

MISSISSIPPI PORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

August 22, 2024

Minutes of the Mississippi State Port Authority Board of Commissioners Meeting, Thursday, August 22, 2024, at 2510 14th Street, Suite 1450, Gulfport, Mississippi at which the following Commissioners and staff were present:

Commissioners: John Rester, President
Cowles Symmes, Vice-President
Robert J. Knesal, Treasurer
Mark Loughman, Secretary
Kathryn Dennis Spear, Commissioner

Staff: Jon Nass, CEO
Jennifer Smith, Chief of Staff
Shawn Meyer, COO
Kecia Laneaux, Executive Affairs Coordinator
Teresa Ehrlich, Project Manager
Hannah Milliet, Public Relations & Marketing Specialist
Allison Chimenya, Marketing & Educational Coordinator
James Buras, Port Engineer
Matt Gabbett, Director of Operations
Tammy Salisbury, Assistant Comptroller
Katie Gill, Entry Level Accountant
Cindy Ford, Contract/Administrative Assistant

Ben Stone, Legal Counsel

Others: Philip Carter, MDA (via telephone)
Teshara Matthews, WSP
John D'Antico
Joey Beattie, SSH/Cadence Insurance

Commissioner Rester noted the presence of a quorum and called the meeting to order at approximately 9:00 a.m.

The Pledge of Allegiance was led by Commissioner Rester.

The invocation was given by Allison Chimenya, MSPA.

PUBLIC COMMENTS:

There were no public comments.

Commissioner Symmes moved to approve the Minutes from the July 25, 2024, Board Meeting. Commissioner Loughman seconded, and the motion was unanimously approved.

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

DISBURSEMENTS THROUGH AUGUST 8, 2024

BILLS FOR THE MONTHS OF JULY AND AUGUST 2024 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHECK #	VENDOR	DESCRIPTION	AMOUNT
61112	AGJ Systems & Networks, Inc.	Computer Maintenance	4,695.00
61113	All Seasons Farm Equipment Inc.	Mower Parts	51.16
61114	All Safe Technologies, LLC	Fire Alarm Monitoring	239.70
61115	Sparklight	Internet Services	93.18
61116	CenterPoint Energy	Natural Gas Services	37.08
61117	City of Gulfport	Water	9,841.20
61118	Core Logistical Solutions, LLC	Replace Motor for Crowley M&R Roll-Up Door	4,424.75
61119	Consolidated Electrical Distributors, Inc.	Parts to Connect Power to Gym at 34th Avenue Property	2,647.97
61120	Hannah Milliet	Travel Expenses	227.80
61121	Federal Express Corp.	Express Mail Services	23.13
61122	Fuelman	Fuel for MSPA Vehicles	356.48
61123	Glasdon, Inc.	Life Ring Cabinets and Life Rings	1,665.00
61124	Great Southern Club	Monthly Dues	104.00
61125	MS State Treasurer Fund 3360900000	Telephone/Internet Services	223.30
61126	Jerry's Lawn Mower Sales	Mower Parts	197.38
61127	Lowe's Home Center, Inc.	Vacuum, Janitorial and Maintenance Supplies	967.75
61128	Mark Dunning Industries, Inc.	Waste Removal Services	1,810.00
61129	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61130	MS Gulf Coast Chamber of Comm.	Sponsorship	600.00
61131	MS Pub. Employees Credit Union	Employee Deductions	375.00
61132	Necaise Locksmith	Port Operations HVAC Platform Door	1,575.00
61133	Pass Road Mini Storage, LLC	Storage Unit Rent	185.00
61134	Peopletrail, LLC	Pre-Employment Screenings	65.50
61135	The Port Employees Assoc.	Employee Deductions	112.00
61136	Portable Services, Inc.	Portable Restroom Services	425.00
61137	Redd Pest Solutions	Pest Control Services	90.00
61138	RJ Young Company, Inc.	Printer Maintenance	600.00
61139	SBL Strategies, LLC	Professional Consulting Services	10,000.00
61140	Stericycle, Inc.	Document Shredding Services	165.18
61141	Norma Jean Soroe	Transcription Services	404.48
61142	Southern Admin. and Benefits	Monthly Service Fee	203.20
61143	SSA Gulf Inc.	Office Trailer Rent for Cotton Compress	900.00
61144	Swetman Security Services, Inc.	Security Guard Services	22,294.60
61145	Timeless Designs of Lucedale LLC	Interior Plant Maintenance	279.69
61146	United Way of South MS, Inc.	Employee Deductions	151.42
61147	Union Auto Parts	Replacement Purge Valve for Unit #7	35.92
61148	Greenheck Fan Corporation	Repair Parts for Crowley HVAC	1,061.49
61149	Vacuum Truck Sales & Service, LLC	Gutter Brooms for Street Sweeper	1,219.00
61150	Wright National Flood Ins.	Insurance	34,085.00
61151	Zoro Tools, Inc.	Maintenance Supplies	486.40
TRANSFERS			
07/26/24	Deferred Compensation	Employee Deductions	1,295.00
07/31/24	Public Employment Retirement	Retirement Match and Withheld	65,023.57
07/31/24	Federal Tax Deposit	Payroll Tax Deposit	28,084.14
08/05/24	State School Insurance Fund/DFA	08/2024 Employee Health & Life Insurance	14,009.80
072924	Regus	Rent for Public Affairs Office in Jackson MS	313.80
2029	Regus	Rent for Public Affairs Office in Jackson MS	627.20
WIRE	Regus	Rent for Public Affairs Office in Jackson MS	627.20
Total			<u>\$212,535.83</u>

FINAL CHECKLIST FOR AUGUST 22, 2024
 BILLS FOR THE MONTHS OF JULY AND AUGUST 2024 APPROVED AND PAID
 FROM THE GROSS REVENUE FUND OF THE MS STATE PORT AUTHORITY AT GULFPORT

CHECK#	VENDOR	DESCRIPTION	AMOUNT
61153	Kentwood Springs	Drinking Water	481.17
61154	AFLAC	Employee Deductions	1,190.19
61155	AirGas Gulf States	Acetylene, Oxygen and Argon Cylinders	233.09
61156	All Safe Technologies, LLC	Fire Alarm Monitoring	239.70
61157	Apex Environmental Consultants, Inc.	Environmental Online Services	500.00
61158	Sparklight	Cable Services	248.90
61159	Cadence Insurance, Inc.	Insurance	3,337,101.98
61160	Card Services	Office Supplies, Repair Parts, Adobe Renewal/Mower Attachment	8,712.15
61161	Card Services	Travel Expenses	211.86
61162	CBIZ Valuation Group, LLC	Property Insurance Valuation Services	37,790.52
61163	Chancellor, Inc.	Electrical Panelboard for Gym at 34th Avenue Property	3,264.80
61165	C Spire Wireless	Cell Phone Services	977.12
61166	C Spire Business Solutions	Telephone/Internet Services	1,786.53
61167	Deluxe Cleaners, Inc.	Cleaning of Tablecloths	65.86
61168	Federal Express Corp.	Express Mail Services	34.54
61169	Fuelman	Fuel for MSPA Vehicles	639.52
61170	Gleem Paint Center	Wheels for Striping Machine	259.90
61171	Grainger, Inc.	Pallet Jack, Portable Evaporative Cooler and Maintenance Supplies	4,056.71
61172	Guardian	Employee Deductions	1,383.80
61173	Whitney Bank Divisional Property	September Lease for Suite 1450	27,664.17
61174	Hornedo Strategies LLC	Consulting Services	10,000.00
61175	Hostpapa, Inc.	Website Hosting	97.16
61176	MS-JS, Inc DBA Johnstone Supply Gpt	Repair Parts for Chiller, Chiquita HVAC and Dole Cooler	2,671.39
61177	KLDiscovery Ontrack, LLC	Professional Services	1,477.00
61178	Robert J. Knesal	Per Diem	80.00
61179	LNJ Services, Inc.	Pump Truck Services for Lift Station	350.00
61180	Mark P. Loughman	Per Diem	80.00
61181	Lowe's Home Center, Inc.	Port Operations HVAC Door Materials and Mechanic Tools	399.33
61182	M2 Media Corp.	Advertising	600.00
61184	Maritime Defense Strategy, LLC	Consulting Services	3,650.00
61185	McClatchy Company, LLC	Advertising	107.68
61186	Shawn Meyer	Business Expense	53.54
61187	The Mississippi Bar	Membership Dues	380.00
61188	MS DHS - State Disbursement Unit	Employee Deductions	263.56
61189	MS Power Company	Electricity	161,936.71
61190	MS Power Company	Electricity	11,066.27
61191	MS Power Company	Labor and Materials to Provide Power to Gym at 34th Ave. Property	25,705.95
61192	MS Pub. Employees Credit Union	Employee Deductions	375.00
61193	Pass Road Mini Storage, LLC	Storage Unit Rent	175.00
61194	Portable Services, Inc.	Portable Restroom Services	110.00
61195	Legal Shield	Employee Deductions	30.91
61196	Quadient Leasing USA Inc.	Postage Machine Rent	195.57
61197	Redd Pest Solutions	Pest Control Services	73.50
61198	Rotary Club of Gulfport	Membership Dues	271.00
61199	Rotolo Consultants, Inc. dba RCI	Landscape Services	3,196.58
61200	Stericycle, Inc.	Document Shredding Services	453.99
61201	South Mississippi Business Machines	Copier Machine Maintenance	509.00
61202	Southern Admin. and Benefits	Monthly Service Fee	208.00
61203	Kathryn Dennis Spear	Per Diem	120.00
61204	Swetman Security Services, Inc.	Security Guard Services	31,159.75

61205	Cowles Edgar Symmes	Per Diem	120.00
61206	Upchurch Services, LLC	HVAC/R Maintenance and Repair Services	2,240.00
61207	Vacuum Truck Sales & Service, LLC	Hydraulic Cylinder Part for Street Sweeper Repair	2,509.00
61210	Zoro Tools, Inc.	Maintenance Supplies	72.13

CHECK DATED 08/21/24 AND RELEASED PRIOR TO SCHEDULED CHECK RUN

61152	Monster Subs & Sandwiches, Inc.	Community Advisory Meeting	202.50
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TRANSFERS

08/09/24	Deferred Compensation	Employee Deductions	1,295.00
08/09/24	Federal Tax Deposit	Payroll Tax Deposit	37,389.42
08/14/24	MS Department of Revenue	Employee Deductions	7,754.00
08/14/24	MS Department of Revenue	Sales Tax Payment	11,239.34
ACH	Connected Oceans	Business Development and Consulting Services	22,916.23
Total			<u>\$3,768,377.02</u>

The following items were approved:

RENEWAL LICENSES:

Vendor: Atlas Ship Service, Inc.
 Steamship Agent: Host Agency, LLC
 Page & Jones, Inc
 Transfer Company: BH Specialized Hauling, LLC
 Apprentice Pilot: Ken Skrmetta

Commissioner Loughman moved to approve the following progress payments: Balch & Bingham (\$4,114.42); Covington Civil and Environmental (\$315.00); MP Design Group (\$54,571.78); Vice Brothers Unlimited, LLC (\$5,750.00); Warren Paving, Inc. (\$227,123.53); WSP USA, Inc. (\$40,149.07). Commissioner Symmes seconded and the motion was unanimously approved.

NEW BUSINESS:

Commissioner Symmes moved to approve a Professional Services Agreement with Soft Resources for consulting services related to Enterprise Resource Planning. The Agreement will be an hourly not to exceed based contract using an established fixed fee schedule. Commissioner Loughman seconded and the motion was unanimously approved.

ENGINEERING UPDATE:

James Buras reported on current engineering projects.

OPERATIONS REPORT:

Deputy Director Shawn Meyer reported on the maritime activity for August of 2024:

Vessels	16	Vehicles	13,407
Tugs	13	Railcars	877
Tonnage (monthly)	178,149	Barges	28
Tonnage (YTD)	1,945,218	TEU's (YTD)	
TEU's (monthly)	16,498		

A military vessel is expected to arrive next week.

There was a 48% increase in year-to-date tonnage and a 9% increase in TEU's.

EXECUTIVE DIRECTOR'S COMMENTS:

Virtual meetings were held with the White House and Department of Transportation staff providing background on the Port and information on the grant applications submitted for consideration.

Admiral Cary with NOAA made a visit to the Port this week and discussed Blue Economy and future vessels to be docked at the Port.

A Workforce Development Plan has been drafted and will be discussed at a future board meeting.

Tershara Matthews, Environmental Justice Coordinator for WSP, was introduced.

GENERAL COUNSEL'S COMMENTS:

Ben Stone had no comments.

COMMISSIONERS' COMMENTS:

Commissioners had no comments.

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

Commissioner Symmes moved to enter Executive Session to discuss a lease negotiation and personnel matter. Commissioner Loughman seconded and the motion was unanimously approved.

(THE BOARD OF COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 9:19 A.M.)

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

Commissioner Rester stated that no action took place during the Executive Session.


Commissioner Symmes moved to adjourn.

The meeting adjourned at approximately 10:48 a.m.

Approved and Attested



John Rester
President



Mark Loughman
Secretary