

# MISSISSIPPI PORT AUTHORITY

## BOARD OF COMMISSIONERS

### REGULAR MEETING

**January 28, 2021**

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Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, January 28, 2021 at 2510 14<sup>th</sup> Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

Commissioners: E.J. Roberts, President  
Robert J. Knesal, Vice-President (via telephone)  
James C. Simpson, Jr., Secretary  
John Rester, Treasurer  
Jack Norris, 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  
John Webb, Director of Engineering  
Shawn Meyer, Director of Operations

Ben Stone, Legal Counsel  
David Duhé, Legal Counsel

Others: Philip Carter, MDA  
Jamie Miller, MDA  
Brian Smith, Watkins Eager  
Michael Sheely, Jacobs Engineering  
Bruce Newton, Digital Engineering  
Joey Beattie, BXSI  
Dr. Gordon Cannon, USM  
Kris Powell, USM  
Cindy Lamb, Pickering Engineering

Commissioner Roberts 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 Roberts.

The invocation was led by Carlos Bell, MSPA.

#### PUBLIC COMMENTS:

There were no public comments.

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Commissioner Simpson moved to approve the December 17, 2020 and January 5, 2021 Minutes. Commissioner Rester seconded, and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH JANUARY 6, 2021  
 BILLS FOR THE MONTHS OF DECEMBER 2020 AND JANUARY 2021 APPROVED AND PAID  
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
56654	Kentwood Springs	Drinking Water	263.53
56655	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	120.59
56656	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
56657	Anytime Portables, LLC	Portable Restroom Services	510.00
56658	AT&T Corp	Website Hosting	89.96
56659	Sparklight	Internet Services	91.18
56660	CenterPoint Energy	Natural Gas Services	28.85
56661	CenterPoint Energy	Natural Gas Services	58.63
56662	City of Gulfport	Water	6,074.81
56663	Collection Services Center	Employee Deductions	90.06
56664	Federal Express Corp.	Express Mail Services	43.12
56665	Fuelman	Fuel for MSPA Vehicles	131.50
56666	Harbor Square Parking Garage	Quarterly Parking	3,185.25
56667	MS State Treasurer Fund 3360900000	Telephone/Internet Services	178.21
56668	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56669	MS Pub. Employees Credit Union	Employee Deductions	320.00
56670	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
56671	Gary Pitcovich	Supplies for Crane Repair	421.96
56672	Redd Pest Solutions	Pest Control Services	90.00
56673	Norma Jean Soro	Transcription Services	564.48
56674	Southern Admin. and Benefits	Monthly Service Fee	200.00
56675	Southern Admin. and Benefits	Employee Deductions	4,999.80
56676	United Way of South MS, Inc.	Employee Deductions	272.76
56677	Waste Management	Waste Removal Services	546.50

CHECKS DATED 12/22/20 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

55832	Sparklight	Cable Services	161.42
55833	Guardian	Employee Deductions	1,666.11
55834	Shawn Meyer	Business Expenses	135.27
55835	Vision Service Plan	Employee Deductions	193.50

TRANSFERS

12/18/20	Deferred Compensation	Employee Deductions	1,007.50
12/23/20	Federal Tax Deposit	Payroll Tax Deposit	22,071.80
01/06/21	Federal Tax Deposit	Payroll Tax Deposit	23,507.50
01/06/21	State School Insurance Fund/DFA	01/2021 Employee Health and Life Insurance	18,726.26
Total			<u>\$86,246.35</u>

DISBURSEMENTS THROUGH JANUARY 14, 2021  
 BILLS FOR THE MONTHS OF DECEMBER 2020 AND JANUARY 2021 APPROVED AND PAID  
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK #	VENDOR	DESCRIPTION	CHK AMT
56678	A-1 Elevator Service, LLC	Quarterly Elevator Maintenance	4,002.00
56679	AGJ Systems & Networks, Inc.	Computer Equipment	615.69
56681	Paul D. Jamerson	Stadium Lights for Berth 5 at Chemours	7,419.00
56682	Ben Nelson Golf & Utility Vehicles	Parts for Golf Cart	270.36
56683	Chancellor, Inc.	Electrical Supplies for Cranes and Reefer Plugs	2,611.29
56684	City of Gulfport	Water	4,000.68
56685	Cornett Bolt & Screw	Repair Supplies for Guard Shack and Tug Boat Power	335.70

56686	C Spire Wireless	Cell Phone Services	1,009.18
56687	C Spire Business Solutions	Telephone and Internet Services	2,961.55
56688	Federal Express Corp.	Express Mail Services	31.27
56689	Foliage Design Systems, Inc.	Interior Plant Maintenance	253.78
56690	Fuelman	Fuel for MSPA Vehicles	102.34
56691	Great Southern Club	Monthly Dues and Business Expenses	306.48
56692	Gulf Ports Association	Membership Dues	500.00
56693	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	20,464.15
56694	Harrison County Tax Collector	2020 Property Taxes	4,676.15
56695	Lowe's Home Center, Inc.	Small Hand Tools and Maintenance Supplies	463.18
56696	Mayer Electric Supply Co., Inc.	Electrical Supplies for Office Trailer at Cotton Compress	706.08
56697	MS Economic Council	Membership Dues	402.63
56698	MS Power Company	Electricity	109,904.83
56699	Odgers Berndtson, LLC	Executive Director Search Expenses	681.68
56700	Pass Road Mini Storage, LLC	Storage Unit Rent	155.00
56701	Legal Shield	Employee Deductions	118.61
56702	RJ Young Company, Inc.	Copier/Printer Maintenance	1,438.30
56703	Stericycle, Inc.	Document Shredding Services	146.68
56704	Sorg Printing, LLC	Business Cards	38.00
56705	Skillsoft Corporation	License Fees for Cloud Based Learning Content	10,000.00
56706	Southern Printing & Silkscreen	Logos and Names for Employee Uniforms	105.00
56707	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00
56708	Stuart C. Irby Co.	Electrical Supplies for Tug Boat Power and Guard Shack Repairs	3,230.60
56709	Swetman Security Services, Inc.	Security Guard Services	31,141.67
56710	Southern Tire Mart, LLC	Tires for Backhoe	959.00
56711	Underwood Door Company, Inc.	Replacement Door for Cotton Compress Shed	2,734.00
56712	Union Auto Parts	Maintenance Supplies	661.15
56713	Mississippi Valuations, LLC	Real Estate Appraisal Services	11,975.00
56714	Volkert, Inc	Professional Services	1,140.00
56715	Waste Management	Waste Removal Services	369.51
56716	Weaver Electric	Electrical Services	6,561.00
56717	Zoro Tools, Inc.	Maintenance Supplies	1,744.35

TRANSFERS

01/08/21	Public Employment Retirement	Retierment Match and Withheld	80,776.88
01/11/21	MS Department of Revenue	Employee Deductions	10,519.00
01/13/21	MS Department of Revenue	Sales Tax Payment	10,819.92
		Total	<u>\$337,201.69</u>

FINAL CHECKLIST FOR JANUARY 28, 2021

BILLS FOR THE MONTHS OF DECEMBER 2020 AND JANUARY 2021 APPROVED AND PAID FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHECK #	VENDOR	DESCRIPTION	CHECK AMOUNT
56718	5-A Carpet Cleaners	Carpet Cleaning Services	560.00
56719	Kentwood Springs	Drinking Water	299.61
56720	Sage Abra	Tax Forms	99.25
56721	AFLAC	Employee Deductions	1,709.97
56722	AGJ Systems & Networks, Inc.	Battery Backup and Office Equipment	448.59
56723	AirGas Gulf States	Acetylene, Oxygen, and Argon Cylinders	123.46
56724	Alexander, Van Loon, Sloan	Audit Services	4,892.20
56725	Anytime Portables, LLC	Portable Restroom Services	255.00
56726	AT&T Corp	Website Hosting	89.96

56727	Barefield Workplace Solutions, Inc.	Office Supplies	328.60
56728	Amcon Controls	Controller for HVAC Repair at Crowley Admin Building	408.21
56729	Boot Outlet, LLC	Employee Safety Boots	469.85
56730	Sparklight	Cable Services	161.42
56731	Card Services	Software, Cameras, Warning Lights, Adapters	3,612.91
56732	City of Gulfport	Water	6,159.84
56733	Sun Coast Business Supply	Office Supplies	361.09
56734	Collection Services Center	Employee Deductions	90.06
56736	ESL Power Systems, Inc.	Reefer Plugs	37,272.47
56737	Federal Express Corp.	Express Mail Services	48.71
56738	Ferguson Enterprises, Inc.	Plumbing Supplies for Water Line Repair	676.26
56739	Fuelman	Fuel for MSPA Vehicles	316.08
56740	Guardian	Employee Deductions	1,666.11
56741	Gulfport Industrial Supply, Inc.	Replacement Welding Wire for Welder	70.00
56742	Hancock Bank	February Lease for Suite 1450	24,579.26
56743	HRdirect	Poster Guard Renewal	159.98
56744	Newell Paper Co.	Office Supplies	917.40
56745	MS-IS, Inc DBA Johnstone Supply of Gpt	Compressor for Dole Chiller	3,362.41
56746	Robert J. Knesal	Per Diem	120.00
56747	Lowe's Home Center, Inc.	Plumbing Supplies for Chiller Drain Pipe Repair	51.36
56748	Mississippi Ports Council, LLC	Membership Dues	5,000.00
56749	MS Dept. of Human Services CRDU	Employee Deductions	156.00
56750	MS Pub. Employees Credit Union	Employee Deductions	320.00
56751	MSPA Petty Cash Fund	Replenish Petty Cash	104.07
56752	Necaise Locksmith	Rekey Lock	135.00
56753	Jack Norris	Per Diem	200.00
56754	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
56755	PTW	Backhoe Tire	219.50
56756	Puckett Machinery Company	Harness for Backhoe	121.31
56757	Ray Weaver	A/C Repair at Crowley M&R Building	1,501.33
56758	Eluse J. Roberts	Per Diem	120.00
56759	Rob't J. Baggett, Inc.	Trolley Rope Adjustment on Crane #2	1,205.44
56760	Rotolo Consultants, Inc. dba RCI	Landscape Services	775.38
56761	ServiceWear Apparel, Inc.	Employee Uniforms	356.22
56762	Stericycle, Inc.	Document Shredding Services	123.02
56763	James C. Simpson, Jr.	Per Diem	120.00
56764	Norma Jean Soroe	Transcription Services	509.48
56765	Southern Admin. and Benefits	Monthly Service Fee	200.00
56766	Stuart C. Irby Co.	Electrical Supplies for Guard Shack Repairs	539.30
56767	SunSouth, LLC	Repair Parts for Chainsaw and Weed Eaters	118.96
56768	Swetman Security Services, Inc.	Security Guard Services	62,160.64
56769	Vision Service Plan	Employee Deductions	193.50
56770	Waste Management	Waste Removal Services	1,014.46
56771	Weaver Electric	Electrical Services	1,431.00
56772	Matthew Wypyski	Business Expense	43.16
56773	Green Marine Mngmt Corp	Membership Dues	5,885.00
56774	RJ Young Company, Inc.	Printer Maintenance	482.56
TRANSFERS			
01/19/21	Deferred Compensation	Employee Deductions	1,007.50
01/20/21	Federal Tax Deposit	Payroll Tax Deposit	23,759.02
Total			<u>\$197,291.91</u>

Commissioner Rester 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:

Vendors: Martin Energy Services; Snider Tire, Inc.

Steamship Agent: Aztec Maritime Services, Inc.

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Commissioner Norris moved to approve the following progress payments: Balch & Bingham (\$51,031.05) and Digital Engineering (\$98,510.75). Commissioner Rester seconded, and the motion was unanimously approved.

Commissioner Norris moved to approve Cash Request #281 to CH2MHill (\$36,362.20); Eley Guild Hardy (\$59,053.75); MSPA (\$18,364.67) and Wharton Smith (\$1,066,772.28) for a total of \$1,180,552.90. Commissioner Simpson seconded and the motion was unanimously approved.

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OLD BUSINESS:

Commissioner Simpson moved to award a professional service agreement to Southern Earth Sciences for Construction Materials Testing Services. The agreement will be for a 3 three-year period and total costs not to exceed \$300,000.00 (\$100,000.00 per year is anticipated). Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Amendment No. 19 with CH2MHill under contract No. 518-C. This Amendment increases costs by \$200,000.00 for program management services related to the Ocean Enterprise Facility, the channel deepening/widening project and the design of the tugboat berth. There is no change in schedule. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Rester moved to approve an Extension to the 2<sup>nd</sup> Amendment to the Lease Agreement with an Option to Purchase with Hancock Whitney Bank. This extends the term of the lease and corresponding period of the option to purchase by six months to June 30, 2021 and has an effective date of 12/17/20. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Modification No. 1 to Contract No. 19-OP-03 with Weaver Electric. This modification allows Weaver electric to acquire items on behalf of MSPA, with values of less than \$500. Commissioner Simpson seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Simpson moved to approve Task Order No. 2 under Contract No. 19-EN-05 with Jacobs Engineering. Task Order No. 2 has a not to exceed amount of \$49,436.00. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester moved to authorize the advertisement and solicitation of proposals for Investment Advisory Services. Commissioner Norris seconded and the motion was unanimously approved.

Commissioner Rester moved to authorize the advertisement and solicitation of proposals for copier services. Commissioner Simpson seconded and the motion was unanimously approved.

Commissioner Rester moved to authorize the disposition of various salvage items. Commissioner Simpson seconded and the motion was unanimously approved.

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PORT RESTORATION/ENGINEERING UPDATE:

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

OPERATIONS REPORT:

Shawn Meyer, Director of Operations reported on the maritime activity for the Calendar Year 2020:

Vessels	220		Vehicles	119,000
TEU's	174,971		Railcar Count	7,356
Tonnage (short tons)	1,873,252		Hurricane Threats	10

These numbers represent a decrease in TEU's of 11% over 2019 and a 14% decrease in tonnage.

November and December numbers look promising.

MDA'S COMMENTS:

Philip Carter had no comments.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

COMMISSIONERS' COMMENTS:

Commissioners had no comments.

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

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

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 1:35 P.M.)

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

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

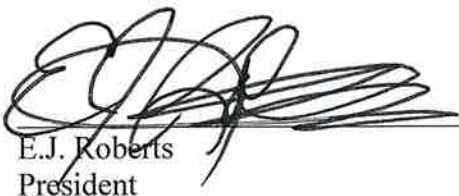
Commissioner Simpson moved to amend the agenda to include consideration of an acquisition of certain MDOT property with rail access. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to authorize President Roberts to execute the MDOT Agreement related to the procedures to purchase certain properties in the form presented by Ben Stone, General Counsel. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Norris moved to adjourn.

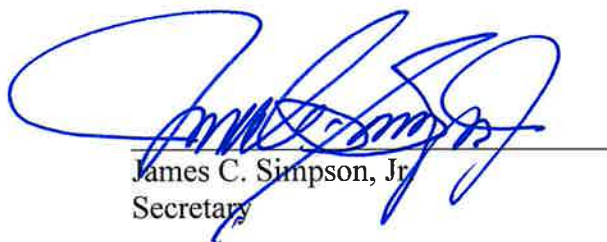
The meeting adjourned at approximately 3:15 p.m.

Approved and Attested



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E.J. Roberts  
President



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James C. Simpson, Jr.  
Secretary