

# MISSISSIPPI PORT AUTHORITY

## BOARD OF COMMISSIONERS

### REGULAR MEETING

**September 30, 2015**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Wednesday, September 30, 2015, 2510 14<sup>th</sup> Street, Suite 1500, Gulfport, Mississippi at  
which the following Commissioners and staff were present:

Commissioners: Jack Norris, President  
E.J. Roberts, Vice-President  
Robert J. Knesal, Secretary  
James C. Simpson, Jr., Treasurer  
John Rester, Commissioner

Staff: Jonathan Daniels, Executive Director/CEO  
Matthew Wypyski, Chief Operating Officer  
John Webb, Director of Engineering  
Kim Purchner, Executive Assistant/HRO  
Mary Bourdin, Director of Finance  
Mel Arsenault, Director of Compliance  
Carlos Bell, Director of Community Relations/Marketing  
Dale Waltman, Director of Operations  
Nick Foto, Deputy Program Manager  
Kim Aguiard, Community Relations/Marketing Specialist  
Chuck Graham, Crane Manager  
Gary Pitcovich, Asst. Crane Manager

Ben Stone, Legal Counsel  
David Duhe, Legal Counsel

Others: Duane Wilson, Chemours  
Phillip Carter, MDA  
Howard Page, Steps Coalition  
Randall Love, T.L. Wallace  
Glen Cobb, Pathways to the Port  
Shorty Sneed, Stewart Sneed Hewes  
John Coughlin, YAJV  
Richie Ashley, Neel-Schaffer  
Todd Bradford, YAJV  
Maurice Manuel, YAJV  
Mark McDaniel, YAJV  
Stephen Saussy, T.L. Wallace  
Bob Burns, CH2MHill  
Avery Windham, Hilton Garden Inn  
Robert Boone, RLB, LLC  
Michael Sheely, CH2MHill  
Marcia Crawford, HCDC  
Damon Torricelli, Neel-Schaffer, Inc.  
Lillian Jenkins, Horne  
Tom Espy, Strategic Systems, Inc.  
Veronica Woods, Strategic Systems, Inc.  
Darius Johnson, ILA  
Greg Schruoff, SSA

Kym Davis, YAJV  
 Mark Schloegel, SSH  
 Anna Gibson, Watkins Eager  
 Susan McNamara, Watkins Eager  
 Bailey Fair, Watkins Eager  
 Violetta Cisotto, Digital Engineering  
 Bruce Newton, Digital Engineering  
 Cindy Lamas, Pickering Firm, Inc.  
 Becky Taylor, Residence Inn, Gulfport  
 Bonnie Sine, Nextaff  
 Tim Lancaster, Ports America  
 Crystal Taylor, Hampton Inn  
 Cindy Warren, HCME 2  
 James Crowell, NAACP – Biloxi  
 Gary Fredericks, NAACP

Commissioner Norris noted the presence of a quorum and called the meeting to order at approximately 8:30 a.m.

The Pledge of Allegiance was led by Commissioner Norris.

PUBLIC COMMENTS:

Howard Page, Steps Coalition asked MS Development Authority to show a plan on how the job goals will be met. He also had a question regarding the restoration budget and when construction is complete, how would any remaining money be spent.

Glenn Cobb, Pathways to the Port, asked for a status on the fencing along Hwy 90.

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Commissioner Roberts moved to approve the August 6th, August 19th and August 27th Minutes. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve travel (Sept. 22-25/Wypyski to Point Clear, AL; Oct. 7-8/Daniels, Wypyski to Houston, TX; Oct. 19-21/Bourdin to New Orleans, LA). Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve the disbursements listed below. Commissioner Simpson seconded and the motion was unanimously approved.

DISBURSEMENTS THROUGH SEPTEMBER 11, 2015  
 BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2015 APPROVED AND PAID  
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
49913	AFLAC	Employee Deductions	1,397.33
49914	Alexander, Van Loon, Sloan	FY 2015 Audit and Accounting Services	33,042.75
49915	Neopost USA, Inc.	Postage Machine Rental	140.18
49916	AT&T	Telephone Services	1,715.90
49917	Bonds Services, Inc.	Janitorial Services	1,450.00
49918	Card Services	Travel Expenses	8,132.82
49919	Card Services	Travel Expenses	3,980.12
49920	City of Gulfport	Boo Bash 2015 Sponsorship	300.00
49921	City of Gulfport	Water	19,393.01
49922	Covington Sales & Service	Skid Plates for Street Sweeper	1,662.62
49923	Jonathan Daniels	Business and Travel Expenses	371.70
49924	Express Services, Inc.	Temporary Labor	177.84
49925	Federal Express Corp.	Express Mail Services	165.69

49926	Fuelman	Fuel for MSPA Vehicles	400.03
49927	Grainger, Inc.	Work Boots and Maintenance Supplies	1,795.11
49928	Great Southern Club	Monthly Dues and Business Expenses	371.96
49929	Gulfport School District	Milner Stadium Scoreboard Sponsorship	1,500.00
49930	Harbor Square Parking Garage	Quarterly Parking 14th Floor	2,927.31
49931	Harbor Square Parking Garage	Quarterly Parking 8th Floor	729.00
49932	Logista	Computer Equipment	1,556.20
49933	MS State Treasurer Fund 3601	Long Distance Telephone/Internet Services	1,976.53
49934	Jackson County Civic Action	Pathways to Possibilities Sponsorship	500.00
49935	Journal Communications, Inc.	Advertising	3,325.00
49936	Kalmar USA, Inc.	Parts for Crane Repair	176.02
49937	Lowe's Home Center, Inc.	Maintenance Supplies	34.43
49938	Maximum Auto Parts	Supplies for Crane Maintenance	586.42
49939	Shawn Meyer	Travel Expenses	172.48
49940	MS Dept. of Human Services CRDU	Employee Deductions	304.45
49941	MS Power Company	Electricity	45,313.22
49942	MS Pub. Employees Credit Union	Employee Deductions	400.00
49943	Ports America, Inc.	Crane Parts and Draying Dole Containers	7,969.25
49944	Ray Weaver	Labor and Materials to Repair Crane A/C	879.11
49945	RJ Young Company, Inc.	Isynergy Implementation Services	9,600.00
49946	Rose Office Systems, Inc.	Construction Trailer Rentals	3,730.00
49947	Seal Electrical, Inc.	Relocate Electrical Reefer Plugs for Dole	7,543.60
49948	Southern Printing & Silkscreen	Embroider Port Uniforms	315.00
49949	The Sun Herald	Advertising	593.50
49950	Swetman Security Services, Inc.	Security Guard Services	23,026.10
49951	Team Waste Gulf Coast	Waste Removal Services	633.75
49952	Trac-Work, Inc	Labor and Materials to Repair Railroad Tracks	1,034.18
49953	Wright National Flood Ins.	FY 2016 Flood Insurance Operations Bldg.	11,680.00
49954	WXXV TV	August Web Camera Lease	1,200.00
CHECKS DATED 8/31/15 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
49910	Jonathan Daniels	Travel Expenses	46.54
49911	MSPA Petty Cash Fund	Replenish Petty Cash	30.00
49912	Matthew Wypyski	Travel Expenses	349.46
TRANSFERS			
9/3/15	Deferred Compensation	Employee Deductions	2,211.67
9/4/15	Federal Tax Deposit	Payroll Tax Deposit	22,794.56
9/10/15	MS Department of Revenue	August Sales Tax Payment	2,450.63
Total			<u>\$ 230,085.47</u>

FINAL CHECKLIST FOR SEPTEMBER 30, 2015

BILLS FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2015 APPROVED AND PAID  
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
49977	Kentwood Springs	Drinking Water	269.59
49978	Kim Aguillard	Travel Expenses	731.38
49979	AirGas Gulf States	Oxygen Cylinder Rentals	67.78
49980	Melanie J. Arsenault	Business Expenses	760.69
49981	Battery Sales & Service	Maintenance Supplies	79.96
49982	Mary Bourdin	CPE Training	845.00
49983	Cintas Corporation #240	Uniforms	1,773.00
49984	C Spire Wireless	Radio/Cell Phone Services	1,637.92
49985	Jonathan Daniels	Materials for Staff Retreat/Dinner	735.63

49986	State School Insurance Fund	Employee Deductions	12,577.78
49987	East Beach Specialties, Inc.	Promotional Items	3,380.00
49988	Federal Express Corp.	Express Delivery Services	35.83
49989	Fuelman	Fuel for MSPA Vehicles	405.35
49990	Global Industrial Equipment	Barricades for Traffic Control	10,024.56
49991	Grainger, Inc.	Maintenance Supplies	1,200.57
49992	Guardian	Employee Dental Deductions	1,156.91
49993	Gulf Coast Business Supply, Inc.	Office Supplies	234.90
49994	Gulf Hydraulics & Pneumatics	Parts for Dock Levelers Shed 53	435.00
49995	Gulfport Main St. Association	Anchor Fest/View the Cruise Sponsorships	5,000.00
49996	Gulfport Yacht Club	Business Expenses	113.58
49997	Hancock Bank	October Lease for Suites 880 and 1450	19,994.17
49998	HeavyLiftpf LTD	Advertising	2,000.00
49999	Logista	Computer Equipment/Servers	20,903.00
50000	Robert J. Knesal	Per Diem	80.00
50001	Maximum Auto Parts	Supplies for Cranes	36.02
50002	Shawn Meyer	Business Expenses	85.42
50003	Mississippi Utilities Supply	Plumbing Supplies	112.00
50004	MS State Dept. of Health	Inspection Fees	180.00
50005	MS Dept. of Human Services CRDU	Employee Deductions	304.45
50006	MS Gulf Coast Chamber of Comm.	Business Expenses	50.00
50007	MS Pub. Employees Credit Union	Employee Deductions	400.00
50008	MSPA Petty Cash Fund	Replenish Petty Cash	30.00
50009	MS State Tax Commission	Employee Deductions	6,590.00
50010	World Trade Center Mississippi	Registration Fee	60.00
50011	Jack Norris	Per Diem and Travel Expenses	731.74
50012	Ports America, Inc.	Draying Dole Containers	9,073.84
50013	Legal Shield	Employee Deductions	182.36
50014	Providence Hill Farm Sporting Club	Staff Retreat	860.00
50015	Kim Purchner	Reimburse for Staff Retreat Breakfast	42.08
50016	Redd Pest Solutions	Pest Control Services	271.00
50017	RJ Young Company, Inc.	Copier Maint. Agreements/Software Renewal	4,934.00
50018	Eluse J. Roberts	Per Diem	80.00
50019	James C. Simpson, Jr.	Per Diem	80.00
50020	Norma Jean Soroe	Transcription Fees	374.48
50021	Southern Admin. and Benefits	Monthly Service Fee	200.00
50022	The Sun Herald	Advertising	220.20
50023	Swetman Security Services, Inc.	Security Guard Services	23,164.77
50024	Team Waste Gulf Coast	Waste Removal Services	1,349.75
50025	Vision Service Plan	Employee Deductions	230.24
50026	John Webb	Reimburse for Staff Retreat Dinner	325.31
CHECK DATED 9/15/15 AND RELEASED PRIOR TO THE MEETING			
49974	Matthew Wypyski	Business Expense	54.24
CHECK DATED 9/25/15 AND RELEASED PRIOR TO THE MEETING			
49976	Matthew Wypyski	Business and Travel Expenses	599.55
TRANSFERS			
9/17/15	Deferred Compensation	Employee Deductions	2,211.67
9/18/15	Federal Tax Deposit	Payroll Tax Deposit	23,152.33
9/21/15	Public Employment Retirement	Retirement Match and Withheld	<u>46,053.82</u>
Total			<u>\$ 206,481.87</u>

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Commissioner Roberts moved to approve the Port User Licenses, pending receipt of all fees and insurance documents. Commissioner Knesal seconded and the motion was unanimously approved.

The following items were approved:

RENEWAL LICENSES:

Vendor:	Alliance Supply Management, LTD; Henry Marine Service, Inc.
Steamship Agent:	Christian Bay Shipping dba Fillette Green Shipping Services; Wilhelmsen Ship Service

NEW LICENSES:

Tug Boat Co.:	Matthews Brothers, Inc.
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OLD BUSINESS:

Commissioner Rester moved to approve Service Agreement No. 16-OP-05 with Waste Management for dumpster services. The Agreement has a not to exceed amount of \$140,000 and the term is for one year with a two-year renewal option. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Amendment No. 1 to Task Order No. 28 with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Amendment No. 1 extends the performance period by 258 with no change in costs. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment No. 1 to Task Order No. 9 with QES, Inc. under Contract No. 010-HUD-003. Amendment No. 1 extends the performance period by 258 days with no increase in costs. Commissioner Rester seconded and the motion was unanimously approved.

*Commissioner Norris recused himself from discussion and action regarding the next two items involving Yates Anderson Joint Venture.*

Commissioner Rester moved to approve Amendment No. 2 to Task Order No. 13 with Yates Anderson Joint Venture under Contract No. 010-HUD-006. Amendment No. 2 extends the performance period by 258 days with no increase in costs. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 1 to Task Order No. 15 with Yates Anderson Joint Venture under Contract No. 010-HUD-006. Amendment No. 1 has a decrease in costs of \$52,660.00. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Change Order No. 1 to Contract No. 010-HUD-027 with Bertucci Contracting Co., Inc. Change Order No. 1 closes out the contract and has a decrease in costs of \$ 19,670.10. Commissioner Roberts seconded and the motion was unanimously approved.

*Commissioner Knesal recused himself from discussion and action regarding the next item involving the PSA Award for architectural services.*

Commissioner Rester moved to authorize a professional service agreement for Architectural Services to Eley Guild Hardy Architects. The Agreement has a not to exceed amount of \$2 million and a performance period of two years. Commissioner Simpson seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Roberts moved to approve Modification No. 6 to CDBG No. R115-06-02. Modification No. 6 is a budget modification that adjusts funding levels within categories – no increase or decrease. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Tariff adjustments (increases) for dumpster services. New fees are: Dumpster fee - \$500.00 per pull for dry disposal and \$800.00 per pull for wet disposal. Commissioner Knesal seconded and the motion was unanimously approved.

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PORT RESTORATION UPDATE:

Site Work Phase One – 25,500 square yards of asphalt and concrete pavement has been removed; 40,000 linear feet of duct bank has been installed; 10 electrical platforms have been erected; 4 Stormwater Treatment Units installed; 9,000 linear feet of storm drain piping installed; 70,000 tons of limestone delivered and 35,000 tons of limestone has been installed.

M&R Building – 200 linear feet of grade beams will be poured tomorrow; 100% pile caps poured; 100% piles driven and 100% underslab ductwork.

West Pier Facilities – 1,325 of 2,771 piles have been installed; 5% of interior footings for transit shed complete; exterior concrete walls are 26% complete.

Wharf Upgrade – piles are nearly complete through Berth 5; Berth 4 will be delivered at the end of October.

OPERATIONS REPORT:

Matthew Wypyski reported on the maritime activity for August:

Vessel calls	Vessels	21		Truck Count	5,400
	Tugs	30		Railcar Count	665
	Barges	85		TEU's	12,149
	Vehicles	6,443		Tonnage (short tons)	156,763

EXECUTIVE DIRECTOR'S COMMENTS:

Director Daniels gave an update on the fencing project. The original project was scaled back and this resulted in significant cost reduction. The main reason is the development going on in the area next to Hwy 90 and the changes to the set out yard. That project has not gone out for bid to date.

Commissioner Norris and Director Daniels traveled to Washington, DC last week and it was very good to go through the WRDA process. The Strategic Port process was also discussed at length.

Director Daniels also traveled last week to Nicaragua and Costa Rica and met with shipping lines and the Export Board. All will begin to develop an agreement between the Board and the State of Mississippi for exports from that region.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

There were no Commissioner comments

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Commissioner Roberts moved to close the meeting to discuss the need for an Executive Session. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to enter Executive Session to discuss Lease Matters (potential lease negotiations with ECO). Commissioner Roberts seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 8:50 A.M.)

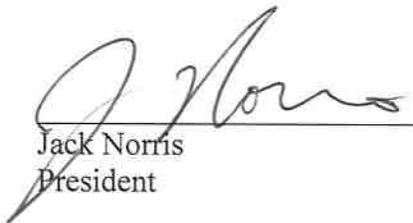
Commissioner Knesal moved to come out of Executive Session. Commissioner Roberts seconded and the motion was unanimously approved.

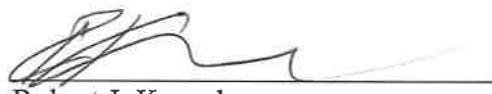
Commissioner Norris stated that no action took place during Executive Session

Commissioner Rester moved to adjourn. Commissioner Roberts seconded and the motion was unanimously approved.

The meeting adjourned at approximately 9:30 a.m.

Approved and Attested

  
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Jack Norris  
President

  
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Robert J. Knesal  
Secretary