

# MISSISSIPPI PORT AUTHORITY

## BOARD OF COMMISSIONERS

### REGULAR MEETING

**June 26, 2017**

---

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,  
Thursday, June 26, 2017 at 2510 14<sup>th</sup> Street, Suite 1450, Gulfport, Mississippi at which  
the following Commissioners and staff were present:

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

Staff: Jonathan Daniels, Executive Director/CEO  
Matthew Wypyski, Chief Operating Officer  
John Webb, Director of Engineering  
Carlos Bell, Director of Public Engagement  
Kim Purchner, Executive Asst./HRO  
Mel Arsenault, Director of External Affairs  
Dale Waltman, Director of Operations  
Nick Foto, Deputy Program Manager  
DeeDee Wood, CFO  
Shawn Meyer, Deputy Operations Manager  
Kim Aguiard, Marketing & Media Manager

Brant Pettis, Legal Counsel

Others: Philip Carter, MDA  
Richie Ashley, Neel-Schaffer  
Robert Boone, RLB, LLC  
Brian Smith, Watkins & Eager  
Damon Torricelli, Neel Schaffer, Inc.  
Pastor Chris O'Brian, Seaman's International  
Bruce Newton, Digital Engineering  
Duane Wilson, Chemours  
Cindy Lamb, Pickering  
Michael Sheely, CH2MHill  
Frank Magee, MS Power  
Bob Burns, CH2MHill  
Kym Davis, YAJV  
Dax Alexander, BMA, Inc.  
Marcia Crawford, HCDC  
Don Collins, Dan Hensarling  
Brian Deschamp, Eustis Engineering  
Casey McConnell, YAJV  
Chris Williams, BMA  
Justin Vicory, MS Business Journal

Commissioner Knesal 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 Knesal.

The invocation was led by Pastor Chris O'Brian, Seaman's Center.

PUBLIC COMMENTS:

There were no public comments.

\*\*\*\*\*

Commissioner Rester moved to approve the May 25th Minutes. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve travel (June 14-16/Daniels to Albany, NY); (June 29-30/Daniels to St. Petersburg, FL); (July 23-27/Bell to Baltimore, MD). Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Norris moved to approve the disbursements listed below. Commissioner Roberts seconded and the motion was unanimously approved.

CHK#	VENDOR	DESCRIPTION	CHK AMT
52197	AirGas Gulf States	Oxygen Cylinder Rental	40.97
52198	Balch & Bingham, LLP	Labor & Employment Seminar Registration	350.00
52199	B.E. FIT	Sponsorship Coastal Conservation Assoc.	250.00
52200	AT&T	Telephone Services	1,795.72
52201	Card Services	AAPA Public Relations Conf. Registration	1,990.00
52202	Card Services	Travel Expenses	1,979.38
52203	Card Services	Advertising and Promotional Items	243.79
52204	City of Gulfport	Water	10,849.62
52205	Sun Coast Business Supply	Office Supplies and Crane Flag	1,849.36
52206	Comm. Resources Cabling	Repair Damaged Fiber Optic Cable	3,812.50
52207	Jonathan Daniels	Travel Expenses	419.83
52208	East Beach Specialties, Inc.	Employee Badge Holders	280.00
52209	Federal Express Corp.	Express Mail Services	58.92
52210	Fuelman	Fuel for MSPA Vehicles	360.37
52211	Gleem Paint Center	Traffic Zone Marking Paint	359.80
52212	Grainger, Inc.	Maintenance Supplies	444.14
52213	Great Southern Club	Monthly Dues and Business Expenses	550.64
52214	Gulfport Yacht Club	Special Board Meeting and Workshop	246.38
52215	Logista	Computer Services	500.00
52216	Inland Rivers, Ports & Terminals	Membership Dues	750.00
52217	Lowe's Home Center, Inc.	Painting Supplies	250.15
52218	Shawn Meyer	Business Expenses	100.76
52219	MS Dept. of Human Services	Employee Deductions	156.00

52220	MS Pub. Employees Credit Union	Employee Deductions	320.00
52221	MS State Tax Commission	Employee Deductions	7,054.00
52222	Neopost	Postage Machine Rental	140.16
52223	Paul Bridges & Assoc., LLC	Initial Baseline Maintenance Audit on Cranes	8,100.00
52224	Ports America, Inc.	Draying Dole Containers	31,019.91
52225	Redd Pest Solutions	Pest Control Services	90.00
52226	RJ Young Company, Inc.	Copier Maintenance Agreements	879.24
52227	Rose Office Systems, Inc.	Construction Trailer Rentals	3,031.00
52228	Seal Electrical, Inc.	May Electrical Services	5,378.50
52229	Sorg Printing, LLC	Blue Linen Folders with Port Logo	1,281.00
52230	Stewart Sneed Hewes, Inc.	Insurance	9,613.89
52231	The Sun Herald	Advertising	1,665.00
52232	Swetman Security Services, Inc.	Security Guard Services	25,574.66
52233	United Way of South MS, Inc.	Employee Deductions	221.00
52234	United States Postal Service	Post Office Box Rental	198.00
52235	Waste Management	Waste Removal Services	245.00
52236	DeeDee Wood	Reimburse for TWIC Card	125.25
CHECK DATED 5/25/17 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
52196	Matthew Wypyski	Business Expense	202.99
TRANSFERS			
05/26/17	Deferred Compensation	Employee Deductions	1,445.00
05/26/17	Federal Tax Deposit	Payroll Tax Deposit	26,049.71
06/07/17	Public Employment Retirement	Retirement Match and Withheld	49,098.71
06/09/17	Deferred Compensation	Employee Deductions	1,445.00
06/09/17	Federal Tax Deposit	Payroll Tax Deposit	26,189.19
			<u>\$227,005.54</u>

FINAL CHECKLIST FOR JUNE 26, 2017

BILLS FOR THE MONTHS OF JUNE AND JULY 2017 APPROVED AND PAID

FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
52238	American Assoc. of Port Auth.	Membership Dues	9,552.00
52239	AFLAC	Employee Deductions	1,282.84
52240	AIG	Workers Compensation Insurance	26,733.00
52241	Alexander, Van Loon, Sloan	FY17 Accounting Services	1,731.50
52242	Anytime Portables, LLC	Portable Restroom Services	315.00
52243	Melanie J. Arsenault	Travel Expenses	903.56
52245	Cable One, Inc.	Cable Services	105.80
52246	City of Gulfport	Water	1,862.38
52247	Sun Coast Business Supply	Office Supplies	440.06
52248	C Spire Wireless	Radio/Cell Phone Services	1,138.28
52249	State School Insurance Fund	Employee Deductions	13,690.22

52250	Eagle Energy, Inc.	Grease for Cranes	338.14
52251	Emerald TC, LLC	Computer Services	92.50
52252	Federal Express Corp.	Express Mail Services	89.75
52253	Fuelman	Fuel for MSPA Vehicles	282.77
52254	Grainger, Inc.	Maintenance Supplies	76.42
52255	Guardian	Employee Dental Deductions	1,298.62
52256	Hancock Bank	Lease for 14th Floor	23,168.31
52257	Hancock Bank	Badge for General Counsel	10.00
52258	Harbor Square Parking Garage	Quarterly Parking 14th Floor	3,073.11
52260	Hotard Coaches, Inc.	Bus Rental for Port Tours	1,574.20
52261	Harbor Square Parking Garage	Quarterly Parking 14th Floor	583.20
52262	Robert J. Knesal	Per Diem	240.00
52263	Lowe's Home Center, Inc.	Maintenance Supplies	186.79
52264	Mississippi Business Journal	Advertising	1,430.00
52265	MS Dept. of Human Services	Employee Deductions	156.00
52266	MS Power Company	Vibration Analysis on Cranes	749.00
52267	MS Power Company	Electricity	72,859.98
52268	MS Pub. Employees Credit Union	Employee Deductions	320.00
52269	MS State Tax Commission	Employee Deductions	7,299.00
52270	Naylor, LLC	Advertising	2,579.50
52271	Jack Norris	Per Diem	160.00
52272	Pass Road Mini Storage, LLC	Rental on Storage Unit	150.00
52273	Pewter Graphics, Inc.	Gifts for Dignitaries Visiting the Port	342.00
52274	Piltz, Williams, LaRosa & Co.	Grant Administration Services	1,268.75
52275	Ports America, Inc.	Draying Dole Containers	49,996.81
52276	Legal Shield	Employee Deductions	30.91
52277	Ray Weaver	Repair A/C in Operations Building	184.00
52278	RJ Young Company, Inc.	Copier Maintenance Agreement	63.60
52279	Eluse J. Roberts	Per Diem	120.00
52280	James C. Simpson, Jr.	Per Diem	120.00
52281	Norma Jean Soroe	Transcription Fees	424.48
52282	Southern Admin. and Benefits	Monthly Service Fee	200.00
52283	Specialty Hose & Fabrication	Replace Crimps and Hoses on STS Cranes	1,850.58
52284	Stewart Sneed Hewes, Inc.	Insurance	1,438.13
52285	The Sun Herald	Advertising	173.94
52286	The Focus Group	Website Development	13,326.00
52287	United Way of South MS, Inc.	Employee Deductions	221.00
52288	Unique Collision Center, Inc.	Repair Damage Unit #11	1,004.90
52289	Vision Service Plan	Employee Deductions	187.95
52290	WalMart Community	Supplies for Staff Luncheon	251.94
52293	Weaver Electric	Install Door Release Button	955.00

52294	DeeDee Wood	Reimburse for Gas Trip to Jackson	28.20
CHECK DATED 6/16/17 AND RELEASED PRIOR TO THE MEETING			
52237	Matthew Wypyski	Travel Expenses	1,538.19
TRANSFERS			
6/14/17	MS Department of Revenue	May Sales Tax Payment	10,946.23
6/23/17	Deferred Compensation	Employee Deductions	1,470.00
6/23/17	Federal Tax Deposit	Payroll Tax Deposit	<u>25,505.83</u>
Total			<u>\$286,120.37</u>

\*\*\*\*\*

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

The following items were approved:

**RENEWAL LICENSES:**

- Vendor: All Crane Rental; Arrow Sysco Food Services; Auto Chlor Services; Dockside Services; Eagle Energy, Inc.; Gulf Marine & Industrial Supplies, Inc.; Kirby Inland Marine; Klomar Ship Supply Company; Maymar Marine Supply; World Ship Supply
- Steamship Agent: Biehl & Company; Dole Fresh Fruit; General Steamship Corporation; Norton Lilly International; GAC Shipping
- Pilot: Stanley Fournier; Murrell Hilton, II; Robert Wren
- Stevedore: CSA Equipment Co., LLC; Ports America Gulfport, Inc.

\*\*\*\*\*

Commissioner Rester moved to approve the following progress payments: Balch & Bingham (\$50,096.32); BMA (\$54,754.50); G.A. West (\$803,936.15); Hayden Wrecking Co. (\$142,025.00); Walters Marine & Diving (\$25,901.75); W.C. Fore Trucking (\$101,697.87); and YAJV (\$100,341.70). Commissioner Roberts seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Norris moved to award a Professional Service Agreement for Voice Over Internet Protocol and Internet Services to CSpire. The agreement is for one year with two (2) one-year extensions. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to award a Professional Service Agreement for Information Technology Services to AGJ Systems. The agreement is for one year with two (2) one-year extensions. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve an Agreement with Digital Engineering for Engineering Services. The Agreement has a term of three years and is for general engineering services. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve an Agreement with QES, Inc. for Construction Materials Testing Services. The Agreement has a term of three years and is for general engineering services. Commissioner Roberts seconded and the motion was unanimously approved

Commissioner Simpson moved to approve Modification No. 3 with BMA, Inc. under Contract 013-EN-02. Modification No. 3 extends the contract by six months. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 5 Contract No. 010-HUD-013 with Atwell & Gent. Amendment No. 5 adds 304 days and increases costs by \$144,085.00. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 5 to Task Order No. 15 with Anchor QEA under Contract No. 010-HUD-011. Amendment No. 5 decreases costs by \$3,175.35 and closes out the task order. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Amendment No. 6 to Task Order No. 16 with Anchor QEA under Contract No. 010-HUD-011. Amendment No. 6 adds 93 days with the revised expiration date being 10/31/17 and no change to costs. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment No. 6 to Task Order No. 20 with Anchor QEA under Contract No. 010-HUD-011. Amendment No. 6 adds 92 days with the revised expiration date being 10/31/17 and no change to costs. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 1 to Task Order No. 22 with Anchor QEA under Contract No. 010-HUD-011. Amendment No. 1 adds 97 days with the revised expiration date being 10/31/17 and no change to costs. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Amendment No. 8 to Contract No. 010-HUD-003 with QES, Inc. Amendment No. 8 adds 304 days with the revised expiration date being 10/31/18 and adds \$50,000.00 to the contract. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment No. 3 to Task Order No. 6 with CDM Smith under Contract No. 010-HUD-012. Amendment No. 3 decreases costs by \$77,078.78 and closes out the task order. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 8 to Task Order No. 7 with Atwell & Gent under Contract No. 010-HUD-013. Amendment No. 8 decreases costs by \$145,000.00 with no change in schedule. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Change Order No. 8 with Necaie Brothers, Inc. under Contract No. 016-HUD-033. Change Order No. 8 adds \$16,000.00 with no change in schedule. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Change Order No. 2 with Necaie Brothers, Inc. under Contract No. 017-HUD-038. Change Order No. 2 adds \$11,963.48 with no change in schedule. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 6 to Task Order No. 14 with Thompson Engineering under Contract No. 010-HUD-003. Amendment No. 6 adds 456

days with no change in costs. The revised expiration date is 12/31/17 and is retroactive to October 1, 2016. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Amendment No. 4 to Task Order No. 9 with QES, Inc. under Contract No. 010-HUD-003. Amendment No. 4 adds 275 days with no change in costs. The revised expiration date is 12/31/17 and is retroactive to March 31, 2017. Commissioner Rester seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Rester moved to approve the FY18 Operating Budget in the amount of \$18,545,081.00. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Task Assignment No. 10 with BMA, Inc. under Contract No. 013-EN-02. Task Assignment No. 10 has a not to exceed amount of \$257,325.00 and the Agreement expires on 12/31/17. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Work Order No. 1 with Digital Engineering under Contract No. 017-EN-04. Work Order No. 1 has a not to exceed amount of \$100,000.00 per fiscal year. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Task Order No. 24 with QES, Inc. under Contract No. 010-HUD-003. Task Order No. 24 has duration of 330 days and a not to exceed amount of \$39,963.86. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Task Order No. 19 with Atwell & Gent under Contract No. 010-HUD-013. Task Order No. 19 has duration of 330 days and a not to exceed amount of \$173,000.00. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Task Order No. 20 with Atwell & Gent under Contract No. 010-HUD-013. Task Order No. 20 has duration of 270 days and a not to exceed amount of \$59,850.00. Commissioner Simpson seconded and the motion was unanimously approved.

\*\*\*\*\*

PORT RESTORATION UPDATE:

The last two task orders that were under New Business today are the last two procurement items issued under red money. We should complete the design process by mid-September.

Phase 2 Site Work and Utilities with Necaise Brothers continues at a good pace.

Necaise has the North Harbor Project as well and we should see the drilled pier contractor on site next week. Necaise is installing the storm drainage system, after which he will begin grading in preparation of the pavement section buildup. He also continues to install electrical duct banks and manholes.

All electrical work is 90% complete at the Commercial Small Craft Harbor, as well as the site lighting, limestone base, utilities and storm drainage.

The contractor is continuing to pour columns and grade beams and has begun the erection of structure steel on the Marine Research Building.

The Terminal 1 M&R Project is moving along very well. The concrete is complete at the building, with the exception of the second floor; primary structural steel is approximately 80% complete and the islands are being poured at the gate structure.

We will issue a notice to proceed on July 10th for the Barge Mooring Facility with Fore Trucking Co.

The Notice to Proceed was issued on June 5th for the Perimeter Landscaping project under J.O. Collins.

OPERATIONS REPORT:

Matthew Wypyski, Chief Operating Officer, reported on the maritime activity for May:

Vessels	26		Vehicles	15,703
Tugs	14		Railcar Count	958
Barges	28		TEU's	22,054
			Tonnage (short tons)	226,289

The number of railcars moved is the highest ever recorded at MSPA. Also, the TEU count is 43% higher than April's count and is also the highest on record. We were also 18% higher than April for tonnage. All of this is taking place amid a great deal of construction.

The ore handling facility is completely gone and the new facility is working quite well.

Tommy Thompson with Dole has retired and returned to Florida. Kelby Cuevas, Tommy's replacement was introduced to the Commission.

Congratulations and best of luck to Dale Waltman, MSPA Director of Operations. Dale is retiring from the Port after 23 years of service.

EXECUTIVE DIRECTOR'S COMMENTS:

Continuing comment on the numbers that Mr. Wypyski reported, we continue to work very hard to complete the restoration project. Congratulations to DeeDee Wood and her staff in Finance. It has been one year since DeeDee took over and she just completed her first budget process.

Director Daniels also wished Dale Waltman good luck on his retirement and thanked him for the many years of valued service to the Port.

Next week, Director Daniels will travel to St. Petersburg, FL to meet with NOAA-Fisheries concerning our EIS. This process has been ongoing for seven years and our delegation is working with these issues as well.

GENERAL COUNSEL'S COMMENTS:

Brant Pettis had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

Commissioner Rester congratulated Dale Waltman on his retirement and thanked him for his contribution to the Port.

Commissioner Norris had questions regarding the total cost to date on the EIS.



\*\*\*\*\*

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

Commissioner Rester moved to enter Executive Session to discuss a legal matter (potential litigation with SIC). Commissioner Simpson seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:35 A.M.)


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

Commissioner Knesal stated that no action took place during Executive Session.

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

The meeting adjourned at approximately 11:05 a.m.

Approved and Attested

  
\_\_\_\_\_  
Robert J. Knesal  
President

  
\_\_\_\_\_  
John Rester  
Secretary