

Fiscal Year 2020 Meeting Schedule and Officers

Board of Directors

Meeting Dates and Time for Fiscal Year 2020 (July 2019 – June 2020)

In general, the MPO will meet every six (6) weeks beginning with Friday July 26, 2019. The meetings will begin at **9:30 am** or immediately following the MPO meeting whichever is later. All meetings will take place at the offices of **NLCOG – 625 Texas Street, First Floor Seminar Room Shreveport, La 71101.**

<i>July 26, 2019 – 9:30</i>	<i>February 21, 2020 – 9:30</i>
<i>September 6, 2019 – 9:30</i>	<i>April 3, 2020 – 9:30</i>
<i>October 18, 2019 – 9:30</i>	<i>May 15, 2020 – 9:30</i>
<i>December 6, 2019 – 9:30*</i>	<i>June 19, 2020 – 9:30*</i>
<i>January 10, 2020 – 9:30</i>	

* 6-week exception

Officers and Members for Fiscal Year 2020 (July 2019 – June 2020)

Mr. William Altimus – Chair

Bossier Parish

Mr. Steve Brown – Vice Chair

Desoto Parish

Mr. Bruce Blanton

Webster Parish

Mr. Charles Henington

Caddo Parish Tax Assessor

Mayor Adrian Perkins

City of Shreveport

Mayor Lorenz Walker

City of Bossier City

Dr. Woodrow Wilson

DeSoto Parish



625 Texas Street, Suite 200 | Shreveport, LA 71101
318.841.5950 | F 318.841.5952 | www.nlcog.org

Board of Directors

AGENDA

Friday July 26, 2019 9:30 am (or immediately following the MPO)

NLCOG Offices - 1st Floor Seminar Room

625 Texas Street, Shreveport, LA 71101

CALL TO ORDER

Mr. William Altimus – Chair

ROLL CALL

Kent Rogers

WELCOME & INTRODUCTIONS

PUBLIC COMMENTS

Chair

LEGAL REPORT

Josh Chevallier (BMKS)

FINANCIAL

1. Fiscal Year 2019 Audit

Kent Rogers

[Approval of Letter of Engagement for Financial Audit](#)

[Approval of Letter of Engagement for Policies and Procedures](#)

OTHER BUSINESS

2. BKI LA 3132 (Inner Loop) Extension Contract Amendment

Kent Rogers/Ed Elam

[Contract Amendment to finalize the EA for La 3132](#)

3. NLCOG Strategic Plan

Kent Rogers

[Initial Outline for development of Strategic Plan](#)

4. Approval of Minutes

Mr. Altimus

[Approval of Minutes from June 14, 2019](#)

5. Announcements

Kent Rogers

ADJOURN

Mr. Altimus

Next Regular Scheduled Meeting Friday September 6, 2019



625 Texas Street, Suite 200 | Shreveport, LA 71101
318.841.5950 | F 318.841.5952 | www.nlcog.org

Board of Directors Meeting

MINUTES

Friday, July 26, 2019 (9:30 am)
NLCOG First Floor Seminar Room
625 Texas Street
Shreveport, LA 71101

Members Present

Mr. William Altimus – Bossier Parish Police Jury
Mr. Steve Brown- DeSoto Parish Police Jury
Mr. Bruce Blanton – Webster Parish
Mayor Adrian Perkins – City of Shreveport
Mayor Lo Walker – City of Bossier City

Members Absent

Dr. Woody Wilson – Caddo Parish Commission
Mr. Charles Henington – Caddo Tax Assessor

Others Present

Ms. Erica Bryant for Dr. Wilson Caddo Parish
Mr. Kent Rogers – NLCOG
Mr. Chris Petro – NLCOG
Rita Barnette – NLCOG
Joshua S. Chevallier - Bradley Murchison Kelly & Shea

Call to Order

Mr. Altimus called the meeting to order and asked Mr. Rogers for a roll call. A quorum was present.

Public Comments

Mr. Altimus asked if anyone wished to speak. Mr. Rogers stated no cards had been received. With no comments Mr. Altimus proceeded with the agenda.

Legal Report

Joshua S. Chevallier stated that there were no legal issues concerning NLCOG currently.

Financial Report

1. Fiscal Year 2019 Audit

Mr. Rogers stated that there were two letters of Engagement that needed to be approved by the board. The first Letter of Engagement is for the Financial Audit of NLCOG for FY 2019 that will be performed by Heard McElroy and Vestal. Mr. Altimus entertained a motion to approve the Letter of Engagement for Financial Audit. Mayor Walker was the first to motion, and Mr. Brown seconded. The motion passed unanimously.

Mr. Rogers stated that the second Letter of Engagement for Policies and Procedures of NLCOG for the Louisiana Legislative Auditor that will be performed by Heard McElroy and Vestal. Mr. Altimus entertained a motion to approve the Letter of Engagement for Policies and Procedures. Mr. Brown was the first to motion, and Mr. Blanton seconded. The motion passed unanimously.

Other Business

1. BKI LA3132 (Inner Loop) Extension Contract Amendment

Mr. Rogers stated that contract amendment was needed to provide additional funding to Burk-Kleinpeter, Inc and HDR, Inc for the continuation of project reviews, additional comments and revisions to the draft Environmental Assessment for the LA 3132 Inner Loop Extension. Mr. Rogers stated that this shift in funding will not change the overall cost of the project. Mr. Altimus entertained a motion to approve the contract amendment as presented. Mr. Brown was the first to motion, and Mr. Blanton seconded. The motion passed unanimously.

2. NLCOG Strategic Plan

Mr. Rogers presented a basic outline for NLCOG Strategic Plan. This task will include the development of a platform to provide NLCOG a five-year dynamic road map for achieving the highest quality in regional planning, program development and the delivery of services for the benefit of member governments and their citizens. Mr. Altimus entertained the motion to approve the outline for development of a Strategic Plan. Mayor Walker was first to motion, and Mr. Brown seconded. The motion passed unanimously.

3. Approval of Minutes

The next item on the agenda was for approval of the minutes of the June 19, 2019 meeting. Mr. Altimus called for a motion to approve the minutes. Mayor Walker was the first to motion, and Mr. Blanton seconded. The motion passed unanimously.

Adjourn

Mayor Altimus asked if there was any further business to come before the board. Mayor Walker motioned to adjourn with Mr. Brown seconded the motion. The meeting was adjourned.



J. Kent Rogers, Secretary



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Board of Directors

AGENDA

Friday September 06, 2019 9:30 am (or immediately following the MPO)

NLCOG Offices - 1st Floor Seminar Room

625 Texas Street, Shreveport, LA 71101

CALL TO ORDER

Mr. William Altimus – Chair

ROLL CALL

Kent Rogers

WELCOME & INTRODUCTIONS

PUBLIC COMMENTS

Chair

FINANCIAL

Fiscal Year 2019 Audit Date – October 21 – 25 2019

LEGAL REPORT

Josh Chevallier (BMKS)

1. Adoption of Employee Retirement Policy
2. Adoption of Employee Work Schedule Policy

OTHER BUSINESS

3. Kids on the Move! (Phase III), State Project No. H.006738
[Resolution of Project Completion](#) Dr. Barrett
4. NLCOG Strategic Plan Kent Rogers
5. Approval of Minutes
[Approval of Minutes from July 26, 2019](#) Mr. Altimus
6. Announcements Kent Rogers

ADJOURN

Mr. Altimus

Next Regular Scheduled Meeting Friday October 18, 2019



625 Texas Street, Suite 200 | Shreveport, LA 71101
318.841.5950 | F 318.841.5952 | www.nlcog.org

Board of Directors Meeting

MINUTES

Friday, September 6, 2019 (9:30 am)

NLCOG First Floor Seminar Room

625 Texas Street

Shreveport, LA 71101

Members Present

Mr. William Altimus – Bossier Parish Police Jury

Mr. Steve Brown- DeSoto Parish Police Jury

Mr. Bruce Blanton – Webster Parish

Mayor Lo Walker – City of Bossier City

Members Absent

Dr. Woody Wilson – Caddo Parish Commission

Mr. Charles Henington – Caddo Tax Assessor

Mayor Adrian Perkins – City of Shreveport

Others Present

Mr. Tim Weaver for Dr. Wilson Caddo Parish

Mr. Kent Rogers – NLCOG

Mr. Chris Petro – NLCOG

Mr. Joshua S. Chevallier - Bradley Murchison Kelly & Shea

Call to Order

Mr. Altimus called the meeting to order and asked Mr. Rogers for a roll call. A quorum was present.

Public Comments

Mr. Altimus asked if anyone wished to speak. Mr. Rogers stated no cards had been received. With no comments Mr. Altimus proceeded with the agenda.

Financial Report

Mr. Rogers stated that the FY 2019 Audit for NLCOG will occur the week of October 21-25, 2019 by Heard, McElroy and Vestal.

Legal Report

Joshua S. Chevallier stated that there are two items that need to be adopted by the Board.

The first item is the adoption of the Employee Retire/ Rehire Policy.

NLCOG's will avoid rehiring employees who have retired, as that practice could jeopardize certain tax benefits. Rehiring a retired employee might impact NLCOG's retirement plan and its status as a qualified plan. Further, it would be a best practice to prohibit employees from returning to work after they have retired from NLCOG. NLCOG will implement a policy against rehiring any employee who has retired as a full-time employee of NLCOG. Mr. Altimus entertained a motion to approve NLCOG's Employee Retire/ Rehire Policy. Mayor Walker was the first to motion, and Mr. Blanton seconded. The motion passed unanimously.

The second item is the adoption of the Employee Work Schedule Policy.

Northwest Louisiana Council of Governments normally is open for business from 8:30 am to 4:30 pm, Monday through Friday. To accommodate the needs of our employees and our business NLCOG offers alternative work schedules consisting of Flex Time Scheduling and Compressed Workweek Scheduling. All work schedules for full time employees constitute a 40-hour work week with inclusion of ½ hour lunch. Each employee is also allowed two 15-minute breaks per day. Each full-time employee is expected to select a work schedule from below and to adhere to that schedule.

Flex Time Schedule Options

- FT 1. 7:00 a.m. to 3:30 p.m.
- FT 2. 7:30 a.m. to 4:00 p.m.
- FT 3. 8:00 a.m. to 4:30 p.m.
- FT 4. 8:30 a.m. to 5:00 p.m.

Compressed Workweek Schedule Options

- CW 1. 7:00 a.m. to 4:30 p.m. Monday through Thursday
7:00 a.m. to 11:00 a.m. Friday
- CW 2. 7:30 a.m. to 5:00 p.m. Monday through Thursday
7:30 a.m. to 11:30 a.m. Friday
- CW 3. 8:00 a.m. to 5:30 p.m. Monday through Thursday
8:00 a.m. to 12:00 noon Friday
- CW 4. 8:30 a.m. to 6:00 p.m. Monday through Thursday
8:30 a.m. to 12:30 p.m. Friday

Mr. Altimus entertained a motion to approve NLCOG's Employee Work Hours and Schedule Policy. Mr. Blanton was the first to motion, and Mayor Walker seconded. The motion passed unanimously.

Other Business

1. Kids on the Move! (Phase III), Sate Project No. H.006738

Dr. Barrett explained that the Resolution of Project completion of the Kids on the Move! (Phase III) H.006738 must also be approved by the Board of Directors because this board approves all financial decision made by NLCOG. This resolution states that all work has been completed by the contractor JD's Rebar & Construction, Inc. and the engineering firm and Meyer, Meyer, LaCroix & Hixson, Inc has certified the project as complete. Mr. Altimus entertained a motion to approve the Resolution of Project completion of the Kids on the Move! (Phase III) State Project H.006738. Mayor Walker was the first to motion, and Mr. Blanton seconded. The motion passed unanimously.

2. NLCOG Strategic Plan

Mr. Rogers explained that the development of a strategic plan is intended as a platform to provide NLCOG a five-year dynamic road map for achieving the highest quality in regional planning, program development and the delivery of services for the benefit of member governments and their citizens. Potential Facilitators for this Strategic plan are G. B. Cazes because of his knowledge of the region and ability to guide and direct the conversations that are required and Kevin Belanger, Executive Director of South Central Regional Planning and Development Commission, which is the MPO for Houma Thibodaux region. He has assisted in reorganizing similar organizations and can provide insight into the reorganization process.

Approval of Minutes

The next item on the agenda was for approval of the minutes of the July 26, 2019 meeting. Mr. Altimus called for a motion to approve the minutes. Mr. Brown was the first to motion, and Mr. Blanton seconded. The motion passed unanimously.

Adjourn

Mr. Altimus asked if there was any further business to come before the board. Mayor Walker motioned to adjourn with Mr. Brown seconded the motion. The meeting was adjourned.



J. Kent Rogers, Secretary



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Board of Directors

AGENDA

Friday November 01, 2019 9:30 am (or immediately following the MPO)

NLCOG Offices - 1st Floor Seminar Room

625 Texas Street, Shreveport, LA 71101

CALL TO ORDER

Mr. William Altimus – Chair

ROLL CALL

Kent Rogers

WELCOME & INTRODUCTIONS

PUBLIC COMMENTS

Chair

FINANCIAL

Fiscal Year 2019 Louisiana Compliance Questionnaire

[Approval of the Louisiana Compliance Questionnaire](#)

Quarterly Financial Statements

[Approval of the Quarterly Financial Statements](#)

LEGAL REPORT

Josh Chevallier (BMKS)

OTHER BUSINESS

1. **Louisiana Watershed Initiative**
[Regional Capacity Building Grant](#)

Kent Rogers

2. **BKI La 3132 (Inner Loop Extension) Contract Extension**
[Approval of No Cost Contract Extension](#)

Kent Rogers

3. **Approval of Minutes**
[Approval of Minutes from September 06, 2019](#)

Mr. Altimus

4. **Announcements**

Kent Rogers

ADJOURN

Mr. Altimus

Next Regular Scheduled Meeting Friday December 06, 2019



625 Texas Street, Suite 200 | Shreveport, LA 71101
318.841.5950 | F 318.841.5952 | www.nlcog.org

Board of Directors Meeting

MINUTES

Friday, November 1, 2019 (9:30 am)

NLCOG First Floor Seminar Room

625 Texas Street

Shreveport, LA 71101

Members Present

Mr. William Altimus – Bossier Parish Police Jury

Mr. Bruce Blanton – Webster Parish

Mr. Charles Henington – Caddo Tax Assessor

Mayor Adrian Perkins – City of Shreveport

Mayor Lo Walker – City of Bossier City

Dr. Woody Wilson – Caddo Parish Commission

Members Absent

Mr. Steve Brown- DeSoto Parish Police Jury

Others Present

Mr. Kent Rogers – NLCOG

Mr. Joshua S. Chevallier - Bradley Murchison Kelly & Shea

Mr. Chris Petro – NLCOG

Ms. Rita Barnette-NLCOG

Call to Order

Mr. Altimus called the meeting to order and asked Mr. Rogers for a roll call. A quorum was present.

Public Comments

Mr. Altimus asked if anyone wished to speak. Mr. Rogers stated no cards had been received. With no comments Mr. Altimus proceeded with the agenda.

Financial Report

Mr. Rogers stated that the Fiscal Year 2019 Louisiana Compliance Questionnaire has been completed and must be approved by the Board. Mr. Altimus entertained a motion to approve the Louisiana Compliance Questionnaire as presented. Dr. Wilson was first to motion, and Mr. Blanton seconded. All approved and motion passed.

Mr. Roger presented the quarterly financial statements for NLCOG for the quarter ending September 30, 2019 including both expenditures and balance sheet. Mr. Altimus entertained a motion to accept the Quarterly Financial Statement as presented. Dr. Wilson was first to motion, and Mayor Walker seconded. All approved and motion passed.

Legal Report

Joshua S. Chevallier stated that there were no legal issues concerning NLCOG currently.

Other Business

1. Louisiana Watershed Initiative

Mr. Rogers stated that NLCOG, in cooperation and coordination with the Coordination and Development Corporation (CDC) and the LSUS Red River Watershed Management Institute are applying for the Regional Capacity Building Grant Program. The group will apply under the Multi-Agency Management Model and the application is due by December 16, 2019. There are 12 parishes represented in this Region 1 which includes Bienville, Bossier, Caddo, Claiborne, DeSoto, Grant, Natchitoches, Rapides, Red River, Sabine, Webster and Winn.

2. BKI La 3132 (Inner Loop Extension) Contract Extension

Mr. Rogers stated that an extension through April 30, 2020 was needed on the contract with BKI concerning the LA 3132 (Inner Loop) Extension because of the delay on the approval of the draft EA by FHWA and DOTD. Mr. Altimus entertained a motion to approve the no cost Contract Extension for BKI to finalize the LA 3132 Inner Loop Extension Environmental Study. Mayor Walker was the first to motion, and Mr. Blanton seconded. The motion passed unanimously.

Approval of Minutes

The next item on the agenda was for approval of the minutes from the September 6, 2019 meeting. Mr. Altimus called for a motion to approve the minutes. Mayor Walker was the first to motion, and Mayor Perkins seconded. The motion passed unanimously.

Adjourn

Mr. Altimus asked if there was any further business to come before the board. Mayor Walker motioned to adjourn with Mayor Perkins seconded. The meeting was adjourned.



J. Kent Rogers, Secretary



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Board of Directors

AGENDA

Friday January 10, 2020 (or immediately following the MPO)

NLCOG Offices - 1st Floor Seminar Room

625 Texas Street, Shreveport, LA 71101

CALL TO ORDER

Mr. William Altimus – Chair

ROLL CALL

Kent Rogers

WELCOME & INTRODUCTIONS

PUBLIC COMMENTS

Chair

FINANCIAL

1. Fiscal Year 2019 Financial Audit Approval

Kent Rogers/Jon Flair

[Fiscal Year 2019 Audit Report](#)

2. Fiscal Year 2019 Audit of Agreed Upon Policies and Procedures

Kent Rogers/Jon Flair

[Fiscal Year 2019 Agreed Upon Procedures Report](#)

LEGAL REPORT

Josh Chevallier (BMKS)

OTHER BUSINESS

3. EDA Funding Request

Mr. Rogers

[Funding assistance from EDA](#)

4. Approval of Minutes

Mr. Altimus

[Approval of Minutes from November 01, 2019](#)

5. Announcements

Kent Rogers

ADJOURN

Mr. Altimus

Next Regular Scheduled Meeting Friday February 21, 2020



625 Texas Street, Suite 200 | Shreveport, LA 71101
318.841.5950 | F 318.841.5952 | www.nlcog.org

Board of Directors Meeting

MINUTES

Friday, January 10, 2020 (9:30 am)

NLCOG First Floor Seminar Room

625 Texas Street

Shreveport, LA 71101

Members Present

Mr. William Altimus – Bossier Parish Police Jury

Mr. Bruce Blanton – Webster Parish

Mr. Charles Henington – Caddo Tax Assessor

Mayor Adrian Perkins – City of Shreveport

Mayor Lo Walker – City of Bossier City

Dr. Woody Wilson – Caddo Parish Commission

Mr. Steve Brown- DeSoto Parish Police Jury

Members Absent

Others Present

Mr. Kent Rogers – NLCOG

Mr. Joshua S. Chevallier - Bradley Murchison Kelly & Shea

Mr. Chris Petro – NLCOG

Ms. Rita Barnette-NLCOG

Mr. Jon Flair – CPA HMV

Call to Order

Mr. Altimus called the meeting to order and asked Mr. Rogers for a roll call. A quorum was present.

Public Comments

Mr. Altimus asked if anyone wished to speak. Mr. Rogers stated no cards had been received. With no comments Mr. Altimus proceeded with the agenda.

Financial Report

1. Fiscal Year 2019 Financial Audit Approval

Mr. Jon stated that the Fiscal Year 2019 Financial Audit has been completed and must be approved by the Board. Mr. Altimus entertained a motion to accept the Fiscal Year 2019 Financial Audit Report as presented. Mr. Henington was first to motion, and Mr. Brown seconded. All approved and motion passed.

2. Fiscal Year 2019 Audit of Agreed Upon Policies and Procedures

Mr. Jon stated the Fiscal Year 2019 Audit of Agreed Upon Policies and Procedures has been completed and must be approved by the Board. Mr. Altimus entertained a motion to accept the Fiscal Year 2019 Agreed Upon Procedures Report and directs Mr. Rogers to update those items as noted in the report. Dr. Wilson was first to motion, and Mr. Henington seconded. All approved and motion passed.

Legal Report

Joshua S. Chevallier stated that there were no legal issues concerning NLCOG currently.

Other Business

1. EDA Funding Request

Support for Request is being made by CDC

The purpose of this request is to seek assistance from the DEA (Economic Development Administration) for a merger between the Northwest Louisiana Council of Governments and The Coordinating and Development Corporation into one organization over a period of time. This plan would involve multiple phases and eventually lead to the Northwest Louisiana Council of Government being the final authority over the functions for the PDD, EDO, and MPO in the ten parishes in Northwest Louisiana. This would create a "One Stop" for all Community, Economic, and Infrastructure development in our 10-parish region. Mayor Walker was first to motion, and Mr. Blanton seconded. All approved and motion passed.

Approval of Minutes

The next item on the agenda was for approval of the minutes from the November 01, 2019 meeting as presented. Mr. Altimus called for a motion to approve the minutes. Mayor Walker was the first to motion, and Dr. Wilson seconded. The motion passed unanimously.

Adjourn

Mr. Altimus asked if there was any further business to come before the board. Mayor Walker motioned to adjourn and Mr. Brown seconded. The meeting was adjourned.



J. Kent Rogers, Secretary



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Board of Directors

AGENDA

Friday February 21, 2020 (or immediately following the MPO)

NLCOG Offices - 1st Floor Seminar Room

625 Texas Street, Shreveport, LA 71101

CALL TO ORDER

Mr. William Altimus – Chair

ROLL CALL

Kent Rogers

WELCOME & INTRODUCTIONS

PUBLIC COMMENTS

Chair

FINANCIAL

1. [Quarterly Financial Report](#)

Kent Rogers/Rita Barnette

LEGAL REPORT

Josh Chevallier (BMKS)

OTHER BUSINESS

2. Alliance Transportation Group MTP Update [Contract for Services](#)

Mr. Rogers

3. Approval of Minutes [Approval of Minutes from January 10, 2020](#)

Mr. Altimus

4. Announcements

Kent Rogers

ADJOURN

Mr. Altimus

Next Regular Scheduled Meeting Friday April 03, 2020



625 Texas Street, Suite 200 | Shreveport, LA 71101
318.841.5950 | F 318.841.5952 | www.nlcog.org

Board of Directors Meeting

MINUTES

Friday, February 21, 2020 (9:30 am)

NLCOG First Floor Seminar Room

625 Texas Street

Shreveport, LA 71101

Members Present

Mr. William Altimus – Bossier Parish Police Jury

Mr. Steve Brown – DeSoto Parish Police Jury

Mr. Bruce Blanton – Webster Parish

Mr. Charles Henington – Caddo Tax Assessor

Mayor Lo Walker – City of Bossier City

Members Absent

Mayor Adrian Perkins – City of Shreveport

Dr. Woody Wilson – Caddo Parish Commission

Others Present

Mr. Kent Rogers – NLCOG

Mr. Joshua S. Chevallier – Bradley Murchison Kelly & Shea

Mr. Chris Petro – NLCOG

Ms. Rita Barnette – NLCOG

Call to Order

Mr. Altimus called the meeting to order and asked Mr. Rogers for a roll call. A quorum was present.

Public Comments

Mr. Altimus asked if anyone wished to speak. Mr. Rogers stated no cards had been received. With no comments Mr. Altimus proceeded with the agenda.

Financial Report

1. Quarterly Financial Report

Mr. Rogers stated that the Quarterly Financial Report must be approved by the Board. Mr. Altimus entertained a motion to accept the Quarterly Financial Report as presented. Mayor Walker was first to motion, and Mr. Brown seconded. All approved and motion passed.

Legal Report

Joshua S. Chevallier stated that there were no legal issues concerning NLCOG currently. The only report is that he will be working on getting the resolution prepared as quickly as possible once the timeline is produced for the I-49 issues.

Other Business

2. Alliance Transportation Group MTP Update

Mr. Rogers presented the contract for services with the Alliance Transportation Group for the Metropolitan Transportation Plan. Mr. Altimus will entertain a motion to approve the Contract for Services with Alliance Transportation group for the Metropolitan Transportation Plan Update with the caveat that the NLCOG attorney will review the contract. Mr. Brown was first to motion, and Mayor Walker seconded. All approved and motion passed.

Approval of Minutes

The next item on the agenda was for approval of the minutes from the January 10, 2020 meeting as presented. Mr. Altimus called for a motion to approve the minutes. Mr. Blanton was the first to motion, and Mr. Henington seconded. The motion passed unanimously.

Adjourn

Mr. Altimus asked if there was any further business to come before the board. Mayor Walker motioned to adjourn and Mr. Altimus seconded. The meeting was adjourned.



J. Kent Rogers, Secretary

MEMORANDUM

TO: Northwest Louisiana Council of Governments, Inc.
FROM: Josh Chevallier
RE: Open Meetings During Exigent Circumstances Created by COVID-19 Virus
Pandemic
DATE: March 18, 2020

NOTICE OF CANCELLATION OF PUBLIC MEETINGS OF NLCOG

Until further notice, all regularly scheduled public meetings of the Northwest Louisiana Council of Governments, Inc. ("NLCOG") Metropolitan Planning Organization Transportation Policy Committee (MPO), Technical Coordinating Committee (TCC), and Board of Directors are postponed indefinitely. This suspension of meetings is being made in response to the exigent circumstances created by the COVID-19 Virus Pandemic and in an effort to comply with the general social distancing guidelines advocated by medical officials and experts.

This cancellation includes specifically, but without limitation, the following currently scheduled meetings of the MPO Transportation Policy Committee, Technical Coordinating Committee and Board of Directors:

April 3, 2020 MPO Transportation Policy Committee
April 3, 2020 Board of Directors

Other public meeting cancellations include but are not limited to the following:

March 19, 2020 LA 3132 (Inner Loop) Extension Public Hearing

Should emergency need arise for a public meeting of the Transportation Policy Committee, the Technical Coordinating Committee of the Board of Directors of NLCOG arise during this suspension of regularly scheduled meetings, every effort will be made to provide notice as provided for by Open Meetings Law to the extent circumstances to permit. NLCOG will provide notice as widely as practicable when regularly scheduled meetings can resume.

This decision is made in accordance with the order of Governor John Bel Edwards on March 16, 2020 in Proclamation Number JBE 2020-30 prohibiting public gatherings in excess of 50 persons and the guidance of the Centers for Disease Control and Prevention discouraging public gatherings in excess of 10 persons.

MEMORANDUM

TO: Northwest Louisiana Council of Governments, Inc.
FROM: Josh Chevallier
RE: Open Meetings During Exigent Circumstances Created by COVID-19 Virus Pandemic
DATE: March 18, 2020

NOTICE OF CANCELLATION OF PUBLIC MEETINGS OF NLCOG

Until further notice, all regularly scheduled public meetings of the Northwest Louisiana Council of Governments, Inc. ("NLCOG") Metropolitan Planning Organization Transportation Policy Committee, Technical Coordinating Committee and Board of Directors are postponed indefinitely. This suspension of meetings is being made in response to the exigent circumstances created by the COVID-19 Virus Pandemic and in an effort to comply with the general social distancing guidelines advocated by medical officials and experts.

This cancellation includes specifically, but without limitation, the following currently scheduled meetings of the Transportation Policy Committee, Technical Coordinating Committee and Board of Directors:

May 15, 2020	MPO Transportation Policy Committee
May 15, 2020	Board of Directors

Should emergency need arise for a public meeting of the Transportation Policy Committee, the Technical Coordinating Committee of the Board of Directors of NLCOG arise during this suspension of regularly scheduled meetings, every effort will be made to provide notice as provided for by Open Meetings Law to the extent circumstances to permit. NLCOG will provide notice as widely as practicable when regularly scheduled meetings can resume.

This decision is made in accordance with the order of Governor John Bel Edwards on March 16, 2020 in Proclamation Number JBE 2020-30 prohibiting public gatherings in excess of 50 persons and the guidance of the Centers for Disease Control and Prevention discouraging public gatherings in excess of 10 persons.



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Board of Directors

In accordance with Executive Proclamations issued by Governor John Bel Edwards this meeting is being held in a virtual environment due to the COVID-19 Public Health Emergency.

AGENDA

Friday June 19, 2020 9:30 am

Regional Commerce Center, Caddo Bossier Port
6000 Doug Attaway Blvd, Shreveport, LA 71115

Call in number: (605) 313-5111

Access Code: 661038

Facebook live: facebook.com/nlcog

CALL TO ORDER

Mr. William Altimus – Chair

ROLL CALL

Kent Rogers

WELCOME & INTRODUCTIONS

PUBLIC COMMENTS

Chair

FINANCIAL

1. **Fiscal Year 2020 Financial Audit Letter of Engagement**
[HNV FY2020 Letter of Engagement](#)

Kent Rogers

2. **Financial Report**
[Financial Report Thru May 31, 2020](#)

Kent Rogers

3. **Vehicle Purchase**
[Vehicle Replacement due to total loss hail damage](#)

Kent Rogers

4. **Fiscal Year 2021 Budget**
[Adoption of the Fiscal Year 2021 Budget](#)

Kent Rogers

LEGAL REPORT

Josh Chevallier (BMKS)

OTHER BUSINESS

5. **I-49 Inner City Connector Environmental Study**
[Supplemental Agreement 3 NLCOG - LaDOTD](#)
[Supplemental Agreement 4 NLCOG – Providence Eng.](#)

Kent Rogers

6. **Proposed Fiscal 2021 Schedule and Officers**
[Proposed Fiscal Year 2021 Schedule and Officers](#)

Kent Rogers

7. **Approval of Minutes**
[Approval of Minutes from February 21, 2020](#)

Mr. Altimus

8. **Announcements**

Kent Rogers

ADJOURN

Mr. Altimus



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Board of Directors Meeting

MINUTES

Friday, June 19 2020 (9:45 am)

Commissions Regional Commerce Center

6000 Doug Attaway Blvd
Shreveport, LA 71115

Members Present

Mr. William Altimus – Bossier Parish Police Jury
Mr. Steve Brown – DeSoto Parish Police Jury
Mr. Bruce Blanton – Webster Parish
Mayor Lo Walker – City of Bossier City

Members Absent

Mr. Charles Henington – Caddo Tax Assessor
Mayor Adrian Perkins – City of Shreveport
Dr. Woody Wilson – Caddo Parish Commission

Others Present

Mr. Kent Rogers – NLCOG
Mr. Joshua S. Chevallier – Bradley Murchison Kelly & Shea
Mr. Chris Petro – NLCOG
Ms. Rita Barnette – NLCOG

Call to Order

Mr. Altimus called the meeting to order and asked Mr. Rogers for a roll call. A quorum was present.

Welcome & Introductions

Mr. Joshua S. Chevallier made a statement regarding COVID-19 meeting policies and comments.

Public Comments

Mr. Altimus asked if anyone wished to speak. Mr. Rogers stated no cards had been received. With no comments Mr. Altimus proceeded with the agenda.

Financial

1. Fiscal Year 2020 Financial Audit Letter of Engagement

Mr. Rogers presented the HMTV FY2020 Letter of Engagement. Mr. Altimus entertained a motion to approve Fiscal Year 2020 Financial Audit Letter of Engagement. Mayor Walker was first to motion, and Mr. Brown seconded. All approved and motion passed.

2. Financial Report

Mr. Rogers presented the Financial Report thru May 31, 2020. Mr. Altimus entertained a motion to approve the Financial Report as presented. Mr. Blanton was first to motion, and Mayor Walker seconded. All approved and motion passed.

3. Vehicle Purchase

Mr. Rogers presented the order sheet for the vehicle replacement due to total loss hail damage. Mr. Altimus entertained a motion to approve the purchase of a replacement vehicle. Mayor Walker was first to motion, and Mr. Brown seconded. All approved and motion passed.

4. Fiscal Year 2021 Budget

Mr. Rogers presented the Fiscal Year 2021 Budget. Mr. Altimus entertained a motion to adopt the Fiscal Year 2021 Budget. Mr. Blanton was first to motion, and Mayor Walker seconded. All approved and motion passed.

Legal Report

Joshua S. Chevallier stated that there were no legal issues concerning NLCOG currently. The only report is that he has made sure that NLCOG has continued to comply with the COVID-19 policies.

Other Business

5. I-49 Inner City Connector Environmental Study

Mr. Rogers presented Supplemental Agreement 3 between NLCOG and LaDOTD. Mr. Altimus entertained a motion to approve Supplemental Agreement 3 between NLCOG and LaDOTD for the I-49 Inner City Connector Environmental Study and to authorize Mr. Rogers to execute the agreements. Mayor Walker was first to motion, and Mr. Blanton seconded. All approved and motion passed.

Mr. Rogers presented Supplemental Agreement 4 between NLCOG and Providence Engineering. Mr. Altimus entertained a motion to approve Supplemental Agreement 4 between NLCOG and Providence Engineering for the I-49 Inner City Connector Environmental Study and to authorize Mr. Rogers to execute the agreements. Mr. Brown was first to motion, and Mayor Walker seconded. All approved and motion passed.

6. Proposed Fiscal 2021 Schedule and Officers

Mr. Rogers presented the Proposed Fiscal Year 2021 Schedule and Officers. The schedule is as follows:

In general, the Board of Directors will meet every six (6) weeks beginning with Friday July 26, 2020. The meetings will begin at 9:45 am (or immediately following the MPO). At this time meetings will take place at the Regional Commerce Center at the Port of Caddo Bossier 6000 Doug Attaway Blvd. Shreveport, LA 71115.

<i>July 31, 2020 - 9:45</i>	<i>February 26, 2021 - 9:00</i>
<i>September 11, 2020 - 9:00</i>	<i>April 9, 2021 - 9:00</i>
<i>October 23, 2020 - 9:00</i>	<i>May 15, 2021 - 9:00*</i>
<i>December 4, 2020 - 9:00</i>	<i>June 19, 2021 - 9:00*</i>
<i>January 15, 2021 - 9:00</i>	

* **5-week exception**

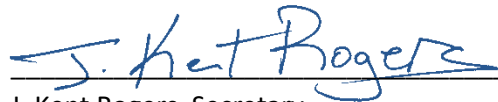
Mr. Altimus entertained a motion to adopt the Fiscal Year 2021 Meeting Schedule and Officers. Mayor Walker motioned first, and Mr. Blanton seconded. All approved and motion passed.

7. Approval of Minutes

The next item on the agenda was for approval of the minutes from the February 21, 2020 meeting as presented. Mr. Altimus called for a motion to approve the minutes. Mayor Walker was the first to motion, and Mr. Brown seconded. All approved and motion passed.

Adjourn

Mr. Altimus asked if there was any further business to come before the board. Mayor Walker motioned to adjourn and Mr. Brown seconded. The meeting was adjourned.



J. Kent Rogers, Secretary