apologized for leaving early. There were no public comments.

IX. Adjourn

With no further discussions, Mr. Altimus motioned to adjourn.

J. Kent Rogers, Secretary
Executive Committee

Minutes

Thursday, May 29, 2014 (11:15 a.m.)
First Floor Seminar Room
NLCOG Office, Shreveport Bar Association
625 Texas Street
Shreveport, LA 71101

Members Present
Mr. Bill Altimus – Bossier Parish Police Jury
Dr. Woody Wilson – Caddo Parish Commission
Mayor Lo Walker – City of Bossier City
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Ms. Lauren McKnight – Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Mr. Jon Flair – Heard, McElroy & Vestal LLC

With due notice, Dr. Wilson called the meeting to order. A quorum was present.

I. Call to Order

Dr. Wilson welcomed the members of the public and of the committee to the meeting.

II. Roll Call

Members present: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Amend Agenda

There were no amendments to the agenda.

IV. Executive Director’s Report

Mr. Rogers stated there was no Executive Director’s Report.

V. Public Comments (Agenda Items)

Dr. Wilson called for any public comments. There were none.
VI. Old Business

Dr. Wilson directed the members to the first order of old business. Mr. Rogers introduced Ms. Lauren McKnight who is working with Mr. Jerry Jones to update the by-laws and organizational structure of NLCOG. Ms. McKnight discussed the draft articles of incorporation with the members. She stated there would be a maximum of seven seats on the board and no less than three. Bossier City, Bossier Parish, Shreveport and Caddo Parish are designated permanently with three at-large seats. The board would need to determine who fills the three at-large seats. Ms. McKnight stated funding would be based on the US Census and would be locked-in for a period of ten years. Mr. Altimus stated the metropolitan statistical area (MSA) used to include Webster Parish. Mr. Rogers stated it did, but the 2000 Census dropped Webster and added DeSoto. In 2012, the MSA includes Caddo, Bossier, Webster and DeSoto. Mr. Henington asked who decides what areas to include in the MSA. Mr. Rogers stated it is based on Census data and CBA, commuting patterns and the area’s economy. Mr. Altimus clarified it’s the OMB and Census bureau. Mr. Rogers stated that according to the transportation legislation the MPO (NLCOG) can represent the entire MSA boundary. Mr. Altimus asked if DeSoto Parish wanted to join. Mr. Rogers stated Webster stated a desire to remain part of NLCOG but not pay any dues or fees, and that this update would help those entities that want to participate.

Dr. Wilson stated that on page six of the articles, the listed officials would change. Ms. McKnight stated the by-laws dictate who the representatives would be, but that she can change the parish president to the parish administrator as the designated person. She further stated any designated person would have to serve the entire year rather than joining for a meeting. Dr. Wilson asked if the funding was designated in the by-laws. Ms. McKnight stated they would outline funding in each individual agency contract. She reminded the members they would need to decide who would fill the remaining three seats. Mr. Altimus stated the committee should make the offer to Webster and DeSoto Parishes with the amount of the fees. Mr. Henington asked what Webster and DeSoto plan to receive as members of NLCOG. Dr. Wilson asked if staff would provide planning assistance for them. Mr. Rogers stated staff would provide assistance and the Long Range Transportation Plan would be expanded to include Webster and DeSoto Parishes. The amount of the fees would be dependent on helping to support the additional duties required of staff. Ms. McKnight stated, in response to Mayor Walker’s question about the at-large seats, that the committee can ask cities, towns other government bodies that the seats are not limited to parishes. Mr. Rogers stated the certification review recommendation was for the agreements to be updated. Dr. Wilson asked if everything would be formalized. Ms. McKnight stated yes it would. Mr. Henington asked if there would be new intergovernmental agreements once everything is finished. Ms. McKnight stated that was correct. Mayor Walker recommended the committee consider the new articles and by-laws for adoption at the next meeting. Dr. Wilson agreed. Mr. Rogers asked if one or two of the current members would attend meetings with prospective new members. Mr. Altimus and Dr. Wilson stated they would be glad to attend a meeting.

Ms. McKnight gave a brief update on the lawsuits regarding LA 3132. She stated the venue was moving to East Baton Rouge Parish and there was nothing new on the federal litigation. Mr. Billy Pesnell spoke briefly about the discussed settlement with the Finish 3132 Coalition. Mr. Rogers gave a brief update on the MPO Transportation Policy Committee remarks regarding the Stage 1 contract with BKI. Mr. Henington asked what the cost was on the Stage 0. Mr. Rogers stated he was not sure as that was completed via a retainer contract LaDOTD has with the consultant. He also stated it is LaDOTD’s call to make whether or not to re-do the Stage 0 analysis, not NLCOG’s decision.
VII. New Business

Dr. Wilson moved the board into the first order of new business which was the Long Range Transportation Plan Authorizations. These include the contract for planning services for the Shreveport MPO Long Range Transportation Plan Update (LRTP). Mr. Rogers stated this contract was with Alliance Transportation Group, Inc. The other two components of this item are for data to be used in conjunction with the LRTP update. Mr. Rogers gave a brief description of the data to be purchased for the update. Mr. Altimus asked how much the cost/benefit analysis cost for the TIGER grant application for the “Common Connection.” Mr. Rogers stated he had not received the final invoice but tied the work in with the Choice Neighborhood Planning Grant. He estimated around $6,000 which was leftover from the planning grant.

Mr. Rogers stated the contract with Alliance was $690,017, the contract with Midwest Solutions is approximately $50,000 and Implan is $8,200. He stated there is approximately $1.25 million (including staff time) to spend for the plan update. Mr. Altimus motioned to approve the contracts for services with Alliance Transportation and to purchase the data offered by Midwest Solutions and Implan Software for the development of the LRTP. Mayor Walker seconded. Mr. Altimus asked for the timeframe for Alliance’s contract. Mr. Rogers stated an interim update would be completed by Alliance by November and then the remaining complete update would take an additional 4-6 months with the performance measures. The motion passed with no objections.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

The next order of business was for the approval of the contract with HNTB for the North Louisiana Passenger Rail Study. Mr. Rogers stated he did notice some technical edits needed on the contract. He said the cost for this study is $249,973 which is just under the $250,000 Rep. Burrell secured. Mr. Altimus asked for the timeframe for this study. Mr. Rogers stated one year. Mr. Altimus motioned to approve the contract for services with HNTB subject to the technical corrections for the development of the North Louisiana Passenger Rail Study; Mayor Walker seconded. Dr. Wilson asked if the study would commence once the contract was signed by all parties. Mr. Rogers stated yes it would. There was no further discussion. The motion passed with no objections. Mayor Walker asked Mr. Rogers to let Rep. Burrell know once the study commenced.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson moved the committee to the next order of business which was the adoption of the Fiscal Year 2015 Unified Planning Work Program and Budget (UPWP). Mr. Rogers stated the MPO Transportation Policy Committee adopted the FY 2015 UPWP and recommended the Executive Committee approve and adopt the UPWP and Budget. Mayor Walker motioned to adopt the FY 2015 UPWP and Budget as presented and as recommended by the MPO Transportation Policy Committee. Mr. Altimus seconded. Mayor Walker asked Mr. Rogers to check the dates. Mr. Rogers stated staff would double check all of the dates. He stated the budget is included on pages 35-38 and is strictly for the MPO portion and an office-wide budget would be forthcoming. Mr. Henington asked if the committee would need to adopt an amendment to the budget if Webster or DeSoto parishes join. Mr. Rogers stated that would be included in the office wide budget. Mr. Rogers stated this current budget is the federal funds for the work program and elements. Mayor Walker asked if
there were any changes in the amount of the funds as shown on page 35. Mr. Rogers stated no, they are the same. Mr. Henington pointed out a typo on page 35. Mr. Rogers noted it. Mayor Walker asked if this went out for advertisement for the public comment period. Mr. Rogers stated it had printed in the Shreveport Times and was posted to the website. There were no comments or questions received to-date. The motion passed unanimously.

**Ayes: Mr. Bill Altimus - Bossier Parish Police Jury; Dr. Woody Wilson - Caddo Parish Commission; Mayor Lo Walker - Bossier City; Mr. Charles Henington - Caddo Parish Tax Assessor**

Dr. Wilson moved the committee to the approval of the minutes. Mayor Walker motioned to approve the minutes of the March 21, 2014 meeting as presented with Mr. Altimus seconding. There were no discussions. The motion passed unanimously.

**Ayes: Mr. Bill Altimus - Bossier Parish Police Jury; Dr. Woody Wilson - Caddo Parish Commission; Mayor Lo Walker - Bossier City; Mr. Charles Henington - Caddo Parish Tax Assessor**

VIII. Public Comments (Non-agenda Items)

There were no public comments.

Mayor Walker noted the incorrect date on the official agenda. He also suggested a date for no later than the end of June for a special meeting to adopt the changes to the by-laws and articles of incorporation. Dr. Wilson recommended all comments be sent by June 13, 2014. Ms. McKnight stated the article need to be adopted by the end of June and then the by-laws can be adopted after the new fiscal year begins in July. Mr. Henington noted he would only be available on June 23 and June 24, 2014. Mr. Rogers stated he would send a notice to all members so they can check their calendars.

IX. Adjourn

With no further discussions, Mr. Altimus motioned to adjourn. Mayor Walker seconded.

J. Kent Rogers, Secretary
Executive Committee

Minutes

Monday, June 23, 2014 (11:15 a.m.)
First Floor Seminar Room
NLCOG Office, Shreveport Bar Association
625 Texas Street
Shreveport, LA 71101

Members Present
Mr. Bill Altimus – Bossier Parish Police Jury
Dr. Woody Wilson – Caddo Parish Commission
Mayor Lo Walker – City of Bossier City
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Mr. Jerry Jones – Counsel for NLCOG
Ms. Lauren McKnight – Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Mrs. Lisa Frazier – NLCOG

With due notice, Dr. Wilson called the meeting to order. A quorum was present.

I. Call to Order

Dr. Wilson welcomed the members of the public and of the committee to the meeting.

II. Roll Call

Members present: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – City of Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Public Comments (Agenda Items)

Dr. Wilson stated he had one public comment card. Whitney Pesnell spoke about the LA 3132 matter. He stated he was present during the MPO Transportation Policy Committee meeting and wanted to briefly address the BKI letter received. Mr. Pesnell spoke about the lawsuits and stated that they did not believe the lawsuits are frivolous and would like to see them resolved. Mr. Pesnell spoke about the legal expenses and the nature of them being reimbursable to BKI. Mr. Pesnell spoke about the Stage 0 study that they believe is flawed. Mayor Walker asked who the “we” that Mr. Pesnell spoke about encompasses. Mr. Pesnell said it is the Finish 3132 Coalition/Willis Knighton Health System/et al.

Dr. Wilson stated he did not receive any other cards or comments.
IV. Amend Agenda

Mr. Rogers stated there is an amendment under New Business to the agenda. He stated the 2006 Chevrolet Trailblazer needs to be declared as surplus property and be sent to auction. Dr. Wilson asked for a motion; Mr. Altimus motioned to accept the amendment to the agenda and Mayor Walker seconded. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

V. Executive Director’s Report

Mr. Rogers stated there was no Executive Director’s Report.

VI. Old Business

Dr. Wilson directed the members to the first order of old business which was the approval of the Articles of Incorporation of the Northwest Louisiana Council of Governments. Mayor Walker motioned to approve the articles as presented; Mr. Altimus seconded the motion.

Mr. Rogers stated all of the comments were sent to Mr. Jones and the changes and/or corrections were made. Mr. Jones discussed how the organization had evolved and morphed over the years as an unincorporated association of government agencies. This procedure continues to set up proper documents for the constitution and by-laws, as well as the articles of incorporation. Mr. Jones introduced Ms. Lauren McKnight who is working with Mr. Jerry Jones to update the information and organizational structure of NLCOG. Ms. McKnight was tasked with setting up the non-profit organization and the by-laws that set out the membership. Mr. Jones stated as municipal and government/political subdivisions phased in and out, and as some wish to become active again, these documents will provide an objective process to become a member, to protect the MPO within the confines of NLCOG and to adhere to federal laws. He stated the framework can be easily amended if necessary. Ms. McKnight discussed the members’ concerns about an annual meeting as outlined in the articles. She stated a regular meeting can be designated as the annual meeting. She also discussed the four founding members as Bossier Parish, Bossier City, Caddo Parish and Shreveport. Dr. Wilson asked about the recommendation to have the articles and by-laws voted on by a certain date. Mr. Jones stated that is the purpose for them on the agenda today and that they will go into effect immediately so as to meet that deadline. Mr. Jones stated the members would be voting on three separate documents: the articles of incorporation, the by-laws, and the resolutions each individual body would take back to their own respective bodies for approval. Mayor Walker asked if the articles and by-laws should be voted to approve or disapprove prior to the resolutions. Mr. Jones stated that the articles would be voted on first, then the by-laws and then the resolutions would be taken to each agency individually. Mr. Rogers stated the third vote is a recommendation from the committee to each founding member agency to adopt the resolution. Dr. Wilson asked for any further discussion regarding the articles of incorporation. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor
Dr. Wilson indicated he would entertain a motion to approve the by-laws of the Northwest Louisiana Council of Governments as presented. Mayor Walker motioned with Mr. Altimus seconding. Mayor Walker commended Mr. Jones and Ms. McKnight for their work. Mr. Rogers stated that at a later date, staff would come back to the committee with recommendations for committees. Mr. Henegro asked if he should vote as he is no longer a part of the committee per the new articles and by-laws. Mr. Jones stated that since he is a member of the committee today, he should vote. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henegro – Caddo Parish Tax Assessor

Dr. Wilson moved the committee to the proposed resolutions for the four founding members of NLCOG to file the Articles of Incorporation. Mayor Walker motioned for the committee to recommend adoption of the individual resolutions authorizing the organization of the NLCOG as a Louisiana non-profit corporation and filing the Articles of Incorporation with the office of the Secretary of State for Louisiana by the four founding members. Mr. Altimus seconded the motion. Mayor Walker stated the previous discussion was to his satisfaction. Mr. Altimus asked Mr. Rogers to forward the resolutions to the individual members so they can be put on the agendas for the next meetings. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henegro – Caddo Parish Tax Assessor

Dr. Wilson moved the committee to the next order of business which was the LA 3132 Inner Loop Extension Stage 1. Mr. Rogers read the letter received from BKI into the official record (letter attached at the end of the minutes). He further stated that the MPO committee voted to recommend to the Executive Committee to craft a letter in response to BKI providing specific terms regarding the inclusion of legal expenses as a reimbursable expense under the Stage 1 contract. Further, the amount of the contract would not increase and the letter would specify a timeframe for response from BKI as to whether or not they will sign the contract. Dr. Wilson stated if BKI’s intent is to no longer go forward, it is the intent of the committee to re-advertise the project. Mr. Rogers stated LaDOTD and FHWA are agreeable with legal expenses being reimbursable as a direct expense and that no additional funds would be added to the contract. Mr. Jones stated that the message to BKI is that legal expense can be a reimbursable expense per LaDOTD and FHWA. He further said that if the Executive Committee agrees to amend the contract, then specific legal expenses relating to the Stage 1 LA 3132 contract should be outlined. He also stated BKI must understand that the cost of the contract will not increase. Mr. Henegro stated he had no questions. Mayor Walker motioned to direct Mr. Rogers and/or Mr. Jones to craft a letter in response to BKI outlining that specific legal expenses relating to the LA 3132 Stage 1 can be submitted as reimbursable expense. Mr. Altimus seconded the motion. Mr. Jones suggested allowing 30 days for BKI to respond. Dr. Wilson asked for any further questions or comments. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henegro – Caddo Parish Tax Assessor

Dr. Wilson asked that the letter be sent immediately.
VII. New Business

Dr. Wilson moved the board into the first order of new business which was the Fiscal Year 2015 Budget. Mr. Rogers stated the budget details the federal funding and also outlines expenses within the work program. He stated the committee previously approved the budget and that this document provides more detail. Mr. Altimus asked if the $10,000 in Coordinated Human Services Transportation Planning (CHSTP) funding is tied in with the state human services districts. Mr. Rogers explained the CHSTP is a coordinated, regional effort between NLCOG, human services providers, transportation providers and the public to coordinate efforts through quarterly meetings. Mr. Rogers stated one of the requirements is for entities to create partnerships to avoid duplications, consolidate costs and expand services as available. He stated this is 100% funding from LaDOTD. Dr. Wilson asked for any further discussion or questions. Mayor Walker motioned to accept the 2015 Budget document as presented; Mr. Henington seconded. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

The next order of business was for the Fiscal Year 2015 (Jule 1, 2014 – June 30, 2015) meeting dates. Mayor Walker asked that the years be corrected. Dr. Wilson pointed out the time change. Mr. Rogers stated the committee would meet monthly, third Friday with the exception of July and December. Mr. Altimus motioned to approve the list of meeting dates and Mayor Walker seconded. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson moved the committee to the next order of business which was the Fiscal Year 2015 Officers. Mr. Rogers stated that due to the proposed Articles of Incorporation and By-Laws, he recommended continuing with the same officers until the process is completed. Mayor Walker motioned to approve the adoption of the listed officers; Mr. Henington seconded. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson moved the committee to the introduction of the Limited English Proficiency (LEP) Language Access Plan. Mr. Rogers stated a public comment period was advertised on Sunday, June 29, 2014. Mr. Rogers introduced Mrs. Frazier, Public Involvement Coordinator, to discuss the LEP plan. Mrs. Frazier stated Title VI of the Civil Rights Acts of 1964 prohibits discrimination on the basis of national origin which includes speaking languages other than English and/or not speaking English very well. She stated the document discusses NLCOG’s techniques and outreach plans to
Ms. Frazier stated that in Bossier and Caddo Parishes, there is a 1.95% LEP population with Spanish being the highest. Dr. Wilson asked if the document would be available on the website. Mrs. Frazier stated it would be posted. Mayor Walker asked if additional staff would be needed. Mrs. Frazier stated it is not required to have bilingual staff. Mr. Jones asked if translation and interpretation services would be an additional expense. Mr. Rogers stated it should be covered in the planning funds. Mr. Jones asked if all documents moving forward would need to be translated. Mrs. Frazier stated that only the documents deemed vital such as the Metropolitan Transportation Plan, Transportation Improvement Program, Public Involvement Plan, complaint and comment forms, agendas, etc. would need to be translated. Mr. Rogers stated the website would also need to be translated and that he is working on a scope to complete an overhaul of the entire website. Dr. Wilson stated that the committee would wait for public comments to move forward with adoption.

Dr. Wilson moved the committee to the approval of the minutes. Mr. Altimus motioned to approve the minutes of the May 29, 2014 meeting as presented with Mr. Henington seconding. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson moved the committee to the added agenda item of declaring the 2006 Chevrolet Trailblazer as surplus and sending it to auction. Mayor Walker motioned to declare the vehicle as surplus and to authorize the executive director to dispose of the vehicle at auction or otherwise sell it in accordance with the law. Mr. Altimus seconded the motion. The motion passed with no further discussion or objection.

Ayes: Mr. Bill Altimus – Bossier Parish Police Jury; Dr. Woody Wilson – Caddo Parish Commission; Mayor Lo Walker – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

VIII. Public Comments (Non-agenda Items)

There were no public comments.

IX. Adjourn

With no further discussions, Mayor Walker motioned to adjourn. Mr. Henington seconded.

J. Kent Rogers, Secretary