



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 19, 2024 (9:30 AM)

625 Texas Street – Seminar Room
Shreveport, LA 71101

Members Present

Mr. Bruce Blanton – Webster Parish
Mr. Butch Ford, Vice Chair – Bossier Parish
Mr. Charles Henington – Caddo Tax Assessor
Mayor Tom Arceneaux – City of Shreveport
Mrs. Erica Bryant – Caddo Parish
Mr. Michael Norton–DeSoto Parish

Members Absent

Mayor Tommy Chandler, Chair – City of Bossier City

Others Present

Mr. Kent Rogers – NLCOG
Mr. Chris Petro – NLCOG
Ms. Savannah Williams – NLCOG
Mr. Adam Driskill - NLCOG
Ms. Rita Arnold – NLCOG
Ms. Heidi Stewart – NLCOG
Dr. Shelly Barrett - NLCOG
Mr. Josh Chevallier – NLCOG Legal Council

Call to Order

Mayor Arceneaux called the meeting to order. He stated that we generally have an invocation, roll call and a pledge at the beginning of the meeting. Mayor Arceneaux said that he was going to ask Mr. Blanton to lead us in prayer and Mr. Norton to lead us in the pledge. He asked if those that cared to join them to please stand. Mr. Blanton began the invocation followed by Mr. Norton leading us in the Pledge of Allegiance. Mayor Arceneaux asked Mr. Rogers to begin a roll call. Mr. Rogers began the roll call. A quorum was present.

Public Comments

Mr. Rogers stated there were no public comments.

Financial

1. Quarterly Financial Report – Fiscal Year 2024 End of Year – Pre-Audit

Mr. Rogers stated that this is the quarterly financial report and the end of Fiscal Year 2024. NLCOG's Fiscal Year ended June 30, 2024, so this is the end of year, pre-audit numbers. The interesting thing in the report that jumps out to him is the workers' compensation. That's because at the beginning of the year they get this big bill from Workers' Comp and they said, "No thank you". They pay their workers' comp on a regular basis. Mr. Rogers asked Mrs. Arnold to explain the Workers' Comp issue.

Mrs. Arnold stated that it's either April or May, after they've paid all their bills, they receive a dividend check and that's why it goes right back down. She thinks it was around eighteen hundred dollars and it goes right back into that account.

Mr. Rogers said that other than that the Non-Project and Professional Development were the others that stood out. A lot of Professional Development is training and whatnot. A lot of the courses that several of the employees ended up doing this year were online and free training, which brought down those costs this year. In terms of the balance sheet, Mr. Rogers said they are staying in the one point three to one point five range and trying to hold and keep it there. He asked Mrs. Arnold if she had anything to add.

Mrs. Arnold said that she still had a few things trickling in. She went ahead and gave them an idea because they're not going to budge much from these numbers even for audit. Mrs. Arnold said she's finally getting her last consultant bill in, and she has one more attorney bill to come in. She actually got one of the bills she was waiting for last night at five o'clock. They're just trickling in, but the numbers aren't going to move that much.

Mrs. Bryant asked if she was missing the revenue page... she just sees the expenditures and balance sheet.

Mr. Rogers stated that they typically never put that on there, but they can.

Mrs. Bryant said that it's just easier to prepare the expenditures by seeing the revenues.

Mr. Rogers said they will add the revenue page to the reports in the future.

Mayor Arceneaux asked if there were any further questions. Having none, Mayor Arceneaux entertained a motion to Accept the Quarterly Financial Report - Fiscal Year 2024 End of Year – Pre-Audit Report. Mr. Norton motioned, and Mrs. Bryant seconded. Mayor Arceneaux called for questions or comments. Having none, the chair called for a vote and the motion passed.

2. Fiscal Year 2024 Audit - Financial Letter of Engagement – Policy and Procedures Audit Letter of Engagement

Mr. Rogers said the next two items were for the Fiscal Year 2024 Audit and they could probably adopt them at the same time. The first was the Financial Letter of Engagement, which gives him authorization to sign the agreements. Mr. Rogers stated he sent the full agreements, but what's in

the packets today is the front page and the signature page. The front one is for the financial audit and the fee for that is thirty-nine thousand nine hundred dollars. The second one is for the agreed upon policy and procedures audit and the cost for that is ten thousand five hundred dollars. Those are in the budget for what they estimated for these two audits.

Mayor Arceneaux asked if there were any further questions. Having none, Mayor Arceneaux entertained a motion to Approve the Fiscal Year 2024 Audit – Financial Letter of Engagement and the Policy and Procedures Audit Letter of Engagement. Mr. Henington motioned, and Mr. Blanton seconded. Mayor Arceneaux called for questions or comments. Having none, the chair called for a vote and the motion passed.

Legal Report

Mr. Chevallier stated that as they had discussed in their last few meetings in working with the by-laws committee that was established earlier in the Spring, they presented some recommendations in early June. First for the addition of Caddo-Bossier Port as a member of the Board of Directors and NLCOG. Included in the packet that was circulated yesterday afternoon was the consideration for the Board of Directors. Copies of that draft have been provided today as well. The first one is the Intergovernmental Agreement that they have negotiated with the Port for their addition to NLCOG. Mr. Chevallier said that if they look, it's similar in form and in all respects to each of the other entities that are current members. None of the subsident terms are different except for the basis of payment which they discussed previously. They cannot contribute by head the way that calculations are done for all of the other entities. They've agreed to a first-year assessment of fifty thousand dollars which will begin in January 2025.

Mr. Chevallier said the second item that they have is a resolution for the amended and reinstated by-laws to accommodate the changes to the Board of Directors. That goes along with the addition of the Port and as they had discussed eliminating the At-Large Board seats. Only one of which is currently filled by Mr. Henington. They want only permanent Board seats to held by the Mayor of Bossier, the Mayor of Shreveport, the President of the Bossier Parish Police Jury or it's designee, that's a revision he received after this had been circulated, but it will be the administrator of the Bossier Parish Police Jury or designee, same for the Caddo Parish Commission, Desoto Parish Police Jury, Webster Parish Police Jury, and the Executive Director of the Port. That is presented in red line to CE's to more identify the changes compared to the existing of by-laws.

The final resolution that they present the draft of today is authorizing Mr. Rogers/NLCOG to take the actions necessary to pursue and enter into Amendments of the Intergovernmental Agreements with the current Board members. It's to revise the Assessment Schedule. As they discussed in previous meetings, it has been stagnant for at least twenty years. This will not accommodate a change to the Assessment Schedule when the resolution is adopted. That has to be done by way of an Amendment to the Intergovernmental Agreements with each entity. They'll have to be negotiated and they'll have to go to each authorizing board of each of those entities to have that done. Mr. Chevallier understands that these were not circulated until Thursday afternoon, and he apologizes for that. He would like to give everyone some time to think and consider them with the drafts. They'll call for a vote and hopefully adopt these measures at their next meeting.

Mayor Arceneaux asked if there were any further questions. Having none, Mayor Arceneaux entertained a motion to Postpone the Considerations of the Intergovernmental Agreement between NLCOG and the Caddo-Bossier Parishes Port Commission, the Resolution Adopting Amended and Restated By-laws, and the Resolution Amending Assessment Schedule for NLCOG Members. Mr. Norton motioned, and Mr. Ford seconded. Mayor Arceneaux called for questions or comments. Having none, the chair called for a vote and the motion passed.

Approval of Minutes

The next item on the agenda was for approval of the minutes from the June 28, 2024, meeting. Mayor Arceneaux called for a motion to Approve the Minutes as provided. Mr. Ford motioned, and Mr. Henington seconded. All approved and motion was passed.

Announcements

Mayor Arceneaux reminded everyone that the next regularly scheduled meeting for the Board of Directors will be on Friday, August 16, 2024.

Mayor Arceneaux asked Mr. Rogers to tell them about the Fall DC trip for September 09-15, 2024.

Mr. Rogers stated that it's the Annual Fall trip that's CC to DC. Mr. Rogers along with Mrs. Askew-Brown will be going this year. Bossier Chamber, Shreveport Chamber, the Port, Barksdale Forward, and several others will also be attending. There are two trips that are scheduled each year. One is in the Springtime, primarily geared and headed up by the Shreveport Chamber. The Fall trip is generally geared up through the Bossier Chamber. This year is scheduled for September 09-15, 2024. Mr. Rogers said that from his standpoint he brings them updates on MEGA projects and requests that they've put in like the Build Projects and those types of things. They inform them of their needs and whatnot. They're very productive trips. He wanted to say that the last couple of years he has not been on the Spring trip, but that's primarily because it's typically been roughly two weeks following the Mardi Gras trip. They get so much accomplished during that timeframe that with it being that quick afterwards, he doesn't see the need for that expense.

Adjourn

With no remaining agenda items, Mayor Arceneaux entertained a motion to adjourn. Mr. Blanton was the first to motion, and Mr. Norton seconded. The meeting was adjourned.



J. Kent Rogers, Secretary

