

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

May 28, 2020

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, May 28, 2020 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

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

Staff: Jonathan Daniels, Executive Director/CEO
Matthew Wypyski, Deputy Director/COO
John Webb, Director of Engineering
Kim Purchner, Executive Asst./HRO
DeeDee Wood, CFO
Mel Arsenault, Director of Workforce/Grant Dev.
Errol LaRue, Govt. & Legal Affairs Manager
Nick Foto, Corporate Administrator
Kim Aguillard, Marketing & Media Manager
Shawn Meyer, Director of Operations

Ben Stone, Legal Counsel
Brant Pettis, Legal Counsel

Others: Philip Carter, MDA (via telephone)
Bruce Newton, Digital Engineering
Mark Foster, Cypress Engineering
Steve Twedt, Neel-Schaffer Engineering
Michael Sheely, Jacobs Engineering
Howard Page, North Gulfport Community Land Trust
John Weres, Greshem Smith

Commissioner Roberts noted the presence of a quorum and called the meeting to order at approximately 1:00 p.m.

Commissioner Roberts led the pledge of allegiance and followed with an invocation.

There were no public comments.

Commissioner Knesal moved to approve the April 28th and May 15th Minutes. Commissioner Rester seconded, and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH MAY 11, 2020

BILLS FOR THE MONTHS OF APRIL AND MAY 2020 APPROVED AND PAID

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

CHK#	VENDOR	DESCRIPTION	CHK AMT
55780	ABC Cutting Contractors	West Pier Bull Rail Cutting	10,400.00
55781	Alimak Group USA Inc	Load Testing and Safety Device Replacements for Crane Elevators	38,262.69
55782	Anytime Portables, LLC	Portable Restrooms	635.00
55783	B.E.A.R.	Rebuild Controller and Power Board for Crane	1,822.00
55784	Sparklight	Internet	91.18
55785	CenterPoint Energy	Natural Gas Services	27.92
55786	Collection Services Center	Employee Deductions	90.06
55787	Cornett Bolt & Screw	Bollard for Dock	1,512.40
55788	C Spire Wireless	Cell Phone Services	1,122.30
55789	Dept. of Finance & Admin.	MMRS Quarterly Charges	222.25
55790	Dean Jaramillo	Office Supplies	253.41
55791	Federal Express Corp.	Express Mail Services	189.72
55792	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
55793	Fuelman	Fuel for MSPA Vehicles	68.79
55794	Grainger, Inc.	Generator for Office Trailer at Cotton Compress	2,662.49
55795	Great Southern Club	Monthly Dues	90.00
55796	Gulf Coast Business Supply, Inc.	Safety/Office Supplies and Desk Workstation	6,019.21
55797	MS State Treasurer Fund 3360900000	Telephone/Internet Services	236.98
55798	MS Dept. of Human Services CRDU	Employee Deductions	156.00
55799	MS Power Company	Electricity	110,310.91
55800	MS Pub. Employees Credit Union	Employee Deductions	320.00
55801	Lisa Mussa	Office Supplies	70.61
55802	United Rentals (North America), Inc.	Boom Forklift Rental	1,287.00
55803	Hurricane Electronics	UHF Two-Way Radio	334.26
55804	Pentagon Publishing, Inc.	Advertising	4,243.00
55805	It's Promo Time	Promotional Supplies	559.83
55806	Kim Purchner	Business Expenses	39.95
55807	RJ Young Company, Inc.	Copier and Printer Maintenance	1,448.83
55808	Rotary Club of Gulfport	Monthly Dues	68.00
55809	Rotolo Consultants, Inc. dba RCI	Landscaping Services	6,600.48
55810	Southeastern Overhead Door Inc.	Repairs to Dock Leveling Systems	4,360.00
55811	Specialty Hose & Fabrication	Hydraulic Hose for Backhoe	105.10
55812	Stuart C. Irby Co.	Maintenance Supplies and Replacement Parts for Cranes	4,907.43
55813	The Sun Herald	Advertising	283.48
55814	SunSouth, LLC	Cutter for Tractor	2,059.69
55815	Swetman Security Services, Inc.	Security Guard Services	65,391.06
55816	United Way of South MS, Inc.	Employee Deductions	344.02
55817	Vancleave Consolidated	Portable Building for Cotton Compress	4,995.00
55818	Waste Management	Waste Removal Services	571.40
55819	Zoro Tools, Inc.	Maintenance Supplies	621.95
TRANSFERS			
04/27/20	MS Department of Revenue	Employee Deductions	8,032.00
04/28/20	Public Employment Retirement	Retirement Match and Withheld	53,162.92
04/29/20	Federal Tax Deposit	Payroll Tax Deposit	27,977.36
05/08/20	Deferred Compensation	Employee Deductions	957.50
Total			\$363,167.96

FINAL CHECKLIST FOR MAY 28, 2020

BILLS FOR THE MONTHS OF APRIL AND MAY 2020 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
55976	Kentwood Springs	Drinking Water	153.17
55977	AFLAC	Employee Deductions	1,783.42
55978	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinder Rentals	100.11
55979	Alimak Group USA Inc	Quarterly Crane Elevator Inspections	2,100.00
55980	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
55981	Melanie J. Arsenault	Business Expenses	648.99
55982	AT&T Corp	Web Hosting	89.96
55983	Sparklight	Cable Services	161.42
55984	Card Services	Small Tools and Safety Supplies	3,166.37
55985	City of Gulfport	Water	11,609.26
55986	Collection Services Center	Employee Deductions	90.06
55987	State School Insurance Fund	Employee Deductions	17,514.66
55989	Federal Express Corp.	Express Mail Services	65.23
55990	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
55991	Fuelman	Fuel for MSPA Vehicles	186.35
55992	Grainger, Inc.	Steel Grate Step for Electrical Platform	725.82
55993	Great Southern Club	Monthly Dues and Business Expenses	116.28
55994	Guardian	Employee Deductions	1,691.88
55995	Hancock Bank	June Lease for Suite 1450	23,168.31
55996	Lowe's Home Center, Inc.	Plexiglass Windshield for Golf Cart	86.44
55997	Maze, LLC	Security Camera Repair	1,080.00
55998	Mississippi Aquarium Foundation	2019 Capital Campaign	500,000.00
55999	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56000	MS Pub. Employees Credit Union	Employee Deductions	320.00
56001	Nord-Sud Shipping, Inc.	Refund Credit on Account	376.08
56002	Pass Road Mini Storage, LLC	Storage Unit Rent	335.00
56003	Legal Shield	Employee Deductions	183.36
56004	Puckett Machinery Company	Boom Man Lift Rental	1,944.00
56005	Redd Pest Solutions	Pest Control Services	90.00
56006	Southern Admin. and Benefits	Monthly Services	200.00
56007	Swetman Security Services, Inc.	Security Guard Services	32,535.96
56008	Vision Service Plan	Employee Deductions	211.66
56009	Waring Oil Company, LLC	Grease for Cranes	131.88
56010	Waste Management	Waste Removal Services	24.90
56011	Weaver Electric	Electrical Services	7,940.51
56012	Wright National Flood Ins.	Flood Insurance	37,875.00
56013	Zoro Tools, Inc.	Maintenance Supplies	446.32
56014	Robert J. Knesal	Per Diem	120.00
56015	Jack Norris	Per Diem	120.00
56016	Eluse J. Roberts	Per Diem	80.00
56017	James C. Simpson	Per Diem	40.00
CHECK DATED 05/13/20 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
55820	Wright National Flood Ins	Flood Insurance	30,206.00
TRANSFERS			
05/13/20	Federal Tax Deposit	Payroll Tax Deposit	27,036.78
05/20/20	MS Department of Revenue	Sales Tax Payment	9,948.03
05/22/20	Deferred Compensation	Employee Deductions	957.50
05/27/20	Federal Tax Deposit	Payroll Tax Deposit	26,020.26
Total			<u>\$742,250.55</u>

Commissioner Knesal moved to approve the following progress payments: Balch & Bingham (\$329,485.54) and Digital Engineering (\$69,152.00). Commissioner Rester seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #268 to CH2MHill (\$74,136.82); Eley Guild Hardy (\$55,392.00); J.O. Collins (\$20,007.70); and MSPA (\$27,514.25) for a total of \$177,050.77. Commissioner Knesal seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Rester moved to approve Amendment 7 to Task Order 7 with Eley Guild Hardy Architects under Contract No. 016-HUD-031. Amendment 7 reduces costs by \$231,267.53 and all work has been completed and accepted. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment 2 to Task Order 8 with Eley Guild Hardy Architects under Contract No. 016-HUD-031. Amendment 2 reduces costs by \$67,662.13 and all work has been completed and accepted. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal moved to approve Modification No. 1 to Contract No. 17-EN-04 with Digital Engineering. This modification adds 2 years to the contract making the new expiration date June 30, 2022. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Contract Modification No. 12 to CDBG Grant R115-06-02. Modification 12 reallocates \$1,206,986.86 in order to better utilize funds. Funds were moved from "Architectural/Engineering" and "Program Management" to "Construction incl. CM" and "Legal". Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Knesal authorized staff to review audit service proposals by committee and bring a staff recommendation to the Board. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson left the meeting.

Jonathan Daniels, Executive Director gave an update on connector road funding.

A discussion took place regarding public records request from a higher institute of learning.

NEW BUSINESS:

Commissioner Knesal moved to approve Work Order 13 with Digital Engineering under Contract NO. 17-EN-04. Work Order 13 provides engineering and consultant services necessary for the preparation of required environmental documentation associated with the recently awarded Maritime Administration Port Infrastructure Development Program Grant (Port of Gulfport Access Project). This work order has a not to exceed amount of \$798,605.00. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Knesal moved to authorize the issuance of an RFP for professional engineering consulting and design services necessary for the implementation and construction of the Port of Gulfport Access Road project. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson returned.

A Special Board Meeting was called for Tuesday, June 9th at 2:00 p.m. for a budget workshop and to hear presentations from various Executive Search Firms for the replacement of Executive Director Jonathan Daniels.

PORT RESTORATION/ENGINEERING UPDATE:

John Webb and Nick Foto gave status updates on current engineering and restoration projects.

Michael Sheely, Jacobs Engineering, reported on the status of the Channel Deepening project with the USACOE.

OPERATIONS REPORT:

Matthew Wypyski reported on the maritime activity for the month of April:

Vessels	16		Vehicles	9,646
TEU's	11,752		Railcar Count	736
Tonnage (short tons)	164,414			

TEU's were down 35% from April of last year and tonnage was up 3% from April of last year.

The 184 Expeditionary Sustainment Command Unit visited the port and were given a tour and update.

The Cotton Compress has been improved to have an area where MSPA Staff can work after a hurricane if necessary, with generators and equipment necessary for us to continue port business in the event of damages.

EXECUTIVE DIRECTOR'S REPORT:

Director Daniels spoke of his departure to a new position as Executive Director of Port Everglades in Ft. Lauderdale, FL and his high regard for MSPA Staff and Commissioners, as well as his relationship with Balch and Bingham with their expert legal team. The decision to leave was not an easy one.

We have been very fortunate to have had no cases of COVID-19 reported at the port. We are taking all necessary precautions in the offices and at the gate.

Island View has reopened and reported they had a great Memorial Day Weekend, even using the distance procedures.

The Corps has signed off on sampling plans for the channel deepening process and this will be a very long process.

GENERAL COUNSEL'S COMMENTS:

Ben Stone commented that he was very sorry to see Jonathan depart the MSPA. They have had a great professional relationship for the last seven years and he will be missed.

MDA'S COMMENTS:

Philip Carter echoed Ben Stone's comments and thanked Jonathan on behalf of the MDA. He was a big part of the great success of the Restoration Project.

COMMISSIONERS' COMMENTS:

Commissioner Rester commented that the Commission was certainly going to miss Jonathan and that he had the opportunity to meet with Matt, DeeDee and senior staff this week. Director Daniels has done an incredible job of putting a great staff together that will do well.

Commissioner Knesal echoed Commissioner Rester's comments.

Commissioner Simpson noted he appreciated Director Daniels, understands his move to be with family and we are better off because of his presence here.

Commissioner Roberts commented that we will continue to move forward as things are well in place.

All Commissioners wished Director Daniels well.

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

Commissioner Rester moved to enter Executive Session to discuss a personnel matter, a legal matter and a real estate matter. Commissioner Knesal seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 2:30 P.M.)

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

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


Commissioner Knesal moved to adjourn.

The meeting adjourned at approximately 3:25 p.m.

Approved and Attested



Jack Norris
President



Robert J. Knesal
Secretary