

MISSISSIPPI PORT AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING

November 19, 2020

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting,
Thursday, November 19, 2020 at 2510 14th Street, Suite 1450, 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: Matthew Wypyski, Deputy Director/COO
Kim Purchner, Executive Asst./HRO
Nick Foto, Deputy Program Manager
DeeDee Wood, CFO
Errol LaRue, Govt. & Legal Affairs Manager
Carlos Bell, Public Outreach Director
Shawn Meyer, Director of Operations
Kim Aguillard, Marketing & Media Manager
Allison Chimenya, Marketing Specialist
Mel Arsenault, Workforce/Grant Director
Michelle Freeman, A/R Specialist
Lisa Mussa, A/P Specialist
Tammy Salisbury, Asst. Comptroller
Lucy Stevens, Payroll/Administrative Asst.

Ben Stone, Legal Counsel

Others: Philip Carter, MDA (via phone)
Brian Smith, Watkins Eager
Michael Sheely, Jacobs Engineering
Bruce Newton, Digital Engineering
Kim Marmalich, AVL
Greg Schruff, SSA

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

The Pledge of Allegiance was led by Commissioner Norris.

The invocation was led by Carlos Bell, MSPA.

PUBLIC COMMENTS:

There were no public comments.

A presentation was provided by Kim Marmalich of Alexander, Van Loon & Levens regarding the FY20 Audit.

Commissioner Simpson moved to authorize the acceptance of the FY20 Audit as presented. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve the October 22nd and November 2nd 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 NOVEMBER 05, 2020
BILLS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2020 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
56490	AGJ Systems & Networks, Inc.	Computer Maintenance	4,538.50
56491	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
56492	Anytime Portables, LLC	Portable Restroom Services	288.12
56493	Battery Sales & Service	Forklift Batteries	113.68
56494	Boot Outlet, LLC	Employee Safety Shoes	1,484.45
56495	Sparklight	Internet Services	91.18
56496	CenterPoint Energy	Natural Gas Services	28.84
56497	City of Gulfport	Water	6,469.60
56498	Sun Coast Business Supply	Office Supplies	357.06
56499	Collection Services Center	Employee Deductions	90.06
56500	Dept. of Finance & Admin.	MMRS Quarterly Charges	254.75
56501	Eagle Energy, Inc.	Gearbox Oil for Cranes	1,229.06
56502	Federal Express Corp.	Express Mail Services	179.04
56503	Foliage Design Systems, Inc.	Interior Plant Maintenance	507.56
56504	Fuelman	Fuel for MSPA Vehicles	166.17
56505	Great Southern Club	Monthly Dues	90.00
56506	Gulf Hydraulics & Pneumatics	Cylinder Repair for Forklift	152.50
56507	MS State Treasurer Fund 3360900000	Telephone/Internet Services	216.54
56508	Newell Paper Co.	Janitorial Supplies	336.62
56509	J.E.M., LLC	Sewer Force Main Inspection	650.00
56510	Keeling Co. - Gulfport	Maintenance Supplies	1,216.51
56511	Lowe's Home Center, Inc.	Maintenance Supplies	463.56
56512	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
56513	Mayer Electric Supply Co., Inc.	Replacement Part for Welding Machine	45.00
56514	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56515	MS Power Company	Electricity	8,240.87
56516	MS Pub. Employees Credit Union	Employee Deductions	320.00
56517	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
56518	RJ Young Company, Inc.	Printer Maintenance	482.56
56519	Rotary Club of Gulfport	Membership Dues and Meals	116.00
56520	ServiceWear Apparel, Inc.	Employee Uniforms	1,877.88
56521	Stericycle, Inc.	Document Shredding Services	113.68
56522	Sorg Printing, LLC	Office Supplies	330.00
56523	Munro Products, Inc.	Screws for Shed #2 Repair	530.00
56524	Southern Admin. and Benefits	Monthly Service Fee	200.00
56525	Swetman Security Services, Inc.	Security Guard Services	91,275.87
56526	United Way of South MS, Inc.	Employee Deductions	282.76
56527	Vulcan Construction Materials, LLC	Limestone for Sinkhole	1,553.80

56528	Waste Management	Waste Removal Services	299.06
56529	Matthew Wypyski	Business Expenses	40.78
56530	Zoro Tools, Inc.	Hand Tools, Replacement Parts and Maintenance Supplies	471.82
56531	ZPMC North America, Inc.	Sheave Guards for Cranes	3,600.00
TRANSFERS			
10/22/20	Deferred Compensation	Employee Deductions	1,007.50
10/27/20	Public Employment Retirement	Retirement Match and Withheld	54,185.95
10/28/20	Federal Tax Deposit	Payroll Tax Deposit	23,125.41
11/02/20	State School Insurance Fund/DFA	11/2020 Employee Health and Life Insurance	18,897.26
11/05/20	Deferred Compensation	Employee Deductions	1,007.50
Total			<u>231,073.30</u>

FINAL CHECKLIST FOR NOVEMBER 19, 2020

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

CHK#	VENDOR	DESCRIPTION	CHK AMT
56532	Kentwood Springs	Drinking Water	323.51
56533	AFLAC	Employee Deductions	1,783.42
56534	AGJ Systems & Networks, Inc.	Computer Maintenance	4,547.50
56535	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	123.46
56536	Alatas Americas, Inc.	Troubleshoot Service Hoist for Crane #1	1,060.00
56537	Alexander, Van Loon, Sloan	Audit Services	13,500.00
56538	Alimak Group USA Inc.	Quarterly Crane Elevator Inspections	2,100.00
56539	AT&T Corp	Website Hosting	89.96
56540	Boot Outlet, LLC	Employee Safety Shoes	469.85
56541	Sparklight	Cable Services	139.74
56542	Card Services	Small Tools, Lights, Office Supplies and Employee Uniforms	1,234.72
56543	CenterPoint Energy	Natural Gas Services	28.84
56544	Chancellor, Inc.	Electrical Supplies for Pier Repairs	2,575.88
56545	City of Gulfport	Water	4,751.26
56546	Sun Coast Business Supply	American Flag for Crane	1,845.50
56547	Collection Services Center	Employee Deductions	90.06
56548	C Spire Wireless	Cell Phone Services	1,071.59
56549	C Spire Business Solutions	Telephone/Internet Services	2,958.34
56550	Danny Miller Plumbing, Inc.	Recertification for Backflow Preventers	1,600.00
56552	Docuphase, LLC	Annual Maintenance Renewal	8,385.00
56553	Fuelman	Fuel for MSPA Vehicles	305.92
56554	Hancock Bank	December Lease for Suite 1450	24,579.26
56555	Robert J. Knesal	Per Diem	240.00
56556	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56557	MS Pub. Employees Credit Union	Employee Deductions	320.00
56558	Smart Sign	Parking Permit Stickers	224.18
56559	Northern Tool & Equipment Co.	Replacement Seat Switch for Crane #3	36.98
56560	Jack Norris	Per Diem	200.00
56561	Pass Road Mini Storage, LLC	Storage Unit Rent	155.00
56562	Legal Shield	Employee Deductions	158.46
56563	Quadient Finance USA, Inc.	Postage Machine Rent	195.57
56564	Eluse J. Roberts	Per Diem	200.00
56565	James C. Simpson, Jr.	Per Diem	200.00
56566	Southern Printing & Silkscreen	Logos for Employee Uniforms	378.00
56567	BXS Insurance, Inc.	Public Officials Bond	440.00
56568	The Sun Herald	Advertising	328.30
56569	Trac-Work, Inc.	Replace Rock on Track	14,947.94
56570	Waste Management	Waste Removal Services	1,044.67

56571	Zoro Tools, Inc.	Hose Reel, Hand Tools and Maintenance Supplies	786.43
TRANSFERS			
11/10/20	MS Dept of Revenue	Employee Deductions	6,919.00
11/10/20	Federal Tax Deposit	Payroll Tax Deposit	23,203.62
		Total	<u>\$123,697.96</u>

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

The following items were approved:

RENEWAL LICENSES:

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

Steamship Agent: ISS Marine Service; Maritime Endeavors Shipping

Commissioner Roberts moved to approve the following progress payments: Balch & Bingham (\$67,940.35) and Digital Engineering (\$134,338.25). Commissioner Simpson seconded, and the motion was unanimously approved.

Commissioner Rester moved to approve Cash Request #279 to CH2MHill (\$35,544.82); Eley Guild Hardy (\$85,436.75); MSPA (\$13,404.54) and Wharton Smith (\$1,299,484.76) for a total of \$1,433,870.87. Commissioner Roberts seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Rester moved to approve Amendment No. 18 with CH2MHill, Inc. under Contract No. 518-C. Amendment No. 18 adds 731 days to the contract for continued program management services as they relate to the Ocean Enterprise Building and the deepening and widening of the federal navigation channel. Commissioner Knesal seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve a Memorandum of Understanding between MSPA and Gulf Regional Planning Commission regarding the administration and utilization of Surface Transportation Block Grant funds. This MOU was created as a result of MSPA Resolution No. 19-10, approved in December of 2019, which states MSPA is responsible for 20% of the funding - \$50,000.00. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve the waiving of minor defects and informalities associated with bids received on October 23, 2020 for the East Pier Watermain Replacement and North Harbor Ditch Improvement Projects. Commissioner Knesal seconded and the motion was approved with the Commission voting as follows:

Commissioner Rester	Affirmative
Commissioner Simpson	Affirmative
Commissioner Knesal	Affirmative
Commissioner Roberts	Negative

Commissioner Knesal moved to award the contract for the East Pier Watermain Replacement Project to Moran Hauling, Inc. Three bids were received, and the lowest and best bid was presented by Moran Hauling in the amount of \$88,920.00. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to award the contract for the North Harbor Ditch Improvement Project to Moran Hauling, Inc. Two bids were received, and the lowest and best bid was presented by Moran Hauling in the amount of \$514,360.50. Commissioner Knesal seconded and the motion was unanimously approved.

PORT RESTORATION/ENGINEERING UPDATE:

Bruce Newton, Digital Engineering and Nick Foto gave status updates on current restoration and engineering projects. Michael Sheely, CH2MHill reported on the status of the dredging and widening of the channel project with the USCOE.

OPERATIONS REPORT:

Shawn Meyer, Director of Operations reported on the maritime activity for the month of October as well as a status report on the cleanup efforts following Hurricane Zeta:

Vessels	17		Vehicles	9,324
TEU's	13,384		Railcar Count	329
Tonnage (short tons)	130,413		Tugs	53
			Barges	49

There have recently been 11 storms that disrupted port operations, even though the Port didn't get hit directly by all eleven.

Many thanks to port staff for their efforts to get the port up and running very quickly after Hurricane Zeta. Staff, along with engineering consultants, are working on damage and insurance reports.

MDA'S COMMENTS:

Philip Carter had no comments.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

COMMISSIONERS' COMMENTS:

Commissioner Norris thanked the Finance Department for their recent efforts toward the annual audit. He also thanked the Operations Department for their tireless efforts after our many tropical storms and hurricanes. He asked staff to look into the possibility of pre-positioned contracts prior to the next hurricane season.

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 Simpson moved to enter Executive Session to discuss real estate matters (lease matter) and a personnel matter. Commissioner Rester seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 2:25 P.M.)

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

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

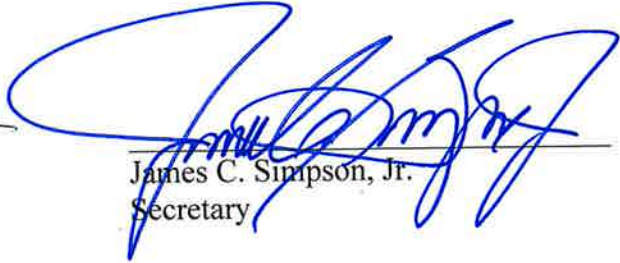
Commissioner Rester moved to adjourn.

The meeting adjourned at approximately 3:00 p.m.

Approved and Attested



E.J. Roberts
President



James C. Simpson, Jr.
Secretary