

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

January 28, 2022

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Friday, January 28th, 2022, at 2510 14th 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
Cowles Symmes, Treasurer
E.J. Roberts, Commissioner

Staff: Jon Nass, CEO
Matthew Wypyski, Deputy Director/COO
Kim Purchner, Exec. Asst./HRO
Nick Foto, Deputy Program Manager
John Webb, Director of Engineering
DeeDee Wood, CFO
Errol LaRue, Govt. & Legal Affairs Manager
Shawn Meyer, Director of Operations
Mel Arsenault, Director of Grant/Workforce Dev.
Allison Chimenya, Marketing Specialist
Carlos Bell, Director of Public Engagement
Matt Gabbett, Deputy Director of Operations

Ben Stone, Legal Counsel
David Duhe, Legal Counsel
Mark Bond, Legal Counsel

Others: Philip Carter, MDA (via telephone)
Michael Sheely, Jacobs Engineering
Frank Morton
Bruce Newton, Digital Engineering
Jeff May, Michael Baker
David Machado, Machado Patano
Greg Schruoff, SSA Marine
Tom Leatherbury, SSA Marine
Johnny Atherton

Commissioner Knesal 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 Knesal.

The invocation was given by Carlos Bell, MSPA.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Simpson moved to amend the agenda to include two items under New Business – 1) Authorization to solicit bids for various repairs to East Pier Shed 50 and the East Pier Rail Track System; and (2) Authorization of emergency repairs to the roof of Shed 50 on the East Pier. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve the Minutes from December 16, 2021. Commissioner Roberts seconded, and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH JANUARY 12, 2022
BILLS FOR THE MONTHS OF DECEMBER 2021 AND JANUARY 2022 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
57995	ABB, Inc.	Rope Reeving Device Contactors for Cranes	492.00
57996	Kentwood Springs	Drinking Water	402.40
57997	AGJ Systems & Networks, Inc.	Office Equipment and Computer Maintenance	4,784.16
57998	AirGas Gulf States	Acetylene and Oxygen Cylinders	231.98
57999	All Safe Technologies, LLC	Fire Alarm Monitoring	159.80
58000	Anytime Portables, LLC	Portable Restroom Services	148.76
58001	Arup Advisory, Inc.	Concession Professional Services	25,000.00
58002	Ben Nelson Golf & Utility Vehicles	Golf Cart Tires	375.40
58003	City of Gulfport	Water	3,995.80
58004	Consolidated Electrical Distributors, Inc	Materials for Electrical Platforms on USM/DMR Piers	3,929.80
58005	Cornett Bolt & Screw	Replacement Bolts for Flipper Motors on Crane Spreaders	605.07
58006	C Spire Wireless	Cell Phone Services	999.60
58007	C Spire Business Solutions	Telephone/Internet Services	2,815.38
58008	Dept. of Finance & Admin.	MMRS Quarterly Charges	254.75
58009	Foliage Design Systems, Inc.	Interior Plant Maintenance	261.39
58010	Fuelman	Fuel for MSPA Vehicles	585.36
58011	Grainger, Inc.	Maintenance Supplies for Cranes	794.37
58012	Gulf Coast Business Supply, Inc.	Office Supplies	108.24
58013	MS State Treasurer Fund 3360900000	Telephone/Internet Services	184.49
58014	Kalmar USA, Inc.	Twistlock Pin Kit and Spreader Parts for Cranes	5,768.47
58015	Lowe's Home Center, Inc.	Tool Set and Portable Restroom Rebuild Supplies	1,250.91
58016	Magnar, LLC	TWIC Card Readers	25,308.00
58017	Mark Dunning Industries, Inc.	Waste Removal Services	75.00
58018	MS Gulf Coast Chamber of Comm.	Registration Fee	40.00
58019	MS Gulf Coast Chamber of Comm.	Sponsorship	400.00
58020	MS Power Company	Electricity	123,686.30
58021	Gary Pitcovich	Hydraulic Hose Assembly for Crane Repair	148.87
58022	The Port Employeecs Assoc.	Employee Deductions	204.00
58023	Legal Shield	Employee Deductions	61.81
58024	Redd Pest Solutions	Pest Control Services	90.00
58025	RJ Young Company, Inc.	Printer Maintenance	551.53
58026	Rotolo Consultants, Inc. dba RCI	Landscape Services	1,054.63
58027	South Mississippi Business Machines	Copier Maintenance	569.00
58028	Norma Jean Soroe	Transcription Services	319.48

58029	Southern Admin. and Benefits	Monthly Service Fee	200.00
58030	Southeastern Overhead Door Inc.	Dock Leveler Solenoids for Shed 2	3,960.00
58031	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00
58032	Stribling Equipment, LLC	John Deere Backhoe for Cotton Compress	85,969.50
58033	Swetman Security Services, Inc.	Security Guard Services	32,162.33
58034	United Way of South MS, Inc.	Employee Deductions	247.76
58035	Greenheck Fan Corporation	Compressor Contactor for Crowley A/C	174.36
58036	Zoro Tools, Inc.	Maintenance Supplies and Repair Parts for Water Line	3,607.55

CHECKS DATED 12/21/21 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

57973	AT&T Corp	Website Hosting	89.96
57974	Sparklight	Cable Services	178.98
57975	Matthew Gabbett	TWIC Card Renewal	125.25
57976	MSPA Petty Cash Fund	Replenish Petty Cash	112.47
57977	Waste Management	Waste Removal Services	542.33
57978	AFLAC	Employee Deductions	1,683.06

CHECKS DATED 12/22/21 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

57979	Federal Express Corp.	Express Mail Services	17.55
57980	Robert J. Knesal	Travel Expenses	1,610.47
57981	James C. Simpson	Travel Expenses	1,349.24

CHECKS DATED 01/06/22 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

57982	Sparklight	Internet Services	91.18
57983	CenterPoint Energy	Natural Gas Services	31.49
57984	CenterPoint Energy	Natural Gas Services	45.90
57985	City of Gulfport	Water	6,189.01
57986	Collections Services Center	Employee Deductions	90.06
57987	Federal Express Corp.	Express Mail Services	41.52
57988	Guardian	Employee Deductions	2,110.96
57989	Mark Dunning Industries, Inc	Waste Removal Services	475.00
57990	MS Dept. of Human Services CRDU	Employee Deductions	156.00
57991	MS Pub. Employees Credit Union	Employee Deductions	445.00
57992	Pass Road Mini Storage, LLC	Storage Unit Rent	180.00
57993	Portable Services, Inc	Portable Restroom Services	255.00
57994	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	850.00

TRANSFERS

12/15/21	MS Department of Revenue	Sales Tax Payment	17,012.24
12/15/21	Deferred Compensation	Employee Deductions	1,682.50
12/22/21	Federal Tax Deposit	Payroll Tax Deposit	25,315.18
12/29/21	Balch & Bingham, LLP Trust Account	Land Purchase	4,676,330.00
12/30/21	Balch & Bingham, LLP Trust Account	Land Purchase	2,761.00
01/03/22	State School Insurance Fund/DFA	01/2022 Employee Health and Life Insurance	19,864.72
01/05/22	Public Employment Retirement	Retirement Match and Withheld	93,532.75
01/05/22	Federal Tax Deposit	Payroll Tax Deposit	26,863.64
		Total	<u>\$5,212,860.71</u>

FINAL CHECKLIST FOR JANUARY 28, 2022

BILLS FOR THE MONTHS OF DECEMBER 2021 AND JANUARY 2022 APPROVED AND PAID
FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHK#	VENDOR	DESCRIPTION	CHK AMT
58039	Kentwood Springs	Drinking Water	296.60
58040	AFLAC	Employee Deductions	1,885.35
58041	AGJ Systems & Networks, Inc.	Office Equipment	243.99
58042	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	137.38
58043	A.J. Labourdette, Inc.	Replacement Cameras for Crane #3	1,410.00
58044	AT&T Corp	Website Hosting	89.96
58045	Blake Bishop	Welding Supplies	26.73
58046	Card Services	Travel Expenses and Registration Fees	1,339.80
58047	Card Services	Maintenance Supplies, Software Renewal, Restroom Doors	4,083.93
58048	Card Services	Travel Expenses	355.99
58049	City of Gulfport	Water	6,219.46
58050	Collection Services Center	Employee Deductions	90.06
58051	Dellner Bubbenzer USA Inc.	Replacement Trolley Coupler Parts for Crane #2	4,360.38
58053	Eagle Energy, Inc.	Diesel Fuel	1,171.75
58054	ECO Commercial Roofing, LLC	Shed 50 Roof Repair	29,750.00
58055	Federal Express Corp.	Express Mail Services	17.90
58056	Fuelman	Fuel For MSPA Vehicles	522.12
58057	Gleem Paint Center	Paint for Shed 50	159.00
58058	Grainger, Inc.	Janitorial Supplies and Installation Supplies for Crane #3 Cameras	1,024.04
58059	Guardian	Employee Deductions	2,110.96
58060	Gulf Coast Business Supply, Inc.	Office Supplies	343.22
58061	Hancock Bank	February Lease for Suite 1450	25,316.64
58062	Whitney Bank Trust & Asset Management	Investment Advisory Service Fees	24,683.25
58063	Harrison County Tax Collector	2021 Property Taxes	4,676.15
58064	HRdirect	Poster Guard Renewal	169.98
58065	Robert J. Knesal	Per Diem	160.00
58066	Errol LaRue	Registration Fee	75.00
58067	Lowe's Home Center, Inc.	Janitorial and Maintenance Supplies	1,066.41
58068	McClatchy Company, LLC	Advertising	26.54
58069	MS Economic Council	Membership Dues	402.63
58070	MS Economic Development Council	Registration Fees and Membership Dues	675.00
58071	Mississippi Ports Council, Inc.	Membership Dues	4,500.00
58072	MS Dept. of Human Services CRDU	Employee Deductions	156.00
58073	MS Gulf Coast Chamber of Comm.	Sponsorship	750.00
58074	MS Pub. Employees Credit Union	Employee Deductions	445.00
58075	Pass Road Mini Storage, LLC	Storage Unit Rent	335.00
58076	It's Promo Time	Promotional Supplies	570.85
58077	Redd Pest Solutions	Pest Control Services	70.00
58078	RJ Young Company, Inc.	Printer Maintenance	76.50
58079	Eluse J. Roberts	Per Diem	80.00
58080	James C. Simpson, Jr.	Per Diem	200.00
58081	Specialty Hose & Fabrication	Replacement Hydraulic Hoses for Cranes	3,210.29
58082	Star Service Inc. of Mobile	HVAC/R Maintenance and Repair Service	485.40
58083	Stuart C. Irby Co.	Replacement A/C Disconnect Switches for Crane #3	415.20
58084	Swetman Security Services, Inc.	Security Guard Services	62,385.67
58085	Cowles Edgar Symmes	Per Diem	80.00
58086	The Center for International Seamen	Reimbursement for Van Window Damage	341.33
58087	Union Auto Parts	Maintenance Supplies for Cranes	200.00
58088	Zoro Tools, Inc.	Batteries, Hand Tools and Maintenance Supplies	2,698.27

CHECKS DATED 01/18/22 AND RELEASED PRIOR TO SCHEDULED CHECK RUN			
58037	Sparklight	Cable Services	178.98
58038	Great Southern Club	Monthly Dues and Business Expenses	247.86

TRANSFERS

01/14/22	MS Department of Revenue	Employee Deductions	12,407.00
01/14/22	Deferred Compensation	Employee Deductions	1,682.50
01/19/22	MS Department of Revenue	Sales Tax Payment	17,310.90
01/19/22	Federal Tax Deposit	Payroll Tax Deposit	30,321.47
Total			<u>\$252,038.44</u>

Commissioner Roberts 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:

Vendors: Martin Energy Services; Snider Tires, Inc.

Commissioner Rester moved to approve the following progress payments: Balch & Bingham (\$32,966.28); Digital Engineering (\$69,726.75). Commissioner Simpson seconded, and a discussion ensued.

Commissioner Simpson moved to amend the motion to approve payment of \$32,966.28 to Balch & Bingham and payment of \$34,439.50 to Digital Engineering. An invoice from Digital Engineering in the amount of \$35,287.25 for Phase 2 services was withheld, pending delivery of additional information. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Roberts moved to approve Cash Request #307 to CH2MHill for a total of \$33,911.52. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Cash Request #308 to Wharton Smith for a total of \$184,888.35. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve Cash Request #309 to Eley Guild Hardy (\$33,130.50); MSPA (\$17,650.66) and Wharton Smith (\$1,000,909.13) for a total of \$1,051,690.29. Commissioner Roberts seconded and the motion was unanimously approved.

OLD BUSINESS:

Commissioner Rester moved to award the elevator service and repair contract to A1 Elevator Service, LLC. Three bids were received and evaluated for qualifications and pricing. The contract has a term of 3 years with one 2-year extension. Commissioner Roberts seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Rester move to authorize the issuance of a RFP for insurance services. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Rester moved to approve Work Order No. 23 with Digital Engineering under Contract No. 17-EN-04. Work Order No. 23 has a not to exceed amount of \$248,955.00 for the development of a Resiliency and Sustainability Master Plan. This work is authorized by a Grant Agreement with the National Fish and Wildlife Federation in the amount of \$124,493.00 and requires an equal non-federal cost share match. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to authorize the solicitation of proposals for the design and build of Shed 53 upgrade and conversion project. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Rester move to authorize the issuance of a RFQ for engineering services. Commissioner Symmes seconded and the motion was unanimously approved.

Commissioner Rester move to authorize the issuance of a RFP for security services. Commissioner Roberts seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve the solicitation of bids for roof and lighting repairs to Shed 50 on the East Pier. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve the solicitation of bids for rail and exterior wall siding repairs to Shed 50 on the East Pier. Commissioner Rester seconded and the motion was unanimously approved.

Commissioner Simpson moved to approve emergency roof repairs to Shed 50 on the East Pier. Commissioner Rester seconded and the motion was unanimously approved.

PORT RESTORATION/ENGINEERING UPDATE:

Updates were given by: John Webb - current engineering projects; Nick Foto - OEF construction; and Michael Sheely, Jacobs Engineering - channel dredging with the US Army Corps of Engineers.

OPERATIONS REPORT:

Shawn Meyer, Director of Operations, reported on the annual maritime activity for 2021:

Vessels	184		Vehicles	132,788
TEU's	185,340		Railcar Count	9,672
Tonnage (short tons)	2,179,676			

The TEU amount indicated a 6% increase over 2021, while the tonnage increased by 16%.

Matthew Wypyski mentioned an extremely positive article in the Professional Mariner magazine, covering E.N. Bisso. He also reported on new cargo – 15,000 tons of lumber that has been discharged in the last few weeks from three new ships. These ships were a direct result of the efforts of SSA Marine.

EXECUTIVE DIRECTOR'S COMMENTS:

Meetings are being scheduled with the Strategic Master Plan consultants during the week of February 14th. Once a schedule is prepared, we'll try to get the Commissioners in to meet with them, as we their input is essential.

Port staff is currently looking into the many grant opportunities that are out there.

The Oceans in Actions Conference will take place the week of March 7th. The schedule has been distributed to Commissioners in the event they can attend a portion.

Director Nass announced that John Webb, Director of Port Engineering, will be retiring on April 1st after 29 years of employment.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

MDA'S COMMENTS:

Philip Carter had no comments.

COMMISSIONERS' COMMENTS:

All Commissioners acknowledged John Webb and thanked him for his faithful service and wished him much success.

Commissioner Rester 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 a real estate matter (lease negotiations). Commissioner Symmes seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 2:10 P.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 Simpson moved to adjourn.

The meeting adjourned at approximately 3:35 p.m.

Approved and Attested


Robert J. Knesal
President


John Rester
Secretary