Executive Committee

Minutes

Friday, August 15, 2014 (10:45 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
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. Old Business

Dr. Wilson explained “Old Business” under the current agenda outline would change to read “Unfinished Business” in the future. Mayor Glover arrived. Dr. Wilson explained the Caddo Parish Commissioners had not approved the resolution as requested and that he expected an approval at the next Commission meeting. Dr. Wilson asked Mr. Jones for an update on the Articles of Incorporation and By-Laws. Mr. Jones stated he did not have any information to update the members. Mr. Wilson updated the committee on the federal court litigation overseen by Judge Hicks. He stated the judge determined the lawsuit was premature as the Stage 0 is not a federal action. Complaints may be filed by the public after a federal action which would be the Stage 1 environmental document and they would be properly heard if needed. Mr. Jones stated the state
court proceeding allowed for the venue to change to Baton Rouge as the Louisiana Department of Transportation and Development (LaDOTD) is a state agency. Mr. Rogers asked if Judge Emanuel’s ruling stands. Mr. Jones stated that it does.

Mr. Rogers reminded the committee that the “Engaging LEP Individuals: Language Access Plan” was introduced at the June 23, 2014 meeting and a 30-day public comment period was held. Mayor Glover motioned to approve the Language Access Plan. Mr. Rogers further explained the purpose of the LEP plan and that some documents will need to be translated in the future and interpretation services provided as needed. He stated there were no written comments received and that the plan would be implemented as written. Dr. Wilson asked if there as software that could provide assistance in translation. Mr. Rogers stated yes, that software would be utilized to the extent possible and that not all documents would need to be translated, only key documents. Dr. Wilson asked for a vote. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor; Mayor Cedric Glover – City of Shreveport

IV. New Business

Dr. Wilson directed the members to the first order of new business which was the approval of the Fiscal Year 2014 Audit of the Northwest Louisiana Council of Governments. Mayor Glover motioned to approval the Letter of Engagement with Heard, McElroy & Vestal for the FY 2014 Audit and to authorize the signatures of the Executive Director and Chairman; Mr. Henington seconded the motion. There was no discussion; 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; Mayor Cedric Glover – City of Shreveport

Dr. Wilson moved the committee into the next order of business which was the “Kids On the Move!” Phase II State Project No. H.006733 resolution confirming the consultant project completion. Mr. Rogers gave a brief background of the Safe Routes to School project which consisted of education, sidewalk improvements, striping and speed beacons. He stated the MPO Transportation Policy Committee recommended the approval of the resolution. The motion passed with no further discussion or objection. Mayor Walker motioned to approve the resolution confirming project completion by Mabry Company, LLC and Meyer, Meyer, LaCroix & Hixson, LLC; Mr. Altimus seconded. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor; Mayor Cedric Glover – City of Shreveport

Dr. Wilson asked for the members to review the minutes of the June 23, 2014 meeting. The motion passed with no further discussion or objection. Mayor Walker motioned to approve the minutes as presented; Mr. Henington seconded. There was no further discussion; the motion passed unanimously.
V. Public Comments (Non-agenda Items)

Dr. Wilson asked for any public comments. There were no cards submitted.

VI. Adjourn

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

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, October 3, 2014 (10:45 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
Mr. Kent Rogers – Executive Director, 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)

There were no public comments.

IV. Unfinished Business

Dr. Wilson asked Mr. Jones to give a brief update of the Articles of Incorporation and legal issues. Mr. Jones stated he had met with the members of the Caddo Parish Commission (CPC) and a slight amendment was made to their resolution. He stated that historically the chairman of the CPC had the authority to attend NLCOG committee meetings, so the change made to the resolution was to allow the chairman of the CPC, or his designee, to sit on the committees of NLCOG. He further stated the CPC approved the resolution and Bossier City still needs to approve theirs for the process to move forward. Mr. Jones stated he will attend the next Bossier City Council workshop to answer any questions from the city council. Mayor Walker stated that if all goes well the resolution will be adopted on October 21, 2014.

Mr. Jones briefed the committee on the legal issues to-date. He stated there was no activity currently and that all litigation to this point has been in NLCOG’s favor. Mr. Jones stated the Second Circuit Court of Appeals stayed the transfer of the state court from Shreveport to Baton Rouge, but that it had been lifted and the lawsuit was transferred to the Baton Rouge court’s jurisdiction. He further stated they will file the same
exceptions and he believes the same favorable results will occur. Mr. Jones said he hopes the litigation is winding down for now, but cautioned the committee to expect more to arise after the completion of the Stage 1. Mr. Rogers stated he and Mr. Jones discussed allowing one representative each from the Finish 3132 Coalition and Larkin Development to attend the kick-off meeting for LA 3132 Stage 1 study, but not participate as it is a working meeting with technical level staff. Mr. Rogers stated nobody from the Finish 3132 Coalition attended.

V. New Business

Dr. Wilson directed the members to the first order of new business which was the approval of the Urban Interactive Studios contract for the development of the NLCOG Listens website. Mr. Rogers gave a brief description of the website and stated that it would help with public engagement across five (5) major projects occurring now. Mr. Rogers stated staff reviewed other software platforms and participated in demonstrations and felt that this platform was the best fit for the needs. He stated the cost is $9,400.00. Mr. Altimus asked if this would be used only for these projects or if it would migrate into full-time use. Mr. Rogers stated initially this website would be used for the five projects, but that staff would like to transition in the future to it being our full website. He stated there is currently the workbook and participant response sheet from the Long Range Transportation Plan (LRTP) public visioning meetings on the website and rail info is being added from the stakeholder meetings. Mr. Altimus asked about the funding for the site. Mr. Rogers stated it is being pulled from the LRTP funds with some from other projects and that this has already been budgeted for as public engagement/involvement which is required on all projects. Mr. Altimus motioned to approve the contract with Urban Interactive Studios for the development of the NLCOG Listens website; Mr. Henington seconded the motion. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson moved the committee into the next order of business which was the request by the Executive Director to move into Executive Session to discuss personnel issues. Mr. Altimus motioned with Mr. Henington seconding. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson asked for the members to review the minutes of the August 15, 2014 meeting. The motion passed with no further discussion or objection. Mr. Altimus motioned to approve the minutes as presented; Mayor Walker seconded. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

VI. Public Comments (Non-agenda Items)

Dr. Wilson asked for any public comments. There were no cards submitted.

VII. Adjourn

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

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, October 17, 2014 (10:45 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
Mr. Kent Rogers – Executive Director, NLCOG
Ms. Rita Barnette – Administrative Accountant, 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 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)

There were no public comments.

IV. Unfinished Business

Dr. Wilson asked Mr. Jones to give a brief update regarding the legal issues. Mr. Jones stated there was nothing to report on the lawsuit as no changes have occurred. He stated that he has been in discussions with the Finish 3132 Coalition to dismiss the state suit, but that no conclusion had been reached as of yet.

Mr. Jones updated the committee on the Articles of Incorporation and organizational structure. Mr. Jones stated he expects Bossier City to approve their resolution on October 21, 2014. At that point,
the process can continue moving forward. Mr. Jones stated the intergovernmental agreement was designed to memorialize the funding and work cooperation among the different entities and NLCOG. He stated there was a change to the base compensation as it now is population-driven at $1 per person based on the decennial census. Mr. Jones stated he believed the City of Shreveport’s fee increased. Mr. Rogers stated all entities’ fees increased some. He explained the parishes’ fees are based on the parish population minus the cities’ population. The differences are the fees assessed to the parishes. Dr. Wilson asked if the fees are biannual. Mr. Jones stated they are due semi-annually. There was some discussion as to the wording in the agreement being unclear. Mr. Henington suggested that the billing description be removed from the agreement. Mr. Jones asked the committee what would happen to the fee assessed should DeSoto Parish want to join NLCOG. Mr. Rogers stated for entities such as 911 or the Tax Assessor, the fee will be based on a licensing agreement for GIS, and any other entity coming in for that purpose would be the same. With DeSoto or Webster Parish, the population of the major city within the parish would be subtracted from the parish population and a fee of $1 per person could be assessed like with Bossier and Caddo Parishes or the committee could choose to simply assess a flat rate. Mr. Henington asked what kind of work staff would do for the outlying parishes. Mr. Rogers stated the administrators in those parishes had requested some help with LaDOTD processes, traffic counts, etc. Mr. Henington asked if it was similar to hiring NLCOG staff instead of a consultant. Mr. Rogers affirmed. Mr. Jones told the committee that DeSoto Parish was expressing interest in becoming a member of NLCOG. He stated his office would make changes as noted and will redistribute the agreement to everyone. He also stated they will think through more about what would happen in the event of a Webster / DeSoto Parish scenario. Mr. Rogers stated the four main members (City of Bossier City, Bossier Parish, City of Shreveport and Caddo Parish) can dictate what happens with new members. Mr. Henington asked what would happen with municipalities like Vivian wanting to join. Mr. Rogers stated the fee could be $1 per person based on the population. Dr. Wilson asked what kind of work was previously done for Greenwood. Mr. Rogers stated help with access to some of the federal funds and helping with their projects with the legislators. Mr. Rogers stated that LaDOTD is reviewing now a program within MAP-21 a program dealing with regional planning that would cover the outlying parishes. LaDOTD may come to the MPOs to serve that function at the district level. Mr. Rogers stated that additional funding would be needed from LaDOTD to cover those additional duties. Mayor Walker stated he still needed clarification on the funding outline. Dr. Wilson and Mr. Altimus agreed. Mr. Jones stated they would change it to an annual assessment due July 1 of each year and not worry with outlining the payment schedule within the document. Mayor Walker added that was cleaner. He added that he expects staff to bill the agencies in mid-June. Ms. Barnes stated she would need to bill as of July 1 of each year due to NLCOG’s fiscal year.

Dr. Wilson moved the committee into the next order of business which was the request by the Executive Director to move into Executive Session to discuss personnel issues. Mr. Henington motioned for the committee to move into Executive Session; Mayor Walker seconded. 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 motioned for the committee to exit the Executive Session.

Mr. Altimus motioned to amend the agenda to approve the salary discussions; Mr. Henington seconded. 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 motioned to approve the Executive Director’s salary and to authorize the Executive Director to adjust the employees’ salaries within the budget effective the next pay period. Mr. Jones stated the chairman cannot make a motion. Mr. Altimus motioned to increase the Executive Director’s salary by $12,000 per year effective November 1, 2014 and to authorize the Executive Director to make staff salary adjustments accordingly within the budget. Mr. Henington seconded the motion. The motion passed unanimously with no further discussion.

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. New Business

Dr. Wilson directed the members to the first order of new business which was the Dell Server Lease. Mr. Rogers briefly reviewed the background on the Dell servers. Mr. Rogers stated currently NLCOG pays $888 monthly for the lease. Under the new agreement, the payment would drop to $650 monthly with the ability to purchase the servers at the end of the lease for $1 or to return them to Dell. Dr. Wilson asked if the money was currently in the budget. Mr. Rogers affirmed. Dr. Wilson called for a motion. Mayor Walker motioned to approve the lease terms for Dell Servers as outlined and to authorize the Executive Director to execute the contract; Mr. Henington seconded. Mr. Jones asked to see the contracts before they are signed so that he can review the terms. 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 asked for the members to review the minutes of the October 3, 2014 meeting. Mr. Altimus motioned to approve the minutes as presented; Mr. Henington seconded. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

VI. Public Comments (Non-agenda Items)

Dr. Wilson asked for any public comments. There was no public in attendance.

VII. Adjourn

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

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, November 21, 2014 (10:45 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
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Ms. Lauren McKnight – Legal Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG
Ms. Rita Barnette – Administrative Accountant, 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 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; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Public Comments (Agenda Items)

There were no public comments.

IV. Unfinished Business

Dr. Wilson asks Ms. McKnight to give a brief update regarding the legal issues. Ms. McKnight stated we are waiting on Bossier City to adopt the ordinance and resolution to sign the paperwork to form the non-profit. The final version of the Proposed Cooperative Endeavor Agreement is being sent to them today. That is the last step before submitting the Articles of Incorporation to the Secretary of State’s Office. The CEA will go out to the proper authorities to be approved. Ms. McKnight asks Mr. Rogers to give the update on the litigation issues. Mr. Rogers stated the hearing to determine which
jurisdiction would hear the various cases was earlier this week. Mr. Arceneaux had postponed some depositions for Mr. Elrod and Mr. Stonecipher until the ruling on which jurisdiction will hear the case is resolved.

V. New Business

Dr. Wilson directed the members to the first order of new business which was the Amendment to the Long Range Plan Update Contract. Mr. Rogers stated the Alliance Transportation Group is heading the Long Range Transportation Plan Update. We were approached by Commissioner Linn from the Caddo Parish Commission asking for additional work and more detailed work on some of the Bike/Ped portions of the project. The Bowman-Melton Associates, Inc. will perform the bicycle and pedestrian work subject to funding by Caddo Parish. Dr. Wilson stated once the vote is taken on the budget, he will move forward on the contract with Bowman-Melton.

Mayor Walker motioned to approve an amendment to Alliance Transportation Group’s contract for services for inclusion of work to be performed by Bowman-Melton subject to funding by Caddo Parish; Mr. Henington seconded. Dr. Wilson stated the Commission would like to in the future do a better job with this area. The motion passed unanimously.

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

Dr. Wilson asked for the members to review the minutes of the October 17, 2014 meeting. Mayor Walker motioned to approve the minutes as presented; Mr. Altimus seconded. 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 – Bossier City; Mayor Cedric Glover – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor

VI. Public Comments (Non-agenda Items)

Dr. Wilson asked for any public comments. There were no public comments.

VII. Adjourn

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

J. Kent Rogers, Secretary
Executive Committee

Minutes

Thursday December 18th, 2014 (9:30 am)
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
Mr. Kent Rogers – Executive Director, 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 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. Welcome & Introductions

Dr. Wilson welcomed the public and asked if there were any comments.

IV. Public Comments (Agenda Items)

There were no public comments.

V. Unfinished Business

Dr. Wilson asked Mr. Jones to give a brief update regarding the legal issues. Mr. Jones stated there was nothing to report on the lawsuit as no changes have occurred. We are still waiting on the court’s decision of where the lawsuit will be heard. Mayor Walker asked about the letter from the Pesnell Law Firm to the U.S. Secretary of Transportation they received yesterday. Mr. Rogers stated
there was a similar letter sent to the former Secretary of Transportation. We will get with Mr. Jones to review the letter and to discuss what we need to do in response, if anything. Dr. Wilson asked if everyone on the committee received the letter to which everyone responded yes. There was no further discussion.

VI. New Business

Dr. Wilson directed the members to the first order of new business which was adoption of the Compliance Questionnaire for the Fiscal Year 2014. Mayor Walker motioned to discuss the issue; Mr. Altimus seconded. Mr. Rogers gave a brief explanation of the Compliance Questionnaire. Heard McElroy & Vestal are about 90% complete and Mr. Flair is hoping to have it completed by the end of the year. Mr. Flair advised Mr. Rogers get the document approved and signed by the board. Mayor Walker stated the date needs to be updated to December 18th. Dr. Wilson called for a motion. Mr. Altimus motioned to approve the Compliance Questionnaire for the Fiscal Year 2014 Audit; Mayor Walker seconded. 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 directed the member to the next order of new business which was the acceptance of funds from the Bossier Parish School Board. Mayor Walker motioned to consider the resolution; Mr. Altimus seconded. Mr. Rogers briefly explained the funds are for speed limit signs with radar in relation to the Safe Routes to School Program. With no initial match support required for the project, we asked the school boards and cities to help fund the speed limit signs. Bossier School Board passed the approval of funding the signs. Dr. Wilson asked if other agencies were providing money. Mr. Rogers responded the primary source is the Safe Routes to School Program and we are still working with City of Shreveport and Caddo Parish School Board on getting the rest of the funds for Caddo Parish. Dr. Wilson asked how much the total was for Bossier Parish. Mr. Rogers replied $8,000. Dr. Wilson asked if that was to do the whole project. Mr. Rogers stated the funds were to put two beacons in place at the two schools in the program. Traffic counts were taken to determine the best placement for the signs. We are still working with Safe Routes to School to allocate additional money to pay for the signs which if granted, we would reimburse Bossier Parish School Board. Dr. Wilson asked if there were any other questions or comments; there were no comments. Mr. Altimus motioned to adopt the resolution accepting funds from Bossier Parish School Board in relation to the Safe Routes to Schools grant; Mayor Walker seconded. 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

VII. Public Comments (Non-agenda Items)

Dr. Wilson asked for any public comments. Mr. Pesnell commented on the Open Meetings Law under the Compliance Questionnaire. The Pesnell Law Firm looked at a few of the meeting that were held and thought there could be some viable challenges because not enough advanced notice of the meeting or the agenda was given to the public. The NLCOG and the committee may want to consider giving more advanced notice, if possible, of meetings and the agenda items. Mr. Jones asked Mr. Pesnell if the 24 hour notice was not given or if he thinks more than the 24 hour notice
should be given. Mr. Pesnell stated that at most a 24 hour notice was given, maybe slightly more, and we’re not saying NLCOG didn’t comply with the requirement. He wants NLCOG to give the public as much advanced notice as possible. There were a couple meetings they could have challenged, but did not. Dr. Wilson replied we would review and follow the State guidelines with respect to Open Meetings Law and make sure there is more than 24 hours notice. Mr. Pesnell said he wasn’t saying they have not complied with the law, but try to give as much notice to the public as possible. Dr. Wilson asked Mr. Pesnell how he finds out about the agendas. Mr. Pesnell responded he gets it from a variety of sources, such as the internet, clients and constituents, and sometimes the board members. Mr. Rogers commented there is a schedule of the regular meeting dates, times, and locations on NLCOG’s website with the exception of today being a special call meeting. Mr. Pesnell agreed with Mr. Rogers, but was more concerned about the agenda items and giving as much advanced notice and more public notice.

VIII. Adjourn

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

J. Kent Rogers, Secretary
Executive Committee

Minutes

Friday, January 16, 2015 (10:45 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 – arrived late

Others Present
Mr. Steven Jackson – Assistant for City of Shreveport Mayor
Ms. Lauren McKnight – Legal Counsel for NLCOG
Mr. Jon Flair - Heard McElroy & Vestal, LLC
Mr. Kent Rogers – Executive Director, NLCOG
Ms. Rita Barnette – Administrative Accountant, NLCOG

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

I. Call to Order

Dr. Wilson called the meeting to order.

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. Welcome & Introductions

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

IV. Public Comments (Agenda Items)

There were no public comments.

V. Unfinished Business
Dr. Wilson asks Ms. McKnight to give a brief update regarding the legal issues. Ms. McKnight stated the Articles of Incorporation are being filed this morning during this meeting and at 11:00 am we’ll go into the organizational meeting for the Board for the new corporation. There is no update on the litigation from last month. Dr. Wilson asked Ms. McKnight if she was leaving Bradley Murchison Kelly & Shea. Ms. McKnight confirmed, but stated that she will be available. In terms of the CEA everything is ready to go, but the City of Shreveport and Bossier Parish still needs to pass it to sign the contract. All of the other contracts are ready to go. Dr. Wilson thanked Ms. McKnight for being part of the team, for all of her contributions, and wished her well. Dr. Wilson asked if Mr. Jones was going to replace Ms. McKnight. Ms. McKnight replied that Mr. Jones is going to introduce Anna O’Neal to everyone, but he will still be involved and oversee everything.

VI. New Business

Dr. Wilson directed the members to the first order of new business which was the Adoption of the Fiscal Year 2014 Audit Report. Mayor Walker motioned to consider the Fiscal Year 2014 Audit Report; seconded by Mr. Altimus. Mr. Rogers introduced Jon Flair with Heard McElroy & Vestal, the firm NLCOG contract out to do our audit reports. We will be providing a formal hard copy of the audit to entities that provide funding to NLCOG. Mr. Flair covered a few areas of the audit. We’re engaged to audit the financial statements from June 30, 2014 and issue an opinion. NLCOG has only one general fund to account for operating grants and special projects. If you were to compare the total assets from last year, you would see they have increased by $148,000. This has been reflected by funds, cash or receivables, received for the Long Range Transportation Plan where you’ve gotten a lot of money upfront and haven’t really spent it on much. The Restricted section under Fund Equity, $149,472 is the amount for the Long Range Plan that you’ve received but not spent yet and can only be used for that purpose. Other than that, the balance sheet is fairly stable. The other point has to deal with the Operating side. The revenues for grants increased for the operating side from last year by about $60,000-65,000, while the operating expenditures remain fairly stable. The difference is that you have included in your Federal Highway contract the reimbursement of legal expenses, 80/20 and are seeing the effect of that which is good news. Other than that, the operations are pretty much the same. Even the overhead costs are about the same; they declined slightly from last year by about $2,500 in total. We had two findings in our audit. One is the Control Finding; the fact that NLCOG is not able to prepare audit financial statements in-house due to the cost outweighing the benefits and we fully agree with that. The other finding has to do with advances on the company credit card by the Executive Director of about $3,500 in total; $2,500 of which applied to the June 30, 2014 fiscal year which is more or less a technical violation of state law. It is considered a loan by a public entity which is prohibited by the State Constitution. The total amount was repaid shortly into the current fiscal year, July 2014. Mr. Altimus asked if it was a timing issue. Mr. Flair stated that it is not supposed to happen at all, but it’s a timing issue in the fact that NLCOG is out no money, just that it’s on their credit card and was repaid down the line. Dr. Wilson asked Mr. Rogers what the charges were used for. Mr. Rogers stated some of it was travel related things that later realized shouldn’t have been charged on the card and other miscellaneous expenses that were repaid immediately. The card is now in Rita’s office. Mayor Walker asked Mr. Rogers if he considered shredding the card. Mr. Rogers stated that the card is mainly used for travel and office supplies. Ms. Barnette commented the card is also used for professional dues and the phone system prefers to charge the credit card. Mayor Walker asked what would happen if NLCOG didn’t have a card. Ms. Barnette stated she would have to cut a lot more checks at the end of each...
month for things that would have been charged on the card and issue more travel advancement checks and similar things like that. She also stated it is up to the committee; if they want her to she will. Mr. Rogers stated that the card is on file with Best Western in Baton Rouge we always stay at. Dr. Wilson asked if Mr. Roger uses it when he goes down to the Capital for hotel stays and expenses. Mr. Roger stated that is what happened a couple times. I’ve gone to check out and realized later that the hotel charged the company card and not my personal card. Dr. Wilson asked in other words, if you use your personal card, we would reimburse you. Mr. Rogers replied correct. Dr. Wilson stated as long as we have it managed properly it can be a useful tool to us. Dr. Wilson asked if we didn’t need to do a corrective response to this. Mr. Flair stated it is contained in the comment where it says it was repaid. Dr. Wilson asked if that was sufficient. Mr. Flair replied yes. Mayor Walker asked if a quarterly report or summary could be given to the board to show the items on the card. Mr. Rogers stated yes and we’ve done those periodically. Mayor Walker asked the committee about their thoughts. Dr. Wilson stated that it was a good idea. Mayor Walker commented it would give us a little more visibility and would keep Mr. Rogers honest.

Mayor Walker motioned for the Executive Director to provide a quarterly report on the charges to the credit card; seconded by Mr. Altimus. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor

Dr. Wilson stated that we will adopt that procedure in our business going forward that we’ll get a quarterly report. Mr. Flair asked if the committee had any questions after looking over the draft. Mayor Walker asked if we are short $4,000 or so between expenditures and revenue; we’re not operating at a deficit are we. Mr. Flair answered no, you’re not. The Operating side operated at a small deficit of $4,000; the whole general fund including the Special Projects side had a net positive difference of $144,000. Mayor Walker asked if we are living within our means. Mr. Flair stated yes; the only caution I would make is that excess is tied up in the Long Range Transportation Plan. NLCOG is basically at a break-even. If you compared this report to last year, there was a total deficit for the year of $43,000. Mr. Altimus asked if that was due to all the lawsuits we paid out of pocket until we were reimbursed. Mr. Flair stated yes. Ms. Barnette commented our legal fees are still way over $60,000 because we are being incorporated this year and DOTD will only reimburse us for 80% and we still pay 20%. Our operational expense just on professionals is over $60,000. Mr. Altimus asked if that was just a one-time expense. Ms. Barnette answered yes. Last year was $60,000 and this year was $60,000 relatively. Next year it shouldn’t be that high; we should be back to our normal $30,000-35,000. Once we get this reorganization done, the expenses should fall dramatically down. Mr. Altimus asked if the move from the previous location has helped us out. Mr. Rogers answered yes, the rent has gone down. The rent is slightly higher from last year, but that is because when we first moved in we got several months free rent, but compared to two years ago it’s about two-thirds. Ms. Barnette confirmed it’s about a third less. Mr. Flair commented compared to where NLCOG would be at the other location it would be higher because they kept increasing the rent. Mr. Rogers agreed. Dr. Wilson asked how the legal expenses are being paid; from what account. Mr. Rogers stated the legal expenses for 3132 come out of a special PL Allocation DOTD made for us that are still 80/20 funds so we paid 20% of that amount. Ms. Barnette stated the legal
expenses were up to $150,000 which was before DOTD approved to pay 80% otherwise we would have been over by $80,000-90,000. To date, the legal expenses are over $200,000 just on that one issue. Our reserves were completely exhausted by that. Dr. Wilson commented we’re not in the business to make money; breaking even is where we need to be. Ms. Barnette stated we are only supposed to break even at the end of every year. Mr. Flair commented which is generally what you do.

Mayor Walker motioned to accept the Fiscal Year 2014 Audit Report as presented; seconded by Mr. Altimus. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor**

Mr. Rogers moved onto the next order of business which was the Long Range Transportation Plan contract amendment. Part of the project is to build a computer model that models the transportation network throughout the area. An issue came up with I-69 SUI-15 section from Haughton to Stonewall. Alliance Transportation Group’s recommendation is to add Desoto Parish in the model to account for that portion of I-69. The Federal funds that are allocated toward the project will cover the expense. We’re asking for approval to amend Alliance’s contract for an additional $25,000 of those funds to help cover the modeling expense. We’re not asking anyone for money; the money is available in the account. Mayor Walker motioned to amend the contract with Alliance Transportation Group in the amount of $25,000 for additional modeling services; seconded by Mr. Altimus. Mr. Steven Jackson asked if this item was on the published agenda. Mr. Rogers replied yes. Mr. Jackson stated the item was not on the agenda he received. Mr. Rogers replied it should have been on the last email we sent out. Mr. Jackson stated he received one on January, 12th, but did not see it on that agenda. He asked if there needed to be a motion to add the item to the agenda since it was not on the agenda he received. Mayor Walker asked if the item was added after January 12th. Mr. Rogers stated it was added Tuesday, the 13th. Mayor Walker asked if it was mailed out to everyone then. Mr. Rogers replied yes, it was in an email. Mayor Walker confirmed he received a final agenda via email. Mr. Jackson stated it was probably a technicality that he did not receive the final agenda. Dr. Wilson asked what the date of the last emailed agenda was. Mr. Rogers stated he was trying to look it up. Mr. Jackson stated he received one January, 12th and one yesterday, January 15th. He asked if it would be titled Board of Directors Agenda. Mr. Rogers replied no, it should say Executive. Mr. Flair asked about the legal requirement for posting the agenda; if it was 24 hours. Dr. Wilson replied yes. Mr. Flair asked when the notices on the door were posted. Mrs. Lisa Frazier replied yesterday morning. Mr. Altimus stated he saw them yesterday around ten o’clock. Mr. Jackson stated if the item is on the one on the door, you’re fine. He asked if the one in the email is the one that was posted. Mr. Rogers stated the email went out Tuesday or Wednesday afternoon. Dr. Wilson stated he received the email on January 14th. Mr. Jackson stated if it was posted, then you’re in the clear. Dr. Wilson asked if there were any other concerns. 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 – Bossier City; Mr. Charles Henington – Caddo Parish Tax Assessor**
Mr. Altimus stepped out of the meeting. Dr. Wilson asked if the amount in the audit for the Long Range Plan reflected the $48,000 for changing that section. Mr. Rogers replied no because that was after the fiscal year. Mayor Walker motioned to consider the approval of the minutes; seconded by Mr. Henington. Dr. Wilson asked for the members to review the minutes of the November 21, 2014 and December 18, 2014 meetings. Mr. Henington motioned to approve the minutes as presented; Mayor Walker seconded. There was no further discussion; the motion passed unanimously.

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

VII. Public Comments (Non-agenda Items)

Mr. Altimus returned to the meeting. Dr. Wilson asked for any public comments. There were no public comments.

VIII. Adjourn

With no further discussions, Mayor Walker motioned to adjourn; seconded by Mr. Altimus. The meeting was adjourned.

J. Kent Rogers, Secretary
Board of Directors

Minutes

Friday, March 20, 2015 (9:45 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 Ollie Tyler – City of Shreveport
Mr. Charles Henington – Caddo Parish Tax Assessor

Others Present
Mr. Steven Jackson – Assistant for City of Shreveport Mayor
Ms. Anna O’Neal – Legal Counsel for NLCOG
Mr. Kent Rogers – Executive Director, NLCOG

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

I. Call to Order

Dr. Wilson called the meeting to order.

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 Ollie Tyler – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor

III. Welcome & Introductions

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

IV. Public Comments (Agenda Items)

Dr. Wilson asked the public if anyone would like to make a comment. There were no public comments.

Dr. Wilson handed the floor over to Mayor Walker to make an announcement. Mayor Walker informed the committee he is the President of the I-69 Mid-Continent Highway Coalition. There is a vice-president along with five directors from each state involved. Mayor Walker introduced Max
LeCompte, President and CEO of The Coordinating & Development Corporation, as the new Vice-President for Louisiana. We’ve been working on getting funding for I-69 like we did for I-49. Dr. Wilson thanked Mr. LeCompte for helping Mayor Walker with the Coalition. It’s a very important project for this entire region.

V. Legal Report

Dr. Wilson moved the committee to the legal report. Ms. Anna O’Neal introduced herself to the committee as an Associate with Bradley, Murchison, Kelly, & Shea, LLC. The only update was in relation to Wilis Knighton and Finish 3132 Coalition’s lawsuit. The case had been transferred to East Baton Parish. The Plaintiffs have challenged that decision and taken it up to the Second Circuit. The Second Circuit upheld the District Court transfer of the case. The Plaintiffs applied for an application with the Supreme Court for a discretionary review. We filed in opposition to the application, but no action has been taken at this point. Mayor Walker asked about the next step in the process. Ms. O’Neal stated the Supreme Court will look at everything in the record and can take it into consideration or not. Once a decision is made, we still have pending procedural exceptions that have not been heard by the court so we still have procedural defenses to the lawsuit that will be going forward before the substance of the lawsuit. Dr. Wilson asked if the Supreme Court delays the process. Ms. O’Neal replied yes, pending review of the Supreme Court, we are delayed in moving forward with our procedural exceptions until the transfer issue gets settled. The Supreme Court is usually pretty quick on the turnaround.

VI. Financial Report

Mr. Rogers gave a brief update on the Financial Report. We are on track with no shortfalls in sight. Dr. Wilson asked if we talked with DeSoto Parish about joining the Board. Mr. Rogers stated we are still working on that with Steve Brown with DeSoto Parish and we need to reach out to Webster Parish. Mr. Altimus stated he would continue the process with Webster Parish. Dr. Wilson asked about how each organization has to pay a certain amount of money. Mr. Rogers confirmed and stated it was population based for the City and Parish; others are based on a GIS agreement. Dr. Wilson asked when those funds are due. Ms. Rita Barnette responded bills are semi-annual. Mr. Rogers stated that Bossier Parish pays it all at once, but we leave that up to you.

VII. Unfinished Business

Dr. Wilson asked if there was any unfinished business. Mr. Rogers replied no.

VIII. New Business

Dr. Wilson moved the committee to look at new business. Mr. Rogers gave a brief update on the Fiscal Year 2016 Work Program. These are the basic tasks that we’re required to do by FHWA, DOTD, FTA, etc. Mr. Rogers requested the committee to look over the program and let him know if there are any studies they want to include and we will try to work them in the program. Mr. Altimus asked about the traffic counts for the I-20 and I-220 Interchange with regard to the entrance into Barksdale. Mr. Rogers stated there will have to be a contract amendment with Alliance Transportation through the Long Range Transportation Plan. There are several projects
that need traffic counts and Alliance has the ability to do those so we'll add that to the contract for them to do it. There is some analysis and modeling work that needs to be done for the Barksdale gate road. Mr. Altimus asked Mr. Rogers to let him know if something is unreasonable with the project to let him know. Mr. Steven asked if Mr. Rogers had a timeline for them to get the information back to him. Mr. Rogers replied probably within the next two weeks so we can get cost estimates and get it together to present to the committee.

Dr. Wilson moved the committee to the next order of business. Mr. Rogers discussed the Transit Study Contract Extension. Mr. Rogers stated there is some delay due to the counting data from the bus system. URS is asking for an extension of their contract to September of this year as Mr. Jones mentioned in the MPC meeting. Mayor Walker motioned to approve a contract extension to AECOM (URS) for the Public Transportation Study for the Shreveport Bossier City Urbanized Area with the new contract deadline to be September 18, 2015; seconded by Mr. Altimus. Mr. Altimus asked if that was just time and no money. Mr. Rogers confirmed. Mayor Walker asked if the new deadline was September 18, 2015. Mr. Rogers confirmed. 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 – Bossier City; Mayor Ollie Tyler – City of Shreveport; Mr. Charles Henington - Caddo Parish Tax Assessor**

Dr. Wilson moved the committee to the next order of business. Mr. Rogers gave a brief update on the Passenger Rail Contract Extension. Mr. Alan Tobias, HNTB’s Project Manager for this project passed away suddenly. Due to this unfortunate circumstance the firm has to do some regrouping and reassigning of duties. They are asking for a 60 day contract extension. Mayor Tyler motioned to approve a 60 day contract extension to HNTB for the North Louisiana Passenger Rail Study; seconded by Mr. Altimus. Mr. Rogers stated Carol Kloser is the lead technical manager for the project. Mayor Walker asked if this is the Louisiana State study from the Texas line to the Mississippi line. Mr. Rogers confirmed. Texas had done a study about a Dallas to Shreveport connection. We are doing the Shreveport to Vicksburg connection. Mississippi is doing the Vicksburg to Meridian connection. Funding for this was provided from DOTD with support from Representative Burrell. 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 – Bossier City; Mayor Ollie Tyler – City of Shreveport; Mr. Charles Henington - Caddo Parish Tax Assessor**

Dr. Wilson asks for the members to review the minutes. Mayor Walker motioned to approve the minutes of January 16, 2015 Executive Committee and Board of Directors Meetings; seconded by Mayor Tyler. 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 – Bossier City; Mayor Ollie Tyler – City of Shreveport; Mr. Charles Henington - Caddo Parish Tax Assessor**
IX. Public Comments

Dr. Wilson asked the public if anyone would like to make a comment. There were no public comments.

X. Adjourn

With no further discussions, Mayor Walker motioned to adjourn; seconded by Mr. Altimus. The members adjourned.

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

I. Call to Order

Dr. Wilson called the meeting to order.

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 Ollie Tyler – City of Shreveport; Mr. Charles Henington – Caddo Parish Tax Assessor (arrived at 8:45 a.m.)

III. Welcome & Introductions

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

IV. Public Comments (Agenda Items)

There were no public comments.

V. Legal Report

Dr. Wilson moved the committee to the legal report. Ms. Anna O'Neal introduced herself to the committee as an Associate with Bradley, Murchison, Kelly, & Shea, LLC. The only update was in
relation to Willis Knighton and Finish 3132 Coalition’s lawsuit. The court transferred the case to East Baton Rouge Parish.

VI. Financial Report

Mr. Rogers gave a brief update on the Financial Report and stated that finances as outlined were as of May 8, 2015 along with the anticipated year-end expenses. Mr. Rogers stated the expenses include some accrued vacation leave paid out to employees who left service. Mr. Rogers stated the organization is on track with the budget.

VII. Unfinished Business

Dr. Wilson asked if there was any unfinished business. Mr. Rogers replied no.

VIII. New Business

Dr. Wilson moved the committee to look at new business with the first item being the introduction of the Fiscal Year 2016 Budget. Mayor Walker motioned to introduce the FY 2016 Unified Planning Work Program (UPWP) and Budget; Mayor Tyler seconded. The UPWP outlines the programs the staff of NLCOG, as the Metropolitan Planning Organization (MPO) will undertake in the next fiscal year. Mr. Rogers stated the UPWP and Budget is subject to a 30-day public comment period prior to adoption. He stated it outlines the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding received. Mr. Rogers also noted the Regional Safety Coordinator position will begin with the FY 2016 UPWP, though a contract is still at LaDOTD. Mr. Rogers directed the members to a slight bump in funding through the FTA 5303 program. He clarified that local funding is the general local support received from various agencies. Other funds include funding received for the geographic information system (GIS) work and other efforts. Mayor Tyler asked if the Shreveport funds are based on population. Mr. Rogers stated the agency funds are based on the official 2010 Census. Dr. Wilson stated the federal funding is also based on the official 2010 Census. Mr. Rogers spoke briefly about the special projects. He stated expenses include salary, benefits, employment taxes and general overhead. He stated there will need to be a slight bump to include replacement for a traffic counter that was damaged. Mr. Rogers directed the members to the software expense, explaining the largest expense is the GIS licenses for various agencies in the joint relationship with ESRI. The members had no questions.

Mr. Rogers detailed specific project budgets including the LA 3132 Extension (page 13 of the draft UPWP), the Long Range Transportation Plan (LRTP) update (page 14 of the draft UPWP) and the UPWP Elements (Page 15 of the draft UPWP). There were no questions. The motion passed.

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

Dr. Wilson moved the committee to the next order of business. Mayor Walker motioned to introduce the Fiscal Year 2016 UPWP Resolutions; Mayor Tyler seconded. Mr. Rogers discussed the general resolutions and assurances. He stated the resolutions indicate the funding received via
LaDOTD for metropolitan planning from FHWA and FTA. There were no questions. The motion passed unanimously.

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

Dr. Wilson moved the committee to the next order of business which was an amendment to the contract with Alliance Transportation Group. Mr. Altimus motioned to approve a contract amendment for the purpose of traffic count data collection and quality control; Mayor Walker seconded the motion. Mr. Rogers explained the traffic counts are necessary for the model calibration for the LRTP update. Mr. Rogers also stated counts may be made for other agencies as needed. 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 – Bossier City; Mayor Ollie Tyler – City of Shreveport; Mr. Charles Henington - Caddo Parish Tax Assessor**

Dr. Wilson asks for the members to review the minutes. Mayor Walker motioned to approve the minutes of the March 20, 2015 Board of Directors meeting; seconded by Mr. Henington. 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 – Bossier City; Mayor Ollie Tyler – City of Shreveport; Mr. Charles Henington - Caddo Parish Tax Assessor**

**IX. Public Comments**

Dr. Wilson asked the public if anyone would like to make a comment. Matthew Linn presented the Board with a copy of a resolution approved by the City Council of the City of Shreveport and the Caddo Parish Commission. The resolution was in support of the US Department of Transportation’s mayors’ and local elected officials’ challenge for safer people and safer streets. Mayor Tyler clarified that it is not a binding resolution. Matthew Linn asked Mr. Rogers if the board would adhere to the resolution and consider the activities as outlined in all projects. Mr. Rogers stated as part of the LRTP update, a Complete Streets policy will be presented to the MPO Transportation Policy Committee for approval and with that policy, these issues would be addressed.

**X. Adjourn**

With no further discussions, Mayor Walker motioned to adjourn; seconded by Mayor Tyler. The members adjourned.

J. Kent Rogers, Secretary
Board of Directors

Minutes

Friday, June 19, 2015
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 Ollie Tyler – City of Shreveport

Others Present
Ms. Anna O’Neal – Legal Counsel for NLCOG
Mr. Chris Petro – Executive Director, NLCOG

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

I. Call to Order
Dr. Wilson called the meeting to order.

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 Ollie Tyler – City of Shreveport

III. Welcome & Introductions
Dr. Wilson welcomed the public and the committee members to the meeting.

IV. Amendments to the Agenda
Dr. Wilson stated there would be some items on the agenda moved in order to accommodate for a few members who must leave early.

V. Election of Officers for Fiscal Year 2016
Dr. Wilson stated they would begin with the Election of Officers for FY 2016. Mayor Walker motioned to approve the election of Mr. Altimus as Chair and Mr. Henington as Vice Chair; Mayor Tyler seconded the motion. Mayor Tyler clarified that Mr. Henington is the Caddo Parish Tax Assessor. The motion passed unanimously.
VI. Fiscal Year 2016 Budget and Resolutions

Dr. Wilson moved the committee to the approval of the Fiscal Year 2016 Budget. Mr. Petro discussed the financial component of the Unified Planning Work Program. He stated that there were no changes to the budget from the introduction in the May meeting. Mayor Walker motioned to approve the budget as presented; Mayor Tyler seconded. There was no further discussion.

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

Mayor Walker asked the committee to excuse Mr. Altimus and himself as they were due for another meeting. Dr. Wilson stated there should not be any further voting matters on the agenda. Mr. Altimus asked Ms. Barnette if she needed approval from the committee for the engagement letter for the Fiscal Year 2015 audit before they left. She stated she did not.

VII. Legal Report

Dr. Wilson moved the committee to the legal report. Ms. Anna O’Neal stated there was no action to report.

VII. Financial Report

Dr. Wilson asked Ms. Barnette for the financial report. She stated NLCOG used the same CPA every year and that Mr. Rogers would sign the letter of engagement for Heard, McElroy and Vestal LLC. Ms. Barnette clarified that NLCOG’s fiscal year is July 1 to June 30 of each year.

VIII. Calendar for Fiscal Year 2016 and Approval of Minutes

Dr. Wilson asked if there was approval needed for the calendar. Mr. Petro stated approval was needed and now that there is not a quorum it would need to be deferred until the next meeting in August. He stated the same applied to the Approval of Minutes from the May 8, 2015 meeting. Ms. O’Neal said procedurally they needed to approval with a quorum. Dr. Wilson stated they would defer the calendar and minutes until the next meeting.

IX. Public Comments

Dr. Wilson asked the public for comments. There were none. With no further discussions, the members adjourned.

J. Kent Rogers, Secretary