

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

November 14, 2018

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Wednesday, November 14, 2018 at 2510 14th Street, Suite 1450, Gulfport, Mississippi at
which the following Commissioners and staff were present:

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

Staff: Jonathan Daniels, Executive Director/CEO
Matthew Wypyski, Deputy Director/COO
Kim Purchner, Executive Asst./HRO
John Webb, Director of Engineering
Nick Foto, Deputy Program Manager
DeeDee Wood, CFO
Kim Aguillard, Marketing & Media Manager
Shawn Meyer, Director of Operations
Matt Gabbett, Deputy Operations Director
Gary Pitcovich, Crane Manager

Ben Stone, Legal Counsel
David Duhe, Legal Counsel

Others: Philip Carter, MDA
Brian Smith, Watkins & Eager
Michael Sheely, CH2MHill
Shorty Sneed, SSH
Joey Beattie, SSH
Chris O'Brien, Seaman's Center
Greg Schruoff, SSA Maritime
Bruce Newton, Digital Engineering
Duane Wilson, Chemours
Cindy Lamb, Pickering Engineering
Ryan Bradley, MS Commercial Fisheries United
Howard Page, North Gulfport Community Land Trust
Lillian Jenkins, Horne CLP
Amy Streitwieser, ELI
Taylor Lilley, ELI
Sofia Yazykove, ELI

Commissioner Simpson noted the presence of a quorum and called the meeting to order at approximately 8:35 a.m.

The Pledge of Allegiance was led by Commissioner Simpson.

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

PUBLIC COMMENTS:

Howard Page, North Gulfport Community Land Trust commented on the proposed wetland fill at the inland port property.

Pastor Chris O'Brien, International Seaman's Center invited everyone to their annual Christmas Luncheon on December 14th at the Great Southern Club.

Commissioner Rester moved to approve the October 18th Minutes, the October 31st Minutes and the November 5th Minutes. Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Norris moved to approve travel requests as submitted. Commissioner Rester seconded and the motion was unanimously approved.

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

FINAL CHECKLIST FOR OCTOBER 31, 2018
BILLS FOR THE MONTH OF OCTOBER 2018 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
53981	After The Proposal Weddings & Events	Event Management Deposit for Restoration Celebration	10,552.75
53982	AGJ Systems & Networks, Inc.	Computer Services	4,317.00
53983	Anytime Portables, LLC	Portable Restrooms	315.00
53984	Associated Food Equipment & Supplies	Replacement Ice Machine for Operations	2,900.00
53985	City of Gulfport	Water	584.59
53986	Sun Coast Business Supply	Office Supplies	185.96
53987	Collection Services Center	Employee Deductions	108.06
53988	Jonathan Daniels	Travel and Business Expenses	2,782.00
53989	Federal Express Corp.	Express Mail Services	19.18
53990	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
53991	Fuelman	Fuel for MSPA Vehicles	538.34
53992	Grainger, Inc.	Maintenance and Repair Supplies	241.32
53993	Innovate Mississippi	Sponsorship	2,500.00
53994	Jazzy Johnz	Portable Restrooms Deposit for Restoration Celebration	500.00
53995	Robert J. Knesal	Travel Expenses	1,277.65
53996	Lowe's Home Center, Inc.	Maintenance Supplies	407.29
53997	Mayer Electric Supply Co., Inc.	Transformers for Crane #1	664.68
53998	Mississippi Utilities Supply	Meter For Ship Water Pits	1,254.00
53999	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54000	MS Pub. Employees Credit Union	Employee Deductions	320.00
54001	MS Water Resources	Sponsorship	750.00
54002	Gary Pitcovich	Repair Part Reimbursement	87.10
54003	Puckett Machinery Company	Parts for Backhoe	345.00
54004	Redd Pest Solutions	Pest Control Services	90.00
54005	RJ Young Company, Inc.	Printer and Copier Maintenance	983.01
54006	Shred-It USA, LLC	Shredding Services	75.95
54007	Snaparazzi Photobooth Company, LLC	Photobooth Deposit for Restoration Celebration	300.00
54008	Munro Products, Inc.	Hand Tools and Repair Parts	168.35
54009	Southern Admin. and Benefits	Monthly Service Fees	400.00
54010	BXS Insurance, Inc.	Insurance	34,612.79
54011	Stuart C. Irby Co.	Safety Switches for STS Cranes	1,305.00
54012	Swetman Security Services, Inc.	Security Guard Services	52,981.66
54013	United Way of South MS, Inc.	Employee Deductions	386.10

54014	Waste Management	Waste Removal Services	97.50
54015	Matthew Wypyski	Travel and Business Expenses	511.09

CHECK DATED 10/22/18 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
53980	IDEMIA	TWIC Replacement Card	60.00

TRANSFERS

10/18/18	MS Department of Revenue	September Sales Tax	12,120.73
10/26/18	Deferred Compensation	Employee Deductions	1,040.00
10/31/18	Federal Tax Deposit	Payroll Tax Deposit	25,169.02
		Total	<u>\$161,360.90</u>

FINAL CHECKLIST FOR NOVEMBER 14, 2018

BILLS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2018 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
54018	AirGas Gulf States	Oxygen Cylinder Rental	43.47
54019	Alexander, Van Loon, Sloan	Audit Services	25,000.00
54020	Barefield Workplace Solutions, Inc.	Office Supplies	351.43
54021	AT&T	Telephone Services	1,010.96
54022	Ben Nelson Golf & Utility Vehicles	Batteries and Harness for Golf Cart	364.51
54023	City of Gulfport	Water	11,634.62
54024	Sun Coast Business Supply	Office Supplies	599.70
54025	Collection Services Center	Employee Deductions	90.06
54026	C Spire Wireless	Radio/Cell Phone Services	1,149.36
54028	DocuPhase	iSynergy Annual Maintenance Renewal	8,385.00
54029	Federal Express Corp.	Express Mailing Services	119.12
54030	Fuelman	Fuel for MSPA Vehicles	330.42
54031	Grainger, Inc.	Repair and Maintenance Supplies for STS Cranes	71.09
54032	Great Southern Club	Monthly Dues	90.00
54033	Gulf Coast Business Supply, Inc.	Office Supplies	157.42
54034	Gulfport Business Club	Membership Dues	25.00
54035	Gulfport High School Culinary Program	Food Demonstration for Restoration Celebration	300.00
54036	Hammett's Auto Electric, Inc.	Parts for Unit 9 Tractor	349.99
54037	Hederman Brothers, LLC	Postcards/Postage for Restoration Celebration	410.70
54038	MS State Treasurer Fund 3360900000	Telephone and Internet Services	458.58
54039	Robert J. Knesal	Per Diem	400.00
54040	Lowe's Home Center, Inc.	Lawn Care and Painting Supplies	422.96
54041	Mayer Electric Supply Co., Inc.	Safety Gate Hardware for STS Cranes	2,992.58
54042	MEDC	Membership Dues	225.00
54043	MS Dept. of Human Services CRDU	Employee Deductions	156.00
54044	MS Power Company	Electricity	153,003.90
54045	MS Pub. Employees Credit Union	Employee Deductions	320.00
54046	Secretary of State	Notary Application Fee	25.00
54047	National Waterways Conf., Inc.	Membership Dues	1,475.00
54048	Northern Tool & Equipment Co.	Tire Changer for Golf Cart	59.46
54049	Jack Norris	Per Diem	80.00
54051	RJ Young Company, Inc.	Copier Maintenance	980.71
54052	Eluse J. Roberts	Per Diem	360.00
54053	Rotary Club of Gulfport	Membership Dues and Meals	458.00
54054	Shapley's Restaurant	Gulf Coast Legislative Reception Dinner Deposit	1,500.00
54055	James C. Simpson, Jr.	Per Diem	280.00
54056	BXS Insurance, Inc.	Insurance	440.00
54057	Taste Catering	Catering Deposit for Restoration Celebration	5,208.00
54058	Southern Tire Mart, LLC	Tire Repair for Shuttlewagon	145.00
54060	Waste Management	Waste Removal Services	521.40

54062	Weaver Electric	Electrical Services	78.00
54063	Southern Event Productions	Decorations Deposit for Restoration Celebration	12,466.50

CHECKS DATED 11/09/18 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

54016	Jonathan Daniels	Travel Expenses	2,026.75
54017	Matthew Wypyski	Travel Expenses	91.50
TRANSFERS			
11/02/18	Public Employment Retirement	Retirement Match and Withheld	56,491.87
11/09/18	MS Department of Revenue	Employee Deductions	8,034.00
11/09/18	Deferred Compensation	Employee Deductions	1,040.00
11/09/18	Federal Tax Deposit	Payroll Tax Deposit	24,816.64
			24,816.64
Total			\$325,039.70

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

The following items were approved:

RENEWAL LICENSES:

Steamship Agents: ISS Marine Service; Maritime Endeavors Shipping

Apprentice Pilot: Murrell W. Hilton, III; Matthew Hilton

Commissioner Rester moved to approve the following progress payments: Balch & Bingham (\$48,484.61); Digital Engineering (\$54,133.00); QES, Inc. (\$11,270.50); Walters Diving & Marine (\$66,574.13); and W.C. Fore Trucking (\$25,460.00). Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #241 – Anchor QEA (\$12,359.75); Atwell & Gent (\$17,170.50); CH2MHill (\$88,414.91); Drace Construction (\$391,476.95); MSPA (\$55,183.15); Neel Schaffer (\$50,575.96); QES (\$8,084.43); and Volkert, Inc. (\$8,021.24) for a total \$631,286.89. Commissioner Norris seconded, and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Rester moved to approve Amendment 9 to Contract 010-HUD-001 with Neel Schaffer, Inc. Amendment 9 adds 61 days with no change to cost. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Norris moved to approve close out and de-obligated funds for completed and accepted work for Neel Schaffer under Contract No. 010-HUD-001:

Amendment 6 to Task Order 25 – <\$862.35> - Storm Water Pollution Prevention
 Amendment 5 to Task Order 49 – <\$12,810.92> - West Pier Sitework & Infrastructure Phase 3

Commissioner Rester seconded, and the motion was unanimously approved.

Commissioner Norris moved to approve close out and de-obligated funds for completed and accepted work for YAJV under Contract No. 010-HUD-006:

Amendment 2 to Task Order 22 for North Harbor West Paving/Electrical Improvements

Amendment 3 to Task Order 26 for West Pier Phase 3 - <\$254.73>

Commissioner Rester seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve close out and de-obligated funds for completed and accepted work for Atwell & Gent under Contract No. 010-HUD-013:

Amendment 9 to Task Order 8 – <\$85.57> - West Pier Sitework/Infrastructure Phase 1
Amendment 6 to Task Order 12 – <\$64.93> - West Pier Sitework/Infrastructure Phase 2

Commissioner Norris seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve the following amendments with Neel Schaffer, Inc. under Contract No. 010-HUD-001. Both add 61 days, are retroactive to October 31, 2018 and have no change to scope or costs:

Amendment 6 to Task Order 28 – Construction services for West Pier Buildings project
Amendment 6 to Task Order 39 - West Pier Sitework/Infrastructure Phase 2

Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Norris moved to approve Amendment 1 to Task Order 55 with Neel Schaffer under Contract No. 010-HUD-001. Amendment 1 adds 62 days and is retroactive to October 30, 2018. This change in schedule will not change the overall scope or cost. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Modification 1 to Contract No. 17-EN-05 with QES, Inc. Modification 1 adds two new line items – Dynamic Pile Load Test at \$2,500 per day and Pile Wave Analysis Program at \$500 each. Commissioner Norris seconded and the motion was unanimously approved.

PORT RESTORATION UPDATE:

Nick Foto, Deputy Program Manager gave a status update on current projects.

OPERATIONS REPORT:

Matthew Wypyski, Deputy Director and COO reported on the maritime activity for the month of October:

Vessels	32		Vehicles	6,203
TEU's	18,301		Railcar Count	890
Tonnage (short tons)	216,605			

A status report on the current dredging project was given.

Dole is now in their new quarters and we are working on moving the International Seaman's Center into their old location.

Commissioner Knesal entered the meeting.

Staff, Digital Engineering and Cypress continue to diligently work on the Cotton Compress property.

EXECUTIVE DIRECTOR'S REPORT:

Thanks to Pastor O'Brien for his patience in locating a new site for the International Seaman's Center.

As the Port Restoration Project is wrapping up, many thanks to staff and Commissioners for their hard work and efforts. On Saturday, December 1st, we will hold a celebration ceremony that is open to the public.

Commissioner Roberts entered the meeting.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONER COMMENTS:

Commissioner Knesal thanked the contractors and consultants for their hard work and effort during the Restoration Project. All turned out very well, better than hoped.

Commissioner Norris thanked our congressional leadership, especially Senator Cochran for their part in the funding for maintenance dredging and the entire Restoration Program.

Commissioner Simpson thanked Nick Foto, Deputy Program Manager, for his part in bringing the entire Restoration Program to fruition.

Commissioner Rester moved to close the meeting to discuss the need for an Executive Session.

Commissioner Rester moved to enter Executive Session to discuss legal matters (litigation) and real estate matters (negotiations on acquisition of property). Commissioner Roberts seconded and the motion was unanimously approved.


(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:20 A.M.)

Commissioner Norris moved to come out of executive session and return to open meeting. Commissioner Roberts seconded and the motion was unanimously approved.

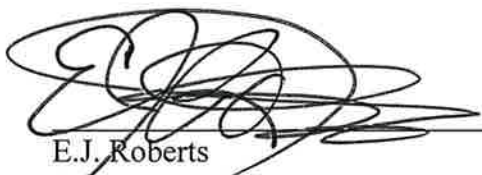
Commissioner Roberts moved to adjourn.

The meeting adjourned at approximately 10:30 a.m.

Approved and Attested



John Rester
President



E.J. Roberts
Secretary